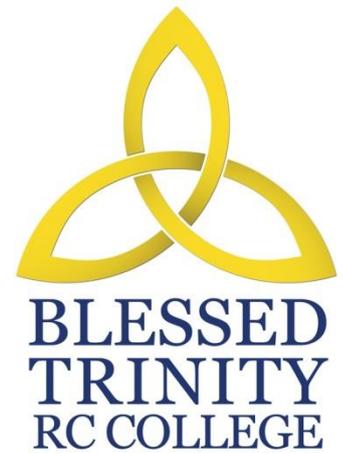


Ref: RV/hw

20 August 2020

Dear Parent



I hope that you have had a good summer so far and that you and your family are safe and in good health. We are so excited to be welcoming back our pupils and engaging them in their learning, face to face, once again.

I want to take this opportunity to update you on some of the key points regarding the return of all pupils in September 2020. We are aware that the situation regarding COVID 19 continues to evolve, and so we will continue to monitor and adapt our plans accordingly. All our changes meet current Government guidance and are in place to keep all pupils and staff as safe as we can whilst delivering a broad and ambitious curriculum. We thank you for your continued support as we work to do the best for our community at this time.

Government Guidance for the Re-opening of schools

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

The Government have issued clear guidance about the wider reopening of schools and how this should be managed, and during the national lockdown, we operated a safe working environment in school, as we provided support for pupils of key workers/other key pupils and the phased return of Year 10s. We used what we had learned from this to ensure our plans for September are robust, ensuring safety for all. Please emphasise to your son/daughter that the measures in place in school are there to keep not only staff and pupils safe, but also those whom they come into contact with outside of school, their families and the wider community.

The First Day back at school

As you will be aware, we have decided to have a phased return of Year groups during the first week of term to ensure there is a safe return for all pupils and staff. This will enable pupils to become familiar with new procedures around hygiene, social distancing, staggered breaks, separate Year lunch sittings and academic Year bubbles;

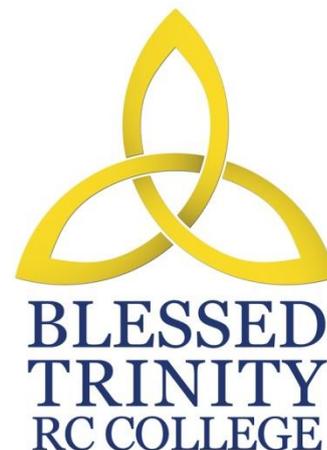
- Year 7 and 11 pupils will return on **Wednesday 2nd September**
- Year 10 and 8 pupils will return on **Thursday 3rd September**
- Year 9 pupils will return on **Friday 4th September**

On the first day back at school your son/daughter will be greeted outside by a senior member of staff at a designated Year entrance and all pupils will be asked to sanitise their hands at the sanitising station.

Entrances and Exits

- Year 7- Top gate
- Year 8- Entrance via footpath on Mick Ennis way on route to the Spirit of Sport building
- Year 9- Entrance through staff car park (car park will be locked at 8.15am and pupils will use the designated footpath)
- Year 10- Main Entrance
- Year 11- Theatre Doors

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Unfortunately, we will not be able to safely supervise pupils until 8.15am. Therefore, could we please ask that pupils do not arrive at their entrance prior to 8.15am. At this time, pupils will be able to wait in a designated holding area near to their Year entrance, until the school building is open for all at 8.30am. Each Year group will have a designated entry point into the school building. There will be clear instructions to follow as to where pupils will go once they enter the building. The formal start to the day remains 8.45am. Additionally, Pupils will exit the building from their designated area.

Year Group Bubbles

Following Government guidance all year groups will be operating as a 'bubble' where possible. This means that as a school we plan to keep pupils from mixing with others outside of their Year group. You will receive further details (in the Parent/carer pupil information booklet) of the arrangements for your son/daughter's Year group.

Uniform for September

Behaviour Policy: <http://www.btrcc.lancs.sch.uk/index.php/2019-10-02-14-51-58/college-policies/84-behaviour>

Uniform Policy: <http://www.btrcc.lancs.sch.uk/index.php/2019-10-02-14-51-58/college-policies/372-uniform-policy>

Pupils should return in full uniform. Please ensure that your son/daughter has all the required items of full school uniform for the September start. Please carefully check the details in the attached uniform link to ensure that your child arrives following the uniform policy.

Please also ensure that your son/daughter's hairstyle and colour meet the school rules. Details of these are also attached.

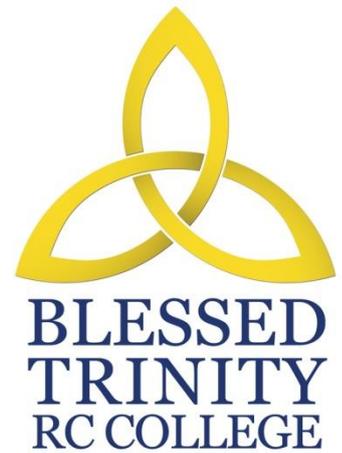
On the days, your son/daughter has PE/Dance, they will be asked to come into school wearing their PE kit with their blazer over the top. They will wear this all day and will travel home in it. For this initial period, we are not able to facilitate changing and we have had to make a number of changes to how we deliver the PE curriculum at this time. Additional details will follow.

Equipment

Please see below list of essential equipment your child will need for school to minimise the sharing of equipment:

Colour pencils – Geography, Art and Technology lessons require them.
A dictionary – NOT a large, expensive one. To be kept at home.
Stationery: A selection of pens, preferably rollerball, in blue or black ink. HB pencils, highlighter pen, pencil eraser, pencil sharpener; large Pritt stick and a 12" ruler all in a pencil case marked with the pupil's name. Felt tips / fineliners are optional. Correction fluid (e.g. Tipp-ex) is not allowed.
Purple pen for peer assessment and corrections.
A suitable bag to carry books.
A reading book for DEAR lessons
Scientific calculator for Maths and Science.
Shading pencils – 2B, 4B, 6B and colour pencils for Art.

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Catering

Following Government guidance, we are reducing the movement of pupils. Each Year group will eat together at break and lunch. This is to ensure that Year groups do not mix.

We have to also think about hygiene and the restrictions placed upon us. In the first instance catering facilities will be more limited. Additional details will follow regarding food options and the purchasing of food. For this reason, we would ask that as many pupils as possible bring a **packed lunch**, including a drink, in this initial period. There will be cold food available to purchase in the dining areas. There will be sandwiches, drinks, biscuits and fruit available, but no hot plated food at this time.

Pupils who are eligible for free school meals, will be able to select their food from the menu available at this time. I ask that pupils bring their own water for the day, in a water bottle. Following guidance, pupils cannot use the shared water fountains in school.

Lockers

We regret that due to the Government guidance regarding 'Year group bubbles', lockers will not be accessible to pupils during this initial period. If pupils have items that they need to retrieve from their locker, we will be able to facilitate this. Once it is deemed safe again for pupils to access their lockers we will inform all pupils. Therefore, we are recommending to all pupils that your son/daughter will need to bring a suitable bag to school with the books/equipment that they need for that day, and that they leave all other items at home for safe keeping.

Social Distancing

The guidance requires that staff remain 2m from pupils in lessons at all time, where this is not possible staff will be able to wear face coverings if they choose to, thus classroom spaces and teaching activities will feel different to what the pupils are used to. We will prepare all pupils for these changes on the first day as they return to school. Desks in classrooms will face forwards, and we have amended our classrooms to allow for this. The social distancing requirements have been relaxed for pupils, although we will be asking all pupils to maintain distance, where possible and we would ask that they are not engaging in any unnecessary physical contact with each other, such as, hugging/holding hands etc.

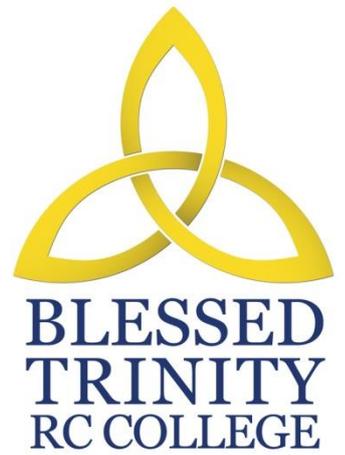
The government guidance is clear that students do not need to wear face coverings in the school building. However, to allay any fears as a parent that you may have due to the current situation in East Lancashire with the current local lockdown restrictions, your child can wear a face covering in the school building. We cannot provide a face covering for your child and any face covering must be a plain colour. If your child is going to wear a face covering, please make it very clear to them about the safe and responsible use of the face covering. We will review this decision daily and also once the local lockdown has been lifted.

School Transport

Please see below link to information on transport on our school website.

<http://www.btrcc.lancs.sch.uk/btmedia/LettersHome/2020/Guidance-to-Schools-school-transport.pdf>

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Next Steps

Can I apologise for the length of this letter! As you can see, we have been preparing our plan and procedures throughout the summer. In the final week of the summer holidays, we will write again to all parents/carers with more specific details and supplementary information to ensure that our return to school is safe for all.

We thank you once again for your ongoing support at this difficult time.

Yours sincerely

A handwritten signature in black ink that reads 'R. M. Varey'. The signature is fluid and cursive.

Richard Varey
Headteacher