

Dear Parent/Carer,

We are writing to let you know about what we are doing at Wellsway School to get ready to welcome all our students back to school full-time in September. We are looking forward to being together as a school community once again.

The information in this letter is correct at the time of sending it. We may need to change it if circumstances change or there are changes to government guidelines. If that happens, we will let you know about any changes as soon as possible. We have done all our planning with the other schools in our trust and we have followed the trust's risk assessment process in doing so. The trust board has seen and approved our risk assessment. You can find a copy of it on the trust website (www.wellswaymat.com).

Throughout the planning process the safety of students and adults has been our over-riding concern. Our risk assessment has been based on the system of nine controls the government has asked us to factor into our planning to help minimise risks.

System of controls

This is the set of actions schools must take, based upon advice from Public Health England:

Prevention:

- 1.** Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2.** Clean hands thoroughly more often than usual
- 3.** Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4.** Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5.** Minimise contact between individuals and maintain social distancing wherever possible
- 6.** Where necessary, wear appropriate personal protective equipment (PPE)

Numbers **1** to **4** must be in place in all schools, all the time.

Number **5** must be properly considered and schools must put in place measures that suit their particular circumstances.

Number **6** applies in specific circumstances.

Response to any infection:

- 7.** Engage with the NHS Test and Trace process
- 8.** Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9.** Contain any outbreak by following local health protection team advice

Numbers **7** to **9** must be followed in every case where they are relevant.

As a trust we have planned to get students back as quickly as possible whilst giving time to ensure that they understand the new procedures and systems that will be in place for their safety, in line with the advice from Public Health. This will help to alleviate any anxieties they may have about returning to school after what for most of them has been six months away from the classroom. In the first week of term, Tuesday 1st and Wednesday 2nd September are both INSET days which will be used for staff training and planning in preparation for the start of term. For the remainder of the week, students will return in a phased manner to enable us to undertake induction with them. Once they have returned to school they will remain in school and all students will be back in full time from Tuesday 8th September.

In our school, we have agreed the following pattern:

Date	Year Group & Start Times
Tuesday 1 st September	Staff INSET day
Wednesday 2 nd September	Staff INSET day
Thursday 3 rd September	Year 7 – 8.45am Year 12 – 8.45am
Friday 4 th September	Year 7 – 8.45am Year 11 – 8.45am Year 12 – 8.45am Year 10 – 9.05am Year 13 - 9.05am
Mon 7 th September	Year 7 – 8.45am Year 10 – 8.45am Year 11 – 8.45am Year 12 – 8.45am Year 13 – 8.45am Year 8 – 9.05am Year 9 – 10.05am
Tuesday 8 th September	All students back in full time from 8.45am

The arrangements for break and lunch time in September are as follows.

Year Group & Location	Break (no food service)	Lunch (grab & go hot food)
Year 7 (Mendip Courts)	10.35 to 10.55	13.00 – 13.30
Year 8 (Mendip Courts)	10.05 – 10.25	12.25 – 12.55
Year 9 (Mendip Courts)	11.05 – 11.25	13.35 – 14.05
Year 10 (Lansdown Courts)	10.05 – 10.25	12.25 – 12.55
Year 11 (Lansdown Courts)	11.05 – 11.25	13.35 – 14.05
Sixth Form (Shades & Sixth Form Centre)	11.05 – 11.25	13.35 – 14.05

The arrangements for entry to the Wellsway School site in September are as follows.

- The narrow lane to Cherwell Road next to Chandag Infants' school will remain closed, as it is a bottleneck and parents & students can't pass without close contact.
- There will be no access to Wellsway school via Chandag Lane which leads to the Chandag Schools; this is to help keep primary pupils and parents separate from our students.
- All students can access the site from either the main entrance on Chandag Road or the IKB entrance on Bath Road; students should observe social distancing and make their way to the zone for their Year Group (students will be directed to this area on their first day) and clear signage will be in place.

We are very aware that some students may find the return to school difficult and will be sending out a questionnaire to parents/carers that will help us to assess each individual young person's needs. We will be looking very carefully at how we can support our students' emotional needs as this will be an essential part of helping them to get back into learning. We also appreciate that some young people and families will be anxious about the return to school. The questionnaire responses will also help us to understand these concerns so we can help all our students to get back into school, where they need to be. We will be sending you the questionnaire during the last week of the holiday so please look out for it and help us by completing one for each of your children who attends our school.

The accompanying sheets set out the information about how our school will operate and what measures will be in place to prevent and respond to infection.

We hope this communication gives you the information needed to help prepare for the return to school in September. If, however, you have any questions during the holiday please email them to enquiries@wellswaymat.com and we will endeavour to provide a response. Our trust website (www.wellswaymat.com) will also contain a section for parents/carers on frequently asked questions (FAQs) about the September return to school, which will be updated on a regular basis throughout the holiday.

Many thanks in anticipation of your support.

Yours faithfully



Matthew Woodville
Principal



Andrea Arlidge
Chief Executive