



2<sup>nd</sup> September 2020

Dear Parents and Carers,

I am looking forward to welcoming you and your child to Cleeve Park School for the start of the Autumn term. I joined TKAT as a Consultant Headteacher, following my retirement after 35 years of teaching; the last 20 years of which were spent as a secondary headteacher. Earlier this year I led a TKAT secondary school in Essex for a term and a half. The intention is that I will lead Cleeve Park school for the autumn term whilst the governors seek to appoint a permanent replacement for Jenni Tyler-Maher.

I am pleased to report that the summer examination results were particularly good and we are looking forward to welcoming our biggest ever cohorts of year 7 and year 12 students. Despite the increase in student numbers, we are committed to caring for each and every student and to ensuring that they feel valued and supported.

During the summer break, the staff have been working hard to ensure that all Covid prevention measures have been put in place. Further details of the impact these measures may have on your child are given below.

We are following government guidance by: grouping our students together in year group bubbles and keeping the stringent cleaning and disinfecting processes we already have in place to ensure that our school is as safe as can be for your child.

In preparation, there are some key points below that you need to be aware of to ensure that your child is safe. Details may change, we will keep you updated.

1. You must ensure that if anyone in your household has **COVID-19 symptoms**, your child does **NOT** attend school. Any child or staff member who develops symptoms in the school day will be sent home immediately. If anyone in your household, or your child, tests positive for COVID-19 you **MUST** inform your school.
2. **Travelling to and from school:** The government has advised walking or cycling to school wherever possible to reduce the use of public transport. We are working with TfL in regard to provide additional buses, and an extra bus will be running on route B14. However, currently numbers on a double decker bus are limited to 30 so a space cannot be guaranteed for all students. Please seek alternative arrangements for your child to travel to and from school. Please remember that TfL have restricted the free travel service for students. Please seek advice through the TfL website.
3. **Attendance** at school: The government has relaxed the rules on attendance during lockdown. However, this will change in September. The government guidance says: *'Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term'*
4. **Face coverings:** Separate advice has been sent out previously and this still applies. A recent update encourages students to wear face coverings in shared areas such as corridors and the canteen.
5. Your child will be expected to follow strict **behaviour** rules relating to physical contact with other students, and keeping their hands clean. Students will be directed to wash their hands as they enter the school building and regularly throughout the course of the day. Please refer to our visual presentation for you to share with your child which is attached and will also be available on the school website.
6. If your child has **Special Educational Needs and/or Disabilities (SEND)**, we will contact you to explain what provision will look like from September.

[www.cleevepark-tkat.org](http://www.cleevepark-tkat.org)

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Headteacher: Mrs Vanessa Ray  
Company Registration Number: 6455757



7. Our **school canteen** will re-open in September, and a limited range of hot and cold lunches will be available again. Students eligible for free school meals will return to having their lunch at school, and will no longer receive lunch vouchers. The offer will be limited and food will NOT be available to purchase before school or at break time. We have staggered lunchtimes and these are as follows:  
**Year 7 & 8** will be from 12.20 – 1.00pm. The main canteen will be divided in two and each year group will be allocated a specific side to ensure we maintain our year group bubbles.  
**Year 9 – 13** will be from 1.20 – 2.00pm. **Year 9&10** will use the main canteen; each year group will be allocated a specific side to ensure year group bubbles are maintained. The canteen will be cleaned after the Year 7&8 lunch.  
**Year 11** will be using the 6<sup>th</sup> form canteen.  
**6<sup>th</sup> Form** will be using the Cleeve Meadow School canteen. This will have been cleaned after the Cleeve Meadow lunchtime.
8. In order to maintain social distancing during break times, we have staggered the start of break for year group bubbles.
9. It will be more important than ever that your child has their own equipment in school to ensure that this does not need to be shared. Please ensure your child comes to school with their own equipment.
10. Students will be expected to wear full school uniform.

### **Start of term arrangements:**

#### **3<sup>rd</sup> & 4<sup>th</sup> September 2020 – Year 7 & 12 only**

Year 7 day: 8.30am to 2.40pm

Year 12 day: 9am to 3pm

#### **7<sup>th</sup> September 2020 – Year 8, 11 & 13**

Year 8 day: 8.45am to 2.40pm

Year 11 day: 8.30am to 3pm

Year 13 day: 9am to 3pm

#### **8<sup>th</sup> September 2020 – Year 9 & 10**

Year 9 day: 9am to 2.50pm

Year 10 day: 8.45am to 2.50pm

These timings will remain in place until further notice.

We understand that some of you and your children will be anxious about returning in September, after some months out of school. Please be reassured that we are taking exceptional measures to make our schools as safe as can be. We will be providing additional emotional and wellbeing support for any students that need it, and will also be providing additional opportunities to support learning where this is required. Although very many of our students have worked hard using our remote learning resources provided by our dedicated teachers, we are fully aware that learning has been lost.

We are all determined that your sons and daughters will absolutely not be ‘a lost generation’ and we’re adapting our curriculum to make sure they get the learning and knowledge needed to achieve success in the future.

Yours sincerely

*VANESSA RAY*

Consultant Headteacher TKAT

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