

17 December 2021

## Arrangements for the new term – Year 12

Dear Parent / Carer

We hope that this letter finds you and your family well and we look forward to welcoming your child into the Academy in January.

As you may already be aware, prior to returning the Government is requiring all eligible students to be tested for Covid via our Asymptomatic Testing facility. To ensure we can provide these safely and efficiently, the return of students will be staggered.

**Year 12** will start school on **Tuesday 4 January at 1pm. Students now have no option other than to arrive via the school bus may come in on the bus.** Students should report to the registration desk that will be set up at the front of school upon their arrival.

However, students should only return to the academy if they, along with members of their household, are not showing symptoms of coronavirus or are not isolating as a result of a positive test or isolation instructed by test & trace

### Covid lateral flow testing

If you have given consent for your child to be tested for COVID 19 using a lateral flow device on-site then they will be tested on their return to the academy. You have already received a letter regarding consent for COVID19 testing.

### **What happens if my child test's positive?**

If your child tests positive you will be required to collect your child from the academy, book a PCR test to confirm the result and follow the national rules as they stand at the point of the test

### General arrangements and information for the Spring Term

At time of writing there are no planned changes to the organisation of the school for January 2022 other than the staggered start on the students first day to facilitate testing. However, I would like to remind parents and students of the start of the day procedure.

### **Students Arrival**

- Students can arrive from 8am
- Breakfast is available from 8.15am (Breakfast will not be available until 7<sup>th</sup> Jan due to testing)
- **Students who arrive on site after 8:35 are classed as late to school. This will result in a detention on a Friday evening. If your child is brought to school by car, please give forethought to increased travel time to allow for delays due to traffic on the roads surrounding the academy so the student is not penalised for being late.**
- Students arriving by car should pass through the barriers and drop off on the building side of the road using the marked bays and not block the flow of traffic, **please ensure you use all available space and don't block the road.** Parents should then proceed up the drive towards St Giles, pass around the roundabout and make their way out. **U turns should not be completed on the school drive.**

## Collection and release of students at the end of the day

- Parent car park is open for parents to wait (first car park on the right – before the barriers)
- Once students start to leave. The main crossing and the parent car park entrance are closed and student movement will be given absolute priority to ensure safety as they move through the carpark and leave the site
- Only once students have left the crossings will be re-opened.

## School Uniform and Hair Styles

The Academy will require students to be in full school uniform. Details of the uniform requirements can be found at <https://www.retfordoaks-ac.org.uk/parents/uniform-and-equipment/>.

Please note : Hoodies are not part of school uniform and are not a replacement for a coat.

Due to the nature of students using the outside areas of the school during the day we strongly advise that they bring an outdoor coat to school with them.

If there are any issues around access to uniform, please liaise with the students Head of House.

- Clumber – Mr Noble [jnoble@retfordoaks-ac.org.uk](mailto:jnoble@retfordoaks-ac.org.uk)
- Rufford – Mr Hardeman [lhardeman@retfordoaks-ac.org.uk](mailto:lhardeman@retfordoaks-ac.org.uk)
- Sherwood – Mr Hunt [ahunt@retfordoaks-ac.org.uk](mailto:ahunt@retfordoaks-ac.org.uk)
- Thoresby – Mr Spooner [wspooner@retfordoaks-ac.org.uk](mailto:wspooner@retfordoaks-ac.org.uk)

## Equipment required by each student each day.

- 2 pens – Black ink preferred
- Red pen
- Pencil
- Ruler
- Rubber
- Reading book
- A bag to carry their school books

## Mobile Phones

**Students are allowed to bring mobile phones into the academy (at their own risk)** but they are to be used in the canteen and zig zags only. Sometimes staff may give permission to use them in lessons but this is at the teachers discretion. Where a student breaks the rules the following will apply:

- 1<sup>st</sup> offence – confiscated and handed to student reception
- 2<sup>nd</sup> offence – confiscated and handed to student reception– Item will be collected by parent/ carer
- 3<sup>rd</sup> offence – confiscated and handed to student reception. Parent / carer will be invited in to discuss the issue and the student may be banned from bringing the item into school.

Yours faithfully,



Mr Chris West  
Principal  
[Cwest@retfordoaks-ac.org.uk](mailto:Cwest@retfordoaks-ac.org.uk)