

25th August 2020

Dear Parents, Carers and Learners

Please find below the revised arrangements for September 2020.

Arrangements for September

The following information provides an update on the plans for September. All the arrangements are in line with the latest government guidance and we have ensured that the plans allow us to provide the highest quality learning and teaching, whilst also adhering to the need to maintain COVID security.

All planning has considered the well-being of all our learners. We have reviewed the support systems in place and strengthened them in order to support the return of all learners to the school. We are obviously aware that many learners have been away from the school building for a significant period of time and have factored into our plans Pastoral time for them to be supported on their return.

Bubbles

Learners are going to be working predominantly in their year group, with minimal contact in school with learners from other year groups. This means that each year group will be located in their own block of classrooms in the school. Teachers will move between year groups, moving from classroom to classroom, allowing learners to access their subject specialist teaching, minimising the movement of learners around the school.

Some learners, particularly those in years 10, 11 and post 16 will have access to specialist teaching rooms such as Science labs for some of their lessons. We will only be permitting one Year Group into each of these areas at a time.

The blocks of classrooms for each Year Group are shown below.

Year Group	Block of classrooms
Year 7	C
Year 8	E
Year 9	B Maths
Year 10	A Block (week 1) Science Labs (week 2)
Year 11	Science Labs (week1) A Block (week 2)

In order to maintain the post 16 curriculum, year 12 and 13 learners will have a bespoke timetable to allow them to access specialist areas and teaching at all times.



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Learners Accessing the Support Department

Individual timetables are being prepared for those learners who access the Support Department and this will be communicated to them upon their return.

Staggered Starts/Ends

There will be a staggered start and end of the days. This will reduce the number of learners accessing the site at particular times.

Year Group	Start Time	Finish Time
Year Seven	8.50am	3pm
Year Eight	8.50am	3pm
Year Nine	8.50am	3pm
Year Ten	8.40am	3.10pm
Year Eleven	8.40am	3.10pm
Post 16 Learners	8.50am	3.10pm

On arrival at the school, learners will be expected to go straight to the classroom in which they will be located. The details of these rooms are attached.

We appreciate that there will need to be some flexibility with these times. They are indicative of the time the majority of learners should arrive. This will prevent there being very large numbers of learners at any one time.

Following a review of our initial plans we are not expecting learners to attend through separate entrances and exits. We are, however, asking all learners as soon as they arrive on the school site to attend their classroom and maintain social distancing where possible.

Catering

Working alongside our school catering provider, Aspens, we are now able to confirm the following arrangements:-

We will be operating a cashless system for all meals purchased from school. This means that learners will need to have money in their account in order to access the on-site food provision. We understand that this will not be possible for our Year Seven learners and therefore we will allow them to access the catering service on-site, whilst their accounts are set up.

At morning break we will be offering a 'grab and go' service within each of the Bubbles. The menu for this will be on the school website.

At lunch time the following arrangements will apply:-



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Year Seven and Eight – learners will be able to go to one of the school's main canteen areas and purchase food from the menu. This will be organised in half year groups, to ensure that all learners are able to sanitise their hands and be seated comfortably within the area and / or outside.

Years Nine, Ten and Eleven - learners will need to pre-order their food at the beginning of each week. An email will be sent to parents to facilitate this. Food will then be collected from an area of the Bubble in which the learners are located. We will ensure that there are appropriate spaces available for learners in which to eat their meals.

Sixth Form - Sixth form learners will be able to access the food service in the sixth form area.

Preparedness for Learning.

During this period we will be expecting the same high standards from our learners as always. 'The Upton Way' will provide a clear code of conduct which will make sure all of our learners have a safe and happy return to school. It is also essential that all learners bring their own equipment to school and are prepared for learning.

As part of our resumption of normality, we will be expecting all learners to return in full uniform. We feel this is important in terms of everyone feeling part of our school community again, and it is following government guidance.

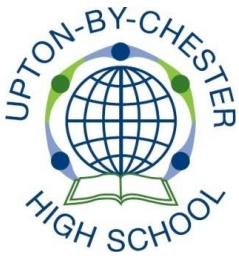
Due to the current restrictions, we cannot make the water fountains in school available. It will therefore be important that learners bring water with them.

Arrangements for the First Week September 3rd and 4th 2020

We are very aware that learners are returning after a long period of absence. To this end, we have altered the start of term to ensure that we can spend time with each group of learners ensuring that they understand the new ways of working in the school. We appreciate that this is not an ideal start to the term but do feel it is essential to support learners effectively.

Year Group	Thursday 3 rd September	Friday 4 th September
Year Seven	All Attend School	All attend school
Year Eight	X side attend School	Y side attend school
Year Nine	X side attend School	Y side attend school
Year Ten	X side attend School	Y side attend school
Year Eleven	X side attend School	Y side attend school
Post 16	All attend school	All attend school

On both days, all year groups will be in their Tutor Groups for the first three lessons of the day and then will attend lessons in the afternoon.



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This session will be used to support learners in their return to school and to familiarise themselves with the systems and processes in place.

Transport to and from School.

We encourage as many of you as possible to walk or cycle to school. This will reduce the need for public transport.

For those learners who must catch a bus, the contract services will run as normal (eg Guilden Sutton and Mickle Trafford). The bus services from the City Centre to Upton are running as normal, eg the number 51. The school and local councillors are working with Stagecoach to enhance the service from Saughall to the City Centre. We have been informed that all services therefore will be running as normal from September.

Please remember that face-coverings are required on all public and school transport.

Learners will be supervised off the buses on arrival at school and as they embark on the bus leaving school.

Conclusion

I appreciate that there is a significant amount of detail in this letter and there may also be a sense that we are having to change a significant amount about the way in which the school will be operating. I do recognise this and I can assure you that we will be reviewing the plans on a regular basis using feedback from learners, parents and staff.

I can also assure you that we will do everything we can as a school to make sure that the learners have a very purposeful start to this new academic year.

I also look forward to sharing with you regular updates throughout this initial period of the wider reopening of school.

Yours sincerely

L. Cummins
Headteacher Designate