



**Welcome to  
The Bulwell Academy**

**Information Pack**

**Year 7 2020**

SQUIRES AVENUE  
BULWELL  
NOTTINGHAM  
NG6 8HG

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**THE BULWELL  
ACADEMY**  
*Creative  
Education  
Trust*

July 2020

Dear Parents/Carers

### **Welcome to the Bulwell Academy – Year 7**

We have been working hard since the guidance was released by the government on the reopening of schools to all children in September. We are really looking forward to welcoming your child to The Bulwell Academy, but as you will be anticipating we have had to make some changes to ensure we pay exceptional attention to health and safety measures to help protect our school and wider community from any resurgence of the coronavirus COVID-19.

In order to ensure the school is ready and the staff are fully prepared and trained to receive our students, we have made some changes to the start of term and how lessons will be delivered in order to ensure your child's well-being and safety. This pack should tell you all you need to know. Please read it carefully and share with your child/ren.

If you still have unanswered questions, please do not hesitate to contact us. School will be closed the first two weeks of the holidays, but senior staff will be back on site from Wednesday 12 August and will be able to respond to emails or calls.

In the eventuality of the situation and guidance changing between now and September we will continue to communicate with you through social media.

In order to ensure a smooth transition in September, if you have not already done so, I would ask that you complete and return to school the green data sheet enclosed and return it to us on your child's first day back at the latest. Many thanks to all those parents that have returned these already, it really does help us get the systems detailed in this pack to run efficiently.

Finally, I would like to thank you again for choosing The Bulwell Academy for your child and would appreciate if you share the following expectations with your child before they join us in September. I have always been at my proudest when the community unites to solve a shared challenge. I know that our students will respond appropriately to the changes and all of this will bring this community even closer together.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Strong'.

**Mrs Strong**  
**Principal**



## September 2020

Tuesday 1 <sup>st</sup> Sept	Staff Training Day
Wednesday 2 <sup>nd</sup> Sept	Staff Training Day (this is an additional extraordinary training day)
Thursday 3 <sup>rd</sup> September	Year 7 students only will be in school <b>Arrival time: 8:45</b> <b>Departure: 14:50</b> <b>Entry and exit through Squires Avenue gate</b>
Friday 4 <sup>th</sup> September	Year 7 students and key individuals / groups from other year groups by invite <b>Arrival time: 8:45</b> <b>Departure: 14:50</b> <b>Entry and exit through Squires Avenue gate</b>
Monday 7 <sup>th</sup> September	All students will be back in school with tutors <b>Arrival time: 8:45</b> <b>Departure: 14:50</b> <b>Entry through Squires Avenue gate</b>
Tuesday 8 <sup>th</sup> September	Lessons will start for all <b>Arrival time: 8:45</b> <b>Departure: 14:50</b> <b>Entry through Squires Avenue gate</b>

We would ask parents to please say goodbye from their cars if driving the children to school or say goodbye at the school gates if walking. There will be lots of staff on hand around the site to support students who are anxious and speak to you if you need us.

Year 7 will be arriving on their own on their first days so we can give them our full attention; they will spend most of their time with their tutor who will be going through every aspect of school life with them and there will be plenty of time to ask questions and discuss any concerns.

On Monday 7<sup>th</sup> September all students will be returning to school. This will also be a day spent predominantly with tutors. Lessons will start on Tuesday 8<sup>th</sup> September

**Pastoral Support:** We know that some students will be anxious about the move to secondary school. We have a number of key staff, who will be working closely with the tutors and pastoral team to provide support for students and families if needed.



We are very keen for you to get in touch with us if you feel that there is anything of a pastoral nature that we should know so that we can support your child's smooth reintegration back into full time school. Please email [enquiries@bulwellacademy.org.uk](mailto:enquiries@bulwellacademy.org.uk) before the start of term. We will be checking this every few days from 12<sup>th</sup> August.

From September your main points of contact will be your child's form tutor and their head of year.

**Sims Parent App** - Sims Parent enables you to keep up to date with your child's attendance, timetable, receive school reports and much more. You will also be able to update your contact details through Sims Parent. More information on this can be found in the enclosed guide. Please do read it and get in touch if you have any questions. It can only be activated once we have your green data sheets, so please do send them back.

**Classcharts** – a simple on-line behaviour management system whereby parents can monitor and track their child's achievement and behaviour, including access to detention details. A username and password will be sent out to Parents in September, once they are registered on our school systems.

**The School Day:** we have modified our timetable to allow for staggered starts and ends to the day. Each year group will line up on arrival in their own zone and be met by tutors/ members of staff.

Year 7 students should arrive at **08.45** every day. They should all enter the school via the **Squires Avenue gate** and they will depart through the same gate at **14.50** each day.

<i>Year group</i>	<i>Arrival Time</i>	<i>Departure Time</i>	<i>Entrance and Exit</i>
<b>7</b>	<b>8.45</b>	<b>14.50</b>	<b>Squires Avenue</b>
8	8.45	14.50	Top Gate
9	8.25	14.30	Hucknall Lane
10	8.25	14.30	Top Gate
11	8.45	14.50	Hucknall Lane
Post 16	8.25	14.30	Squires Avenue

**Breaks and Lunchtimes:** to ensure year groups do not mix we will have separate breaks and lunches. Food will only be available at lunch break. This will be pre-ordered at the start of the day.

**Breakfast Club:** initially there will not be a Breakfast Club. We will keep the situation under review.

**ParentPay:** As we need to operate a cashless environment, students will not be able to top up their catering accounts via the revaluation units on site. All top up payments must be made via ParentPay. This online payment service system enables you to pay quickly and effortlessly for lunches, trips or school expenditure without the need for your child to carry money. More information can be found in the enclosed ParentPay guide. Please ensure that you read this guide and ensure there is enough money on your child's account. If this causes any issues, please contact the school office.



**Bubbles & Lessons:** we will be providing full coverage of the curriculum; however, this will be adapted to reduce the risk of transfer of COVID-19. In order to minimise student movement and year groups mixing around the school each Year group will form their own 'bubble' apart from Years 12 & 13 who will form a bubble together. Students will stay in these bubbles all day.

Year 7 will be taught predominantly in their tutor group within a block. There will be restricted movement between rooms, only moving to subjects that cannot be taught within the tutor base. Teachers will be moving between classrooms.

**Equipment:** all students will be provided with a pencil case and equipment; this includes pen, pencil, rubber, sharpener, ruler, coloured pencils, highlighter, glue stick, and a scientific calculator. This will be theirs to keep and should be kept with them. Students will not be able to share equipment and whilst there will be spares in the classroom for emergencies, using these will add an additional risk of transference.

Students should also always have with them a reading book. In the first few days all students will be able to choose a library book from the school library or they may bring in their reading book from home.

**Uniform:** all students will be required to wear full uniform. The latest guidance suggests that this should be cleaned regularly. Currently we will not be offering contact sports in PE and will therefore not be expecting students to change into PE kit. We will continue to monitor this and let you know if this changes.

Enclosed is a leaflet that highlights our uniform and expectations. For this year only, uniform can **only** be ordered on line, from [www.Just-schoolwear.co.uk](http://www.Just-schoolwear.co.uk) and delivered (small charge) or click and collect from stores. Details enclosed.

**Classrooms:** these will be rearranged to ensure that, where possible, all students are forward facing and in strict seating plans. Their work will remain in their classrooms in a dedicated area.

**Movement around the school:** This will be limited. All floors and stairs will have a one-way system. Students must ensure that they keep at least 1 metre apart whilst moving around the building.

**Enrichment Clubs:** we will let students know what, if any, enrichment clubs and activities we can offer in September.

**Attendance:** whilst this term has required the school to be closed for the majority of students, from September attendance will be mandatory. The school will be following the Department for Education advice and will use all available sanctions in the event of non-attendance. We are launching a new attendance initiative in September and have revised our procedures. Please see the enclosed letter explaining this in detail.

**Toilets:** each year group will use the toilet facilities in their teaching block.

**Water:** students will need to bring their own bottle to refill if required



**Hygiene:** we will expect students to wash their hands properly before leaving home. There will be sanitising gel in each classroom which will be used before and after each break and at the end of the day.

We will insist on respiratory hygiene and will provide tissues in each classroom and make arrangements for the appropriate disposal of these. We will make sure that all rooms are well ventilated and will be adopting a targeted cleaning approach to ensure the school adheres to the risk assessment.

We will ask pupils to help us by sanitising any computer equipment they use after use and will train them how to do this properly and monitor this.

Students wearing face masks in order to travel safely to school will be asked to dispose of these before entering the building.

A student friendly version of our school risk assessment will be shared and explained to them carefully by their tutors on the first day.

**Contact with school:** To reduce the risk of infection, we are restricting the number of visitors that may enter the school. As such we will not be available for drop-ins; if you need to speak to a member of staff please ring the school or use the school email address. A list of these are on the school website. To adhere to social distancing we have reduced the facility for meeting spaces; therefore, conversations by phone will provide the most discretion.

### **Transport to and from school**

Government advice is to avoid public transport and walk or cycle to school. Pupils who travel to school on public buses will be taught how to handle their face covering when arriving in school. We will also ensure social distancing is in place when leaving and collecting their bikes. We are planning to enable students to leave their bikes nearer to the gate they arrive and depart from and therefore must insist that any child who does cycle to school, has a bicycle lock and locks their bike up securely. Bicycles are left at your own risk.

**School Calendar 2021-22:** this is still to be finalised and will be available to all from the start of September.