

HOLBROOK ACADEMY

Headteacher: Thomas Maltby BA (Hons), MA, NPQH

Deputy Headteacher: George Anstee-Parry



4th March 2021

Dear Parents/Carers,

Year 9 Students

Thank you for your patience whilst we prepare for the return of students from 8th March. We are now able to confirm the exact procedures for the return of each year group.

On **Wednesday 10th March**, Year 9 and 8 students will return to school and should follow the arrangements set out below.

All students who use the bus services, whether or not they are being tested, will arrive at the Academy at the normal time. Students in Year 9 who are not being tested, should go to the Red zone to wait for the start of the day.

Students who are being tested and use the 604 service, will be the first to be tested and upon arrival they will need to disembark and follow the instructions of members of staff. These students will be directed to the side entrance of the main hall where they will be asked to line up, 2 metres apart, to wait until they are called into the hall to be tested. Students must remain in their year group bus bubble whilst waiting to be tested.

Students using the remaining bus services will need to disembark the bus and make their way to the Yellow canopy, following the yellow dots. Once in the canopy, students will sit on chairs which are 2 metres apart in the area designated for their bus zone, ensuring they keep to their bus bubbles. Please ensure your child has a warm coat to wear while they are waiting under the canopy.

All students who are to be tested must remain in their bus 'bubble' until testing is completed.

Those students who can walk to the Academy or be dropped off after the start of the school day, should arrive at 1.15pm. For those students who are being dropped off at 1.15pm, please do not drive on to the school site. Students can be dropped off in Clench Road or at the top of the drive and should then walk down the drive where they will be met by a member of staff. Please remind students to maintain a social distance from each other at all times.

Students will then be directed to the Yellow canopy where they will wait until they are called for their test. They will need to follow the yellow dots down to the Yellow canopy and sit on chairs which are 2 metres apart in the area designated for the class that they would be attending at that time. These will be clearly marked in the canopy area. Please ensure your child has a warm coat to wear while they are waiting under the canopy.

Students should bring a book to read while they are waiting to be tested or may use their mobile phones but only under these circumstances:

- Headphones must be worn if sound is present, and
- No photos are to be taken.

If either of these are not complied with the phone will be confiscated for the remainder of the day. This has been allowed in order to keep students entertained whilst waiting to be tested. Once the testing process starts students must turn off their phones and place them in their bags for the rest of the day.



Ipswich Road, Holbrook, Ipswich, Suffolk, IP9 2QX.

Tel: 01473 328317 Email: office@holbrookacademy.org

Website: www.holbrookacademy.org

Company Number 07654882

Students are to wear a face covering / mask when inside the school building at all times, including whilst waiting in the sports hall, unless exempt.

It is important that students do not mix and follow the guidance from staff to remain socially distanced at all times whilst they wait to be tested.

Once students have completed their test and received their results, they will be able to return to their timetabled lesson for that period and follow their normal timetable for the rest of the day.

Those students not taking part in the lateral flow testing, should arrive to school at the normal time. They will then need to wait in the Red zone. Students will then follow their normal timetable for the week. We will be returning on a 2B timetable.

For the rest of the week, Year 9 students should arrive at the start of the day and go to their coloured zone in the normal way.

School attendance will become mandatory again from 8th March 2021 and we are keen to support all of our students in their return to school. The latest government guidance on self-isolating and shielding states:

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- *have symptoms or have had a positive test result*
- *live with someone who has symptoms or has tested positive and are a household contact*
- *are a close contact of someone who has coronavirus (COVID-19)*

Where this applies, attendance will be coded on the register accordingly. If you have any queries or concerns regarding attendance, please email attendance@holbrookacademy.org

We look forward to the return of all students to the Academy. We hope you are reassured that Holbrook Academy is committed to ensuring the safety of all students and staff on their return to school and we thank you for your ongoing support.

Yours sincerely,

Miss V Mahoney
Assistant Headteacher