



**Headteacher**  
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Wednesday, 26 August 2020

Dear Parents / Carers

I trust all families have enjoyed the Summer break and have taken opportunity to rest and recharge, in preparation for the start of the new academic year. We will be continuing with the changes in our routines to ensure we keep ourselves and everyone else safe. All families are encouraged to follow the latest advice from the government, the most important of which is:

- Social distancing – maintaining a two metre distance whenever possible
- Regular and thorough hand washing for at least 20 seconds

During the first week, extended tutor time will provide a detailed induction to the School's expectations.

**To ensure everyone feels safe we ask that all students adopt the principles below and that they recognise that they may have to sacrifice some personal freedoms and alter their habits to achieve a 'greater good'. Our students need to:**

- Respect their local community by following COVID-19 guidance outside School as well as inside
- Recognise their individual responsibility for keeping all our families safe
- Socially distance wherever possible
- Be kind and considerate to others at all times
- Remain in their Year Group zones
- Follow all staff instructions.

We would request that parents and carers:

- Reinforce the need to follow all staff instructions and the new guidance
- Not to come onto the School's premises and to meet their children on the opposite side of the road to the School
- Not to drop students off in front of the School
- Encourage students to arrive at the allocated time to support the staggered start to the day
- Ensure their children carry with them any necessary medication, including epi-pens and inhalers [students may be sent home to collect them]
- Minimise any absences from School – students have already missed so much of the last academic year
- Ensure all Canteen payments are done on-line via WisePay; we will no longer be offering a top-up service or accept cash within School Canteen
- Encourage their children to wear face coverings inside communal areas and know how to remove, store and change them appropriately.

Students will see from the table below the School has been organised very differently.

 **Specialist Visual Arts Academy**

Year	Start Day	Normal Start Time	End Time	Classroom Bubble Zone	Lunch Bubble Zone 10:40 – 11:10 12:50 – 13:20	Lunch Food Availability
7	Monday 07 September	08:30	14:50	Sutton	Field Quarter 1	12:50 – 13:05 Canteen
8	Wednesday 09 September	08:30	14:50	Maths	Field Quarter 2	13:05 – 13:20 Canteen
9	Thursday 10 September	08:40	15:00	Osterley West [Hall side]	Field Quarter 3	10:40 – 10:55 Canteen
10	Wednesday 09 September	08:40	15:00	Osterley East [Hogarth side]	Field Quarter 4	10:55 – 11:10 Canteen
11	Tuesday 08 September	08:50	15:10	Humanities	Quad, Courts and Astro	12:50 – 13:20 Quad
12	Monday 07 September	08:50	15:10	Hogarth	Hogarth Concourse Lunch 2 offsite	10:40 – 11:10 Hogarth
13	Tuesday 08 September					

- Students will wear full uniform except on those days they have PE when they will come to School in their PE kit and remain in it all day
- We are operating staggered start and finish times, with **Years 7 and 9** entering and exiting School via Main Reception. All other year groups to use the student gate
- Students to go straight into their tutor bases upon arrival
- There will be two breaks of 30 minutes – one of which is a designated lunch break for different year groups
- Students must top-up using **WisePay ONLY**. After purchasing their food they must return to their designated lunchtime zone immediately
- Students will be outside during lunchtime. All students should have an outdoor coat suitable for the weather conditions [**plain black only**]. Umbrellas are likely to be useful as we move further into the Autumn Term
- Lessons will be taught in ‘Year Bubbles’ – students will be allocated to rooms along specific corridors for the majority of their lessons
- Teachers will move to the students and wherever possible desks will face the front of the room [rooms will be cleaned at the start of each day]
- Students must enter rooms upon arrival to minimise lining up and immediately sanitise their hands [wipes will also be available]
- Students are encouraged to wear face coverings in all communal indoor areas and follow the guidance for removing, storing and changing face coverings [plain, single colours only – they should fit the spirit of our uniform policy and not be viewed as fashion accessories.

We are delighted to be welcoming our students back to School and helping them to prepare for their futures. We thank you for your continued support during these most challenging of times, and assure you the School will do all it can to ensure the happiness, success and safety of everyone in our community.

A more detailed summary of all the actions we are taking to support the School being COVID safe can be found in our COVID Risk Assessment which is on our website.

Yours faithfully

*M. O'Hagan*

**Mike O'Hagan**  
Deputy Headteacher