

2 September 2020

Dear Secondary Phase Parents and Carers

We are really looking forward to welcoming back pupils and having all our community back on site. It is important that during this period of COVID restrictions and Government guidelines that both you as parents / carers and pupils are aware of our expectations are regarding behaviour and conduct in the Academy and particularly with regard to being COVID safe.

This letter contains additional information and updates and should be read in conjunction with the letters sent at the end of term from the headteacher Ms Baldwin ([here](#)) and the year specific letter from the relevant Assistant Headteacher ([here](#)).

1. Dates and times for returning to the Academy

Secondary Return Dates and times of the day Autumn term 2020			
Year	Start Date	Start Time	Finish Time
Year 7	Monday 7 September	8.30am	2.45pm
Year 8	Tuesday 8 September	9.30am	3.40pm
Year 9	Wednesday 9 September	8.45am	3.15pm
Year10	Tuesday 8 September	9.50am	4.10pm
Year 11	Monday 7 September	9.00am	3.40pm/4.45pm

2. Behaviour

As an Academy, we have introduced stringent protocols around hand / nasal hygiene and strict areas of use for each year group (bubbles). We expect all pupils to follow these guidelines diligently and any breach of these rules will result in serious sanctions up to and including fixed term exclusions and the completion of risk assessment before returning to lessons.

Examples of this type of behaviour includes

- Deliberately sneezing, coughing and or spitting
- Not following our instructions with regard to handwashing, catch it, kill it, bin it procedures
- Deliberately mixing with pupils who are not in their bubble
- Deliberately using areas or facilities outside of their bubble such as toilets and lunch areas

3. Face Coverings

In line with Government guidelines the wearing of face coverings is not required on the Academy site however if pupils wish to wear them in communal areas such as corridors then they may do so. Face coverings will not be worn in classrooms as this is not conducive to creating a positive learning environment. If pupils or their families wish to discuss the wearing of a visor in classrooms they should contact their Director of Learning so a full risk assessment can be carried out. Pupils who choose to wear a face covering in school must ensure they are either plain blue, white or black and should not be the covering worn on public transport. Pupils must also ensure they both wear and store their masks correctly following the guidance attached to the end of this letter.

4. Equipment

It is important that pupils are properly equipped each day. Due to COVID restrictions all water fountains have been turned off so it is vital that pupils bring their own filled water bottle to school each day along with normal routine school equipment. There will be an opportunity for pupils to refill their bottle at lunchtime. Each pupil should also have their own personal hand sanitizer for use on their journey to and from school and while on site. The Academy will provide hand sanitizer on entry to the site, in each room and in the lunch hall.

5. Travel

Where possible pupils should walk or cycle to the Academy however we realise that many of our pupils must access buses and or trains to get to school. The wearing of face coverings is compulsory on public transport (and should also be worn while waiting at the bus stop) and these coverings must not be used on the school site and instead stored safely for use on the journey home. In order to prevent unnecessary bus use in the morning pupils will not be permitted to use the bus stop outside the bowling alley in Lewisham as it is only two stops to our site. Like-wise at the end of the day only those students needing to use the 54 bus to go beyond Lewisham will be allowed to use the bus stop opposite St Joseph's Vale – these pupils will be issued with a sticker on their ID card confirming they have permission. Pupils will not be permitted on the 89 and 108 buses as these only travel two stops and terminate in Lewisham.

6. Uniform

All our pupils are expected to return in full school uniform, including their academy issued lanyard and ID, in order to access lessons. Any pupils who does not have full school uniform should contact their Director of Learning before the start of term. It is important that all uniform is washed regularly. Please also ensure your child's hair colour and style is in line with our Academy policy and all jewellery is removed.

7. Packed Lunches

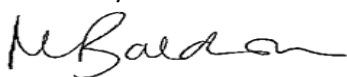
As always hot food will be available at lunchtime for all pupils who wish to purchase it however if you wish to provide a packed lunch please ensure that it is well wrapped or in a sealed lunch box. We will not permit any pupil to bring fizzy or energy drinks on site and only water is permitted during lesson time. Pupils are not permitted to have any sweets/ chocolates / crisps open in bags or in pockets during lessons. If any pupils are found with these items at any time apart from lunchtime they will be confiscated and disposed of.

Can we take this opportunity to remind you that you should not send your child into school if they are displaying symptoms of Covid-19 and we have copied a link here as a reminder as to what these are: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-selfisolate-and-what-to-do/>. Likewise, I would ask that you notify us if anyone within your household is diagnosed with Covid-19.

We understand this is a lengthy letter with lots of information and we appreciate your support in all of these matters in order to make your child's return to school successful and safe. We are very keen to work closely with parents and carers over the next few weeks to monitor our Covid security both on site and while travelling to school. Please do not hesitate to contact the school by phone or email if you have any questions, concerns or ideas about how we can improve our systems further.

We will be writing to you again next week to update you on the return to school for all pupils and in this letter we will also be sharing news of the fabulous achievements of our year 11 pupils in their KS4 qualifications. In the meantime you can find information on these successes on the Academy website here.

Yours faithfully



Ms M Baldwin
Headteacher



Mr A Young
Deputy Headteacher

 : 0208 853 6250  : info@stmatthewacademy.co.uk  : www.stmatthewacademy.co.uk  : @stmattacad
The St Matthew Academy Limited. A company limited by guarantee whose registered office is situated at St Joseph's Vale, Blackheath, London, SE3 0XX
Registered in England no 5144640 Vat registration no 117 5465 13

How to use face coverings



Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags/containers between uses.

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, be able to be washed with other items of laundry in line with manufacturer's instructions, at the highest temperature appropriate for the fabric and dried without causing the face covering to be damaged.

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on/ after taking off a face covering
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering and wash your hands on arrival at school, after taking it off to eat and before you leave school (anyone using a face covering will need a supply of at least four for the school day)
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only touch the straps, ties or clips
- do not give it to someone else to use
- if single-use, throw it away carefully in a waste bin with a lid and do not recycle
- if reusable, store it safely and separately from your clean ones, in a closed container/bag until it can be washed
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed