

28 August 2020

Dear parent(s) / carer(s),

RE: Start of term - September 2020

I do hope you have managed to enjoy a break over the summer and are looking forward to the start of term. I wrote to you before the summer holidays with some important information regarding the changes that we have had to make in how the school will run, based on the government guidance.

With just over a week before pupils are expected to return to school I wanted to write once again to give an update.

Risk assessment

The school risk assessment document for re-opening has been written and will be available on the school website from 1st September. If you have specific concerns not covered by the risk assessment please contact the relevant Head of Year in the first instance.

Timings

The school day will run within the current timings, but lessons will run between 09.00 – 15.20 as set out below. There will be no registration on arrival to school, pupils will be expected to go to lesson 1 after they have assembled in their designated zone (with the exception of the first day of term).

Break and lunch times are being staggered as detailed below to ensure year group bubbles are kept apart.

The social areas for cohorts have changed from my previous letter, so please familiarize yourself with the new spaces allocated.

The first day of term for Year 7 and 12 pupils will be Monday 7th September; during which time we will run a series of induction sessions before starting timetabled lessons after morning break.

Pupils in other year groups will be returning on Tuesday 8th September and will also spend the first 2 hours in tutor groups going through timetables, familiarizing themselves with the changes that have been made to the school day and going through other essential information. All pupils will be required to wear school uniform (including blazers) from the start of term.

Arrival on site

The entry points for pupils will be via the main playground gate for all year groups other than Year 7 who will access the school through the old reception area (opposite the upper school hall), and Sixth Form (who will enter through reception). Staff will be on duty at the front of the school each morning to supervise and ensure pupils know where to go. All pupils will gather in Year group zones as follows:

- Year 7 – Upper School Hall / Outside Quad
- Year 8 – Main playground (zoned area)
- Year 9 – Lower courts and West of lower field
- Year 10 – Science playground and East of lower field
- Year 11 – Main playground (zoned area)
- Sixth Form – Sixth form study area and library

Huish Episcopi Academy

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Transport

The latest advice from Somerset Council for pupils travelling on buses is available by clicking this [link](#) or visiting www.somerset.gov.uk. Whilst school transport is not the responsibility of the academy, in keeping with the guidance, we would strongly encourage all pupils to wear a face covering when travelling on a bus. Any specific questions regarding transport should be directed to the local provider or the local authority.

Cars will not be permitted on site for the purposes of dropping off pupils from 1st September (unless this has been agreed beforehand) to limit the number of people coming on site. We would encourage drop off and collection to take place in the church car park and as close to 08.50 as possible.

Tutor groups and pastoral care

Due to the requirement to maintain pupils in year group 'bubbles', pupils have been placed in year based tutor groups for the new term. The Heads of House will temporarily assume responsibility for a year group each as follows:

Year 7 – Mrs Robinson
Year 8 – Mr Walby
Year 9 – Mr Wood
Year 10 – Mr Short
Year 11 – Miss Mason

Heads of Year will still be based in the House office, but will also make themselves available in the Year group teaching areas (details below) along with other members of pastoral support staff during the day so that pupils will have access to a member of staff should they need to talk to someone.

The School day

The structure of the day is detailed below:

Time	KS3 (Y7-9)	KS4 (Y10-11)
09.00 – 10.00	Lesson 1	Lesson 1
10.00 – 10.55	Lesson 2	Lesson 2
10.55 – 11.15	Break	Form
11.15 – 11.35	Form	Break
11.35 – 12.30	Lesson 3	Lesson 3
12.30 – 13.00	Lunch	Form
13.00 – 13.30	Form	Lunch
13.30 – 14.25	Lesson 4	Lesson 4
14.25 – 15.20	Lesson 5	Lesson 5

	Break and Lunchtime time Social area
Year 7	Upper School Hall / Quad
Year 8	Main playground
Year 9	Lower courts and West of lower field
Year 10	Science playground and East of lower field
Year 11	Main playground
Year 12	Sixth form café and patio
Year 13	

Please note that social spaces are now the same as for arrival and departure for each year group.

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The structure of the school day has had to be adapted to allow for staggered breaks and lunch times and will include a morning and afternoon form time. The usual planned tutor time activities will apply, including live assemblies via video link.

Assemblies will run under the direction of Heads of Year as follows:

- Monday - Year 11
- Tuesday – Year 10
- Wednesday – Year 9
- Thursday – Year 8
- Friday – Year 7

PE lessons will temporarily be delivered through two lessons per fortnight, reducing the number of participants each lesson by half. The other two PE lessons will be used to deliver Personal, Health, Social & Economic (PSHE) lessons and Relationship, Health and Sex Education (RHSE); both are a mandatory part of the curriculum.

Pupils in receipt of SEND support may be extracted to work in the Student Support Base, but they will remain in year groups rather than mixed groups. The i-space will remain open, but will follow the same principles as the Student Support Base in terms of being open to pupils only from the same year group at a time.

Due to the amount of staff movement pupils will be expected to keep their exercise books with them, unless they have been requested for marking, this will reduce the need to carry books around during the day.

In order to maintain social distancing within year group ‘bubbles’ it is important that pupils are taught in discrete areas of the school and do not mix with any other year groups. To achieve this classes will be taught in the area ‘bubbles’ below. Within these areas the normal timetable will apply as closely as possible with pupils able to move between the rooms in their ‘bubble’. Teachers will move around the school site to ensure subject specialists are delivering lessons according to the timetable.

Year group ‘bubbles’:

Year 7	Year 8	Year 9	Year 10	Year 11
29	1	S1	J1	38
30	2	S2	J2	26
31	5	S3	J3	43
32	6	S4	J4	42
33	7	S5	J5	41
34	8	S6	M1	40
35	10	S7	M2	39
36	11	S8	M3	20
44	12	S9	M4	21
			M5	22
			M6	23
			M7	24
			H20	18

KS4 Food	3
KS4 Textiles	4
KS4 Photography	14
Y10 Art	13
Y11 Art	15
Y10 DT	17
Y11 DT	19
KS4 Music	37
KS4 Drama	Main Hall
KS4 Science	H21
KS5 Science	H19

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At Key Stage 4 we have allocated specific classrooms for practical subjects, so that groups of pupils in years 10 and 11 have access to these rooms when timetabled as directed by and under the supervision of specialist staff. Regrettably this will limit the amount of practical work we can deliver in Key Stage 3, but we will do our best to ensure some level of practical work.

In order to follow the government guidance classrooms have been arranged (where possible) with rows of desks facing the teacher who will remain at the front of the class and at least 2m from the pupils at all times.

Pupils in receipt of SEND support may be extracted to work in the Student Support Base, but they will remain in year groups rather than mixed groups.

Sanitation

Hand sanitisers will be available in every teaching room for use when pupils enter and exit. Cleaning equipment will also be available in each classroom for use during the day.

Each year group 'bubble' will have access to their own toilets to prevent pupils from different year groups mixing, these will be cleaned on a regular basis throughout the day. Due to limited number of toilets in the Science block two additional portable toilets have been installed for use only by Year 9 pupils.

Staff will regularly remind pupils to wash hands throughout the day and to use hand sanitiser gel on entry to classrooms.

Face coverings in school

The latest [government guidance](#) is that face coverings will only be mandatory if/when the local infection rate is high. We will work with local health care professionals to monitor this and update you as and when things change. In the meantime, we would strongly recommend all pupils to keep a face covering on them at all times so they can use them if they wish to during lessons or as they move around their learning zone. Staff have also been given the flexibility to wear face coverings or visors if they wish, so pupils should be prepared for this.

Break and Lunch times

Break and lunch times for pupils will be spent in an allocated social area for each year group 'bubble' as detailed earlier. Pupils will not be allowed to move between social areas at any time.

No food or drink will be available from the canteen during morning break (pupils will be expected to bring their own water and snacks), but water will be available in each of the teaching zones throughout the day (additional water coolers have been installed within each teaching zone).

Lunch will be in the form of a bagged meal and will need to be ordered each morning. Once names have been collected, meals will be prepared and named ready for delivery to the social areas at lunch time.

Pupils buying their lunch will be issued a Mifare card and these will be sent to the kitchen staff along with the lunch order form so that payment can be made. Mifare cards will be returned to pupils before the end of the school day.

We would encourage as many pupils as possible to bring a packed lunch to alleviate pressure on the kitchen, but if parents would like to sign up to the lunch time provision they can email the catering team at huishcatering@educ.somerset.gov.uk.

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Catering accounts

We strongly advise parents & carers to top-up student's catering accounts using Wisepay, ideally the day before to ensure the payment is reflected in their balance before food is ordered. Contact huishaccounts@educ.somerset.gov.uk if you have any queries about getting logged into your Wisepay account.

Accounts can be topped up on-site with cash using Mifare cards, although this is not our preference. Mifare cards are available by contacting huishict@educ.somerset.gov.uk

Stationery / Equipment

Parents must ensure that students come to school with a supply of stationery and any equipment that they require, as in keeping with government guidance pupils will not be permitted to share equipment. The Academy Shop will not be open to parents / students for the foreseeable future, however, the following items can be ordered on Wisepay:

- House Ties
- Academy Badges
- Revision Guides
- Sketchbooks
- Calculators
- Geometry Sets
- Exam Kits

Wherever possible, orders placed on Wisepay will be packaged and distributed to students the following school day.

Behaviour

As I am sure you will appreciate, it will be imperative to maintain good discipline when pupils are operating in Year 'bubbles'; and with pupils having spent a significant amount of time out of the classroom we cannot afford to lose any precious teaching time when we return to school. Pupils will be supported to make positive choices but will also be expected to take responsibility for their actions when we return to school and anyone who puts the safety of another member of our school community at risk by not following government guidelines appropriately may be sent home.

An updated Covid-19 approach to behaviour management has been written, which will be explained to pupils when they return to school. A copy will be available on the school website from 1st September.

End of the day

At the end of the last lesson of the day the class teacher will escort the class to the designated zone (as per arrival to school) and they will be expected to line up in their classes. Pupils who are walking home will be dismissed along with those who are being collected by car. All those using school buses will wait in their area to be dismissed when the bus arrives on site.

Attendance

The usual rules on school attendance will apply from September, including the duty on parents to ensure children's regular attendance at school, the schools' responsibility to record attendance and follow up absence, and the requirement on schools to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct where necessary.

A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus. If this is the case, please contact the school to inform us as soon as possible.

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Pupil wellbeing and support

We understand that some pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood.

As pupils reintegrate with school life after a prolonged period away we will be on hand to support them rebuild friendships, deal with social interactions and support pupils with approaches to improving their physical and mental wellbeing ([NHS guidance is also available here](#)). If you wish to inform us of any coronavirus related family circumstances specifically, please speak to the relevant Head of Year.

I am sure I speak for all staff when I say that we are really looking forward to welcoming pupils back to school in September. Despite the significant challenges that we all face I am confident that as a community we will meet them head on and deliver the best possible experience for the young people who walk through our gates each morning. Huish is an excellent school community where we pride ourselves on caring for the individual, this will continue regardless of the restrictions we work under in the current pandemic.

Yours sincerely



Chris Wade
Principal

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