



Headteacher: T.Body BA (Hons), MA

Dear parent/carer,

Firstly, I would like to say that I hope you and your families are all keeping safe and well. I know that the latest lockdown has not been easy for any of us however, I would like to thank you for your support of the school and all of the measures that we put in place to ensure that the students could keep up with their studies.

Testing

As part of the safe return of students, we will be conducting weekly testing of both staff and students. As per my previous letter, for the week commencing **Monday 8th March 2021**, this testing will be happening on a rolling basis with different year groups having their tests on different days and providing they have a negative result, the students will be invited into school the following day to resume their face-to-face lessons.

The testing date for Year 11 will be on **Monday 8th March**. Students will need to come in for their tests at the following times:

11W – 8am

11E – 9am

11S – 10am

11T – 11am

11F – 12pm

11I – 1pm

Provided the students have a negative test result, they will be expected to come into school on **Tuesday 9th March** for face-to-face lessons.

Students will need to come in through the **Croxley View entrance** and then come up the bridge on the left-hand side and into the side of the hall. They will then be brought into the hall, where they will go through their registration for the test and then they will take their lateral flow test. Students will then exit the hall via the one-way system, and they will exit down the right-hand side of the bridge. Students will only come into school on this date for the test and will not have lessons. Students must arrive in full school uniform and they must wear masks throughout the process, other than when they are taking the test.

Please be assured that there will be rigorous cleaning processes in place after each set of students have had their tests in between the session times.

Whilst we will endeavour to keep to the times scheduled, please be aware that this is a very new process for everyone involved, and there may be some delays and we would appreciate your support and patience through the process.

Changes to the school day

Before Christmas, I wrote to you regarding the changes we were making to the school day. We had hoped that these changes would have taken place from January however, this was not to be, but we will now be enacting these changes from Monday 8th March. These changes will be in effect from the date that students return to school and all changes that we are making are balancing both the safety of the staff and students, with the learning all of our students, especially in light of any missed learning that the students have had.

As previously advised, there will be fundamental changes to the school day, so that we can ensure that all students are receiving the correct number of lessons for their subject, and these lessons will be either 55 or 60 minutes in duration.

As from Monday 8th March, all students will be coming in for an 8.15am start from their designated day, each day. Provided the students have a negative test result, the Year 11 students will be starting back with face-to-face lessons on **Tuesday 9th March**.

The school day will run from 8.15am to 2.40pm and all students will be leaving school at 2.40pm through their designated route. Students will be remaining in their year group bubbles and will not have contact with other year groups throughout the day. Lessons will be taking place, as they are now, in the student's home base classroom areas to ensure that we are minimising the spread of germs amongst the students, and staff will be coming to the classrooms to take the lessons, rather than the students going to them. With this plan, there will be more opportunity for some of our practical subjects to happen in the practical classrooms.

So that all students are receiving the correct amount of curriculum time, we will be moving from a one-week timetable back to a two-week timetable. **Monday 8th March will be a week 1 on the timetable.**

PE lessons

Additionally, we have removed games from the school day, and we have brought back PE lessons that will be part of the students' timetable. Please refer to the letter sent regarding the PE lesson requirements from Mr Chalk, where he has included details of the PE uniform that will be needed and details of our suppliers to purchase this. If you have any concerns about the PE uniform, please do get in touch with Mr Chalk who can help and advise.

Lunches

Lunch will still remain in the students' home base classrooms, where their form tutors will be coming back to supervise them for this session. Lunches from the canteen will need to be ordered in advance, or alternatively, students can bring in a packed lunch to have during this time.

Students will be having a break and lunch session outside of their classroom, in separate year group areas, so they will need to ensure that they have appropriate outdoor clothing for these sessions.

Year 11 school day details

Year 11 students' school day will run from 8.15am – **2.40pm**.

Year 11 students will need to continue to come to school via the Croxley View entrance. They will then line up on the bridge and will be brought into school at 8.15am. The students will be exiting, as they are now, from the Croxley View entrance at **2.40pm**.

If you have children that are in multiple year groups, we understand that it could be difficult for you to do drop-offs to multiple locations. If this is a difficulty for you, please can I ask that you drop all of your children off to the Croxley View entrance, and if they are in a year group where they would not use this entrance, we will have them wait in a designated area at the front of school, where they will be kept away from the other year groups, and they will be brought into school at 8.15am, by either a member of the Senior Leadership team, or by their head of year.

We will need for all parents to drop their children off outside of the car parks at Croxley view, as we will have students using their paths that will be on the ground, which means that in order to keep the students as safe as possible, we need cars to avoid the area.

I would like to take this opportunity to remind all parents and carers, that all students must ensure that they have their hand sanitiser and masks with them each day, as part of their uniform.

I appreciate that we have had to make some significant changes in places however, these will be instrumental in us ensuring that we can provide the length of lessons that we feel will better serve the students when accessing their subjects, which now more than ever, is so important for all of our students.

We are so excited to welcome students safely back to school, and whilst this is not 100% back to the traditional schooling we would want, this model is getting us back to a more normal school day whilst ensuring that safety measures are still firmly in place. I would like to take this opportunity to thank you in advance for your continued support of Westfield Academy during these unprecedented times.

We hope that your families and friends are safe and well.

Yours sincerely

Mr T Body
Headteacher