

New College Leicester

Learning and Sports Village

Principal: Mrs Jane Brown



Dear Parents/Carers,

Re: Y7 at New College Leicester

We are really looking forward to having your child back with us at New College Leicester and look forward to continuing to work in partnership with you to ensure that your child gets the best out of their education.

Having reviewed all the government guidance available to date, and carried out a full risk assessment (available on the school's website - www.newcollege.leicester.sch.uk), I am writing to confirm the proposed arrangements for the return to school.

The safety of your child, as well as our staff, is paramount and this is the priority factor that has informed how we can bring them safely into school while minimising contact between the year groups and between students and staff. The students will start back at school on a phased basis. ***Please spend some time talking to your child about the arrangements. Students need to understand that they must follow all of the procedures carefully in order to protect everyone from Covid. If they fail to do so, they will be immediately placed back onto Home Learning under your care.***

Covid Testing for Students: In order to protect our whole New College family, please consider getting your child tested for Covid, and receive the result, before sending them back to school. You can attend one of the many testing centres in Leicester or you can order a home test kit either online or by calling 119. Test Centres in Leicester are available at:

- Aylestone Leisure Centre
- Belgrave Neighbourhood Centre
- Birstall Park and Ride
- Highfields Centre
- Humberstone Park
- Jubilee Square
- Overton Road
- Victoria Park

The centres below offer rapid tests:

- Adult Education College
- Coleman Neighbourhood Centre
- Eyres Monsell Community Centre
- Fosse Neighbourhood Centre
- Tudor Centre

NOTE - Your child must not come back to school if:

- They have any symptoms of coronavirus (a high temperature, a new continuous cough or a loss or change to their sense of smell or taste)

Glenfield Road, Leicester, LE3 6DN Tel: 0116 231 8500 Fax: 0116 232 2286 Email: enquiries@newcollege.leicester.sch.uk
Website: www.newcollege.leicester.sch.uk



- They have tested positive for coronavirus in the last 10 days
- They live with someone who has symptoms or has tested positive in the last 10 days
- Someone in your support/childcare bubble has symptoms or tested positive
- They are told to self-isolate by NHS Test and Trace

If it is really not possible for you to get your child tested, and you would like them tested, we will be able to run a limited number of Lateral Flow tests for students for the week of the 1st March. These tests must be booked by emailing Mrs McCormack on cmccormack@newcollege.leicester.sch.uk with your child's name and year group. Mrs McCormack will then send you a fixed appointment time for your child to be tested. **However, I must make you aware that if your child tests negative, that is not necessarily accurate as these tests are much less accurate than the tests carried out at the testing centres in the city.** It is therefore still vital that all students continue to follow the full Covid procedures as outlined in this letter. **If a student tests positive, we will inform the NHS and then all of your household and any close contacts will need to self-isolate for 10 days from the date of the test.** **Please note:** Once the students are back in school, it is the government's intention to supply parents with home test kits for you to test your child twice a week and report the results to the school.

When will my child start back at school? Each year group will be brought back into school in phases. Once they are back in, then they are in full-time from then on.

Your Y7 child will start school full-time, 5 days a week at 8.50 am from **Tuesday 9th March.**

Your child needs to arrive at school at 8.50 am every day – Note: there will be no Breakfast Club running. They should enter the school site through the student gate as usual, situated on Greencoat Road and proceed to their first lesson. **Please note:** Parents and Carers are not allowed to enter the school site or gather at the school gates. If you drop your child off, please keep to the designated times.

Your child will need to bring with them all of their equipment (pens; pencils etc) in their school bag. They should also bring a bottle of water with them, should they wish to do so, as the drinking fountains in school are not available for use.

Please note: Y7 will be starting on WEEK 1 of their timetable. Timetables will be posted home.

Students **MUST NOT ATTEND at any time** if they have any Covid19 symptoms (ie lack of taste/smell; high temperature; or continuous cough) or anyone in the household has any Covid19 symptoms.

How will school be organised – the same as before with one change (in red below)?

- Students are required, as always, to be in full school uniform. **Please note:** *If they are not in correct uniform, they will be sent home to change and need to return the same day in full school uniform.*
- **Students and staff will be asked to wear appropriate face masks at all times while on-site – with only the following exceptions: (a) when they are eating at break or lunch times (b) outside the buildings if they are maintaining social distance from others (c) when taking part in physically active PE/Dance lessons. PLEASE NOTE: Students are now required to wear masks inside the classroom. If your child arrives to school without an appropriate mask, they will be sent home to collect one and need to return the same day (unless they are exempt).**
- Students are required to stay with their own year group (ie **in a bubble**) throughout the day (including breaks and lunch times) and have been given a designated area of the school to remain in for break and lunch time. For Year 7, break and lunchtimes are in the Dining Room.
- Each year group bubble have staggered start times to minimise contact and will be finishing school at 3.00 pm (*unless they have a detention, then it will be 4.00 pm*). Students will be dismissed by the class teacher to minimise contact with other year groups

- Students are expected to bring all of their own equipment (as per the equipment requirements – see below)
- Students will be expected to maintain 2m social distancing from teachers while they are on-site
- Students and staff will be expected to hand sanitise as they enter and leave school and as they enter each classroom/teaching space (see picture). **Please note:** *if your child suffers from eczema and can't use the hand sanitiser supplied, then you will be expected to provide a suitable hand sanitiser (60%+ alcohol) for your child to use before they enter each teaching space and this will be checked by the Head of Year and a special pass will be issued to your child which they must always carry with them.*
- All desks in classrooms are arranged so that students are facing the teacher at the front of the class
- Students will be expected to show good hygiene by using and binning tissues when required
- Corridors are marked out and students will be expected to maintain social distancing from teachers and from other students as they move around the site, following the pathways marked (see picture)
- Stairways are designated as one-way only
- Outdoor spaces are marked with spray-painted purple Xs so that students can maintain social distancing while outside during break and lunch times
- Students are asked to use the outdoor paths to move to and from lessons where possible
- Students are encouraged to pre-order their lunch each day in order to cut down on any queueing at lunchtime
- Breaktimes will continue to be separated for KS3 and KS4/5
- There is an increased cleaning regime in place throughout the day as well as overnight
- Students who do not follow the rules and procedures will be placed onto Home Learning, to protect the safety of others, and work will be provided for them

Daily start times for Year Groups are staggered to reduce the number of students entering the school at any one time (all year groups to proceed directly to their Period 1 lesson without delay):

- Y11 start time is 8.30 am
- Y10 start time is 8.35 am
- Y9 start time is 8.40 am
- Y8 start time is 8.45 am
- **Y7 start time is 8.50 am**

Equipment – All students are expected to bring their own equipment every day as listed in our expectations. As a reminder these are:

Bag big enough to hold A4 size books; equipment and resources	College issued planner/diary
One Clear (no writing on) pencil case (for use in exams)	One ruler (minimum 15cm long)
One Scientific Calculator (available to buy via the college)	One rubber
2 Red pens	One sharpener
2 Purple pens	2 Black pens (min)
2 pencils (min)	One protractor
One pack of Highlighters	One compass
English dictionary (or First Language dictionary into English)	One Clear water bottle

Attendance – All students are required to attend full-time. If you have any concerns regarding attendance, please contact your child's Head of Year, Mrs Walker on bwalker@newcollege.leicester.sch.uk or our Education Welfare Officer, Rash Patel on 0116 454 5510 or email - education.welfare@leicester.gov.uk for his attention.

Your child has been away from school for some time due to the pandemic and returning to school will no doubt be daunting for them and for you as parents/carers. We will do our utmost, with your help, to ensure their return goes smoothly. Due to the current situation, parents and carers are not allowed on to the college site,

therefore we are unable to meet with you in person. If you have any questions or concerns about your child please contact Mrs Walker (Head of Year 7) on 0116 231 8500 or bwalker@newcollege.leicester.sch.uk

We really need your support to get our students ready and prepared for their return to school. Please ensure that you discuss all these arrangements with your child before they return to us. We look forward to continuing to work with you.

Yours sincerely



Mrs J Brown , Principal



All classrooms have marked out Teacher zones. Students are not permitted to enter this zone in the classroom. All student desks are facing forward in each classroom.



All corridors are marked with a runway system. Students are not allowed to walk in the black/yellow zone. Students must walk on the left only, keeping an arrows distance apart from each other.



All external areas have been marked with purple X's to remind students and staff to socially distance outside.