

Our Ref: DZO/MGR

23<sup>rd</sup> July 2021

Dear parent/carer,

I hope that you and your family are well and are enjoying the warmer days and brighter evenings. Despite all the challenges our students have faced due to COVID-19, they have shown amazing resilience, creativity and dedication throughout the academic year. Hopefully, the lifting of restrictions will enable us to return to some form of normality.

I know how hard this year has been for our students, families and our staff. However, it was great that we were able to celebrate the achievements of our Y11 students during the 'Y11 Celebration Event', have the Y8 graduation celebrations, have the Duke of Edinburgh (DoE) residential and also have our popular Sports Day. Outwood Academy Portland is truly a special place because of our community spirit and our ability to lean on each other in challenging times such as the challenges brought on by COVID-19.

As the academic year comes to an end, I am truly grateful for all that you have done to support our students.

My letter today includes important information relating to when your child will return to school at the start of the academic year, a reminder of the expectations for September 2021, changes to contact tracing in educational settings and the COVID-19 testing process for staff and students.

### **Asymptomatic testing for staff and students**

You may have heard that testing for those without coronavirus symptoms will take place for all students who consent across the country, using COVID-19 tests known as 'lateral flow tests' at the beginning of the new academic year in September 2021. The Department for Education (DfE) has also confirmed that as pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. The DfE guidance also states that schools may commence testing from 3 working days before the start of term and can stagger the return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Testing remains important in reducing the risk of transmission of infection within schools, that is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

Along with the other protective measures we are taking, these tests can help staff and students remain in school safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the spread of the virus and help to keep our school open as safely as possible. The test is voluntary, however, we are participating as a school and I would encourage all students and staff to take part as well. As a school we have been doing these tests since January 2021 and they have proven very reliable in reducing the spread of the virus and in keeping our staff and students safe.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

We will be testing all students who want to participate from the week commencing 30<sup>th</sup> August, 2021, extending this as more students return the following week.

In order to ensure a smooth return of students to the classroom from Friday 3<sup>rd</sup> September 2021, we have made plans to test students from Tuesday 31<sup>st</sup> August, 2021. Please note that students do not need to be in uniform for the tests. The schedule for the testing is below:

### **Tuesday 31<sup>st</sup> August**

**Year 7 students to be tested** – 9.00am to 12.00pm (A bus will be picking students up from 9.15am from the usual collection points).

### **Wednesday 1<sup>st</sup> September**

**Year 11 students to be tested** – 9.00am to 11.30am (A bus will be picking students up from 9.15am from the usual collection points).

**Year 10 students to be tested** – 12.00pm to 2.30pm (A bus will be picking students up from 12.00pm from the usual collection points).

### **Thursday 2<sup>nd</sup> September**

**Year 9 students to be tested** – 2:30pm to 4:30pm (A bus will be picking students up from 2:15pm from the usual collection points).

### **Friday 3<sup>rd</sup> September**

**Year 8 students to be tested** – 2:30pm to 4:30pm (A bus will be picking students up from 2:15pm from the usual collection points).

If you are happy for your child to be tested, please:

- Complete the Google Consent Form using this link; (<https://forms.gle/sr4jwneZaGwVrELb9>) or using the link on the Academy website (under the COVID-19 tab). If you are unable to complete the form using the link above or the link on the academy website, then please accompany your child to the academy on their test day and a member of staff will help you complete the form. Students will not be tested without consent from parents, guardians or carers.

### **September 2021 Staggered Return Dates**

Thursday 2<sup>nd</sup> September – Staff Inset day

Friday 3<sup>rd</sup> September – Y7 students only

Monday 6<sup>th</sup> September – Y7, Y10 and Y11 students only (Online Learning for years 8 and 9)

Tuesday 7<sup>th</sup> September – All year groups return to the Academy

### **Attendance to the academy from September 2021**

The government has stated that school attendance will continue to be mandatory in the autumn term. This means that from 1 September, the usual rules on school attendance will apply, including:

- parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

All students are therefore expected to return to the academy in September with the exception of those who will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).

### **Students with Covid-19 Symptoms**

The current government guidance states that if your child is unwell with Covid-19 symptoms, then keep them at home and they should not attend the academy. You will also need to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#)

The government guidance also states that if anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19 guidance for households with possible coronavirus (COVID-19) infection guidance. In view of this if a student is unwell in the academy and they show symptoms of coronavirus, they will be isolated in a dedicated room and parents will be asked to collect them. Your child will then need to isolate for 10 days in line with government guidance. Parents will be expected to follow the Covid-19 guidance for households above. We will encourage you to get your child tested as soon as possible.

If the Covid-19 test in this case is negative, your child can return to the academy and join his allocated group.

If the test is positive, NHS Test and Trace will work with either the positive case – or in the case of children – the parents, carers or guardian of the positive case to identify close contacts.

### **Bubbles and zones**

Based on the current Department for Education (DfE) guidance, students will not be organised into year group bubbles in September.

### **Start time for all students**

All students are expected to be in the Academy by 8:15am to allow for a prompt start of lessons at 8:25am.

### **Staggered breaks and lunch times**

In September, Break and Lunch times will be as below:

- 10:25am – 11:00am – Staggered Break and Tutor Time
- 12:00pm – First Lunch
- 12:30pm – 1:00pm - Y7 Lunch
- 1:00pm – 1:30pm – Second Lunch

## **Payment for trips, ties and planners**

The academy went cashless on 1 July, 2020 and currently uses an online payment system 'ipay' for, trips and any additional payments that may be needed whilst your child is in the academy. We are a fully cashless school so students never have to worry about carrying cash. If you have any issues with your account, visit <https://www.ipayimpact.co.uk> or contact the academy. If your child is joining us in Year 7, 'ipay' letters will be posted out to parents in September.

## **Tutor group**

In September, all students in each tutor group will be from the same year group. This will enable us to deliver age appropriate and targeted pastoral support.

## **Behaviour**

Our behaviour system is built upon three key principles, be respectful, be responsible and be safe. This has never been more prevalent than in our current circumstances. We always have very high expectations of our students and we will be very clear in our expectations such as; adhering to social distancing, hygiene controls, movement around the academy, attitudes to learning and respecting safe practice for themselves, their peers and adults. We appreciate your support in relaying these expectations from home and the importance of positive behaviour at all times.

## **Travelling to the Academy by bus in September**

Friday 3<sup>rd</sup> September 2021 is the first full day in the Academy for our new Year 7 students. If you are applying for a bus pass for your child, Notts County Council transport will communicate which bus your child will be allocated to travel on.

On Monday 6<sup>th</sup> September, as mentioned above, Year 7, 10 and 11 will return to the Academy and on Tuesday 7<sup>th</sup> September all year groups will be in the Academy. If your child travels by Academy bus we will revert back to their normal pre-COVID bus timetables. For your reference all bus timetables are available to view on our website from the following <https://www.portland.outwood.com/walking-bus>

## **School Meals**

Please make sure that your child's Squid Account has sufficient funds for your child to purchase their lunch. If your child is starting with us in Year 7, please send them with cash for the first week. Once all new Year 7 students have had their finger print linked to our cashless system you will receive a letter along with a username and passcode to enable you to set up their Squid Account. If your child has a sibling already attending the Academy, you will be able to link their accounts together.

## **Leaving the Academy**

There will be no staggered leaving time in September. Students will leave the Academy at 2:30pm unless they are staying for enrichments or detentions when they will leave at 3:30pm.

## Local lockdowns & self-isolation

Should there be a future spike in local Covid-19 cases we will work with the Local Authority and Public Health England in taking action quickly, and we have systems in place to deliver immediate remote education provision for any students unable to access the academy.

## Uniform

All students are required to wear the full Academy uniform. The Academy uniform should not be altered in any way, for example by adding clips, badges or stickers. Skirts must not be adapted; this includes folding them over at the top or tying a bobble around the waistband. Trousers must not be “taken in” to reduce the width of the leg. Girl’s tights must be a minimum of 40 denier. Blazer sleeves must not be rolled up. Please do not purchase non-Outwood uniform and have logo’s sewn onto it. If students are seen with these items they will be asked to change into our loan uniform. **School shoes must be plain black, no trainers, no Vans, no Converse, no boots, no pumps or canvas shoes. Shoes should be of a material that can be polished.**

**The shoes pictured below are some of the shoes that do not fulfil the criteria and should not be worn by students as part of their uniform.**



Students will not be reminded of our uniform policy and will be issued with an SLT detention if it is not adhered to at all times. **To order extra items of uniform please go to [www.trutex.com](http://www.trutex.com) or contact the Trutex Direct customer service team by telephone on 01200 421206 The LEA code required to place orders for Outwood Academy Portland is LEA00640SC.** Please ensure you have ordered the correct uniform in good time for September 2021.

## Hairstyles, Makeup and Nails

Hair styles should be sensible and colours should be natural. No student will be allowed into lessons with unnatural hair colour. No offensive patterns should be shaved into hair styles. Hair accessories should be discreet and must be black or purple, no scarves or bandanas (unless for religious reasons).

Hair bobbles must not be worn on the wrist. If in doubt, please contact the Learning Manager. Noticeable makeup is not allowed and any makeup worn must be very discreet.

The decision to what qualifies as discreet rests with the Principal. False eyelashes are not to be worn. Nail polish and any type of false nails (including clear gels, acrylics, extensions, shellac etc) are not allowed.

## **Jewellery and Smart Watches**

No jewellery is allowed except a wrist watch and a medic alert necklace or bracelet. Smart watches are not allowed in the Academy. If a student is thinking about having their ears pierced, or any other piercing, this should be done at the start of the summer holidays, as no student will be allowed to wear earrings or any other jewellery at any time.

## **Mobile Phones**

Mobile phones are not permitted to be used on the Academy premises and should one be brought to the Academy it must be turned off, and placed in the bottom of the student's bag.

## **Holidays**

Please do not remove your child from their education for the purpose of holiday. If you do, we will formally request the Local Authority to serve you with a Fixed Penalty Notice. Fixed Penalties require each parent to pay a fine of £60 (per child, per week) if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay within the specified timescale will result in a summons to appear before the magistrate's court. We do not authorise holidays in term time. There are only 190 school days per year, leaving 175 days for family gatherings, holidays, days out etc.

## **Punctuality**

Students are expected to be at the Academy at 8:15am every day. If students arrive after lessons have started they will be issued with a detention. If your child has a medical appointment at the start of the school day, please ask for an appointment card. If no card is produced when a student arrives late at the Academy, a late detention will be issued.

## **Communication**

We welcome your communication through the 'Contact Us' button on the website so that we can work together transitioning students back into the Academy. We may contact you over the course of the summer break as we continue to gain vital information that will support your child. Please continue to follow the Academy on social media via Twitter and updates on our website.

We have an opportunity in September to continue to take positive steps to make the most out of these challenging times by rebuilding the wellbeing and education of our resilient and amazing young people.

Finally, I would like to thank you for your continuous support.

May I take this opportunity to wish both parents and students a most enjoyable summer; please stay safe and we look forward to working with you all next term.

Yours sincerely,



**Godsway Dzoboku**  
**Principal**