



10th August 2020 - 20 Dhul Hijjah 1441

Dear Parent/Guardian,

Assalaamu Alaikum – ‘Peace be upon you’

I hope that you and your family are safe and well.

As you are aware due to Covid 19 pupils’ learning has been disturbed in some form or another. To retrieve some of the learning that has been lost, the school has put together a series Masterclasses for the remaining of the Summer Holidays for pupils going into Y11, as it is a critical year for them. The Masterclasses will focus on performance in Maths and English, these subjects are key to the overall curriculum. The sessions will ensure that subjects knowledge gaps are addressed before Year 11 begin. Sessions will be delivered by an external company, with support from Eden Staff and Senior Leaders. The programme will run for one week and all necessary arrangement to keep your child safe in school has been put in place with the government’s guideline.

Your child should attend school on **Monday 17th August to Friday 21st August**. It is imperative that pupils attend for the 5 days and must bring their own stationery and equipment. Depending on the group your child is in sessions will either start at **9:15am** and finish at **3:15pm** or start at **9.30am** and finish as **3.30pm**.

Arrival and departure arrangements

Part of the arrangements put in place to keep pupils and staff safe are staggered timings and segregation. The table below shows the different timings for each group for the day. Pupils in Group A should arrive in school 15 minutes earlier than pupil in Group B and through a different **School** and **Building** entrance. You will receive a text message from school to notify you which group your child is in by the end of this week.

Group A	Group B
Arrival: 9.15am School Site Entrance: Car Park School Building Entrance: Back Staircase next to Reflection Hall	Arrival: 9.30am School Site Entrance: Pedestrian School Building Entrance: Side doors adjacent to the Conference Room
Session 1: 9.30am - Maths Venue: (Reflection Hall)	Session 1: 9.45am - English Venue: (S1)
Break: 12.00pm	Break: 12.15pm
Session 2: 12.45pm - English Venue: (Reflection Hall)	Session 2: 1.00pm - Maths Venue: (S1)
Departure: 3.15pm School Site Exit: Car Park School Building Exit: Back Staircase next to Reflection Hall	Departure: 3.30pm School Site Exit: Pedestrian School Building Exit: Side doors adjacent to the Conference Room

The Government’s advice is to avoid using public transport where possible. If your child travels to school by bus, the following information may be helpful <https://www.networkwestmidlands.com/plan-your-journey/network-overview/bus-updates-during-the-coronavirus-outbreak/>. They should wear a face covering or mask for the journey, in line with Government guidance.



If you drive your child to school, please park on Wellhead Lane as you will not be able to drive into the school car park. Please do not get out of your car when you drop your child off and leave straightaway once you have left your child safely.

Pupils will leave school at the following times:

- Group A will leave school at 3.15pm
- Group B will leave school at 3.30pm

Session arrangements

When in school, pupils will be arranged in groups of 30 or less to restrict possible transmission of infection. We will also be applying social distancing measures as far as possible, such as by arranging seating so that individual pupils are separate from each other.

Break time

Pupils will spend break time within their groups. Whenever possible they will spend time outside in the fresh air and will always be supervised.

Lunch arrangements

Students will be required to bring a packed lunch and snacks for the day, they will not be allowed off site.

Hygiene and safety

All pupils will need to wash their hands, or use the hand sanitizer that we will supply, as soon as they enter school, every time they use the toilet, before and after they eat lunch, and when they leave school. They will also wash their hands following sessions and, in the event that they cough or sneeze.

We will ensure that materials used by pupils are disinfected after each individual use. Our cleaning staff will wipe down surfaces in the venues, including tables and chairs, regularly during the day. We will ensure that toilets, washbasins, and taps are thoroughly cleaned after each use. Our school has completed a thorough health and safety risk assessment which has been reviewed and approved by the Trust, along with our broader risk assessment and reopening plan.

Expectations of pupils' behaviour

We have high expectations of pupils' behaviour in school. Our rules continue to be based on the STAR values and have been developed to protect pupils and adults in the school. We expect pupils to show maturity and take responsibility for their own and each other's safety. The pupil code of conduct, which is published on our website (<https://www.edenboysbirmingham.com/about-us/policies-and-publications/>) has an addendum to the behaviour policy as follows:

- Arrive to school and leave to go home at the designated time using the designated entrance/exit route. Do not wait around for friends and do not congregate. Speak to a member of staff if your parent or carer normally collects you and is not on time.
- Wash hands (or use sanitiser) upon entering and leaving school and after each lesson within the day. Wash hands regularly with soap and water during the day.
- There must be no physical contact of any type at any time. This includes horseplay, hugging, handshakes etc.
- Ensure that you 'catch it, bin it, kill it' when you cough or sneeze and avoid touching your mouth, nose, and eyes.
- There must be no coughing or spitting at or towards any other person.
- The seating plan in the classroom is non-negotiable and is in place for the safety of each pupil. Stick to the seating plan. Do not move tables or chairs and do not leave your seat without speaking to the teacher.
- Maintain a safe distance from others between and during lessons.

- At break and lunch times, go outside (weather permitting) or remain in a designated venue (if the weather is poor). Stick to zoned areas and maintain a safe distance from others.
- Do not share belongings (food, stationery, books etc) with others and do not handle other people's belongings.
- Use the toilet designated to you. Only enter the toilets if there is a free cubicle. On exiting the toilet, wash hands thoroughly.
- In computer rooms, wipe the keyboard and mouse at the start of your lesson as instructed by the teacher.
- You must tell an adult if you feel that you are suffering from *a high temperature, a new continuous cough or loss or change to your sense of smell or taste.*

Uniform

Pupils should wear plain comfortable clothing that can be washed easily. If possible, pupils should wear clean clothes to school every day.

Pupils who are unwell

Any pupil who is unwell should remain at home. If a pupil develops symptoms of COVID-19 in school (a new persistent dry cough, high temperature, change or loss of smell or taste) they will be taken to a medical room and you will be asked to collect them from school as soon as possible.

Pupils or staff who are tested positive for COVID-19

If a pupil or a staff member is tested for COVID-19, then the whole group/bubble of which they are a part will be asked to stay away from school and self-isolate for 14 days. In this way, the possibility of disease transmission throughout the school will be reduced.

Pupils who are clinically extremely vulnerable or clinically vulnerable

If your child, or anyone in your household, is clinically extremely vulnerable, and therefore at high risk of becoming severely ill if they are infected by COVID-19, will have received a letter from the NHS advising them to shield. In these circumstances, your child should not attend school. (Your child should not attend if anyone else in your house is clinically extremely vulnerable, even if your child does not have a severe medical condition themselves.)

If your child is clinically vulnerable, you should take advice from a medical practitioner before sending them to school.

We understand that you may be feeling anxious about sending your child to school. Please be assured that we will look after them. Many things have changed during the lockdown period but our commitment to working with you in the best interests of your child remains firm. We will, however, respect your decision if you decide that you do not wish your child to attend the school yet.

Thank you once again for working in partnership with us and helping your child through this uncertain period. We remain committed to helping all our pupils to thrive and realise their potential.

Yours sincerely,



Mrs A Ravat
Executive Principal