

Dear Parent/Carer

I hope you and your family are well. I am sure you are all looking forward to a restful and enjoyable summer holiday. I appreciate that at times the last few months may have been tough, particularly due to the fact that your son/daughter has not had the opportunity to experience our normal transition process. Hopefully the information contained in our letters and videos over the last few months has helped.

I appreciate there is a lot to take in when starting a new school, especially when most students have not attended school for over five months. Hopefully the information contained in this letter will answer any questions or alleviate any concerns that you may have.

When your son/daughter arrives at Shelley on Tuesday 8th September there will be plenty of staff around to meet and greet them and ensure they know where to go. Only Year 9 and 12 students will be attending college on the 8th September and they will spend the morning with their tutor as part of their induction process. During this time we will share key information to help your son/daughter settle in quickly to our routines and expectations. Although they are joining Shelley at a time where we have had to amend our normal routines, this will be the same for all our students, and I am confident your son/daughter will settle quickly and enjoy their time with us.

To help keep students and staff safe during the Covid-19 situation, we have made a number of changes to our daily routines. It is vitally important that all students, parents and staff adhere to these, thank you in advance for your support.

Arrival at college

If arriving on foot, bike or by car your son/daughter should arrive at the following times:

- **Year 9 – before 8.10am**
- Year 10 – between 8.10 and 8.20am
- Year 11 – between 8.20 and 8.30am
- Sixth Form – any time before 8.30am

If you are dropping your child off, please do so on the main road or in the designated zone around the turning circle. Upon arrival students should go directly to their designated area via correct entrance. (see below). Staff will be on duty to welcome students and help them go to the correct area of school.

- Year 11 dropped off near the entrance/opposite the bungalow and enter via the science entrance;
- Year 10 towards the middle of the turning circle/opposite the flower pots and enter via the main student entrance by reception;
- **Year 9 towards the bottom of the turning circle by the exit and walk around the back of the PE department;**
- Sixth Form on the turning circle road near to the Sports Hall path, use the path at the bottom of the sports hall and MUGA and make their way to the Altitude Building.



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Huddersfield Road, Shelley
Huddersfield HD8 8NL



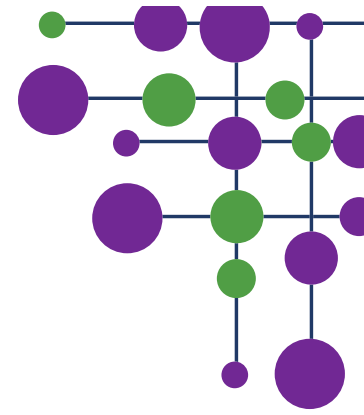
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Students who arrive late, but before 8.50am should go directly to their period 1 lesson. Students who arrive late after 8.50am should sign in at the Pastoral Reception with Mrs Whitaker.

Departure from college

- Pastoral staff or SLT will oversee a staggered departure each day. **Year 9 will leave at 2.50pm**, Year 10 at 2.55am and Year 11 & 6th Form at 3pm.
- Students must leave the site immediately or board their bus. If queuing for a bus, students should remain in their bubble.
- If being collected by car, please use your allocated zone, arrive at the correct time and leave the site as soon as you have collected your child. If you arrange to pick your son/daughter up from off-site, please encourage them to remain in their bubble.

Timings of the day

Monday		Tuesday to Friday	
8.40-9.10	Skills 4 Life (PSHCE)	8.40-9.50	Period 1
9.10-10.05	Period 1	9.55-10.55	Period 2*
10.10-11.05	Period 2*	10.55-11.10	Break
11.05-11.20	Break	11.15-12.15	Period 3*
11.25-12.20	Period 3*	12.15-12.50	Lunch
12.20-12.55	Lunch	12.55-13.55	Period 4
13.00-13.55	Period 4	14.00-15.00	Period 5*
14.00-15.00	Period 5*		

Social areas (before school, break and lunch)

	Indoor area (food served here)	Packed lunch	Social time/outside space
9rs	Gym	F50 & F51	Redgra
9tu	Year 9 social area	G63 & G66	Year 9 Quad

Key dates and arrangements for week commencing 7th September 2020

Date	Year groups in college	Notes
Monday 7 th Sept	None	INSET day
Tuesday 8 th Sept	Year 9 & 12	Period 1 to 3 - tutor based induction, led by tutors Period 4 & 5 - timetabled lessons
Wednesday 9 th Sept	All Year groups	Period 1 & 2 – induction/return to school programme delivered by timetabled staff. Period 3, 4 & 5 – normal timetabled lessons
Thursday 10 th Sept	All Year groups	Normal timetable
Friday 11 th Sept	All Year groups	Normal timetable

Following the government announcement that all students must return to school full time from September, we have been working hard to plan our return. It is sometimes difficult to know how much detail to share, however considering the situation I thought you would want to know as much as possible.

Key Principles

- The health and safety of students and staff remains our key priority;
- We continue to follow and adhere to government guidelines;
- All staff and students return to college full time;
- We continue to deliver a full curriculum.

Government Guidelines

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

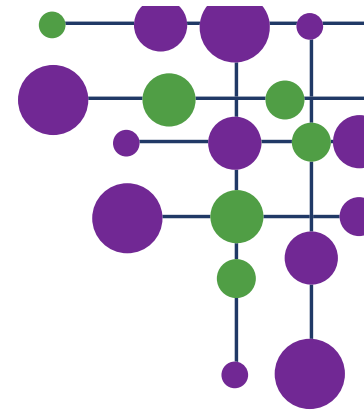
Supporting students

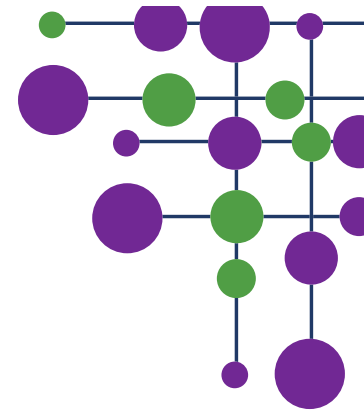
We appreciate that some students may be feeling nervous or anxious about starting at Shelley, therefore a package of support will be available if required. If you have any specific concerns please contact Mr G Lane George.lane@sharemat.co.uk who will ensure the support is provided.

To help keep students and staff safe we made some amendments to our behaviour policy (Commitment to Learning), please see the attached document. The policy will be shared with students as part of their induction on 8th September, however it would be appreciated if you could also go through it with them before they arrive.

Summary of our strategy

- Students will be grouped in half year groups (bubbles). Year 9, 10 & 11 (approx. 180 students) and 6th Form (approx. 220 students);
- Each bubble will be located in a specific area of school. All lessons, social time, lunch, toilet breaks etc. will be confined to their designated area (see below);
- Classrooms will be arranged to ensure students are front facing;
- Teachers will 'teach from the front' wherever possible and keep close interactions with students to a minimum;
- Staff should keep at least 2 metre distance from students;
- Students must keep their social distance, particularly during social times and moving around school. Direct physical contact will not be permitted;
- Extra duty staff will be allocated to key positions to monitor movement and interaction during social times, before and after school;
- Hand and respiratory (catch it, bin it, kill it) protocols will be high profile around college. Hand sanitiser will be readily available throughout college and everyone will be encouraged and reminded to use it &/or wash their hands regularly;





- Students should arrive at college in a specific time slot and will leave at staggered times. (see below);
- We are encouraging as many students as possible to walk or cycle to college. Students should avoid catching a bus, particularly a service bus however if this is unavoidable we will encourage them to sit in their 'bubbles'. The bus companies have stipulated that students must wear a face covering on all services, including the school buses;
- A number of car parking bays have been allocated for drop off/pick up, therefore if travelling by car students should be dropped off and collected in a specific zone (see below). If you are collecting your son/daughter off the college site, please encourage them not to break their bubble;
- Students will continue to be taught all their subjects, however with safety in mind, some changes will be made in practical subjects including PE, technology and music;
- Core PE practical lessons will take place outside during the first half term, with limited equipment used. Any equipment that is used will be cleaned before use by another bubble. Changing rooms will be allocated on a rota basis and cleaned before use by another bubble;
- Students must bring all the equipment required for each day, including PE kit, books, scientific calculator, pens, pencil, rubber, ruler, protractor, pair of compasses, glue stick and a whiteboard pen. This is vitally important as teachers will not be able to lend students any equipment. Equipment must not be shared between students and students' books will not be taken in by teachers. Please let us know if you need any help purchasing any of this equipment;
- As movement around school will be limited to each bubble and to create more space in social areas and on corridors, lockers will not be used and some will be removed temporarily;
- Extra-curricular activities and trips will be kept to a minimum, with detailed risk assessments considered. No contact sports or overnight trips will take place;

In the case of a suspected or confirmed case of Covid-19:

- Anyone with symptoms would be isolated in a designated room. This room will be locked at all other times. The room would have a deep clean after use;
- Parents/carers will be informed and the student collected from college for testing;
- The students would have to self-isolate for at least 7 days;
- Government 'stay at home' guidance will be shared with the appropriate people;
- Anyone in school who has been in direct close contact (within 1 metre) or proximity contact (1-2 metres for 15 mins) with a person who has tested positive would be sent home;
- Staff who are supervising a student with symptoms should keep at least 2 metre distance &/or wear PPE and clean their hands regularly;
- If tested positive anyone who has been in the same bubble or school bus would be identified and the 'track and trace' protocol would be implemented;
- In response to a positive test the local health protection team would be informed and their guidance followed.

Apologies for the length of the letter, however I hope you find the level of detail useful when helping your son/daughter prepare for September. In mid-September we normally invite Year 9 parents in for an information evening. Unfortunately, as things stand I do not think it is the right thing to do to invite so many people into college. We will therefore produce a video and presentation containing all the key messages we would normally share. Hopefully in the near future it will be safe to invite you in and meet you all in person.

We are very much looking forward to welcoming your son/daughter and actually having the opportunity to see and speak with them in person! Feedback from Kirkburton, Scissett and other feeder schools has been very positive, therefore we have high hopes for what they could achieve over the next three or five years. If they show the required level of commitment and resilience, I am confident they will develop the range of knowledge and skills needed to be successful, but also enjoy their time here, make some amazing friends and develop long lasting memories.

Finally, please have an amazing summer, stay safe and look after yourself and your family.

Regards

Dave Wadsworth

