20th August 2020

Dear Parent / Carer

As we approach the start of the new academic year, please find enclosed information regarding arrangements that differ from previous years. I hope this letter finds you well and I can assure you that we have done everything possible to ensure a positive and safe return for all. Please can I ask for your full support in the coming months as we aim to meet the demands that Covid-19 presents. We strictly adhere to the Government Guidelines and we very much welcome your feedback.

**Covid-19 Protocols**

On arrival, your child will have their temperature taken by a thermal camera which will determine a raise in body temperature. The camera is designed to take into account fluctuations in temperature due to normal activities such as cycling, walking quickly and even running and will show ‘red’ if the temperature if above 37.8°C. If your child’s temperature is still raised after three tests then we will contact you and arrange for your child to return home where you can seek medical advice.

Your child will be expected to hand sanitise on entry (which will be provided). Every classroom is fitted with an automatic dispenser, and again, everyone is expected to sanitise on entry and exit.

Floor markings are clearly visible around to encourage Social Distancing.

**Lunch Arrangements**

We have employed additional staff in the kitchen to ensure Social Distancing. There will be a choice of food delivered to classrooms, a take-away lunch bag, a separate pasta station, a sandwich unit as well as the hot serving hatch. New menus have been created to ensure freshness, value for money and nutritional value.

There will be **no till system** in operation and **all money must be paid using SIMS Pay**. You should have received an email to register. Please be reassured that all previous balances have been carried over to this system. If you need any support or assistance with this, please get in touch with Sue Jasper on **0191 4813710.**

There will be a set price of £2.10 which will entitle each child to a main course and a dessert. This is non-negotiable and every child will be encouraged take a full meal. A full meal may consist of pasta pot and a homemade cookie, or a sandwich with cake and custard. It may also consist of a sandwich, or a baked potato with dessert.

Outdoor break times have been allocated to “bubbles” and this will be made clear to your child in September.

**Conduct In and Around School**

All students will be made aware at the start of term, of our expectations. Students will be told to be sensible around school, respect Social Distancing and to sanitise regularly. Students will be given every opportunity to comply and respect the new regulations. We will encourage good behaviour and endeavour to correct inappropriate behaviour, in a positive manner. Failure to adhere to these rules will result in your child being sent home, as the safety and wellbeing of all students and staff is paramount. We ask that you support us in this by discussing with your child what appropriate behaviour is during this difficult time.

**Equipment and Uniform Expectations**

We need every student to have their own equipment which must **not** be shared. I ask for your support with this, as it will help to keep all students safe. A school bag is essential as well as a pencil case, pens, pencils, ruler, coloured pencil case. Every student will be issued with a school planner which must be brought to school.

We continue to use Top Class Uniforms as providers of our uniform and more information can be found on their website, and are based at 4 Moulton Place, Blakelaw, Newcastle upon Tyne, NE3 4TS.

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| **Return to School Dates**Year 7 on Wednesday 9th September 2020Year 8 on Thursday 10th September 2020Year 9 on Friday 11th September 2020Year 10 on Monday 14th September 2020 |

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| **Staggered Start and Finish Times****Please can you ensure that you adhere rigidly to these times, as we need to avoid queueing. This will be until further notice to ensure Social Distancing**

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|  | **Start Time** | **Finish Time** |
| Year 7 | 8.30 am | 2.30 pm |
| Year 8 | 8.45 am | 2.40 pm |
| Year 9 | 9.00 am | 2.50 pm |
|  Year 10 | 9.15 am | 3.00 pm |

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If you are dropping off more than one child in different Year groups, please choose the earliest time. The older child will stay in a holding area until their start time. This will also apply to any students who travel from Kingston Park using our mini bus. The Kingston Park pickup time will be 7.50am.

Please stay safe everyone, and do not hesitate to get in touch should you have any queries. As always, I know that I can depend on your support and we look forward to regaining some normality in September.

Yours faithfully



Mrs Wigham

**Principal**