



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 8<sup>th</sup> 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 12 will be **Monday 8<sup>th</sup> March 2021**. You will receive a separate parentmail containing the time for your child to arrive for their covid test.

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 8<sup>th</sup> 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.

Although the school day for Sixth form, will run from **8.30m to 2.30pm**, students are only to come in for their lessons and should leave once their lesson has finished. If students are unable to travel home between lessons they must let Miss Beels (6<sup>th</sup> Form Senior Administrator) know in advance. If there are circumstances where students are unable to leave in between lessons they will be housed in the Sixth form areas.

Lessons will be taking place, as they are now, in the third floor B-Block classrooms or specialist 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.

For the Sixth form students, this means that their lessons will be starting at 8.30am and they will only be in school for their lessons, unless they are unable to leave in between, when, as they are now, they will be housed in the Sixth form areas. All Sixth form students need to arrive 5 minutes before their lessons start and will only be able to leave up to 5 minutes after the lesson has finished. If any student misses this window, they will either be unable to come in for that lesson, or they would have to stay in school for the duration of the next lesson, as they would have missed their time to exit. Students must only use the doors at the end of the canteen in the key stage 3 quad to enter and exit the building.

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 8<sup>th</sup> March will be a week 1 on the timetable.**

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