



# HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

*'Be the very best you can be'*

10 July 2020

Dear Parents and Carers

I hope you and your family are continuing to keep well.

Further to my letter last Friday, I am now in a position to provide you with further details of our 'planned' arrangement for the reintegration of students to the college at the start of term in September. I must stress that these are our 'planned' arrangements and I am very aware that two months is a long time in the current circumstances. I will therefore be contacting you again in the week before students are due to return in September so that I can confirm the final arrangements at that point.

I would like to remind you that the key points of last week's government guidance are as follows:

- The plan for all pupils, in all year groups to return to school full-time from the beginning of the autumn term.
- Schools will be asked to minimise the number of contacts that a pupil has during the school day.
- Schools will employ a 'system of controls' to support the safe return of students.
- Schools will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.

and that schools are expected to reduce contact using measures including:

- grouping children together;
- avoiding contact between groups;
- arranging classrooms with forward facing desks;
- staff maintaining distance from pupils and other staff as much as possible.

For our primary school, Mr Redman will be writing a separate letter to parents/carers detailing the arrangements for the children's return in September.

For the secondary school, our intention is to temporarily reorganise the college into year group sized 'bubbles' to support minimising contact between individuals and maintaining social distance where possible.

The secondary site will therefore be physically divided into six bubbles (one for each year group with Year 12 and 13 being one bubble). Each year group bubble will generally be taught in classes in a particular section of the building, meaning minimal movement of the students themselves but with staff moving between classrooms instead. There will be the need for students to move to specialist classrooms for particular subjects but this will be kept to a minimum with priority given to students in examination year groups. We will prioritise keeping a broad and balanced curriculum at the heart of our plans.

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In order to support the separation of different year groups, breaks and lunches will be staggered so that only two year groups will have a break or lunch at the same time and each year group will have a designated outdoor 'zone' based on the upper and lower playground spaces.

Hygiene guidance and cleaning will be a priority for all aspects of college life and any areas which need to be used by different year groups will be cleaned between groups. Students will be required to bring their own equipment and more information with regard to this will follow in due course.

We are hoping to be able to operate a full catering service however, this is subject to confirmation. Our canteen will continue to provide Free School Meals for all those entitled to them.

The college will have a contingency plan in place should there be the need for a particular group of students to isolate due to a confirmed case. At any point where this may be necessary, the college will provide online learning materials for those students. The college will also have in place clear procedures for managing suspected and confirmed cases and I will write to you with these procedures in due course.

As a result of these temporary arrangements for September we will need to make some changes to the way our Key Stage 3 mentor groups are structured. We will therefore need to adjust mentor groups so that all students are based with students from their own year group. Year 10 and Year 11 mentor groups are already arranged in this way so there is no change for them.

However, all students will remain in their current House, supported by a mentor, House Leader and Pastoral Support Assistant.

Students who are currently in Years 7 to 10 will be emailed with further details of their temporary mentor group before the end of term. Current Year 6 students will receive this information by post.

In order to support all students returning to college in September, following the extended period of absence from the college for the vast majority, we have set up a programme of 'transition' meetings. These transition meetings will be very important, as they will provide students with the opportunity to meet their mentor and receive vital information about the new college arrangements as well as receiving their timetable and college planner. This will also provide students with the opportunity to discuss and consider our amended college procedures, behaviour policy, and how year group 'zones' will operate so as to ensure students remain in their 'bubbles' during the college day. Students will also be able to discuss any concerns and ask any questions they may have about returning to college. We strongly encourage all students to book a transition meeting and we would also encourage one parent/carer to attend the meetings if at all possible.

During these first few days of transition meetings, learning will continue for all students via Firefly. Paper copies of work will be available to collect from our main reception for those currently receiving work in this way.

Our online booking system, Edulink, will be used for parents/carers to book appointments. Instructions for how to log on will be emailed to all parents/carers towards the end of the summer holiday and the booking system will go 'live' on Friday 4 September.

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The dates for the transition meetings are as follows:

<b>Year 7 and 11</b>	-	<b>Monday 7 September</b>
<b>Year 8 and Year 10</b>	-	<b>Tuesday 8 September</b>
<b>Year 9</b>	-	<b>Wednesday 9 September</b>

Please note that students do not need to wear their uniform for these meetings.

All students will then return full time to the college on Thursday 10 September. Students will need to arrive at 8.45am, in full school uniform and go directly to their mentor rooms. From this date, students will be expected to enter and exit the site as follows:

Year 9 and Year 11:	Top main gate (nearest the high street)
Year 10:	Middle gate (opposite our main reception area)
Year 7 and Year 8:	Bottom gate (opposite the sports hall)

Blazers will remain an optional uniform item in Term 1, but as the government guidance now states that normal uniform can be worn, we would ask that all students wear their school tie as per our normal policy. On Thursday 10 September, Period 1 will be an extended mentor session and all lessons will resume as normal from Period 2.

Once again, I would like to reiterate that these plans are subject to any revised and updated government guidance between now and September. We are busy working to produce all the necessary guidance for these arrangements and I will continue to provide you with further details and updates in due course.

It is important to emphasise that these are temporary arrangements to support the full reopening of HCC from September. Clearly, we cannot predict how long they will need to be in place but I can assure you that we will look forward to making a return to normal as soon as it is safe and appropriate to do so.

If you have any concerns, queries or general feedback with regard to any aspect of the arrangements, please do not hesitate to contact the college at [hcc@hccat.net](mailto:hcc@hccat.net)

Wishing you a safe weekend.

Yours faithfully



Phil Matthews  
Executive Principal