



Moat Community College

**Moat Community College**  
Maidstone Road, Leicester, LE2 0TU  
Principal Mr. B Killeen  
0116 2625705  
office@moat.leicester.sch.uk  
moat.leicester.sch.uk

Dear Parent/Carer,

### **Ref- School reopening**

I hope that you and your families are safe and well. I would also like to thank you again for the support that you have given to the school during the last, very difficult, few months.

I would like to inform you of our plans to reopen the school. These are based on the government guidance document: Guidance for Full Opening of Schools

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

Firstly, I would like reassure you that this guidance will be implemented very rigorously. The safety and wellbeing of both staff and students will be paramount when we return to school. We have changed our procedures and organisation to ensure that the school is as safe as possible. This letter explains the detail of these changes. I ask that you read through it carefully with your children, so that they fully understand what is expected. In the first instance these changes are for the first term only. We will keep the situation under review thereafter.

There are also sections in this letter, which describes what we will do to support students who are anxious on their return to school and how we will support them to catch up on their learning.

Virtually all students are expected to return to school at the start of next term. We will be staggering the start dates to give us an opportunity to spend time with each year group explaining our procedures.





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The dates that each year group should start to attend are shown below;

- Wednesday 26<sup>th</sup> August Year 7
- Thursday 27<sup>th</sup> August Year 7
- Friday 28<sup>th</sup> August Year 7 and 11
- Tuesday 1<sup>st</sup> September All year groups

All year groups will start their first day, with a very detailed safety briefing.

The times that each group should come into school are shown in the 'Start of the Day' section of this letter. We will be implementing the government's 'System of Controls' to ensure safety. This includes:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- clean hands thoroughly more often than usual
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- minimise contact between individuals and maintain social distancing wherever possible

Staff, students and parents all have a responsibility to fully implement these controls to ensure everybody's safety. The rest of the letter describes how this will be carried out.





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### **Parental Responsibility**

- Please do not send your son/daughter to school if they are displaying symptoms of the virus.
- If you, your children or anyone in your household is displaying symptoms, then get a test immediately.
- If you or anyone in your household are told to self-isolate, then you must keep you children home from school.
- Ensure that your son/daughter has all of the necessary equipment when they come to school, to minimise the need to borrow or share equipment.
- Ensure that you communicate with the school by phone or email, where possible, to minimise visitors. However, we will be holding face to face, socially distant meetings with parents when necessary.
- Ensure that students are in full school uniform each day when they leave home, so that students do not have to leave the classroom while phone calls are made.

### **Student Responsibility**

- Students must ensure that they follow all of the behaviour expectations of the school. A copy of the updated behaviour policy is attached to this document. In particular students must follow the expectations around safety and not put other students or staff in danger.
- All students will be expected to sanitise their hands on entering any classroom and at the start of the day. The school has a good supply of hand sanitiser and it will be available in all classrooms. Students should also wash their hands using soap and hot water on a regular basis.
- Students should have all the necessary equipment with them each morning, so that they minimise the need to borrow or share equipment.
- In lesson change overs students must remain strictly in single file and facing forward.





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## Sanitisation/PPE

- The school will be enhancing cleaning throughout the day. Cleaning will be very frequent throughout the school.
- The government has not recommended the use of face masks in school. However, we will allow students to wear them if they want to. If students choose to wear a mask, it must be worn properly. They must be a completely plain design and blue, black or white in colour. If a student uses a mask inappropriately, they will not be allowed to wear it again.

We will be seeking to minimise contact between year groups in line with the government guidance. This forms part of efforts to minimise the number of students that come into contact with each other. This will result in very significant changes to the school's organisation:

### Morning

- Staggered Start, no registration, students go straight to period 1 on arrival into school
- **The year groups should arrive at these times: Year 7/8 - In classrooms by 8.40am, Year 9/10 – In classrooms by 8.50am, Year 11- In Classrooms by 9.00am. If students arrive after these times they will be marked late and receive a detention.**
- Students should only arrive 10 minutes before their allocated start time
- Year groups that arrive at the same times use a different door
- Expectation is that there is no waiting; when students arrive, they go straight into the building and to their period 1 room. Students must not stand outside the school gate.
- Period 1 teachers supervise students until 9am, when the first lesson will start



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### **Breaktime**

- There will now be two break times, students will be told which breaktime they are on, when they receive their timetable.
- 1<sup>st</sup> Break– Break: 10.35am -10.55am, Period 3: 10.55am- 11.45am
- 2<sup>nd</sup> Break – Period 3: 10.35am – 11.25am, Break: 11.25am – 11.45am
- Year groups kept separate at break time – Canopy Area/Gym Area/ Block paving Area
- Year groups enter and exit via specific doors
- No food sold at break time
- Student exit via specific doors to their outside areas
- Year groups have specific toilets to use, linked to the area they have been allocated.

### **Lunchtimes**

- Lunchtime is reduced by 5 minutes
- There will now be two lunch times, students will be told which lunchtime they are on, when they receive their timetable.
- 1<sup>st</sup> Lunch– Lunch: 12.35pm -1.15pm, Period 5: 1.15pm- 2.05pm
- 2<sup>nd</sup> Lunch – Period 5: 12.35pm – 1.20pm, Lunch: 1.20pm – 2.05pm
- Year groups kept separate at lunch time – Canopy Area/Gym Area/ Block paving Area
- Year groups go to separate dining rooms – 2 x dining rooms, 1 x canopy area. Students will be told which dining area they allocated to, when they receive their timetable.
- Year groups have specific toilets to use, at lunchtime, linked to the area they have been allocated.
- Our choice of food sold in the dining room will be more limited than usual. In particular there will be less choice of hot food. This is because of the need to ensure safety for kitchen staff. We also want to provide the same choice of foods in all three dining areas, as students will not have a choice as to where they eat.



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### **End of the Day**

- Year 7 2.45pm, Year 8/9: 2.50pm, Year 10/11: 2.55pm. This means that year 7,8,9 lose a small amount of curriculum time.
- There is now a 'No waiting' rule outside school, as students leave, they must keep walking. We will not allow groups of students to congregate outside the school.
- If parents or siblings are picking up students they must arrange to meet out of sight of the front gate.
- Different year groups will be directed out of different gates

### **Lesson Changes**

- As normal, but with rigorous single file
- Students must 'face forward' all the time
- Voices must be very low

### **In Lessons**

- Students face forward, no turning rule, no talking across the classroom
- Staff have 2m box marked
- Seat plans are rigorously enforced
- Students stay in allocated seats at all time

### **General**

- School uniform is unchanged and should be worn properly every day.
- No assemblies
- Reduced visitors – we will have parents (under certain circumstances and by appointment only), supply/peripatetic staff, visitors necessary to deliver the curriculum
- No trips
- No collective prayers, this is not possible while keeping students in separate year groups.



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**I do recognise that these changes will be challenging for staff and students. I sincerely hope that many of them will be temporary. However, they are crucial in ensuring everybody's safety.**

### **Learning, Student Progress and the Curriculum**

I am very aware that parents and students are very concerned about the learning time that has been lost since we closed in March. It is our absolute priority to catch up on the work missed. We will be doing this in a number of ways:

- Ensuring that we deliver the full curriculum from August 2020. We will be having 'normal' lessons.
- The government is going to make a number of changes to GCSEs in 2021 for year 11. These will make it easier for students in that year who have missed work. We will explain these fully to year 11 when they return. The dates of the 2021 GCSE exams have also been moved back by a few weeks, to allow more time to catch up.
- We have a plan to ensure that all year 11 catch up on their missed careers education, so that they are ready to apply for college.
- Year 11 intervention work will start immediately on their return to school.
- All other year groups will receive 'catchup' lessons after school to cover any material they have missed or not understood. The government has provided extra funding for this and we will start as soon as possible.

### **Student Support**

We recognise how difficult the last five months have been for our students and their families. We will provide all of the support and reassurance possible. During the close down a large number of our staff have had training in bereavement support and mental health issues. We will also have our usual counsellors and pastoral staff available. If any student is anxious or has any concerns, I urge them to speak to any member of staff.





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Thank you for your continued support in the year to come. If you have any questions or concerns, please contact the school office. We look forward to working with you to ensure a successful school year for your son/daughter.

Your faithfully

A handwritten signature in black ink that reads "Ben Killeen". The signature is written in a cursive style with a horizontal line underneath the name.

**Mr Killeen**  
**Principal**

