

23rd September 2020

Dear Parents & Carers,

I am writing with several key updates and reminders as we reflect on the first few weeks of term. This letter contains information about:

- **CHANGES TO TIMINGS OF THE SCHOOL DAY**
- **SCHOOL TRANSPORT**
- **STUDENT USE OF MICROSOFT TEAMS**
- **PE KIT**
- **STAFF LEARNING DAY and EARLY CLOSURES**
- **COVID-19 INFORMATION**

CHANGES TO TIMINGS OF THE SCHOOL DAY

Please note that to ensure your son/daughter is ready to start their first lesson they should arrive on site no later than 8.45am. With effect from Monday, we will be tweaking the timings of the school day slightly. **This is primarily to achieve a staggered exit at the end of the day and ease congestion when leaving the site.** With 1600+ students and fixed school transport timings, there is limited room for manoeuvre. However, going forwards **Year 7,8 & 9 lessons will finish at 3pm.** Students should then leave the site a.s.a.p. to ease congestion on Alcester Road before the older students follow 10mins later. The new timings will be:

Arrive on site	8.30 – 8.45
Period 1	8.50 – 9.45
Period 2	9.45 – 10.40
Period 3 – Break (Y7,9,11,13) or horizontal tutor period (Y8,10,12)	10.40 – 11.05
Period 4 – Horizontal tutor period (Y7,9,11,13) or Break (Y8,10,12)	11.05 – 11.30
Period 5	11.30 – 12.25
Period 6: Lunch (Y7,9,11,13) Or P4 lesson (Y8,10,12)	12.25 – 1.15
Period 7: P5 lesson (Y7,9,11,13) or lunch (Y8,10,12)	1.15 – 2.05
Period 8 for Year 7,8,9	2.05 – 3.00
Period 8 for Year 10,11,12,13	2.05 – 3.10

Stratford upon Avon School

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Mr N Wallace – Headteacher

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In essence, students in Y7-9 will have a 5mins reduction in lesson time each day; students in Y10-13 will have an additional 5mins of lesson time each day.

Both lunch periods will be reduced by 5mins for everyone, so P6&7 lessons will now be 50mins. However, Years 10, 11, 12 & 13 will have 10mins added to their P8 lesson, making it 65mins. It is a marginal tweak, but one that should make a sizeable difference to congestion and year group bubbles mixing at the end of the day.

Please note that students receiving a grade 3 or 4 during a lesson will still automatically be kept behind for 10 minutes by their period 8 teacher.

SCHOOL TRANSPORT

May I remind you that:

- **students should now wear face coverings whilst on dedicated school transport and public transport.**
- **students are asked to sit with peers from their own school and their own school year group.**
- students must use the same seat/row of seats each day and remember or make a note of the seat/row number if available. This will facilitate the test and trace process.

STUDENT USE OF MICROSOFT TEAMS

Please find attached a copy of *Microsoft Teams Guidance for Students and Parents Sept 2020*.

Microsoft Teams is now part of what we use daily for everyone, especially for homework, if students are having to stay at home or in the event of another partial or full closure.

Please note that:

- **Homeworks will be set regularly for all subjects** (though in proportion to the time allocated in the timetable) **and will all now be recorded as an assignment on Teams.**
- Students will still be expected to note Homework in their planners and we encourage parents keen to know about the Homework set for their child to either review their planners or ask to see their Teams assignments.
- **All students will be expected to complete the homework set, even if they are absent from school.**
- Immediate remote provision of work for all students in case of self isolation or a school closure will be “do your homework on Teams”. If the absence or school closure becomes something that has to be in place for a longer term we will then start setting more extensive online work.

In the case where your child has a significant barrier to accessing Microsoft Teams please contact your child's College Leader and/or Progress Leader as depending on circumstances the school may be able to provide additional support.

PE KIT

As you are aware, on days when students have PE or Dance they must come into school in their PE kit which they will remain in all day to avoid use of the Changing Rooms. **Students are expected have the school quarter zip top as part of their PE kit. If they do not, then they will need to wear their blazer over the top of their PE t-shirt. They should not be wearing 'other' tops**

(tracksuits, hoodies etc). The only jogging bottoms allowed are the navy blue tracksuit bottoms (with the school badge). All school PE kit is Joma.

We are insisting on full PE kit from Monday 28th September and staff will follow up with appropriate sanctions. The 1st instance of incorrect uniform will result in a 30 minute detention. Subsequent transgressions will result in a 1 hour detention. A reminder of our full PE kit is available on the school website.

STAFF LEARNING DAY and EARLY CLOSURES

Don't forget that **Friday 25th September is a Staff Learning Day** and school will be closed to students.

To assist with our ongoing planning and curriculum development, **we will also be closing early this term on Monday, 19th October and Tuesday 17th November.** All students will have 4 full lessons on those days, finishing at 1.10pm. Lunch service will still be available on those days after lessons have finished at 1.10pm. However, school buses will remain at their normal time on all of these dates. If you wish your child to remain in school until 3.10pm please inform their form tutor so that we can make alternative arrangements.

COVID-19 INFORMATION

I will contact parents via groupcall with Covid-19 related information when it may affect your child. We will also continue to update **key information regarding Covid-19 on our website.** If you are uncertain what to do, please look there for official guidance rather than relying on other potentially misleading social media sources. Current items include:

- Don't come into school if ...
- How to book a test
- If symptoms develop
- Should I isolate?

May I remind you that **in the event that your family has a positive Covid-19 test, please notify us immediately via Covid19@stratfordschool.co.uk.** This will enable us to respond promptly.

Finally, students should be congratulated on how well they have adapted at the start of the academic year. It has been heartening seeing our wider school community pull together, and humbling receiving so many encouraging messages from parents over recent weeks. If we continue to work closely together then your daughter/son is likely to have a safe, happy and successful academic year. Please follow us on twitter [@StraUponAvonSch](https://twitter.com/StraUponAvonSch) or check the school website www.stratforduponavonschool.com for regular updates. Thank you for your understanding and ongoing support,

Yours sincerely,



Mr Neil Wallace
Headteacher