

17th July 2020

Dear Parents/Carers,

Further to Mr Butt's letter last week, I wish to share with you some information regarding practical adjustments that will be made in school for our return in September. These adjustments will ensure that students and staff are able to confidently return to school, assured that precautionary measures have been put in place to minimise the spread of infection.

As already communicated, in the autumn term we will be staggering the start and the end of the school day to minimise congestion:

- Students in Years 7, 8 and 9 starting September 2020 will start school at 8:40am and will finish school at 2:45pm. On Tuesdays start at 8.40am and finish school at 2.00pm.
- Students in Years 10 and 11 starting September 2020 will start school at 9:00am and will finish school at 3:00pm. On Tuesdays start at 9.00am and finish school at 2.00pm.

In addition, the following temporary adjustments will be in place to support the government guidelines of 1m +, where possible:

- Classrooms will be set out in rows to ensure that all students are facing in the same direction and teachers will teach from the front of the class.
- There will be a one-way system in school so all students can travel in the same direction. Where necessary, some lessons will be dismissed 5 minutes early to avoid congestion on staircases.
- To support the one-way system, we are allocating specific gates to year groups for entry and exit to school. We are asking students to use the following gates: Year 7, 9 and 11 to use Lower School (Lyndon Road end) gates only, year 8 and 10 to use Upper School (Evenlode Road end) gate only. The gates will not be opened until 8.30am.
- Food items will be 'grab and go' style and lunchtime will be staggered to ease congestion; Year 7 and 8 students will be released for lunch 15 minutes earlier than older students.
- Areas of the school grounds will be zoned to ensure that students can stay in year groups as much as possible. Footballs or any other team sports will not be permitted.
- Toilet and canteen areas will be marked out in order to allow students to queue within social distance guidelines.
- We will provide anti-bacterial gel in all curriculum areas and around the school for students and staff use which will supplement the stringent cleaning schedule that will be in operation.
- If a student is late to school prior to 9.05am, we will ask them to use their allocated gate and go straight to their tutor group, where they will be issued a late mark; a sanction will be issued on the second occasion of being late before 9.05am. If a student arrives at school after 9.05am, they will need to enter via reception and go straight to period 1. A sanction is issued for lateness to school after 9.05am.
- Assemblies will be run virtually through Microsoft Teams to ensure there are no large groups of students.
- Parents' evenings are likely to be held virtually; details will follow in the autumn term.
- Behaviour sanctions will continue to be administered and recorded, as per the Behaviour for Learning policy, however there will be NO detentions held after school. Detentions will be administered through break and lunchtimes where applicable; we will ensure that social distancing guidelines are followed, as well as allowing students ample time to eat and use toilets. Should any students cause persistent disruption or not follow any guidelines, we will seek parental support to ensure a positive and safe environment for all.

All of these adjustments will be shared with students at the start of the autumn term and consistently reinforced to reduce the risk of any spread of infection. Parents have a crucial role in supporting the school in implementing these guidelines, so we ask you to please sit down with your child and speak to them about these changes and the importance of following them, as well as behaving appropriately in school. In addition, our children have a personal responsibility to keep themselves safe whilst in school e.g. avoid going into other people's personal space and hugging.

It is vital that all students attend school with the correct equipment as there will be no sharing of equipment. As a minimum, students must have a pen, pencil, ruler and a homework planner, which will be provided to each student. Equipment and school books need to be carried in a school bag; small handbags and pouches are prohibited. Please refer to the school website for full details of uniform and equipment.

With these practical adjustments and your support, we can ensure that students at Lyndon can return in September, confident of the measures that have been put in place and be able to take active responsibility for their own and others' safety.

We are delighted to inform you that whole school attendance is currently above National Average. Thank you to those parents who work positively with us to ensure students make the best possible academic progress by attending school regularly. Whilst we appreciate, particularly during these times, that there may be a need to keep students off school, e.g. students are displaying Covid-19 symptoms or are ill, we would ask that you continue to keep us informed of any absence.

There are occasions where we, or the Education Welfare Officer, may undertake a home visit. We may also unauthorise any absences we don't deem acceptable. For clarification on this, please speak to your child's Pastoral Manager prior to making a decision and they will be able to advise you. Students displaying Covid-19 symptoms, will be marked as authorised as they need to self-isolate.

At Lyndon, we strive to raise our aspirations for all our students enabling them to develop into successful, well rounded individuals and thank you for your continued support. If you have any questions surrounding this, please contact your child's pastoral manager.

Year Group	Pastoral Manager	Email address
Year 7	Mr Aqeel	Aqeel.Butt@lyndon.org.uk
Year 8	Mrs Clark	Lynsey.Clark@lyndon.org.uk
Year 9	Mrs O'Gorman	Jacqueline.O'Gorman@lyndon.org.uk
Year 10	Mrs Sheldon	Caroline.Sheldon@lyndon.org.uk
Year 11	Mrs Newman	Ann.Newman@lyndon.org.uk

Yours sincerely



Mr R Bohdanowitsch
Vice Principal