

Dear Parent/Carer,

From Wednesday 2nd September to Thursday 10th September, it is our pleasure to welcome back pupils to Witton Park Academy.

The process of pupils returning to school will be organised as a staggered start; the reasons for the staggered start are so that we establish clear expectations and routines for all pupils ensuring the safety of all people within school.

Dates for pupils' return

Wednesday 2nd September	Year 7 8.40am and Year 11 8.25am
Monday 7th September	Year 10 8.25am
Wednesday 9th September	Year 8 8.40am
Thursday 10th September	Year 9 8.25am

How will the school ensure the safety of my child?

To ensure the safety of all students and staff in our school, please read the information contained in this letter and share it with your child. The risk assessment is also on the school website for you to view if you wish.

The details contained in this letter attempt to respond to any queries that you or your child may have regarding returning to school. Of course, should you have any questions that are not answered in the information below, please contact the school via the email address at the end of this letter.

What are 'Year Group Bubbles' and why have these been created?

Pupils will be in year group bubbles. They will have all of their lessons in one area of the school, with the same set of teachers and students.

Within the bubble, pupils will be able to mix with each other in classrooms and at break times. They will not be able to mix with students outside this bubble whilst on the school site.

How will the school day start?

Pupils in each year group will be admitted into the school building at their **respective start times**. Until their designated start time, pupils will wait outside school.

- Students in Years 7 and 8 arrive at 8.40am
- Students in Years 9, 10 and 11 arrive at school from 8.25am



On entry to the school pupils will go directly to their form room which is detailed at the end of this letter.

Which school entrance should my child use to get to their designated bubble area?

To avoid mixing between year groups, pupils will **enter and leave the school by the following doors:**

Year 7 - enter the school through the main entrance, turn left and enter Year 7 Bubble on the right

Year 8 - enter the site through the side gate walk towards the back of school and enter the building through door next to 283 (Maths Office) into the Year 8 Bubble

Year 9 - enter the site through the side gate, walk to the back of school, enter the building through the doors to PE, go up the community staircase to the 3rd floor Year 9 Bubble

Year 10 - enter the site through the main entrance, turn left and go up the middle stairway to the 4th floor and into the Year 10 Bubble

Year 11 - enter the school site through the side gate walk along the ramp and enter the building near 401 or 466 and into the Year 11 Bubble

For the first day back only

Wednesday 3rd September	Year 7	Arrive at 8.40am for an 8.45am start	Go directly to tutor room
Wednesday 3rd September	Year 11	Arrive at 8.25am for an 8.30am start	Go directly to tutor room
Monday 7th September	Year 10	Arrive at 8.25am for an 8.30am start	Go directly to tutor room
Wednesday 9th September	Year 8	Arrive at 8.40am for an 8.45am start	Go directly to tutor room
Thursday 10th September	Year 9	Arrive at 8.25am for an 8.30am start	Go directly to tutor room

After the first day back

Entry and Arrival Times					
Year Group	Arrival time	Entrance	Exit	Finish time	
				Wednesday Friday	Monday Tuesday Thursday
7	8.40am for an 8.45am start	Main entrance	Main entrance	2.35pm	3.20pm
8	8.40am for an 8.45am start	External door by room 283	External door by room 283	2.35pm	3.20pm
9	8.25am for an 8.30am start	PE doors by MUGAS	PE doors by MUGAS	2.20pm	3.05pm
10	8.25am for an 8.30am start	Main entrance	Main entrance	2.20pm	3.05pm
11	8.25am for an 8.30am start	Side gate by 401 or 466	Side gate by 401 or 466	2.20pm	3.05pm

The start of each school day thereafter

When they have entered the building, all students must go directly to their **allocated areas (Year Group Bubbles)** to avoid mixing between year groups.

Year 7 Floor 3 English Area - **Go directly to Period 1 lesson**

Year 8 Floor 2 Maths Area - **Go directly to Period 1 lesson**

Year 9 Science Corridor - **Go directly to Academic Tutor room**

Year 10 Floor 4 - **Go directly to Academic Tutor room**

Year 11 Floor 4 - **Go directly to Academic Tutor room**



Will the curriculum be changed?

In order to create the year group bubbles, the curriculum has been modified; however, over 80% of lessons remain unchanged. Pupils in Year 9, 10 and 11 will continue to study all core subjects and their specialisations as normal.

Pupils in Year 7 and 8 will study all core subjects (mathematics, English, science; in addition, they will have lessons in art, French, PE and the creative curriculum. In the recent months, all staff at the academy have been detailing all strands of their subject in terms of knowledge and skills. These documents have been woven together to create the creative curriculum which draws on skills and knowledge from history, geography, RE, resilience and reading.

What will my child's timetable look like?

Pupils in Years 9, 10 and 11 will have a normal timetable.

Below is an example of a Year 7 and 8 timetable which includes the creative curriculum.

Lesson	Monday	Tuesday	Wednesday	Thursday	Friday
1	Creative Curriculum	Creative Curriculum	French	English	PE
2	English	Creative Curriculum	Science	English	Art
3	Science	Maths	English	Creative Curriculum	Maths
4	Creative Curriculum	English	Creative Curriculum	Creative Curriculum	Maths
5	Creative Curriculum	Science	Maths	Creative Curriculum	French
6	Creative Curriculum	PE	Tutor	Art	Tutor
	Tutor	Tutor		Tutor	

Our expectations of pupils

- Full school uniform (Any problems or queries, please contact the school via the contact details at the end of this letter).
- Equipment including pen, pencil, ruler, purple pen, calculator, glue stick and travel size hand sanitiser and tissues.
- Their own chromebook, fully charged each day.
- Students must stay within their designated Bubble area at all times
- Students must adhere to government health guidance at all times. Students need to ensure they socially distance when moving around school and in social areas.
- Students should carry tissues for coughs and sneezes. Used tissues must be disposed immediately in the bins provided.
- Students need to adhere to good hygiene at all times such as washing hands regularly.
- As always, we expect pupils to display kind and safe behaviours towards staff and each other. For this reason we would not expect to see the following behaviours:

- Coughing or spitting deliberately to provoke fear / upset
- Touching any member of the Academy (or their equipment)
- Refusal to adhere to social distancing
- Leaving the room/ movement around the room without permission.
- Leaving their designated bubble area without permission.

What can my child expect in their classroom environment?

Your child can expect the same high quality teaching and learning experiences within their lessons. In addition, we are paying particular attention to maintaining a safe environment for both pupils and staff within our classroom settings by implementing the following strategies and procedures:

- Teachers will travel to the students; students will remain in classrooms in their bubble zone except where specialist provision is required; for example PE.
- There will be a strict seating plan for each lesson.
- Pupils will remain in their allocated seat unless asked to move by the teacher.
- Students who need the toilet must only go when given permission by a member of staff and go to the allocated toilet (See information below)
- Teachers will maintain a distance of two meters between themselves and students.
- Every classroom will have wipes on the front desk so staff can wipe down surfaces and equipment.
- In each room a box of tissues, wipes and hand sanitiser will be provided.

Movement around the school building

Where students are changing rooms to a specialist area, they should follow the directions provided by staff for safe and considerate movement to their destination.

At present there are areas of Blackburn with Darwen that are under restrictions. We are asking all students to wear face masks on corridors and social areas. Face masks should not be worn in classrooms. Students will need to bring their own face masks each day.

What happens if different year groups need to use the same space?

When possible this will be avoided; however, some spaces in school will need to be used by different year groups - when this is the case, the area will be cleaned in between usage.

How will breaks and lunches work?

All pupils will receive a 15 minute break in the morning and a 25 minute lunch break. These breaks will be staggered so we avoid mixing between year group bubbles. Pupils will only be allowed to use allocated toilets in their area.

- Allocated toilets areas are as follows:
 - Year 7 - Both sets of toilets located within the 2nd floor bubble
 - Year 8 - Both sets of toilets location within the 3rd floor bubble
 - Year 9 - Toilets across from room 345
 - Year 10 - Toilets across from room 443
 - Year 11 - Toilets across from room 407 and in art area

Will the end of the day change?

To avoid mixing between pupils in year group bubbles:

- Year 7 and 8 will finish school at 2.35pm on Wednesday and Friday
- Year 7 and 8 will finish school at 3.20pm on Monday, Tuesday and Thursday.
- Year 9, 10 and 11 will finish school at 2.20pm on Wednesday and Friday
- Year 9, 10 and 11 will finish school at 3.05pm on Monday, Tuesday and Thursday

Students will be dismissed from multiple exits so that we avoid mixing between pupils from outside the year group bubble.

There are no after school activities for the foreseeable future.

What will happen in the event of a bubble closure or lockdown?

If a student or member of staff tests positive for Covid-19, the Headteacher will take advice from Public Health England. This may be that a class is temporarily closed, or an entire bubble is temporarily closed, and remote learning will continue off-site (see remote learning procedure below).

In the event of a bubble closure or local lockdown, we will transition immediately to our Remote Learning Blueprint that has been effectively implemented during the national school closures.

Our remote learning platform is Google Classroom, we assign tasks, share resources and assess work through this platform.

Cafe Plan

The school cafe will re-open from September offering a selection of food during break and lunchtime. There will be a reduced menu to enable pupils to make purchases swiftly. A hot vegetarian and non-vegetarian option will be available each day. Pupils who are entitled to free school meals will receive a daily allowance enabling them to purchase a lunchtime meal deal combination. Break time purchases are not included in the free school meal allowance and will need to be

purchased separately. All payments for school cafe purchases must be made through ParentPay accounts.

Visitors to school

To maintain the safety of the school site a reduced visitor policy will be in operation from September. Please contact school Reception in the first instance for any issues that you may have. To maintain site safety and integrity we kindly request that visitors only attend school once pre-approval has been given.

School Bus Service

In line with Government guidelines where possible, we encourage pupils to walk or cycle to school. If travelling by car please drop off pupils in a safe spot on the many side roads around school.

We have a dedicated school bus service with W1 and W2 services operating in the morning and afternoon. Users of the bus service will need to:

- wear their own face mask throughout the bus journey. Pupils who are not wearing a face mask will not be allowed to board; this is for the safety of all pupils and is in line with Government guidelines.
- wear hand sanitiser upon boarding and when leaving which will be available.
- remain seated or if applicable stand in the designated area and should keep their personal possessions with them

To ensure the bus service is not over crowded, the school service will not pick up within a one mile radius from school. The school bus service timetable can be accessed at:

<https://witton.atctrust.org.uk/wp-content/uploads/2020/07/School-Bus-Service-2020-2021-timetable.pdf>

Please do not hesitate to contact us on info@wittonpark.org.uk with any questions you may have.

Kind regards

Andy Burton
Headteacher

TUTOR STRUCTURE

Year 7		
Year Leader - Mrs Smith Assistant Year Leader - Miss Patel		Room
Mrs Leech	7ACL (7A Group 1)	381
Miss Howsham	7HH (7A Group 2)	382
Mrs Bhombal	7MB (7A Group 3)	384
Miss Riley	7LRY (7B Group 1)	387
Mrs Bukhari	7ZB (7B Group 2)	388
Mrs Ali	7FA (7B Group 3)	390
Mr Hayes	7NH (7C Group 1)	391
Mrs Patel	7NP (7C Group 2)	392
Mr Smith	7JS (7C Group 3)	367
Miss Patel	Support Tutor	
Mrs Cook	SLT Link	

Year 8			
Year Leader - Mr Hatton Assistant Year Leader - Mrs Elliott		Room	Previous Tutor Name
Mr Amla	8JAM	290	
Miss Bury	8FBY	291	
Mrs Craig	8MCG	281	
Mrs Thackery	8ST	282	JG
Miss Hussain	8 AHU	292	
Miss Begaud	8KBN	287	
Mr Jackson	8LJ	295	
Miss Patel	8SPL	292	
Miss Kaye	8DK	288	AZ
Miss Harris	8CHS	284	RV
Miss Desai	Support Tutor		
Mr Caslake	SLT Link		

Year 9			
Year Leader - Mrs Hughes Assistant Year Leader - Mrs Thompson		Room	
Mrs Davies	9KLD	306	
Mrs Bond	9EBO	307	
Miss Fielding	9RFG	346	SEM
Miss Adam	9AAM	308	
Miss Grundy	9LGY	344	
Mrs Chesters	9RJC	349	JC
Mr Griffiths	9DG	350	
Miss Robinson	9AR	351	
Miss Asghar	9JAG	352	ASR



Witton Park

Academy

Miss Skelding	9CFS	353	SP
Miss Massey Miss Ali	Support Tutors		
Ms Porter	SLT Link		

Year 10			
Year Leader - Mrs Smith			
Assistant Year Leader - Mrs Simpson		Room	
Mrs Milward	10LMD	446	SC
Miss O Boyle	10CO	448	PM
Mrs Cottam	10CC	441	
Mrs Hodgson	10KH	443	
Miss Khan	10SKH	410	
Mr Barrago	10FB	440	
Miss Issa	10KI	442	
Miss Arif	10TAF	449	SMA
Mr Higgins	10AHI	345	
Mr Graham	10PW	451	
Mrs Mason Mrs Waite Miss Frankland	Support Tutors		
Mrs Credie	SLT Link		

Year 11			
Year Leader - Ian McNulty			
Assistant Year Leader - Laura Hinde		Room	
Mrs Medcalfe	11CMF	406	AJ
Miss Ali	11DA	407	MB
Mrs Smith	11LS	404b	RJC
Mr Aftab	11MA	464	
Mrs Matts	11SEM	403	CO
Miss Mohmed	11HM	404a	
Mrs Costigan	11SC	466	CFS
Mrs Colling	11JC	408	ZBL
Mr Moss	11PM	409	LMD
Mrs Holden	11AHN	465	
Miss Varachhia Mrs Michaels	Support Tutors		
Mr Coleman Mrs Whiting	SLT Link		

