

Dear Families,

I hope you have had a fantastic summer break and managed to enjoy some sunshine. We have been overjoyed at the amazing KS4 results that our young people have achieved this summer, despite what they have been up against. I am sure that your young person has a mixture of emotions about returning or starting at Millbay Academy. Despite the current climate, I would like to reassure you that we have been working over the summer to ensure our site is thoroughly organised and clean in preparation to welcome all of our students and staff back. However, it is important that you are confident that we are doing everything we can to reduce the risks of transmission of the virus and ensure that Millbay Academy can open safely and sensibly to all our students in the new academic year.

We have very successfully welcomed over 50% of Year 10 plus our educate and primary classes into school at the end of last term, therefore we are extremely confident in our systems. I would like to take this opportunity to thank the students that have been on site, for their compliance and understanding of the new regulations. With their support, we have learned a lot about how to manage all students returning in September safely. Here are the details of our reopening plans, we have had to **make some adjustments due to supply delays** for our resources/furniture:

Dates of return for Year Groups in September

Year 7 and Year 11 - **Monday 7th September**

Years 8,9 and 10 - **Now Wednesday 9th September**

All students will be provided with an induction programme in order to understand the new regulations in school e.g getting used to one way systems, hand washing and sanitising, social distance queueing and their year group 'bubbles' within their new timetables.

Year Group Bubbles

In order to comply with government guidance and keep our students safe, each year group has been divided into year group bubbles. This essentially means that each year group will have a designated entry and exit point and classrooms just for them to use. Aside from practical subjects, the staff member will move to the students and they will remain static. In cases where students are partaking in practical activities (these will be greatly minimised), stringent cleaning measures are in place. All classrooms have been arranged so that students will be front facing and sitting shoulder to shoulder if they cannot be 1m apart We have removed any unnecessary furniture so that teachers can have a 2m distance from students as they face them to teach Each year group will also have a breakout space for morning arrival, break time and lunch times. Students will eat their lunch in these areas.

No students will be allowed off site for breaks except Year 11 who will be accompanied by staff members at all times.

Timings of the day, entrances, exits and zones

We will continue to adhere to what the government calls the ‘system of controls’ – the set of actions that schools must take – which are grouped into ‘prevention’ and ‘response to any infection’. Many of the actions in the ‘prevention’ section are very familiar to us from the guidance we’ve been following throughout the summer term: handwashing, ‘catch it, bin it, kill it’, enhanced cleaning, etc. The main differences are in the requirements around minimising contact and maintaining social distancing, wherever possible.

To support this ambition, we will make some small but important tweaks to the structure and timing of our school day, with new routines that will slightly alter the usual experience. This includes an allocated indoor and outdoor zone of the site, assigned to each year group, for socialising and eating.

Zones: Each Year Group has its own designated classroom spaces, break space and toilets and a separate point of entry and exit. An allocated member of duty staff (year group tutor) will let students into the building at the appropriate time.

Lateness: Students need to be on time to gain access to the building. In the case of unavoidable delay, students must report to the Front Desk to be escorted to their bubble.

Secondary Students

	Entrance/Exit	Lessons	Breaks
Year 7	Rear gate to playground near bike sheds	Ground Floor	Theatre and half of the playground
Year 8	Phoenix Street Entrance	Floor 2	Floor 2, Sportshall and playground
Year 9	Martin Street Entrance (Drama)	Floor 1	Playground
Year 10	Martin Street Entrance (Drama)	Floor 3	Large Atrium and playground
Year 11	We intend to be in Unit 6 Cargo Building on Phoenix Street and finalising arrangements to take up occupancy First day - Main entrance	Millbay 6	Millbay 6 and Green space at King Point Marina

Please note that **no** year groups will be allowed off site at Lunchtimes.

Start times are staggered as follows:

Years 7, 8, 10 and 11 - Start 8:30am, finish 3:20pm. Year 9 - Start 8:40am, finish 3:20pm.

Timings Secondary (staggered for Year 9) Focus Area

8.30 - 8.40 a.m. Years 7, 8,10,11 Entry to zones

8.40 - 9:05 a.m. Years 7, 8,10,11 Tutor/ Registration

8:40 - 8:50 a.m. Year 9 entry to zones

8:50 - 9:00 a.m. Year 9 tutor/registration

09:05 - 10.05 a.m Session 1

10.10 - 11.10 a.m. Session 2

11.10 - 11.40 a.m. Break 30 mins

11.40 - 12.40 p.m. Session 3

12.45 - 1.45 p.m. Session 4

1.45 - 2.20 p.m. Lunch 35 mins

2.20 - 3.20 p.m. Session 5

3.30 - 4.30 p.m. **Extra curricular provision and additional lessons for Year 11 where planned**

There is 5 minute movement for session 1, 2 and 4 to allow teachers to move to their next lesson.

Face Coverings

As you may be aware, recently the Government changed their advice surrounding the wearing of face masks in schools. The guidance will now state that the wearing of face coverings by students and adults in Secondary Schools should be worn whilst moving around corridors and communal areas, where social distancing is difficult to maintain.

Our local area has an incredibly low rate of Covid 19 infection and transmission and, as a school, we have taken stringent measures and precautions to minimise risk. Therefore, in line with the Government guidance, we **will not** be making the wearing of face masks mandatory in any area of the school.

However, we absolutely recognise that some students will feel more comfortable wearing a face mask in the corridors and the classroom and we are happy for them to do so. Please note that **masks must be plain in appearance, no logos or motifs**, and must be worn appropriately and sensibly. Any student intentionally misusing a mask will be required to take it off.

As part of our student induction programme we will show students how to safely wear and remove face masks.

Break and lunch food:

We have had a new system installed in school for ordering food at break and lunch. This will be delivered directly to the year group breakout areas where the on-duty staff member will be responsible for ensuring it's distribution. We will inform students on how to order their food once training has been completed.

Please note: Where possible, I would advise students to bring their own packed lunch as this will minimise the need for food distribution. We encourage all students to bring their own flasks of water or juice. Fizzy drinks are not permitted.

Uniform

Just to confirm, we will contact you regarding uniform fittings and our in school shop opening hours shortly.

Parent pay

We are pleased to announce that we will shortly be accepting payments online for items such as dinner money and school trips. Using a secure website called ParentPay you will be able to pay online using your credit / debit card or by making cash payments at PayPoint stores.

ParentPay will be our preferred method of making payments to school as it offers benefits to both you as Parents and to the school as follows:

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24/7.
- The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind
- Payments can be made by credit/debit card or also through PayPoint.
- Full payment histories, balance alerts and statements are available to you securely online at anytime
- Creates more time to lend to educational support and the smooth running of the school
- Improves school security
- Using ParentPay also ensures that all financial transactions are safe and secure - helping us to remove costs associated with us having to manage cash securely on the school premises
- The more parents that use ParentPay, the greater the benefit is to our school

We will send you your account activation details next week when the school opens to Staff and will provide help with setting up accounts. Should you already have a Parent Pay account for another school, there is a way to link the accounts but we will provide full instructions.

Car parking

We would respectfully ask all parents/guardians to be mindful of students and residents in the neighbouring streets. The parking is now residents only with some parking for short stay via the ticket machine. Please avoid double marking on Phoenix, Hobart and Sawrey Streets

Equipment:

It is vital that all students are fully equipped for school as we are unable to lend equipment at this time. If you have any issues, please contact us. All students need to provide their own basic equipment including: Pens, pencils, coloured pencils, ruler, protractor, compasses, pencil sharpener, rubber, highlighters and scientific calculator.

Whilst we know most families will be delighted that schools are reopening, there may be some parents or children who feel anxious about returning: if this applies to you, please do

not suffer in silence. Please contact us as soon as you can and we will work with you to ensure you have all the answers you need, to help you feel reassured and to address any concerns you might have. Everyone will need to play a part in keeping the virus out of school and we will, of course, need your help. We very much appreciate your support in working with us in a number of ways, including:

- If your child or somebody else in your household has Coronavirus symptoms, they must stay at home until tested and advised that they can return. Government guidance says that if there is a confirmed case at school then we should work with the relevant health authorities to ensure that everyone who was in close contact with them when they were infectious is notified and self-isolates for fourteen days – in reality, this is likely to be all students and staff they have been in a classroom with.
- We request that students avoid going into shops or cafes on the way into Millbay Academy and that they walk or cycle to school if they possibly can. If they have absolutely no option but to use public transport, they should wear a face covering while travelling which is in line with current government advice. Prepare your child adequately by reinforcing the importance of good hygiene routines, such as sanitising and washing hands regularly. Also discuss the ways in which school will be different and the importance of adhering to expectations and routines.

I hope I have addressed the majority of your questions about the return plan. Please forward any questions you have that are unanswered and we can add them to the list to make sure you are fully informed. Undoubtedly, the lockdown period has proven challenging for us all, but the resilience and strength of our community throughout has been amazing. Families and staff have pulled together to ensure our students have felt safe and supported, and we have shown just how much can be achieved in the most difficult and challenging of circumstances.

As always, we are keen to hear from you and to receive feedback, so please do contact us with any questions on parents@psca.co.uk

On behalf of all staff and governors, we want to thank you for everything you have done to support your young person's success over this period.

Yours sincerely,

Polly Lovell
Secondary Headteacher
Millbay Academy

