

1<sup>st</sup> September 2020

Dear Families,

**Re: Important information ahead of opening to students on Thursday 3<sup>rd</sup> September 2020**

I hope you had a lovely bank holiday! As predicted, the government changed its guidance on school reopening following Version 6 of the document I sent you on the 19<sup>th</sup> August. The most recent changes occurred on Friday 28<sup>th</sup> August at about 10pm so you can imagine it has been a weekend of digesting the information, updating the reopening plan and getting the green light from our Chair and Vice Chair of Governors for me!

I really hope that there will be no major changes between now and Thursday – if there are any, I will be sure to let you know as soon as I can. Before setting out the changes to version 8, I will go through some very important information for the first day back.

**Tutor Groups - information emailed today (1<sup>st</sup> Sept)**

**You should have received an email earlier today informing you of your child's tutor group (e.g. A7.1 or H8.3), their tutor room and who their tutor is going to be.** Please ensure that your child is aware of the information and has it written down for Thursday so that they know where to go. If you do not have this email and cannot find it in your junk mail folder, please email [main.bbs@taw.org.uk](mailto:main.bbs@taw.org.uk) and a member of the team will get back to you with the information.

**Instructions for the first day back (3<sup>rd</sup> September 2020):**

**Year 7:** Arrive from 8:30am (unless you have let us know you are coming in earlier) and **go to the year 7 zone** following your temperature check. Staff members will direct you there. **At 8:45am, make your way to your tutor room.** All year 7 tutor groups are in the Main Teaching Block (blue and white building). **Stem classrooms are on the bottom floor and Comms classrooms are upstairs** – all are clearly numbered. If you are not sure where to go, there will be friendly staff to help you – do not be afraid to ask and remember that there will be over 250 other year 7s in the same position as you!

**Year 8:** Arrive at 8:40am (unless you have let us know you are coming in earlier. Please go to the year 8 student zone if you are early) and **make your way to your tutor room, ready for an 8:50am start.** If temperature checks go beyond 8:50am, please do not worry about getting into trouble for being late but please make sure you go to your tutor rooms as soon as possible.

**Year 9:** Arrive at 8:50am (unless you have let us know you are coming in earlier) and **go straight to your tutor room** following your temperature check.

**Year 10:** Arrive at 9:00am (unless you have let us know you are coming in earlier) and **go to the year 10 student zone** following your temperature check. **Go to your tutor room at 9:10am, ready for a 9:15am start.**

**Year 11:** Arrive at 9:10am (unless you have let us know you are coming in earlier) and **go straight to your tutor room.** If you are coming in earlier, please go to your year 11 student zone.

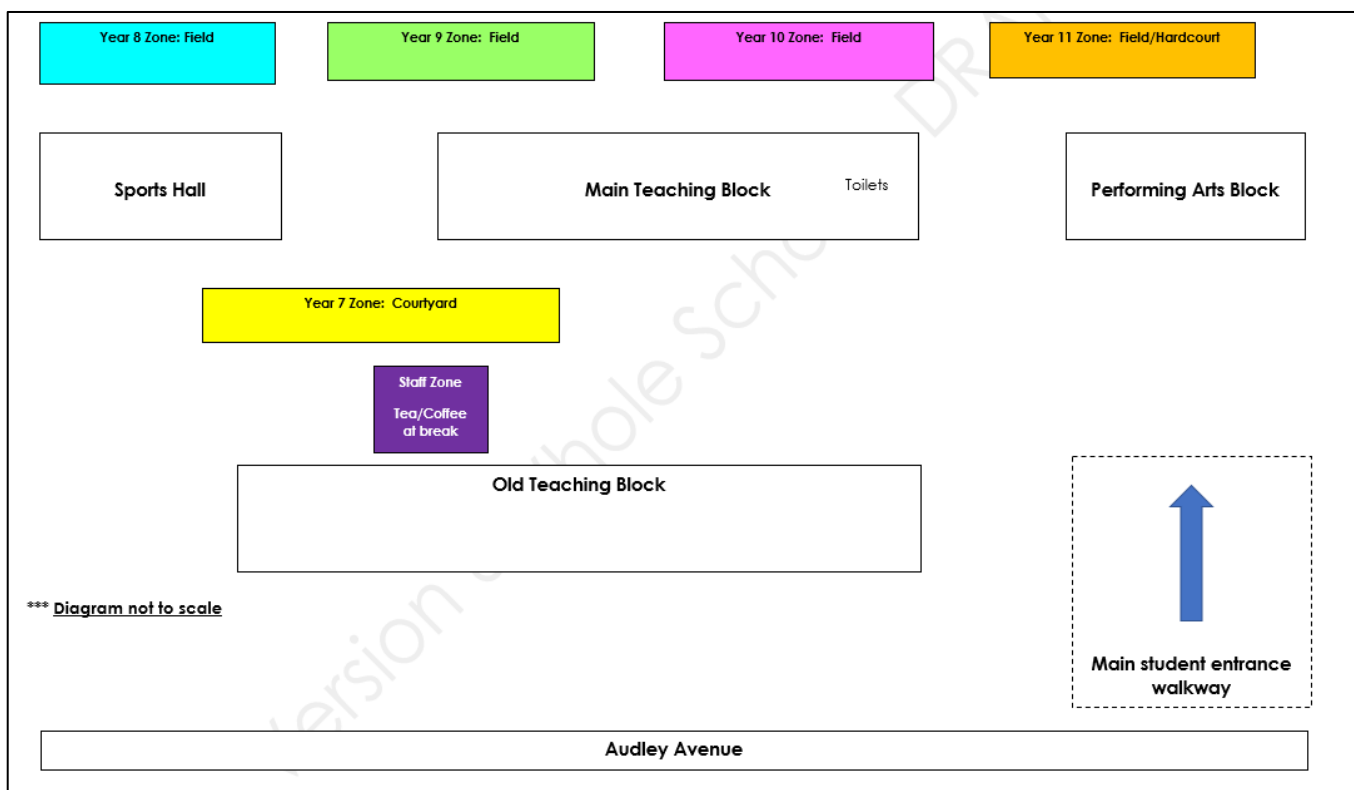
**What happens with tutor time (CLL) after Thursday 3<sup>rd</sup> September?**

Years 7, 8 and 9 will follow the same procedures as above.

Years 10 and 11 will follow the same procedures as above but instead of going to CLL, they will go to their subject lesson at 9:15am.

*Continued*

## Student Zones



## Timetables

Timetables are now available from our online parent portal, MyChildAtSchool (MCAS), for students in years 8, 9, 10 and 11. Unfortunately, this will not be available to year 7 parents/carers until school starts on the 3<sup>rd</sup> September due to limitations of the programme.

If you have lost your login details, please email [main.bbs@taw.org.uk](mailto:main.bbs@taw.org.uk).

All students will receive a hard copy of their timetable on the first day back. It is vital that they keep these safe.

## The changes to version 8 of the reopening document are as follows:

### Introduction

- Added the change of guidance on face coverings from the 25<sup>th</sup> August 2020. These will be mandatory in communal areas e.g. corridors, if Burton Borough School is in an area of national intervention (local/national lockdown)
- Mention of 'Tiers of Restriction' from 28<sup>th</sup> August 2020 guidance (see 'Contingency Plan' below)

### The School Day

- Clarified that choice of snacks will be limited in each zone's food hut and only for those who have forgotten their lunch
- Clarified that FSM students can collect their food from the food huts at break and lunch. Where possible, FSM students should collect their food when they arrive in the morning from the canteen.



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- Added that there will be tutor time for years 7, 8 and 9 and that tutor groupings will be in year groups.

### Induction for Staff and Students

- Students will start their usual subject lessons on the first day from period 5. The first four lessons will be induction time/time for COVID procedures, issuing of timetables and giving out usual start of term information

### Contingency Plan

- Added 'Tiers of Restriction' from government guidance dated 28<sup>th</sup> August 2020.
- Tier 1: School open to all years, face coverings mandatory in communal spaces
- Tier 2: School open on a rota system. Critical worker and vulnerable children can still attend. Face coverings mandatory in communal areas.
- Tier 3: School closed to all year groups except for critical worker and vulnerable children. Those in school wear face coverings in communal areas. Learning to take place on Teams.
- Tier 4: Same as Tier 3.

### Investment in Hygiene Arrangements

- Added change in stance on face coverings by the government on the 25<sup>th</sup> August 2020

### Masks/Face coverings

- Added government change in stance on face coverings by the government on the 25<sup>th</sup> August 2020

### Appendix A – Student Zones

- Clarified that student zones are for before school/break/lunch

### Appendix B – Fire Evacuation Muster Points

- Added an extra tutor group for year 7 in each small school – this is to reduce numbers in each tutor group
- Reversed the numbering for Aqualate Small School.

### Main points highlighted in my previous correspondence/version 6:

- **Attendance is mandatory for all year groups** in September 2020. All students must come to school.
- **Full uniform must be worn** (blazers and ties included)
- **Face masks will be allowed** (any colour as long as the print on reusable masks are appropriate. Disposable masks may also be used).
- **If your child develops any COVID-19 symptoms (continuous cough, temperature, loss of sense of smell or taste), they must not come to school and self-isolate for 10 days.** If anyone in the household develops symptoms, your child will need to self-isolate for 14 days.
- Students will be in '**year group bubbles**' where contact with other year groups will be kept to a minimum wherever possible.



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- **Tutor groups will be in year groups** instead of mixed year groups as they currently are. This may mean a change of tutor. This information was emailed to families today (1<sup>st</sup> September. If you did not receive this information, please email [main.bbs@taw.org.uk](mailto:main.bbs@taw.org.uk))
- **Staggered start and finish times** for each year group will ease any over-crowding of students at the beginning and end of each day. Please see section 'The School Day'.
- As many lessons as possible will be **double lessons**, to minimize movement around the school.
- **Stringent hygiene and cleaning procedures** will and must be followed. Hand sanitizer dispensers are on the wall outside each classroom and students/staff will need to use this before entering. Tables and equipment will also need to be disinfected after every lesson.
- **All students must bring a packed lunch to school.** The canteen will not be open as it is too small for the number of students who use it daily. There will be five kiosks, one for each year group, on site serving cold food such as sandwiches for those who may have forgotten their lunch. No hot food will be served.
- **The use of MS Teams in physical lessons will take place where appropriate/possible** so that any students who are self-isolating are part of the lesson. Where appropriate, sessions will be recorded so that any student who falls ill can catch up at a later point. Instead of Teams, video/audio files of your child's teacher giving specialist instruction or handouts may be used instead.
- **The full induction for every student on the first day back in September** will ensure they are familiar with the new procedures, including the new muster points during a fire evacuation.

Please also find attached to the email accompanying this letter, a student protocol guide. Your child's tutor will go through this in detail on Thursday however, if you are able to go through it with them beforehand, that would be very helpful.

The real test of the reopening plan will be when we put it into practice. As a school, we will be monitoring and reviewing how it is working continuously on a day to day basis. Where there is a need to change what we are doing, we will do so and inform families as soon as we can.

Thank you in advance for your patience and understanding. The situation is new to all of us and we will do our very best to make it work and keep your children and our staff safe. We are all very excited to be back at Burton Borough and we look forward to seeing your children on Thursday.

Finally, as a school, we recommend the use of face coverings and tutors will go through how to wear these safely during your child's induction.

With all good wishes,



Krissi Carter  
Principal



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