



Dear Parent/Carer,

I hope that this letter finds you well in these uncertain times and that you have found time to enjoy the summer sunshine with your loved ones. I wanted to take this opportunity to update you further on our plans for September and to remind you of important information for your child's return to school.

September Return Dates

Tuesday 1st September – Staff INSET day	No students in school.
Wednesday 2nd September – Year 7 students only	Year 7 students to go to the main hall at 8.20am. Parents must not pass the barrier on the drive due to Covid restrictions.
Thursday 3rd September – Year 7 and 11 students only	Year 7 students go straight to tutor rooms before 8.25am. Year 11 students go to the main hall before 8.25am.
Friday 4 th September- Academy opens to all year groups	Years 7 and 11 go straight to tutor rooms before 8.25am. Year 10 go to the sports hall. Year 9 go to the main hall. Year 8 go to the Elizabethan hall.

Attendance to the Academy from September 2020

The Government has stated that school attendance will be mandatory again from the beginning of the autumn term (1st September 2020). This means that from 1st September, the usual rules on school attendance will apply, including:

- Parents have a duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

All students are therefore expected to return to the Academy in September with the exception of those who will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).

Students with COVID-19 Symptoms

The current government guidance states that if your child is unwell with COVID-19 symptoms, then keep them at home and they should not attend the academy. You will also need to follow the *COVID-19: guidance for households with possible coronavirus (COVID19)* infection guidance. The current Government guidance also states that if anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the *COVID-19: guidance for households with possible coronavirus (COVID-19)* infection guidance. In view of this if a student is unwell in the Academy and they show symptoms of coronavirus, they will be isolated in a dedicated room and parents will be asked to collect them. Your child will then need to isolate for 7 days in line with Government guidance. Parents will be expected to follow the COVID-19 guidance for households above. We will encourage you to get your child tested as soon as possible. If the COVID-19 test in this case is negative, your child can return to the Academy.

Year Group Bubbles

At Queen Elizabeth's we are committed to delivering an ambitious, broad and balanced curriculum, with controls which mitigate transmission risks. The Academy is organised into year group bubbles; when in school students will only come into contact with students in their own year group for lessons, social times, after school activities, assemblies and pastoral care. This is supplemented by controlled movement around school in a one way system, additional cleaning routines and increased hand washing/sanitisation stations around site.

Staggered Timings

We have made some slight changes to the timetable to ensure year groups are able to access dining rooms, as part of their 'bubble', at staggered intervals. Catering facilities are unaffected. The timings of the day for years 11, 9 and 7 are unchanged. The timings of the day for years 8 and 10 have been changed slightly. The start and end times of the day are unchanged for all students.

Years 11, 9, 7: no change

8.30am	to	9.00 am	Tutor time/Assembly
9.00am	to	10.00am	Period 1
10.00am	to	11.00am	Period 2
11.00am	to	11.15am	Break
11.15am	to	12.15pm	Period 3
12.15pm	to	1.15pm	Period 4
1.15pm	to	1.55pm	Lunch
1.55pm	to	2.55pm	Period 5

Years 8, 10: new timings

8.30am	to	9.00am	Tutor time/Assembly
9.00am	to	10.00am	Period 1
10.00am	to	10.30am	Period 2 (A)
10.30am	to	10.45am	Break
10.45am	to	11.15am	Period 2 (B)
11.15am	to	12.15pm	Period 3
12.15pm	to	12.30pm	Period 4 (A)
12.30pm	to	1.10pm	Lunch
1.10pm	to	1.55pm	Period 4 (B)
1.55pm	to	2.55pm	Period 5

Tutor Groups and Pastoral Care

In September, our tutor groups will change so that all students in each tutor group will be from the same year group. This will enable us to maintain the year group bubble and deliver age appropriate and targeted pastoral support. Students will however remain in their house group with their Head of House overseeing their pastoral care. Collective worship will be delivered in year groups. Students will be allocated to their new tutor on their first day in September.

Punctuality and Arrival into the Academy

Students are expected to be at the Academy before 8.25am every day. If students arrive after the start time they will be issued with a detention. Please support us to maintain social distancing and to maintain the integrity of year group bubbles by ensuring your child arrives to school as early as possible. Tutor rooms will be open from 8.10am each morning to allow your child to avoid congestion on the drive.

Personal Protective Equipment (PPE)

Current government guidance states that wearing a face covering or face mask in schools or other education settings is not recommended. In light of this, the Academy will not require staff or students to wear face coverings. However, if students bring any disposable PPE into the Academy, lidded bins and tie-top bags will be provided to ensure they are disposed of safely.

In order to maintain the culture of high expectations that you have already come to expect at Queen Elizabeth's, we would like to remind you of some important Academy policies.

Uniform

All students are required to wear the full Academy uniform. Skirts must be knee length and be school skirts- fashion, mini- skirts are not acceptable. Trousers must be below the ankle. Ankle socks that make trousers appear to be cropped are not acceptable. Blazer sleeves must not be rolled up. If students are seen with items that are not acceptable they will be asked to change into our loan uniform. School shoes must be plain black, no trainers, no Vans, no Converse, no pumps or canvas shoes. Shoes should be of a material that can be polished. Hoodies are not allowed to be worn during the school day, whatever the weather. To order extra items of uniform please go <https://www.schoolwearsolutions.com/our-schools/the-queen-elizabeths-academy/> or contact the School Wear Shop team by telephone on (01623) 650 782.

Hairstyles, Makeup, Piercings, jewellery and Nails

Hair styles should be sensible and colours should be natural. No student will be allowed into lessons with unnatural hair colour. No offensive patterns should be shaved into hairstyles. Hair accessories should be discreet, no scarves or bandanas (unless for religious reasons). Hair bobbles must not be worn on the wrist. One pair of stud earrings and one watch are allowed per student. No other jewellery is allowed. Noticeable makeup is not allowed and any makeup worn must be very discreet. The decision to what qualifies as discreet rests with the Principal. False eyelashes are not to be worn. Nail polish and any type of false nails (including clear gels, acrylics, extensions etc.) are not allowed. Facial piercings are not allowed.

Mobile Phones

Mobile phones are not permitted to be used on the Academy premises and should one be brought to school must be turned off and placed in the bottom of the student's bag. If seen, mobile phones will be confiscated until the end of the school day. This policy is to keep all young people safe.

Holidays

Please do not remove your child from their education for the purpose of holiday. If you do, we will formally request the Local Authority to serve you with a Fixed Penalty Notice. Fixed Penalties require each parent to pay a fine of £60 (per child, per week) if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay within the specified timescale will result in a summons to appear before the magistrate's court. We do not authorise holidays in term time. There are only 190 school days per year, leaving 175 days for family gatherings, holidays, days out etc.

Communication

Over the coming weeks we will be increasing our use of the Weduc app to communicate with parents and carers. The app is free to download- we have sent log on details to parents of students in years 11-8 multiple times. If you have not yet managed to download the app we request that you do so before September. You are able to communicate directly with staff via the app, as well as manage school attendance, check sanctions, see praise points, access letters and book events. Due to Covid restrictions there will be no meetings with parents in the academy unless arranged in advance- we kindly request that you do not turn up in reception without an appointment as you will not be seen. As always, we welcome your feedback and you can contact us via the app at any time.

Wishing you a restful end to the summer holidays,

A handwritten signature in blue ink that reads "K Willmot". The signature is written in a cursive, flowing style.

Kimberley Willmot
Principal