

28/08/20

Dear Parent / Carer

September 2020

I hope you and your family are well and have had a safe and restful summer break. All our staff are very much looking forward to welcoming all learners to the academy on their first day in September, for Induction.

Following the Chief Executive update dated 26/08/20, I write to provide you with further details regarding our September reopening plans. Attached you will find an overview of the Induction process. It details the start time, end time and the zone each year group has been allocated.

There is a detailed risk assessment available on the academy website under the COVID-19 tab. To help alleviate anxiety, please familiarise yourself with this and contact us directly should you have any concerns. Over the coming weeks, we will be updating the COVID-19 area of the website to provide further detail on our individual academy arrangements.

As noted by the Chief Executive, our Values Driven Expectations (VDE) behaviour model will remain the same. We will continue to have a high standard of behaviour in our academy to ensure a safe environment for all. It is important, in line with our risk assessment, that learners bring their own equipment to school. For further information on VDE and equipment, please see the Parent/Carer Booklet 2020 which can be found under the Parent tab of the website.

Please note that as detailed in the Chief Executive update, all learners and staff will be required to wear a mask in communal areas and corridors: this should be a plain colour. Guidance on how to wear a mask is also available on our academy website under the COVID-19 tab.

I hope you find this information useful in the first instance. We will endeavour to keep you updated at every stage of your child's return and look forward to fully reopening our academy next week.

Yours faithfully

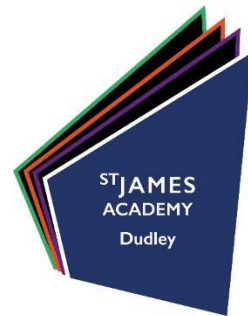
A handwritten signature in blue ink, appearing to read 'I Moore'.

Mr I Moore
Principal



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St James Academy

Phase I – Induction

Date: 28/08/20

As per the below plan, Induction includes a staggered return for each year group. For example, Year 8 learners do not return until Tue 08/09/20, however they will continue to attend school as normal from this date. It is important to note that Tue 01/09/20, is an Inset Day and no learners are to attend the academy on this day.

Date	Detail	Start time	End time	Entrance	Exit	Zone	Movement Route from Gate
01/09/20 (Tue)	Inset Day	No Learners in Academy. Staff INSET Plan is published on the Staff Portal.					
02/09/20 (Wed)	Year 11 Induction	8:40	2:45	Blue Gates St James's Road	Blue Gates St James's Road	English and MFL Corridor	Through fire exit doors past lecture theatre, left into zone
03/09/20 (Thur)	Year 7 Induction	9:40	2:45	Main Reception St James's Road	Main Reception St James's Road	Upstairs F46-F52	Through SLT corridor up the stairs into zone.
04/09/20 (Fri)	Year 10 Induction	9:40	2:50	Blue Gates St James's Road	Blue Gates St James's Road	Maths Corridor	Through the quad through Q21 doors, turn left into zone.
07/09/20 (Mon)	Year 9 Induction	9:40	2:45	Priory Gate	Priory Gate	Science Block	Straight into zone.
08/09/20 (Tue)	Year 8 Induction	9:40	2:45	Service Drive St James's Road	Service Drive St James's Road	Lower L4L Corridor	Up the stairs by main learner toilets, turn right into zone.

PE Kit

There will be no practical PE for the first two weeks with PE being taught through classroom based lessons only.

If you have ordered kit and asked for it to be delivered to school, this will be issued to your child during the first week for them to bring home. If you have not yet ordered PE kit then this can be ordered via the online shop at <https://www.surridgesport.com/stjames-academy-dudley>. It is proposed that when learners return to practical PE, where possible this is outside with limited access to changing facilities.

This will be reviewed regularly.

Phase 2 – Autumn Term

<u>Date</u>	<u>Detail</u>	<u>Start time</u>	<u>End time</u>	<u>Entrance</u>	<u>Exit</u>	<u>Zone</u>	<u>Movement Route from Gate</u>
04/09/20 Onwards	Year 7	8:30	2:30	Main Reception St James's Road	Main Reception St James's Road	Upstairs F46-F52	Through SLT corridor up the stairs into zone.
03/09/20 Onwards	Year 11	8:40	2:40	Blue Gates St James's Road	Blue Gates St James's Road	English and MFL Corridor	Through fire exit doors past lecture theatre, left into zone
05/09/20 Onwards	Year 10	8:50	2:50	Blue Gates St James's Road	Blue Gates St James's Road	Maths Corridor	Through the quad through Q21 doors, turn left into zone.
08/09/20 Onwards	Year 9	8:50	2:50	Priory Gate	Priory Gate	Science Block	Straight into zone.
09/09/20 Onwards	Year 8	9:00	2:45	Service Drive St James's Road	Service Drive St James's Road	Lower L4L Corridor	Up the stairs by main learner toilets, turn right into zone.

Key Changes

We have ensured the following changes to the academy:

- Hygiene stations in all areas of the academy.
- Regular cleaning throughout the school day.
- Organised learners into zones in order to keep groups separate.
- Created new fire evacuation points to ensure learners do not mix with other year group bubbles.
- Made changes to timetables to minimise movement in the building.
- Arranged for learners to have lunch and break with their own year groups.
- Put in place learner inset days in order to ensure that all learners are aware of their zones and their routes to and from lunch and break.
- We have a strong team of pastoral and curriculum staff to support learners during their return to the academy.