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Dear Parent / Carer,

I am writing to share with you our plans for how the school day will run on the students' return in September. As a school, we have worked closely with the other schools in the Trust, teaching unions, staff and the local authority to ensure that we have responded to and worked with the DFE and Public Health England guidelines. City-wide liaison with bus companies is still ongoing, and national guidance may well be updated again over the summer holiday break. We will continue to update you as needed and would ask that you follow us on Twitter @Brad\_Updates over the summer.

Before term starts, we will produce and share with you another video to demonstrate to yourselves and the students how the day will operate. School closes tomorrow and I know that many of you may have questions about our plans. Please send any questions or requests for a call back to our enquiries inbox, and members of the Senior Leadership team will be able to respond directly to questions from w/c 10th August, rather than waiting for the start of term in September.

As we have already shared with you, we are operating students will return to school on different days to allow form tutors plenty of time to walk students through how the new day plan will work. A reminder of these days is at the bottom of this letter. We are not operating a staggered start to the school day; having looked at this we have concluded it is not practical and school will start at the same time for all students.

### **Key Aims**

Our first aim in reorganising the school day is that students will be kept in year group bubbles with minimal contact between year groups once on the school site, to allow for contact tracing and testing within a year group should the need arise. Teaching assistants will be part of a year group bubble to allow them to work more closely with the students they support.

Our second aim is to provide a broad and balanced curriculum with access to specialist rooms such as DT, Art, Science, Drama, Music and PE for all year groups. It is important to us that our students access the full suite of subjects, though the curricula in these subjects will be modified to be in line with health and safety subject specific guidelines. Therefore, students will still be moving around the school as these subjects could not be taught effectively in non-specialist rooms.

### **Reasonable adjustments**

We have outlined the school day below but want to reassure you that planning continues to meet the needs of students who may find aspects of the day such as social times difficult. Students with medical or toilet passes will always still be able to use them, students who need to eat regularly throughout the day for medical reasons will still be accommodated and the school will work with students at lunch times where we are aware that nurture support is needed.

### Start of the day

Supervision will be available outside of the building for the few students that arrive by 7.45am. We would ask that where possible, students start to arrive from 8am onwards when they will be directed to wait in the following supervised areas:

Year 7	Amphitheatre
Year 8	East tennis courts (near PE sports block)
Year 9	West tennis court (near the pond)
Year 10	Main Hall (entry through the fire doors)
Year 11	Canteen (entry through the external steps off the carpark)

The canteen will not serve food at the start of the day in order that year groups are kept apart.

### Form time

Form time will now begin at 8.30 am to help ensure year groups are kept apart and to ensure that we have sufficient teaching time during the day in light of changes to breaks, lunches and the ends of the day. Form rooms will be in year group zones, and the form rooms are attached. Assemblies will be delivered remotely into form rooms.

### Times of the day

8.30 am – 8.50 am	Form time
8.50 – 9.50 am	Period 1
9.50 am- 11 am	Period 2 including a 10-minute supervised break in classrooms
11am – 1pm	Period 3 including staggered 40-minute lunch period out of class
1pm – 2pm	Period 4
2pm – 3pm	Period 5
3pm – 3.05pm	Transition to year group zones prior to getting on buses

### Break time

Break will be taken in classrooms for 10 minutes, with the teacher deciding the timing of break during period 2 and supervising the break. This minimises contact between year groups which could not be organised without considerable disruption to lesson timings. Students will be able to drink water or squash in classrooms, but will not be able to eat during break, in line with health and safety guidelines in the classrooms. Students will be allowed to go to the toilet individually at break, and during lesson times up to once a lesson to minimise many students all trying to access the toilets at once.

### Lunch time

The lunch time arrangements have been developed to maintain separate year groups, and, with limited internal space, will feel different to previous years. We have made the decision to have an earlier lunch in recognition of the fact that students will not be able to eat at break time. This academic year, we have been able to get the whole school through the canteen queues in 25 minutes, and we are therefore confident that students will have sufficient time to buy and eat lunch. The canteen will be operating a reduced menu of cold and hot food.

Lunch times will be staggered over the 120-minute period 3. Students will be able to eat in the canteen when buying lunch. Separate facilities and seating for students bringing a packed lunch will be available in the main hall. We would encourage those students who usually bring a packed lunch to continue to do so as this will help with distribution of where students eat over lunch time. Outside space will be limited to the far tennis courts and the quad behind reception.

During period 3, students will work for 80 minutes and have a 40-minute lunch break, outside of the classroom. Students on lunch sitting 1 and 2 will be rotated between the far tennis courts and the canteen or main hall so that year groups are kept apart, facilitated by supervising staff on radio contact.

Lunch 1	11am – 11.40 am	Year 9 and Year 11
Lunch 2	11.40 am – 12.20pm	Year 8 and Year 10
Lunch 3	12.20 – 1pm	Year 7

Queueing for lunch will be outside and we will operate a one-way system to move in and out of the canteen. Whilst some of the queueing will be under cover, some will not. Students will be outside whatever the weather and must come with a waterproof coat each day in case of rain.

### **End of the day**

Teachers will accompany their classes to the designated year group zones at 3pm. These zones are the same as those at the start of the day. Staff will then direct students to leave a year group at a time as buses arrive on site. Students walking, cycling or being picked up will be given a card or wristband to allow them to leave the site directly rather than accompanying staff to the year group zones.

### **Transport to and from school**

Transport provision is not within any school's remit. As all schools are, we are working with bus companies and the local authority to support the school in ensuring that transport is provided as needed. Students will need to wear face masks on the buses and remove these safely once off the bus, to store within a separate bag in their school bag. We are aware that many more parents/ carers may wish to bring students to school and pick them up. Space on the school site will continue to be at a premium and we would recommend you leaving far more time than usual for your journeys, arranging pick-ups off site where possible, and coming down Kirk Edge Road from the High Bradfield direction rather than up from the Long Lane / Worrall Road direction so that the school car park does not need to be used as a turning circle.

### **Water**

Students should bring water or squash with them in their own water bottles each day and will be allowed to drink this in classrooms. Students will be unable to fill these up at water fountains which are not operating due to health and safety guidelines. Water can be provided as needed, but this is limited. Fizzy drinks of any kind will not be permitted, nor will energy drinks.

As we have already shared with you, students will return to school as detailed below to allow time to go over this information with form tutors. Each year group will attend on **two days** during w/c 31<sup>st</sup> August. Monday 31<sup>st</sup> August is a Bank Holiday and Tuesday 1<sup>st</sup> September is a staff training day.

Year 7	Wednesday 2 <sup>nd</sup> September and Friday 4 <sup>th</sup> September
Year 8	Thursday 3 <sup>rd</sup> September and Friday 4 <sup>th</sup> September
Year 9	Thursday 3 <sup>rd</sup> September and Friday 4 <sup>th</sup> September
Year 10	Wednesday 2 <sup>nd</sup> September and Friday 4 <sup>th</sup> September
Year 11	Thursday 3 <sup>rd</sup> September and Friday 4 <sup>th</sup> September

We would welcome parents / carers spending time going over these details with your child. As noted at the top of the letter, please direct queries to [enquiries@bradfield.sheffield.sch.uk](mailto:enquiries@bradfield.sheffield.sch.uk) and we will be able to reply from w/c 10<sup>th</sup> August onwards.

Kind regards  
Mr May  
Headteacher

