



Augustine Way, Iffley Turn, Oxford, OX4 4DU  
01865 747606 • Head Teacher: Mr Tom Procter-Legg • [office@iffleyacademy.co.uk](mailto:office@iffleyacademy.co.uk)

28<sup>th</sup> August 2020

Dear parents and carers,

**Guidance for full opening  
September 2020**

We are very much looking forward to welcoming students back to school next week on Thursday 3<sup>rd</sup> September. We are open in full to all students with a full timetable.

Phase one of our building work is now complete and as of September all students will be able to use the new facility, with Years 7-11 having classrooms in the new building and Years 12-13 accessing specialist spaces as well as their sixth form block. These buildings will greatly help us in ensuring we are taking every precaution during Covid 19 and they really are a massive improvement to our site!

I do understand that you and your child may have some anxieties about returning to school. I can assure you that we have worked very closely with the Government guidance to ensure that we reduce risks as much as possible. A very detailed risk assessment is in place which addresses the essential measures designed to reduce risk. These include:

- a requirement that staff and students who are ill or self isolating stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

We will be focusing on:

- grouping children together for the duration the school day
- reducing and where possible avoiding contact between groups
- arranging classrooms in practical ways which reduce risks
- staff maintaining distance from students and other staff if this is possible without compromising teaching and pastoral care

We have made considerable adjustments to the operation of the school, the school day and in the delivery of the curriculum to reduce the risk of Covid 19 entering the school site, minimising any spread, and to ensure that we respond safely and effectively to any potential or confirmed cases within our community.



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### **What are the measures within Iffley Academy?**

Our specific measures include:

#### Zones

Zones which are made up of groups of classes have been implemented. There will be times when staff or students need to work across zones, however where possible we will stay in our zones to minimise contact. At present, we will not be holding whole school events but will be having smaller gatherings in each zones.

#### Transport

If your child is eligible to receive OCC transport, then you should have already been contacted regarding the arrangements for collection. Children who travel on Iffley Academy transport will be contacted this week. Independent travelers or children being dropped off by parents can do so in the normal way. **Consideration, however needs to be given to appropriate social distancing if waiting at the school gates** and it should be noted that it is likely to be busier than usual, therefore parking will be more difficult.

We strongly advise that independent travelers and/or children being dropped off by parents arrive at 8:50am however we do understand that in some circumstances this may be difficult, and we will accept students from 8:30am.

The school day will finish as usual at 3pm (2pm on Friday).

#### Access to the school

We have a new entrance to the site which is clearly marked on the left as you drive into the carpark. Access through the metal gates at the end of the carpark will no longer be available for visitors. If you arrive onsite and need to speak to a member of staff please go to the visitor reception and press the buzzer, where a member of our admin team will be happy to help you. **We do however ask that you contact us by phone where possible to reduce the number of visitors on site.**

#### Lunches and snacks

We will have three lunch sittings in our new dining hall. Lunches can be ordered in the usual way and children are welcome to bring packed lunches. Extra precautions have been taken to ensure that the lunch sittings are safe, that distancing is maximised and the potential for contamination is minimised so far as is reasonably practicable. We will not be serving snacks at morning break in term one. **If you would like your child to have a morning snack please send this in with them.**

#### Handwashing

It is essential that all staff and students wash their hands regularly. Please talk to your children about the importance of this as we will be reinforcing this message at school. All classrooms



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have access to washing facilities and we have installed over 20 additional hand sanitiser stations across our buildings.

#### Equipment from home

We would like to minimise the amount of equipment children are bringing into school and therefore we will be providing every child with their own personal resources in class. We would however encourage all children to bring **their own water bottle**, labeled clearly with their name, a coat, bag and PE kit. Further information will be communicated to you by the class teacher if needed.

#### Telephone contact

The school office is now open and receiving phone calls. If you have any questions about returning to school please feel free to contact us. **Please also make sure that you contact the school if your child will not be in school for any reason when the term recommences.**

#### **What is our policy on face masks?**

You will be aware of the current media coverage regarding face masks. At Iffley Academy we are not encouraging students to wear masks. If your child does want to wear a face mask at school, this will only be permitted if your child is able to follow the guidance on wearing of masks. In these circumstances, students will be permitted to wear disposable face masks provided by the school if they are able to follow the guidance on mask wearing. This includes:

- *wearing the mask responsibly and appropriately*
- *washing hands thoroughly or using hand sanitiser before putting a mask on and after removing it*
- *wearing the mask over mouth and nose, and not re-positioning it or touching it during usage*
- *avoiding touching mask or face*
- *changing it if it becomes damp and after 4 hours of usage*
- *only handling straps or ties*
- *disposing it carefully and appropriately*
- *following instructions from adults regarding mask use*



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**Where can I get further guidance?**

The Government have launched a *#backtoschoolsafely* campaign, intended to reassure parents and students about returning to schools in September. This encourages parents to visit [gov.uk/backtoschool](https://gov.uk/backtoschool) for information and practical guidance to help them plan for their children's return to school. Useful information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

We do ask that you keep us informed if Covid 19 affects your household, and that you follow the Government guidance designed to reduce the spread of Covid 19. We all have a part to play in countering the virus.

In these changing and extraordinary times, there is no doubt that the situation will continue to evolve and develop. I will update you in the event of any further planned changes. In the meantime, please get in touch with me if you have any questions or concerns.

Yours sincerely

Tom Procter-Legg

Head Teacher