



Our Ref: NCa/JAS

26 August 2020

Dear Parent/Carer

## Re: Start of Term Arrangements and Reminders

I hope that this letter finds you safe and well. We are looking forward to welcoming back all of our students back to our academy, we are especially delighted to meet our new Year 7 students as well as greeting Year 12 students into our new UWMAT VI.

Following on from my letter to you on 13 July 2020, I write to provide some updates and reminders linked to the start of our new term and academic year next week.

Keeping all of our students, staff and visitors safe and well is our upmost priority. We understand that many students and parents may be feeling anxious about the return to school next week. We have been using published guidance to put measures in place to help protect everyone to ensure that we can return to a safe environment in order to operate as an academy in as normal a routine as we can. If as a parent or if your child has a concern please contact the appropriate Academic Leader for Years 8 – 13 and Mrs Jones our transition co-ordinator and SENDCo for Year 7. The contact information is listed below:

Year 7 Mrs Jones – [j.jones@whschool.co.uk](mailto:j.jones@whschool.co.uk)

Year 8 Mr David – [l.david@whschool.co.uk](mailto:l.david@whschool.co.uk)

Years 9, 10 and 11 – Mrs Bingham [s.bingham@whschool.co.uk](mailto:s.bingham@whschool.co.uk)

Years 12 and 13 – Mrs Beazley [r.beazley@whschool.co.uk](mailto:r.beazley@whschool.co.uk)

## Face Coverings

Following guidance released by the Government and WHO, the Trust have stated that **face coverings are compulsory in all communal areas and moving around the academy.**

This means that a face covering is to be worn upon entry and exit of the academy, in corridors, when going to the toilet, lesson changeover, when moving to an outside space for break and lunch and in dining areas when not eating.

**Face coverings are optional in classrooms for students and staff.**

Face coverings **MUST** be plain in colour with **NO** designs.

Face coverings must be worn by any parent attending the academy for a pre-booked appointment with a member of staff.

## Attendance

It is important that you are aware that as per Government Guidance attendance in schools is mandatory again in September 2020, therefore all students will be required to attend the academy. If for any reason your child is unable to attend please contact the academy before 9.00 am stating the exact reason why your child is not in school. This is to ensure that our Attendance Team correctly mark your child absent with the correct attendance code.



Absence can be made known by either contacting our attendance line to leave a message or speak with the Attendance Team or emailing Mrs Dickens, Deputy Headteacher [j.dickens@whschool.co.uk](mailto:j.dickens@whschool.co.uk) directly with your child's absence and reason.

## **Start and End of the Academy Day Adjusted Times**

In order to reduce large gatherings of students and parents around the entrance to our academy, we have had to adapt the academy day for when different year groups start and finish. This information was sent to you in July for your son/daughter. As a reminder:

Years 7, 8, 11 and 13 academy day will be 8.30 am - 2.30 pm.

Year 7 will enter/exit via Main Reception.

Year 8 will enter/exit via walking down the Staff Car Park on the right-hand side path and enter via classroom external doors C008 or C012 according to which group they have been placed in.

Year 11 will enter/exit via Main Staff Entrance.

Year 13 will enter/exit via Main Student Entrance.

Years 9, 10 and 12 academy day will be 9.00 am – 3.00 pm.

Year 9 will enter/exit via Main Student Entrance.

Year 10 will enter/exit via Main Staff Entrance.

Year 12 will enter/exit via Main Reception.

We ask that students do not congregate outside the academy either at the start or end of the academy day. They need to maintain social distancing and go home directly. We would ask the same for any parent/carer who drop off and collect their child from the academy.

## **Start of Term Dates for Each Year Group**

**Year 7** will have their induction day on **Wednesday, 2 September 2020**. Mrs Jones has emailed all of the information directly to our Year 7 parents so please contact Mrs Jones [j.jones@whschool.co.uk](mailto:j.jones@whschool.co.uk) if you have any further queries.

**Years 8, 9, 10, 11, 12 and 13** will all start back to our academy on **Thursday, 3 September 2020** at the times stated above.

## **Appointments with Academy Staff and Contact with the Academy**

Any visits to the academy by parents/carers will have to be booked in advance. We will be unable to accommodate drop in ad hoc visits due to the measures that we have put in place within each Year Group bubble. Please make sure that if you need to contact the academy or a specific member of staff, try to do so via email in the first instance. If an onsite meeting is necessary this will need to be booked and a face covering as well as maintaining social distancing will apply.

## **Reminders of the Information Sent out in July to Keep Everyone Safe, Please Share These with Your Child.**

1. Students need to arrive each day via the academy entrance and at the time stated above, as this will impact upon the strict control measures that we have put in place to safeguard both students and members of staff.
2. Students will remain in their nominated Year Group bubble of classrooms for the duration of their time at the academy.



3. Students who come to the academy on bikes are to come to the Student Entrance and form a socially distanced queue outside the gate where a member of staff will direct them when they are able to enter the quad to lock their bike in the bike shelter. At the end of the day, students must walk round to the Student Entrance and wait outside the gate again in a socially distanced queue until they are told to collect their bike by a member of staff.
4. Equipment brought into the academy must be kept to a minimum. Students are allowed to bring in a school bag and must provide their own stationery.
5. Exercise books and coursework IS allowed to be transferred between academy and home.
6. Due to the protective measures that we have put in place, we will not be able to provide breakfast or break time sales. If students want a snack at break, please send them to school with something.
7. We will also not be able to provide hot meals. We would urge students to come to the academy with their own lunch in a disposable bag which can be thrown away. If students want to purchase lunch from the academy, it will be a cold option 'grab' bag which will be ordered at the start of the day and delivered to each Year Group bubble by the catering company. **Students who are in receipt of free school meals will be provided with a 'grab' bag.**
8. Students must wear their FULL academy uniform.
9. On days when students have PE and Dance they must come to the academy wearing their PE kit.
10. Staff will ensure that students use hand sanitiser upon arrival and when departing from the academy. Tissues and multi-surface wipes will be in every classroom for both students and staff to use as frequently as they require.
11. Daytime cleaners have been appointed to clean throughout the academy day.
12. No gloves are to be worn by either students or members of staff unless a first aider is dealing with an incident. Gloves must be removed and disposed of at the academy gates.
13. Any child developing symptoms will be immediately sent home and must isolate according to the Government Guidelines. Furthermore, it is parents' responsibility to keep their child at home if anyone in the household should display any of the listed symptoms and arrange for a COVID test to be completed, informing the academy of the result.
14. Students must adhere to social distancing at all times wherever possible.
15. Any breach of these measures which puts at risk the health and safety of others will be taken very seriously.

## Parent App – My Child at School (MCAS)

Over the summer we have had a new Management Information Service (MIS) and to that end there will be a new parent app to replace the SIMS parent app currently in place.

The new parent app is called My Child at School or MCAS for short. The Administration Team will be sending each parent a link to download the new app very shortly. The new app will allow parents and carers to receive more information about your child than the previous SIMS app. Initially the app will be set up to allow parents to load money onto their child's account to purchase food and to pay for any visits.

Our intention is that the app becomes the main form of communication informing parents about their child's attendance, progress, termly reports, behaviour, achievements and academy announcements including all correspondence.



## Change of Contact Details and Other Information for Your Child

If any of your contact details have changed recently for example address, email, emergency contacts, mobile phone numbers, medical information for your child, can you please contact the academy Reception staff or email [wednesfieldhigh@wolverhampton.gov.uk](mailto:wednesfieldhigh@wolverhampton.gov.uk) to let us know. It is vitally important that we have correct information on our system.

Staff have worked hard to make sure that the environment is as safe as we can make it. Our Safeguarding and Pastoral Team have created a well-being package for all of our students to support them emotionally when we return. Our teaching staff have been putting plans in place to adapt the curriculum to bridge the gap in learning since students were physically in our academy in March.

Thank you for your continued co-operation and support. We are excited to be opening our doors again to all of our young people next week. Please do not hesitate to contact the academy via email if there is anything we can do to help.

Yours faithfully

Mrs N Carpenter  
Head of School