

3 March 2021

Dear Parent/Carer,

I trust you are keeping well and that your child is looking forward to returning to school next Monday 8 March. You will find below details and reminders of how we will reopen the site to all pupils. It will seem very familiar to the pupils and it is our hope that they will fall back into the daily routines quickly.

We have been busy planning, completing new and detailed risk assessments, and working out exactly what Cromer Academy will look like and feel like when we're all back. Please be assured that the safety of all of our pupils and staff continues to be our number one priority.

We understand that some of our pupils and families will be anxious about returning next week after some time out of the academy building. We are here to work with you to ensure that our pupils return to school feeling happy and safe. I would like to take this opportunity to thank you for everything you have done to help us to support your child with remote learning during this lockdown.

#### Face coverings

The Government have updated their guidance [here](#) which reads as follows;

*'In addition, we now also recommend that in those settings where pupils and students in year 7 and above are educated, face coverings should be worn in classrooms and during activities unless social distancing can be maintained.'* - **Face coverings in education, March 2021, Pg 5.**

Please ensure your child has an adequate supply of face coverings.

#### Exemption from wearing face coverings

Some individuals are exempt from wearing face coverings. This applies to individuals who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

We will, of course, be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others. No one will be excluded from education on the grounds that they are not wearing a face covering.

If you wish to inform us that your child is exempt from wearing face coverings, please make us aware by clicking on the link below:

[Exemption from wearing face coverings google form](#)

## **Health and Safety**

An outline of our Health and Safety procedures can be found in **Appendix A** that serves to remind you of our actions to ensure our site is safe.

## **Attendance remains important**

It's incredibly important that you continue to send your child to school. None of us want them to miss out on their education. Our teaching teams are committed to ensuring that our children and their families are supported.

If your child has a doctor's letter saying that they have been classified as extremely clinically vulnerable and need to stay at home, please do let us know.

In a bid to adhere to the guidance, we are seeking to minimise the number of people who are visiting the school so I ask that all communication goes through to the school office by phone or email unless your journey is absolutely necessary.

## **Curriculum**

The normal timetable will resume immediately from 0830 on 8 March 2021.

## **'Zones'**

As per the September return, our year group 'zones' will remain a key part of school day as we are required to take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. Groups should be kept apart where possible and movement around the school site kept to a minimum.

Each year group has been allocated a dedicated space or 'zone' within the school. Each 'zone' will incorporate classrooms, toilets, indoor and outdoor social spaces and will be used only by pupils in that year group. Pupils in each year group will be taught in classrooms within their 'zone'. For example, Year 7 will be taught in the Humanities block. Teaching staff will rotate during the day. We have created a timetable that will minimise the amount of movement between classrooms within 'zones'.

### **Key Stage 3 (Yrs 7,8,9)**

Pupils will be taught Core and Ebacc subjects in their 'zones.' Where pupils require specialist teaching spaces, they will continue to be collected by a member of staff and taken to the teaching space. For example, when pupils have performing arts they will be taught in the performing arts studio, computer science in the computing suites etc.

### **Key Stage 4 (Yrs 10,11)**

At Key Stage 4, pupils will be taught in their subject groups following their chosen suite of GCSE subjects and will continue to be streamed in English, maths and science. They will move between classrooms within their 'zone'. Where pupils require access to specialist teaching spaces, they will be timetabled in classrooms outside of their 'zone'. For example, when pupils have art on their timetable, they will move to the art classroom.

## A reminder of The School Day

### **Arrival**

Pupils travel to school from a range of rural villages and towns in North Norfolk. Many of our pupils travel on the bus and will continue to do so when they return to school. We will stagger the start of the day in order to avoid congestion outside of school early in the day. Pupils will also enter by the same dedicated entrance as they did before lockdown. It is essential that for this system to work that pupils arrive no later than the time set out and where possible no earlier than the time indicated below.

Year group	Start time	Entrance
11	No later than 0815	Side gate near the canteen
10	No later than 0815	Normal pupil entrance
9	Between 0815 and 0830	Side door near Science stairs
8	Between 0815 and 0830	Normal pupil entrance
7	Between 0815 and 0830	Side gate near the canteen

### **Breaks and lunchtimes**

We will continue to run a service where the catering team will serve food in year group 'zones'.

### **Dismissal**

At the end of the day, pupils will be dismissed through the same doors they entered by. Pupil dismissal will be staggered (from 1525-1530) to ensure pupils can swiftly leave the site. They will sanitise their hands on leaving. Pupils who take a bus home will be supervised in a large space in the school until the buses arrive.

Year group	Dismissal time	Exit
11	1525	Side gate near the canteen
10	1525	Normal pupil entrance
9	1530	Side doors near science stairs
8	1530	Normal pupil entrance
7	1530	Side gate near the canteen

### **Expectations**

High expectations around pupil behaviour and conduct remain in place and in line with our behaviour policy.

In addition to this, we expect that every child adheres to the rules put in place to keep other children and members of staff as safe as possible on site. We will not allow any individual to increase the risk to those around them. Any pupil who refuses to follow rules on social distancing will be sanctioned. Parents will be notified.

### **Uniform**

Uniform expectations for pupils remain in place, these expectations can be found at:

<https://www.cromeracademy.org/154/uniform>

### **Remote learning**

If we find ourselves in a position where a group of pupils needs to remain at home, or the government puts the area into another lockdown, then remote learning will take place on the days when pupils are not in school.

### **Buses**

All pupils using our bus service should continue to meet in the Holyland hall at the end of the school day where they will remain in year group bubbles until dismissed to the buses.

Bus services (33, 79 and 5/35b) will be running as normal to and from school. Pupils must wear face masks/coverings when travelling.

This information comes with the caveat that future government announcements could see adaptations to our plans. We will keep you updated on any such changes.

If you have any questions, please contact us via [ca-office@inspirationtrust.org](mailto:ca-office@inspirationtrust.org)

Many thanks for your continued support.



Darren Hollingsworth  
Principal

## Appendix A - Health and Safety Procedures

This is a concise view of the guidance on the full opening of schools. It details the actions we intend to take at Cromer Academy to minimise risk.

Prevention:	<p><b>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</b></p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. Put in place a procedure for anyone becoming unwell.</p>
	<p><b>2) Routines</b></p> <p>Build routines into the school culture and plan ways to promote handwashing and the use of hand sanitiser:</p> <ul style="list-style-type: none"> <li>• After coming into school</li> <li>• After sneezing or coughing</li> <li>• Before and after handling or eating food</li> <li>• After going to the toilet</li> </ul>
	<p><b>3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</b></p> <p>Promote the ‘catch it, bin it, kill it’ approach, e.g. by providing tissues, bins, posters around the site.</p>
	<p><b>4) Continue with enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b></p> <ul style="list-style-type: none"> <li>• Ensure a cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups (such as specialist teaching spaces), frequently touched surfaces being cleaned more often than normal</li> <li>• Schedule frequent cleaning of resources (e.g. books) shared within groups or rotate resources.</li> <li>• Purchase additional standard cleaning equipment</li> </ul>
	<p><b>5) Minimise contact between individuals and maintain social distancing wherever possible</b></p> <ul style="list-style-type: none"> <li>• Revise timetables to accommodate groups and minimise movement between classrooms, where possible</li> <li>• Revise extra-curricular offer to minimise mixing between groups</li> <li>• Where possible, plan ways to minimise contact around school site between groups</li> <li>• Divide outdoor area and field to minimise mixing between groups</li> <li>• Plan arrangements for drop off/collection and communicate these to parents</li> <li>• Plan measures for lunchtimes, including: Managing lunch queues, communicating new arrangements to catering suppliers and lunchtime supervisors</li> </ul>

	<p><b>6) Where necessary, wear appropriate personal protective equipment (PPE)</b> Put in place procedures that include the use of PPE where a pupil becomes ill with coronavirus symptoms while at school and where a pupil already has routine intimate care needs that involve the use of PPE.</p>
Response to infection	<p><b>7) Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b> Put in place procedures to manage suspected/ confirmed cases Read process for dealing with symptomatic pupils. Identify a room that symptomatic pupils will wait in until parents collect them, ideally with:</p> <ul style="list-style-type: none"> <li>● A door you can close</li> <li>● A window for ventilation</li> <li>● A separate bathroom.</li> </ul> <p>Plan staff training on the process for dealing with symptomatic pupils and ensure they are aware of the steps the school will take in the event of an outbreak.</p>

