

Dear Parent or Carer,

RE: September return to school

As you will be aware Trinity Multi Academy Trust is preparing all its academies for a full return to school for all of our pupils and welcome our new intake of year 7 pupils. School is a vital element in the development of each child and we are committed to providing education excellence in these challenging times.

I wanted to take this opportunity to outline the planning and work that has gone on over the summer to ensure the safe welcome back for every pupil. My team have worked with our partners in the Local Authorities, Public Health, our suppliers and our staff to ensure your child's safety is at the heart of how we are going to operate each academy. We have conducted risk assessments throughout the pandemic to ensure we could provide education for pupils since 23rd March 2020 and the subsequent wider opening to early years and Year 10 and 12 in June. Therefore, the measures outlined below will enable safe operating of our academies in the next academic year.

As you will appreciate each academy is different, as the site and spaces are not uniform nor are the entrances, so we have conducted our risk assessments by academy to ensure we factor in local variations. These risk assessments have identified the risks with opening to all pupils and enabled my team working in conjunction with Public Health advice to put in place measures to minimise the risks. The key measures are:

- If your child or anyone in your household have symptoms then we require you that do not send your child to school, but inform us, as we can keep a record of what has happened. We would strongly encourage that your child should get tested for the virus and wait for the result, which usually will be communicated to you within 24 hours. It would be helpful if you can inform the academy of the result as this allows us to work with Public Health on our response to any potential impact on others within the school.
- Don't forget if your child tests positive they will need to stay at home for 10 days from the start of symptoms and your household will need to stay at home for 14 days. Similarly, if someone else in the household tests positive, your child will need to stay at home for 14 days (even if they get tested and test negative).
- If a child displays symptoms in school, each academy has set aside a room to isolate them and arrange their pick up from school or transport back home. Noting we would be encouraging that the child gets tested as described above.
- Travelling to school we are encouraging pupils who live within two miles of the school to walk or cycle to and from school. However, for pupils who live over 2 miles from school and require access to either public transport or dedicated school transport then we need them to adjust their behaviour and adopt social distance queuing whilst waiting for the bus, wear a face covering when entering the bus (noting under 11s

are exempt as are pupils with certain health conditions. The transport operator will have processes in place to keep your children safe, but if you can do your bit by asking your child to sit with the same people wherever possible that would be really helpful. Please note any misbehaviour will be dealt with using the academy's behaviour policy. On arrival at the school social distancing will be used to get the pupils into the schools. Those who travel by car to school, should be dropped off as normal minimising contact and then queue to enter the school 2 metres apart.

- Enhanced cleaning, before your child enters the school the facilities will have been cleaned in line with Public Health advice. During the school day the school will be cleaned more frequently and then made ready for the next school day.
- Hand sanitiser will be available on entry to each classroom and it is expected each pupil will sanitise their hands. During the school day, it will be expected pupils do wash their hands on a regular basis or regularly sanitising hands, in line with Public Health guidelines for 20 seconds or more. Where pupils have to move classrooms then antibacterial wipes will be provided, as appropriate, to wipe down desks and chairs, with bins with lids being available to dispose of these wipes in each room.
- Each academy has assessed movement of staff and pupils given their physical site layout and a balance between social distancing and size of bubbles has been established for each academy.
- Breaks and lunch times will be staggered to ensure bubbles are kept together and social distancing will be in place as appropriate.
- At the end of the school day the exit process will be carefully managed with social distancing and boarding of transportation as outlined above.
- Further measures include:
 - Site, kitchen and lunchtime supervisors have access to the right PPE and will be wearing the right elements depending upon the role they undertake.
 - Each academy will have site inspections to ensure there is application of new learning and any further public health advice can be applied as quickly as possible.
 - Support and teaching staff training on the operations of the school is scheduled before the return of pupils.
- Face coverings will be required for year 7 and above and pupils are expected to adhere to the following guidance:
 - On their first day back at the academy all pupils will be provided with a re-useable face covering on entry to the building. They will also be given a sealable plastic bag for storing the face covering when not being worn. This will form part of the academy uniform and the academy uniform policy has been amended to reflect this.
 - All pupils will be required to wear a face covering during lesson change overs and when on corridors.
 - All pupils will also be required to wear a face covering when queuing for food or moving to the main hall seating area. Pupils will not have to wear a face covering when they are sat in the main hall or sat in the upper school restaurant.
 - Pupils will not have to wear a face covering during lessons.
 - Pupils will not have to wear a face covering when outside at break and lunch time.
 - Face coverings must be worn securely over the nose and mouth.

- Pupils should avoid touching the face covering as much as is possible.
- Face coverings should be stored in a sealed plastic bag when not being worn.
- Re-useable face coverings should be washed regularly in accordance with the national guidance.
- The Behaviour for Learning Policy has been amended to take in to account the latest guidance and will be followed should pupils fail to adhere to the guidance.
- Pupils with a medical exemption do not need to wear a face covering. Medical evidence is required in such circumstances.
- Members of staff will also have access to either face coverings and/or visors to be used in corridors or where social distancing is not possible.
- Finally, if there are any reasons, due to local restrictions being imposed, that we need to restrict the numbers of pupils that we are able to be on the school premises then we have remote learning facilities available, which we will use to provide education. We aim to embed this type of learning into the classroom so it is not unfamiliar to pupils if this method of learning is required remotely.

As you can see from the above arrangements, we have planned as safe a return as possible for both pupils and staff. We all have our part to play and I would be grateful if you can help us by ensuring what is expected in terms of behaviour is understood.

Thank you for your help and support in enabling the return to a full operation and supporting your child with their continued education.



Peter Knight
Chief Operating Officer
Trinity Multi Academy Trust



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