



1st March 2021

Dear Parents/Carers

I would like to firstly thank all parents, carers and wider family members and their friends for supporting our young people through this very difficult time. I would also like to thank you for the many lovely comments received verbally on the phone and by email thanking us for our work during this time, this means a lot to our staff family.

We have again stayed open throughout the lockdown period providing care for children of key workers and for some of our other students. A huge thank you to all staff who have supported this whilst also teaching and providing feedback to students on our Google Classroom site and our live lessons. We are now in a position to plan our return.

My apologies for the lengthy letter, however, there is a lot to update you on.

### **STUDENTS WITH CONSENT FOR TESTING**

Thank you for reviewing whether you wish for your child to have the three lateral flow tests on their return to the academy. The Government has changed their position regarding when schools can start testing, it is now allowed this coming week prior to the 8th March return. We would like as smooth a start to school as possible. The easiest way to provide this is to do the first test before we return on the 8th. This would mean that students do not need to be quarantined for 30 minutes following the swab until the result is known - which is what will have to happen for any student who does not come for their first test this week. It also means that all students can return on Monday 8th March and we will not require a staggered return over the week.

I am asking that all students with consent for testing come to the academy **at the specified day and time as detailed below, which will be based on tutor groups** - this is because we are only allowed to test one year group bubble at any one time. We cannot allow siblings to test at the same session if they are in different year groups. It is vital that students **arrive on their own, wearing a face mask and maintain 2 metre social distancing** from any other student or staff member. Students do not need to wear their school uniform for this. If your child is in the provision on the day for their year group testing and they have consent, they will be taken over at the appropriate time.

THURSDAY - 4TH MARCH			FRIDAY - 5TH MARCH		
Session 1 8.30-10.30	Session 2 11.30-12.30	Session 3 1.30-3.00	Session 1 8.30-10.30	Session 2 11.30-12.30	Session 3 1.30-3.00
<b>Year 7</b>	<b>Year 9</b>	<b>Year 11</b>	<b>Year 8</b>	<b>Year 10</b>	
<b>8.30-9.30:</b> <ul style="list-style-type: none"> <li>● Japan</li> <li>● Egypt</li> <li>● Madagascar</li> <li>● Holland</li> </ul> <b>9.30-10.30:</b> <ul style="list-style-type: none"> <li>● Morocco</li> <li>● Hong Kong</li> <li>● Canada</li> </ul>	<b>11.30-12.00:</b> <ul style="list-style-type: none"> <li>● India</li> <li>● Germany</li> <li>● Argentina</li> </ul> <b>12.00-12.30:</b> <ul style="list-style-type: none"> <li>● Botswana</li> <li>● Spain</li> </ul>	<b>1.30-2.15:</b> <ul style="list-style-type: none"> <li>● Australia</li> <li>● New Zealand</li> <li>● Solomon Islands</li> </ul> <b>2.15-3.00:</b> <ul style="list-style-type: none"> <li>● Tonga</li> <li>● Tuvalu</li> <li>● Vanuatu</li> </ul>	<b>8.30-9.30:</b> <ul style="list-style-type: none"> <li>● Sweden</li> <li>● Sri Lanka</li> <li>● Kenya</li> <li>● Brazil</li> </ul> <b>9.30-10.30:</b> <ul style="list-style-type: none"> <li>● Ghana</li> <li>● United States</li> <li>● France</li> </ul>	<b>11.30-12.00:</b> <ul style="list-style-type: none"> <li>● Mexico</li> <li>● Belgium</li> <li>● Chile</li> </ul> <b>12.00-12.30:</b> <ul style="list-style-type: none"> <li>● Nigeria</li> <li>● Malaysia</li> <li>● China</li> </ul>	No testing planned

There will be a one way system in place. Students should arrive at the **Sports Hall on Favell Avenue and follow the outside path around the right hand side of the building.** A member of staff will be there to support students. They should then stay outside between the building and barriers and will enter the Ennis Gym, a socially distanced queue system will be in place. Sanitizer stations are provided and must be used throughout the process. Masks must be worn except when the swab is being conducted, unless your child has an exempt pass. As a swab booth becomes available in the Farah Gym, students will be directed into a booth and will be directed how to swab. Once the swab has been collected the student will then leave via the doors at the back of Farah Gym and leave via the Sports Hall car park.

A reminder that lateral flow testing is only for people who **DO NOT** currently:

- have any symptoms for COVID-19 and
- who have not tested positive for COVID-19 within the last 90 days and
- if we have consent via the completed Google form

If you have given consent for testing and you feel that your child meets one or both of these criteria and should therefore not be tested, please contact the academy as soon as possible via phone or email [enquiries@freeston.outwood.com](mailto:enquiries@freeston.outwood.com) before their test time.

To facilitate testing, there will be no live lessons on Thursday 4th March and Friday 5th March. Remote learning will continue on Google Classroom.

Friday 5th March will be the final day for the provision as all students will return on Monday 8th March.

### **STUDENTS WITH CONSENT FOR TESTING WHO DO NOT COME FOR THEIR TEST AT THE DESIGNATED TIME THIS WEEK - THURSDAY 4th AND FRIDAY 5th MARCH**

If a student does not arrive for their test at the designated time as shown on the table they will be delaying their return to the academy the following week (8th March) with the rest of their year group. This is because on Monday 8th March we will be starting the 2nd test sessions for each year group and students will only be allowed to do their first test (including the following 30 minute quarantine period) at a separate time from other students. The 2nd and 3rd tests for students with consent will take place within 3 to 5 days of each other wherever possible.

If a student fails to come for their test this week, they **MUST NOT** arrive at the academy on the Monday 8th March at the normal start time, you will be contacted regarding a different return time which may not be on the Monday 8th.

### **ACTION FOLLOWING A POSITIVE TEST**

If a child tests positive from a test taken in the academy they **DO NOT** need to book another test with the NHS. They will need to isolate, as will others in the household and any close contacts.

If a child tests positive with a home test, they **WILL** need to book a test with the NHS to confirm the outcome. They must isolate at home with the rest of the household until the result is known. If positive, all close contacts will also need to isolate.

### **STUDENTS WITHOUT CONSENT FOR TESTING**

Students should arrive at the academy on Monday 8th March at the normal start time. It should be noted that all students need to retain high levels of hygiene and social distancing, however, it is even more imperative that students who are not being tested ensure that this happens as they could be positive for COVID-19 with no symptoms.

Whether students are being tested in the academy or not, we would like everyone to stay as safe as possible by ensuring they have a mask (plus a spare in their bag), wash and sanitise their hands often and retain 2m social distancing wherever possible.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

## HOME TESTING

All students, whether they had consent for school testing or not, will be provided with home testing kits on completion of the 3 on site tests. (We are expecting delivery of these tests no later than 12th March) This provides students with the opportunity to do at home tests twice a week under your supervision and for you to report the results to the NHS site and to us. Further details will follow on this.

As always, if your child is showing symptoms for COVID-19 or someone in your household has symptoms or a positive test result they must remain at home for the isolation period. Please inform the academy if any of the above apply, so that we can assess if we need to self isolate any other students or staff.

## INSTRUCTIONS FOR RETURN TO THE ACADEMY

We have been busy on our constant improvement to the academy site. Our two art rooms have moved into technology and many technology rooms have been updated. Therefore, timetables for many students will have changed. In tutor time on Monday 8th March new timetables will be distributed and this session will be slightly longer in time than normal as we will also be reminding students of our academy conduct expectations. I am asking all students to maintain our behaviour policy at all times: **be safe, be respectful, be responsible.**

On **Monday 8th March all students need to arrive at the following times** (unless they have consent for testing and did not arrive for their test at the designated time on the 4th or 5th March):

Bubble	Arrival Time - Slightly Staggered	Students <b>MUST</b> use the allocated gate from now on to enter and exit the academy
Year 7	8.10 - 8.20am	Gate on Favell Avenue by the turning circle - <u>right</u> side of the barrier
Year 8	8.15 - 8.20am	Gate on Favell Avenue by the turning circle - <u>left</u> side of the barrier
Year 9	8.15 - 8.20am	Gate on Favell Avenue by the staff car park - <u>left</u> side (walking entrance)
Year 10	8.10 - 8.20am	Gate on Favell Avenue by the staff car park - <u>right</u> side(car entrance)
Year 11	8.15 - 8.20am	Gate on Snyderdale Road

## STUDENT UNIFORM, RESOURCES AND CATERING

All students to please ensure they have their bag (large enough for an A4 folder) and planner which must be brought into the academy every day.

Students must be in full uniform, please ensure that you check uniform still fits, if there are any issues please contact us. There is a uniform exchange scheme currently in place in Normanton, which is run by volunteers. They would welcome any donations of uniform or you can bring any used uniform to the academy. The scheme offers nearly new uniform items (for a donation to the food bank) as children grow very quickly and often outgrow clothes before the items are past their usefulness.

All classrooms and the dining room will be ventilated with doors and windows open. As before Christmas, students may wear the following items when necessary: a plain black jumper, plain white t-shirt under their shirt, outside coat. Please note that as always, a hoodie is NOT allowed on the academy site.

I know that during this period of time many students may have changed their hair colour and grown accustomed to wearing piercings, nail varnish and make-up, therefore, I would like to take this opportunity to remind you of our uniform expectations:

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- Full Academy uniform is expected at all times including uniform for PE
- Plain black socks when wearing trousers
- Plain black tights (at least 40 denier) when wearing a skirt
- Plain black, below the ankle, polishable, sensible school shoes (no canvas / plastic / trainers / boots, etc)
- No jewellery except a wristwatch (smart watches which connect to the internet/record media etc are not allowed)
- Make-up must be very discrete, eyebrows of normal shape and colour, fake eyelashes are not allowed
- No nail varnish or false nails, hair must be a natural colour
- Chewing gum, fizzy pop (including energy drinks), big bags of sweets and crisps etc are now **NOT** allowed anywhere on site. We are a healthy eating site.
- We are a **no mobile phone site**, phones are not allowed anywhere on the academy site. If your child chooses to bring in a phone, it must be switched off and in their bag. We are not liable for any breakages or theft.

To be safe for all, it is essential that students also have their own basic equipment (pen, pencil, ruler, rubber, sharpener, glue stick, whiteboard pen etc). We purchased these items for students for September, students must ensure they still have these items or they have replaced them. We cannot share equipment so need students to be socially responsible and carry their own.

It would be appreciated if your child could bring their own scientific calculator to use in lessons. I know that some students find it very difficult to be organised in bringing their own planner and equipment to school every day, however, now more than ever it is their social responsibility to do this. Sharing of resources is discouraged.

Please note that the academy water fountains will not be in use under the current restrictions. I strongly advise that students bring in their own full water bottles to supplement any refreshments they may purchase at social times.

We have changed our catering supplier and are now supported by the company ISS. The food that is now on offer is of a healthy nutritious standard and I am sure that the students will welcome this change. If your child receives Free School Meals, please try and encourage your child to try the new menu (which will appear on the website shortly). If you feel that due to a change of circumstances due to lockdown and a change in your family income that you may be eligible to free school meals, please email the academy and a claim form will be provided. For all other students, can we ask that you bring your ipay account up to date so your child is not in debt and also encourage your child to try the new menu.

## **HYGIENE AND FACE MASKS**

One thing we can all do to limit the spread of this virus is to keep ourselves as hygienic as possible. Please wash clothes often, wash your hands with soap (for 20 seconds) whenever possible, use the hand sanitising gel in every room, try not to touch other people or items unless necessary. Put all litter in a bin. Do not share food.

Face masks must now be worn at all times including in classrooms and when sat down in the dining room unless eating or drinking. If a student is outside and at least 2m away from another person or sat in the dining room eating or drinking they may remove their mask. If your child is exempt from wearing a mask please consider whether your child could wear a face shield instead.

So far this academic year we have had to provide approximately 1000 masks to students who have either arrived at the academy without a mask or have required a replacement mask to one broken and they did not have a spare with them. This is an unacceptable and avoidable cost to the academy. If your child requires a mask they will be charged for this via their iPay account. Please ensure you have a stock of masks and that your child has one and a spare every day.

## TRANSPORT

If your child arrives by public transport, the Government states that they must wear a face mask on the vehicle. We have a bin for students to safely dispose of these.

Due to our bike store being in one designated area (Year 11 gate), we will be retaining its use to permit holders only. For the safety of all students using this area the rules on the permit must be adhered to otherwise the permit will be removed, this includes wearing a cycle helmet to and from the academy and arriving on time to use the storage facility.

## CONTACT WITH THE ACADEMY

Please note that if you have any concerns or need to contact us to please phone the academy (we have a new improved phone system), use [enquiries@freeston.outwood.com](mailto:enquiries@freeston.outwood.com) or our contact page on the website <https://www.freeston.outwood.com/contact>. We will try to get back to you as soon as possible.

Everytime a new visitor comes into the academy, for everyone's safety, we will need to deep clean that area. Therefore, visitors are only allowed onto site in exceptional circumstances and by prior arrangement, e.g. to collect an ill child. All communication will be carried out via the intercom system at the reception door. Any conversations with staff must be by telephone and pre-arranged unless it is an absolute emergency. Our priority is to be with and support students in the academy.

We are trying to save school funds by not sending costly text messages, we are using an app called Xpressions. Over 70% of you are now using this - thank you! The major benefit for yourself is that letters etc can be sent direct to the app, rather than referring you to the website. To download the app please go <http://parents.groupcall.com/setup/account-registration/>

70% of parents and carers are now accessing Guardian Summaries, this facility allows you to see the work set for your child on Google Classroom and whether they have completed this. Please speak to your child about this if you do not have access yet, they start the activation process.

At present we are still unable to hold events in the academy as we would normally do such as parents evenings, open evenings etc. Our virtual events will continue. Unfortunately, we have also had to cancel the Year 11 prom this year.

Please remember that we need to be able to make contact with you. If you have changed your contact details it is vital that you inform us of any changes as soon as possible.

## ATTENDANCE

Please **do not** book holidays during term time as this will be counted as an unauthorised holiday and may incur a fine. Students must be in the academy unless they have COVID-19 symptoms, are too ill to leave their home for another reason or we have been informed of a prior medical appointment. Positive attendance is critical for your child to succeed. If you know that your child is going to be absent, please telephone the Academy where possible before 8:30am.

A full list of calendar dates are available on our website for the current year and for future years.

Finally, we are really looking forward to seeing all students return to the academy and resume education safely on site. Thank you for supporting students and staff by doing this in as safe a way as possible.

Yours faithfully



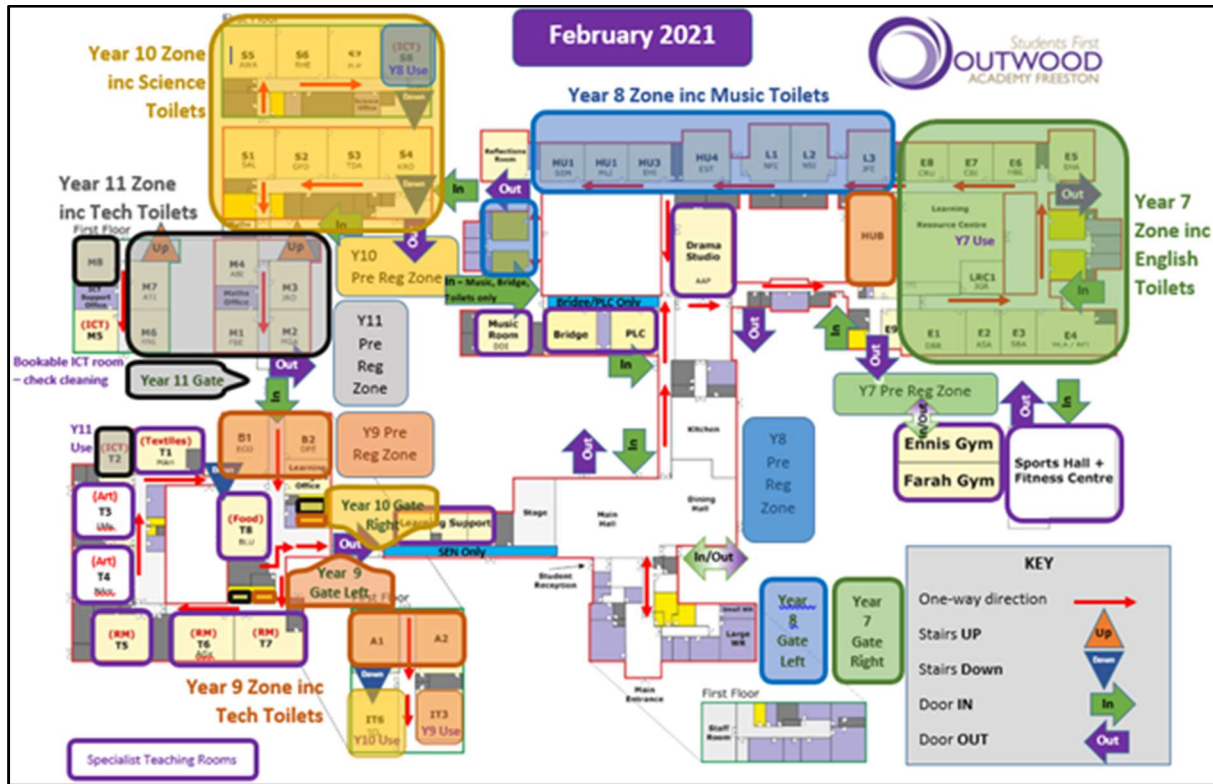
Lisa Allott  
Principal

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For regular updates on Academy news and events, follow us on Twitter @OutwoodFreeston or view our website [www.freeston.outwood.com](http://www.freeston.outwood.com)

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