



Dear parents and carers,

Firstly, I would like to say a huge thank you for your continued support during the past few months. None of us have found this easy and we have learnt and adapted our approach, which has ensured a continuity of education for your child.

Secondly, we know many of you have been severely affected by this pandemic which will have had an impact on your family. So that we are better able to support your child upon our return, please could I ask you to inform your child's Houseleader of anything we need to be aware of.

- 1) Africa - Mr Swift - aswift@parklandsacademy.co.uk
- 2) Asia - Mr Snell - csnell@parklandsacademy.co.uk
- 3) Australasia - Mrs Dewhurst - kdewhurst@parklandsacademy.co.uk
- 4) Europe - Mrs Fox - gfox@parklandsacademy.co.uk
- 5) South America - Miss Burrill - kburrill@parklandsacademy.co.uk

Hopefully, you will have read my email regarding the inappropriate use of Google Meet. We have raised our concerns with Google itself and will speak with all pupils about this in September. Should another lockdown be implemented, we will immediately revert back to using Google Meet, so it is essential that this platform is as safe as possible for your child. Before we rolled out Google Meet, there had been cases reported nationally of "zoombombing", where children were subjected to highly inappropriate content and imagery. I need us to all work together to ensure none of your children experience anything like this.

During the summer holidays we shall not be setting any work. This period gives all pupils the opportunity to catch up on missed work so that they are as best prepared as they can be for next year.

Further to government advice regarding the reopening of schools in September, please find below details for Parklands. Please note that all this is subject to change should there be any further announcements by the government.

1. Wednesday, 2nd September: school opens only for pupils in **Year 7 at 8.30am** and **Year 11 at 10am**. This is to assist with health & safety. All following days the gates of the school will be opened at **8.20am** and pupils should go to their outdoor zones. The school building will be open from 8.30am.
 - a. Year 7 should arrive through the pupil entrance and go straight to the hall.
 - b. Year 11 should arrive through the pupil entrance for 10am for an assembly in the hall.
2. Thursday, 3rd September: all pupils return to school. Pupils cannot enter school premises until 8.20am; from this point we will have sufficient supervision in place. It is essential that pupils keep apart from pupils in other year groups. Pupils must go straight to form rooms and sanitise their hands there. We strongly recommend that pupils have their own sanitiser, although there will be plenty available in school. Staff will be outside directing pupils to their entrances on their first day back. Entrances are as follows:
 - a. Year 7 - Gate 3 to The Linc (they will be shown this on Wednesday)
 - b. Year 8 - School office entrance
 - c. Year 9 - Main pupil entrance leading onto the concourse

d. Year 10 - Gate 5 leading to the all-weather pitch (gate leading onto the field)

e. Year 11 - Gate 2 by the multi-gym, onto the top playcourt

Staff will be on duty to guide and assist with this on the first day.

3. Pupils should be encouraged to walk or cycle to school to minimise the use of public transport or school buses. Face coverings should be worn at all times on public transport. The Local Authority has stated that they will update schools during the summer break, after which we will inform parents via email & our website.
4. Behaviour: we will require the full cooperation of all pupils in order to minimise risk. Swift action will be taken if pupils break rules and compromise the health & safety of others or disrupt learning. Due to the length of the school closure, it will be essential that pupils' behaviour for learning does not lead to disruption. **Please ensure you monitor your child's BfL grades in the Edulink app.** The behaviour policy on our website will be updated with a Covid-19 addendum.
5. Attendance: the government has instructed schools to reintroduce the usual attendance procedures and to implement fines for non-attendance.
6. Masks: at the time of writing, face coverings in school are not mandatory. However, pupils and staff can wear face coverings if they wish but they must be appropriate for school (nothing offensive) and clean. Masks worn on the way in to school must be disposed of (if they are disposable) or put away in bags if they are reusable to be washed later.
7. Cleaning of door handles and other prominent surfaces will continue throughout the day throughout the whole school.
8. The school will have designated teaching zones for pupils in order to adhere to the guidance that year groups do not mix.
 - a. Zone A: MFL & English block + E13 **(Year 11)**
 - b. Zone B: Pavilion, N23, N24, N25, N26, N12, N13, N14, W01 **(Year 10)**
 - c. Zone C: E22, E23, E24, N21, N22, N27, N28, N29, N11 **(Year 9)**
 - d. Zone D: W21, W22, S20, S21, S28, S29, S17 S18, S11 **(Year 8)**
 - e. Zone E: S14, S15, Intervention, S22, S23, S24, S25, S26, S27 **(Year 7)**

Pupils will be given guidance and a tour of their designated year group areas on their first day.

9. Break & lunch areas: Mellors will serve food in each designated area. Please note there will be no breakfast service until further notice but pupils entitled to free school meals will be provided with a breakfast option. The usual food offer will be reduced to assist the catering staff. There will also be an increase in pre-packaged food (which includes cutlery). Pupils will be expected to sanitise their hands whilst queuing for food and then again once they've paid using the cashless system. We want all pupils to spend break & lunch outside, weather permitting, so please encourage your child to bring a waterproof coat.
 - a. Year 7: new dining area + car park opposite the kitchen (staff will park elsewhere to free this area up)
 - b. Year 8: pupil social area
 - c. Year 9: hall + top playcourt
 - d. Year 10: pavilion + lower playcourt
 - e. Year 11: A22 (area outside the staffroom) + area outside Art

Pupils will be reminded and directed to these areas once they are in school.

10. Cashless system for Year 7 pupils: we would normally complete the setup of the cashless system with pupils on induction day, but as that could not happen pupils will be issued with a pin code to use at the tills. This must remain confidential at all times. **The pin code will be emailed to their Parklands email address; they will need to log on before September in order to get this code. Details should have been sent with your welcome pack.** If you have changed address since applying for a school place, you may not have received your welcome pack. Mrs Haslam will forward you the pack

once we have your new address. We shall complete the biometric thumbprints at a later date. All pupils entitled to free school meals will have the relevant amount of money added to their accounts automatically each day by school. Parents cannot put money onto their child's account until we have started back, so please ensure your child brings money on their first day - we will show your child how to use the cash loaders in school, which is one way of putting money onto their accounts.

11. Cashless system for all pupils: due to the restrictions in place, the cash loaders may be out of use. If pupils bring money into school, their form tutor will give them a small envelope, money goes into this, and the form tutor will hand this into the office. Ideally, parents should put money onto their child's account online via Scopay.
12. Library: this will be open for one year group per day at lunchtime in order to borrow/return books. The library is available after school on the pupils' designated day until 4pm only.
 - a. Monday - Year 7
 - b. Tuesday - Year 8
 - c. Wednesday - Year 9
 - d. Thursday - Year 10
 - e. Friday - Year 11
13. Covid-19 Sick room. If anyone in the school 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 '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. In such cases, parents/carers will be contacted; it is essential that you collect your child **immediately**. The sick room will now be the Meeting Room, which is opposite the school office. Pupils will be isolated and supervised by our First Aiders and they will be able to use the Accessible Toilet. A pupil with suspected Covid symptoms must not return to school until parents/carers can provide us with a negative test result.
14. Equipment: it is essential that all pupils have the necessary equipment. Loaning out equipment could lead to health & safety issues. Please check the equipment section of our website for an up-to-date list (<https://www.parklandsacademy.co.uk/school-information/uniform>). In order to minimise cross contamination, it is essential that pupils have their own equipment at all times. Loaned equipment will be cleaned after use
15. Uniform: full uniform standards will be expected. Please ensure you refer to the guidance on our website (see link above in point 14). Please note that extreme hairstyles and haircuts need to grow out before our return and ear piercings are not allowed.
16. Toilets will be cleaned every 30 minutes if reasonable to do so and will be zoned as detailed below:
 - a. Zone A: MFL & English block (Year 11)
 - b. Zone B: Pavilion (Year 10)
 - c. Zone C: Lower North-Wing (Year 9)
 - d. Zone D: Gender-neutral toilets, clear signage externally & internally will be on display to show pupils which toilets to use (Years 7 & 8)
17. Tutor groups: in order to adhere to the year group bubbles guidance, we shall disband vertical tutoring until further notice and implement 50 year group form groups. Pupils will however remain in their allocated House.
18. Classrooms: we shall, where possible, reorganise classrooms in line with government guidance to ensure that pupils sit in rows facing forwards. Hand sanitiser, wipes and tissues will be provided in each room. Pupils should enter their classrooms immediately (not line up outside as normal), sanitise their hands and sit down.

19. Blended learning: if we have to implement another lockdown for the whole school or a year group, we will immediately implement online lessons via Google Meet.
20. To safeguard staff, pupils must remain at least 2m away from all staff at all times, if possible.
21. Teaching: pupils will be taught the majority of subjects in their designated zone. Teachers will therefore move between classrooms. This does not apply for the specialist subjects Music, Food Technology, Design & Technology, Computing, Art, Drama and PE/Dance. In some rooms pupils will be asked to clean equipment with wipes (eg keyboards).
22. Lockers: unfortunately we will not be able to allow pupils to use their lockers until further notice in order to prevent cross contamination. Pupils must therefore keep all their belongings with them, and we will now allow the wearing of coats inside the building so they have less to carry. We would strongly advise that pupils avoid bringing items of value into school to prevent loss or damage.
23. Assemblies: year group assemblies are allowed and will be conducted within the first two days to welcome pupils back and further explain the rules.
24. Extra-curricular activities: our usual provision will be modified. Please ensure you check our website for further details.
25. PE & valuables. Pupils should wear their PE kit on days when they have PE; this is to avoid the overcrowding in the changing rooms. Pupils must keep all their belongings in their bags, as staff cannot take in valuables, so we would not advise pupils to bring in any valuables on PE days. Changing rooms will be locked and bags can be taken to the respective PE area.
26. Emergency procedures:
 - a. Fire evacuation: the fire alarm will sound. Pupils will follow usual procedures and evacuate onto the bottom playcourt and line up in the form groups. Due to the nature of such an evacuation it may not be possible to guarantee social distancing
 - b. Lockdown: this is due to a potential immediate threat to the school and usual procedures will commence. Lockdown starts with a continuous ringing of the school bell.

Kind regards,

Mr Mitchell
Headteacher