

15 July 2020

**Outwood Academy Danum**

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Principal: Mrs Jayne Gaunt

Dear Parent/ Carer,

It is with great delight that I can inform you that the Academy is reopening to all students in September.

I understand that this has been a difficult time for everyone, and that students will welcome having the opportunity to come back to school to meet friends and teachers and to pick up their academic studies. We know that we can really help your son/ daughter to catch up as soon as they are back in school and we have detailed plans in place to really accelerate their learning. We have really missed them!

### **Re-Opening Safely**

The Department of Education has published clear guidance for schools to follow to re-open safely. We are adhering to this guidance and a full risk assessment is available on the academy website [www.danum.outwood.com](http://www.danum.outwood.com).

The following are identified as essential measures and I ask for your support in ensuring that we comply with them:

- **A requirement that people who are ill stay at home:** if your child is ill please do not send them to school. If they have symptoms of COVID- 19, including a fever, persistent cough, loss of sense of smell or taste can you please inform school immediately on 01302 831385 (attendance) or via email at [enquiries@danum.outwood.com](mailto:enquiries@danum.outwood.com). We will seek guidance and advise you to arrange for a test to take place.
- **Active engagement with NHS test and trace:** if any member of our community contracts COVID-19 we have protocols in place to work with Public Health England to ensure all contacts are traced and we follow all advice given. Anyone who has had contact will be asked to isolate for 14 days from the point of contact and advised about testing.
- **Robust hand and respiratory hygiene:** New outdoor sinks are being installed at all entrances to the academy for hand washing as students arrive at school. Two new suites of toilets are being built over the summer holidays creating extra capacity to wash hands inside school. Students will be encouraged to wash their hands as they come into school, before eating and during scheduled handwashing breaks. Hand sanitiser is available in every classroom, at entrances and students will be encouraged to use it. Hand sanitiser is also available in the dining hall and in strategic places around school. We will ensure students know the NHS guidelines on hand washing. Signs around school remind students about good hand and respiratory hygiene. All students will also be reminded of the 'catch it, kill it, bin it' campaign. Please encourage your son/ daughter to follow these guidelines.
- **Enhanced cleaning arrangements:** Our cleaners have an enhanced schedule of cleaning to complete on a daily basis. Toilets, the dining hall and frequently touched surfaces will be cleaned very regularly. Classrooms will be deep cleaned at the end of the school day. All desks and chairs will be cleaned between uses where used by students in different year groups. Computer keyboards, sports equipment, equipment used in design technology and music will

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be disinfected between uses. Art students will have their own equipment. PE changing rooms will be cleaned between uses. Bins within classrooms will be emptied very regularly during the school day, at least two hourly.

- **Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable:** Students will be arranged in year group bubbles. There will be staggered start and finish times to the school day for different bubbles. Year groups will be predominantly in one area of the academy, only moving to go to specialist classrooms. Student movement will be minimised around the school site, each tutor group in year 7 and 8 will have a classroom assigned to their group and minimal movement will occur in other year groups. A one way system will ensure that students can social distance from others when they do need to move to another classroom. Social distance markers are on every corridor and pavement into school. Students in each year group will have separate break and lunch times. Before the school day begins students will be asked to wait in designated outside areas. Students will be escorted into and out of the building by their teachers.

In classrooms and at break and lunch students will be sat in rows facing forwards.

Please discuss with your son/ daughter the importance of social distancing from other students outside of their tutor group/ classroom and year group.

Teachers will not be in bubbles in order to ensure we can deliver a full curriculum. It may be necessary in some classrooms where they are unable to be socially distanced from students for a clear screen to be in place.

## **Return to School**

### **Traveling to and From School**

It is strongly advised that students walk or cycle to school wherever possible. If buses are required students will need to wear a face mask. Face masks should be worn over both the nose and mouth and students should not touch them as this can risk cross infection. Wearing a face mask is not an alternative to good hand hygiene. Disposable face masks can be safely disposed of in the red bins at the entrances to the academy. Reusable face masks should be safely placed inside a plastic bag, sealed and placed in a pocket. Hands should be washed in accordance with NHS guidance after removing face masks.

I have consulted with Doncaster Metropolitan Borough Council concerning the number of students we believe are travelling by bus to request that there is sufficient capacity for travel.

### **Break and Lunch**

Free breakfast will be provided at break time rather than before school to avoid year groups mingling. At break students can also pay for additional items.

A slightly reduced range of lunches are provided in school to accommodate there being separate lunches for each year group. A meal deal costs **£2.55** from September. If your son/ daughter brings a packed lunch into school, please bring this in a plastic bag rather than a lunch box to help reduce possible cross contamination of surfaces between home and school.

### **Uniform**

Full school uniform should be worn on return to school in September. Students should note that the only jewellery to be worn is a wrist watch (no smart watches please), earrings, necklaces and rings should not be worn. Please note that trainers should not be worn. Natural hair colours only are acceptable and any false nails, nail varnish or false eye lashes should be removed before the start of school.

### **Start of Term Date**

The academy will re-open to Year 7 students on **Wednesday 2<sup>nd</sup> September** and to other year groups on **Thursday 3<sup>rd</sup> September**. Year 12 students will have personal appointment times allocated for enrolment on Wednesday 2<sup>nd</sup> September before starting on 3<sup>rd</sup> September.

### **Staggered Start and End Times**

To avoid year group bubbles mingling there are staggered start times:

#### **Year 7, 8, 9 and Post 16:**

- Start time: 8.25am
- End time: 2.30pm
- Some enrichment activities will be available until 3.30pm in year group bubbles. Students will be notified of these during the first week of term.

#### **Year 10 and Year 11:**

- Start time: 8.45am
- End time: 2.50pm. It is strongly advised that students should attend enrichment until 3.30pm

On arrival at school Year 7, 10 and 11 should make their way to the tennis courts where there will be three separate allocated areas. Year 8 and 9 should make their way to the patio area. Year 8 have been allocated the area near the entrance to room 65 and year 9 the area near the entrance to the Student Information Desk (SID). It is important that students remain in their year group bubbles and do not mingle with students in any other year groups. Learning Managers will be available in each area to support students.

### **Final Message**

This academic year has been a very challenging one for everyone. We care greatly about our students, their safety, wellbeing and their futures and we really look forward to meeting students in person again in September. We understand that the current situation may have taken a toll on someone in your family's mental wellbeing. If you or your family require help in this area we have provided links to support on the academy website at <https://www.danum.outwood.com/mental-wellbeing>

The measures we are taking to return safely have been thought through meticulously and should help to prevent any transmission of coronavirus within the academy. We know that once in school students will quickly begin the process of catching up on lost learning. I am personally delighted that we will see students back in our academy in September and I cannot wait to see everyone again!

Please ensure you have a safe and restful summer. See you in September!

Yours Faithfully,



Jayne Gaunt  
Principal