

Our Ref: DC/RH

Date: July 2020

Dear Parent/Carer

As we reach the end of what has evolved into a very different academic year, I would like to thank all students and their parents/carers for adapting to our new 'normal' over the past few months. I know that this has not been an easy task for everyone, but working from home is something we have had no choice but to adapt to. I would like to offer a heartfelt thank you for your support and commitment in ensuring your child accesses their Google Classroom online lessons and also thank those who have been completing paper copies of work, which has continued to be posted home. Staff were over the moon to be able to welcome some students back, in line with government guidelines, and it has been wonderful to see so many happy faces upon their return. As you will know, we have also remained open for our vulnerable children and children of key workers, since the closure on the 23rd March 2020 and staff have worked hard to ensure they have received a quality provision alongside setting work through our Google Classroom facility.

Now, moving on to the new academic year; we know things are going to be very different. Do though please rest assured that throughout this period we have continued to work hard to maintain the safest possible environment for our students and staff accessing the Academy site, always adhering to the latest government guidelines and, of course, this will be our main priority going forward.

September Return Dates

Tuesday 1st September – Staff INSET day

Wednesday 2nd September – Y7 students only

Thursday 3rd September – Academy opens to all years groups

Arrival at the Academy

In order to maintain social distancing in the Academy, groups of students will be arriving at the Academy at different times, as well as using different entrances (please see table on page 2). Your child should only arrive at the Academy at the time that they have been allocated. We would also ask that you support the Academy in maintaining government guidance on social distancing by not gathering at the entrance or exit when you drop off or pick up your child and reinforce to them that social distancing is also required travelling both to and from the Academy.

Year Group	Arrival Time	Start Time		Arrival Entrance	Leaving Time		Exit Point
7	Between 8:00 & 8:20		8:25	Main Reception Entrance – Go to the Atrium 8:25 Tutor period	14:30		Main Reception Entrance
8	Between 8:00 & 8:20		8:25	Student Reception Entrance – Go to the Dining Hall via the Humanities corridor 8:25 Tutor period	14:30		Student Reception Entrance
9	Between 8:30 & 8:40		8:45	Student Reception Entrance – Go to the Quad Period 1 14:30 Tutor period		14:50	Student Reception Entrance
10	Between 8:00 & 8:20		8:25	Back Entrance - Go through to the Dining Hall 8:25 Tutor period	14:30		Back Entrance through the Dining Hall
11	Between 8:30 & 8:40		8:45	Back Entrance - Go through to the Dining Hall Period 1 14:30 Tutor period		14:50	Back Entrance through the Dining Hall

Period 1

- Period 1 for all students will start at 8:45

Period 2

- Period 2, including morning break - 9:45 to 11:00

Morning Break

- Y9 - 1st break - Dining Hall, back of school + Main Hall 9:45 to 9:57
- Y8 - 2nd break - Atrium + Quad 10:00 to 10:12
- Y7 - 3rd break - Dining Hall, back of school + Main Hall 10:15 to 10:27
- Y10 - 4th break- Atrium + Quad 10:30 to 10:42
- Y11 - 5th break - Dining Hall, back of school + Main Hall 10:45 to 10:58

Period 3

- Period 3 - 11:00 to 12:00

Period 4 & Lunch

- 12:00 to 13:30

Year Group	Lunch Time	Zone 1 Dining Hall, Back of School & Main Hall	Zone 2 Atrium & Quad
7	12:30-13:00	Zone 1	
8	13:00-13:30		Zone 2
9	12:00-12:30		Zone 2
10	13:00-13:30	Zone 1	
11	12:00-12:30	Zone 1	

Lunchtime Catering Availability

The Academy uses an online payment system 'ipay' for lunches, trips and any additional payments that may be needed whilst your child is at school with us. We are a fully cashless school so students never have to worry about carrying cash.

We will be issuing login details during the Summer for 'ipay' and when you receive these please use these with the associated information leaflet to set your child's account up and place money on it. When this is done then your child will be able to purchase food from the dining hall and atrium. We have scheduled some time in the morning programme on the first day to complete the thumb print process, so that they can start to use the system on day one. If we are unable to set the accounts up prior to the start of term then a packed lunch will be required, but we will communicate with you regarding all of this.

We would like to recommend that students bring packed lunches into the Academy where possible but appreciate that this cannot always happen, and free school meals will be available for eligible students. There will be a range of items available, although there will be a slightly amended menu eg. paninis and jacket potatoes by way of hot food and various sandwich options, cakes and a range of drinks. Unfortunately, the hot meal of the day option will not be available.

Period 5

- 13:30 to 14:30

Y9 and Y11 Tutor Period

Y9 and Y11 tutor period starts at 14:30 to 14:50.

This is to allow a staggered end to the day.

Leaving the Academy

Exits for each year group are the same as the year group entrance.

Enrichment

All enrichments will be held in year groups only.

- Y7 enrichment starts at 14:30 (limited choice)
- Y8 enrichment starts at 14:30 (limited choice)
- Y9 enrichment starts at 14:50 (limited choice)
- Y10 enrichment starts at 14:30 (option subject priority)
- Y11 enrichment starts at 14:50 (broad range of support in all examination subjects)

Travelling to the academy by bike

The bike shed will be open for the safe storage of bikes. Students should use their own lock and remember to wear a helmet.

Students with Covid-19 symptoms

The current government guidance states that if your child is unwell with Covid-19 symptoms, then keep them at home and follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#) . The current government guidance also states that if anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance. In view of this if a student is unwell in the Academy and they show symptoms of coronavirus, they will be taken to a dedicated room in Main Reception and parents will be asked to collect them. Your child will then need to isolate for 7 days in line with government guidance. Parents will be expected to follow the Covid-19 guidance for households above. We will would ask that you to get your child tested as soon as possible.

If the Covid-19 test in this case is negative, your child can return to the Academy and join their allocated group.

Social distancing and other safety measures around the Academy

Based on a comprehensive risk assessment that we have conducted, the following measures have also been put in place to maintain social distancing and to reduce the risk of infection:

- Classrooms rearranged in line with government social distancing guidelines
- Routes will set out for students to move around the Academy
- Different groups of students using different designated entrances and exits
- Different groups of students using designated toilets
- Markings outside and inside the building to ensure students are maintaining appropriate distances
- Hand sanitisers are located in many areas around the Academy and at the entrances and exits
- Tissues in every classroom
- Students will use the same suite of classrooms the majority of the time they are in the Academy and there will be limited movement between classrooms
- Students will stay in the same year group or 'bubble'
- More frequent cleaning of surfaces and key areas around the Academy

To ensure a successful start to the academic year, please read the following information to ensure you and your child are reminded of our expectations from September.

Attendance

We are committed to maximising educational opportunities and achievement for all students. For students to gain the most from their time at Outwood Academy Valley, it is vital that they have excellent levels of attendance and punctuality. We expect all students to remain over 96% attendance – if your child's attendance falls below 96%, our attendance team will be in touch with you. We would ask that our students strive for 100% attendance! The Government guidance has highlighted that returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Illness

If your son or daughter is absent, please call the hotline on 01909 475121, Option 2 or extension 257 before 9.00am on each day of absence giving details for absence. If we do not hear from you, a truancy text message will be sent, if we still receive no response, an unauthorised mark will be entered in the register. We will authorise up to 3 consecutive days of illness without medical evidence, if your child is absent for more than 3 days, medical evidence is required. If your child has been absent due to illness on three separate occasions within one academic year and their attendance has fallen below 96%, illness will no longer be authorised unless you provide medical evidence (Doctor's appointment card or copy prescription). Unauthorised marks could lead to a Penalty Notice (fine) being issued. If your son/daughter has an ongoing medical condition, evidence of this must be provided.

Travelling by Public Transport

The guidance on face coverings has changed, it will be mandatory to wear a face covering on public transport from 15th June. Please use this link for further government guidance on face covering on public transport: <https://extranet.dft.gov.uk/safer-transport-campaign/>. Extra bins have been provided in the Academy and are clearly marked for students to dispose of their PPE safely.

Personal Protective Equipment (PPE)

Current government guidance states that wearing a face covering or face mask in schools or other education settings is not recommended. In light of this, we will not require staff or students to wear face coverings (<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>).

However, as advised previously, if students bring any disposable PPE into the Academy, special bins have been provided to ensure they are disposed of safely.

Uniform

We hope that you have managed to complete your order with Trutex, but please get in touch via the transition e-mail if not. The collection days are:

- Boys collection: 19th August
- Boys return: 21st August
- Girls collection: 20th August
- Girls return: 24th August

You will be contacted with regards to the specific time you can attend to pick your uniform bundle up. Please enter through the main reception entrance where hand sanitisers and hand washing facilities are available. Staff will be on hand to support with distribution and social distancing.

We request that when you are informed of your collection time you make arrangements so that just one adult comes to collect the bundle to limit the number of people on site. The bundle can then be taken home and tried on, and if any aspect needs changing then you will be able to bring it back at a designated time the following day as above.

All students are required to wear the full Academy uniform. The Academy uniform should not be altered in any way, for example by adding clips, badges or stickers. Skirts must not be adapted; this includes folding them over at the top or wearing a bobble in them. Trousers must not be "taken in" to reduce the width of the leg. Girl's tights must be a minimum of 40 denier. Blazer sleeves must not be rolled up. Please do not purchase non-Outwood uniform and have logo's sewn onto it. If students are seen with these items they will be asked to change into our loan uniform. **School shoes must be plain black, no trainers, no Vans, no Converse, no boots, no pumps or canvas shoes. Shoes should be of a material that can be polished.** Students will not be reminded of our uniform policy and will be issued with an SLT detention if it is not adhered to at all times. **To order extra items of uniform please go to www.trutex.com or contact the Trutex Direct customer service team by telephone on 01200 421206**

The LEA code required to place orders for Outwood Academy Valley is LEA00641SC. Please ensure you have ordered the correct uniform in good time for September 2020.

Hairstyles, Makeup and Nails

Hair styles should be sensible and colours should be natural. No student will be allowed into lessons with unnatural hair colour. No offensive patterns should be shaved into hairstyles. Hair accessories should be discreet and must be black or purple, no scarves or bandanas (unless for religious reasons). Hair bobbles must not be worn on the wrist. If in doubt, please contact the Learning Manager. Noticeable make up is not allowed and any make up worn must be very discreet. The decision to what qualifies as discreet rests with the Principal. False eyelashes are not to be worn. Nail polish and any type of false nails (including clear gels, acrylics, extensions, shellac etc. are not allowed).

Jewellery and Smart Watches

No jewellery is allowed except a wrist watch and a medic alert necklace or bracelet. Smart watches are not allowed in the Academy. If a student is thinking about having their ears pierced, or any other piercing, this should be done at the start of the summer holidays, as no student will be allowed to wear earrings or any other jewellery at any time.

Mobile Phones

Mobile phones are not permitted to be used on the Academy premises and should one be brought to school must be turned off and placed in the bottom of the student's bag.

Holidays

Please do not remove your child from their education for the purpose of holiday. If you do, we will formally request the Local Authority to serve you with a Fixed Penalty Notice. Fixed Penalties require each parent to pay a fine of £60 (per child, per week) if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay within the specified timescale will result in a summons to appear before the magistrate's court. We do not authorise holidays in term time. There are only 190 school days per year, leaving 175 days for family gatherings, holidays, days out etc.

Punctuality

Students are expected to be at the academy at their allocated start time every day. If students arrive after their start time they will be issued with a detention. If your child has a medical appointment at the start of the school day, please ask for an appointment card. If no card is produced when a student arrives late at the academy, a late detention will be issued.

First Day

As mentioned already, the return date for year 7 will be Wednesday 2nd September, and we expect to see students arrive between 8:00 and 8:20, they will be asked to congregate in the quad (weather permitting) or the dining room to chat to friends in small groups.

Students will then be informed of their tutor groups and taken to their tutor base to start the programme for the day.

During the day students will be given their planners and timetables, have a tour of the school, receive a presentation from the Principal and spend time with their tutor, going through lots of the details that they will need to know to successfully get started at Outwood Academy Valley. The day will finish with an inter form quiz based on the school and the transition information they have received, we hope this will give an informative but fun end to the day.

Going forward, we are all very eagerly looking forward to returning to some normalcy, and we cannot wait to re-connect with our students old and new. The reason we chose this profession was to make a difference to the lives of the younger generation; to not only share our passion and our love of different subjects, but to make sure those we teach become strong and resilient individuals. Rest assured, we do

recognise that some students will be feeling anxious about returning to us, but I am keen to reassure you and your child if they feel this way that any support required will be offered to them.

Finally, I would like to wish you all a relaxing and safe summer break and, provided we are not subject to a local lockdown(!), look forward to welcoming all our students (back) to the Academy in September.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D.Cavill'.

Dave Cavill
Principal