

MJC/jr

7 January 2021

Dear Student, Parent/Carer

As you will be coming into school during this period of lockdown we thought it would be good to give you guidance on what to expect when in. The points below will give you some idea of what will happen when you come into school.

- Uniform to be worn at all times, except on Mondays and Thursdays when students should arrive in their PE kit as they will be having a PE lesson. PE will be led by PE staff. If uniform is not worn, we will ask parents to bring correct uniform in or the student may be sent home to change.
- Students will sit in the allocated seats they are given from the member of staff, and these will be their seats throughout this lockdown - this is critical as this will form our basis for track and trace if required. Students will be required to wipe down their areas with the products provided at school.
- Students must not at any point move between classrooms as we need them to remain in the bubbles we have allocated.
- Students are to work through their school timetable, completing their lessons to the best of their ability. This includes their tutor time activities.
- When students arrive they go to their classroom. Any **new** students must wait in 670 with their mask on for SLT/Team leader to brief them on expectations and allocate their room/seat.
- If students finish their work early they should go back over any feedback they have had to improve it. If they finish this, they can read a book or complete some of the enrichment activities that can be found on the student areas of our website. There will also be mindfulness activities provided they can work through. Other than break times, there will be no allocated 'downtime' during the day.
- We will expect behaviour to be at its usual high standards. If students are disrupting the work of others they will be warned, but persistent poor behaviours may mean parents are contacted and the student is asked to return home.
- School day timings are the same, with students having two 30 minute breaks at 11.00am and 12.30pm
- Food can **only** be purchased/collected during break 1 (11.00am -11.30am). Students are to go to the hall and queue in their year group zone to then be sent through to the main servery. Students must be wearing a mask. Members of staff will be in the area to supervise the queues and help students. Once food has been purchased students are to go to their allocated zone to eat. If not purchasing food students are to go straight to their zone.
- Zones for break 1 and 2 are:
 - Year 7 - Tennis courts
 - Year 8 - Astro
 - Year 9 - Muga
 - Year 10 - Space outside block 7
 - Year 11 - Space outside WAVE

- Wet weather rooms have been allocated to each class bubble where students will go if it is a wet break. Students will be directed to these rooms by staff. There can be no movement between rooms during these breaks
- At the end of the school day, students will be dismissed a class at a time so they are staggered when leaving.
- Mobile phones are to be turned off, put away and not used in school, even at break times. The usual school systems apply if phones are taken out, which means they will be confiscated and put in the safe until the end of the day. If the phone is taken twice, it will need to be collected by a parent.
- If a student needs to go to the toilet, they should use the block 6 toilets. They should go at break times and will only be allowed out in lesson time if urgent.
- Fire bell - if this sounds all students and staff on site should go to the tennis courts and year groups should line up for registering, spaced apart from other year groups.
- There are students attending school who have medical needs and may need support. There will be a First Aider in school daily and the Medical room has been moved to the meeting room by Reception. First Aiders are aware of the medical needs of those attending. If you think we need to be made aware of any additional medical need then please contact the school.
- If a student who is due to attend is not coming in, please contact absence@wildern.org or call the school to let us know. If this is because of COVID related isolation or illness please state this when you contact the school.

If you have any further questions regarding how school will operate at this time, please contact your year group Director of Progress and Achievement who can direct your question to the best person to respond.

Please stay safe and well.

Yours faithfully

Mr M Chance
Deputy Headteacher