



# Ark John Keats Academy

30<sup>th</sup> June 2020

Dear Parents and Carers,

We are writing to let you know our updated plans for opening school to more pupils in the run up to the summer holidays. The most recent government guidance is that schools can welcome back more pupils from Key Stage 3, for meetings not formal lessons, as long as they can keep the whole school community safe.

We strongly believe that it is important for as many of our pupils as possible to return to school before the summer holidays. This will mean they get to see their tutors and tutor group again, and get face-to-face support. These sessions will be really important for preparing the pupils for next academic year.

We ask that you do everything you can to support your child to return to school for the sessions below. Below we have set out the plans for the pupils' return sessions, along with the safety measures we have in place.

## **Key Stage 3 Return to School.**

Given that Key Stage 3 will have been out of school for nearly six months by September, we feel that it is essential that we give them some face to face time with their tutors before the summer break, and their virtual academic review day meetings. The most recent guidance from the Department for Education is clear that where schools have capacity, they can offer face to face support for additional pupils. We will invite pupils back in the following way.

**Year 7** on the 6<sup>th</sup> and 7<sup>th</sup> July,

**Year 8** on the 13<sup>th</sup> and 14<sup>th</sup> July

**Year 9** on the 15<sup>th</sup> and 16<sup>th</sup> July

We would not be doing this if we did not think it could be done safely. **Pupils will only attend for one of the sessions below.** As such we are taking the following approach:

- Only half a tutor group will be on site at any one time, and only 3 groups will be on site at any one time. This will mean there are only 30 children on site at one time from KS3. This will ensure we can follow social distancing guidelines.
- Pupils will sanitise hands on entry, and wash hands before going into a classroom.
- There will be no handshake at the door.
- Pupils will sit one desk per person.
- Staff will wipe down the desks at the end of the session.
- Pupils will be socially distanced when walked out at the end of the day.
- All staff sanitise their hands on the way in, and are not in work if they have symptoms.
- **No child should come to school if they have symptoms and are self – isolating.**

The pupils will do a 90 minute session with their tutor. This is the only session they will attend. They will cover well – being, the big picture of the school, and set up for Summer HL. The schedule is copied below, and your **child's form tutor will let you know which group your child is in**, and when they should attend.

Pupils should avoid public transport, enter through the secondary gate, and then enter through the doors in front of the assembly hall. Pupils should aim to arrive 5 minutes before the start of their session, **no earlier**, this will reduce the risk of transmission.

**Executive Principal:** Jane Witheford  
**Secondary Headteacher:** William Mackintosh  
**Primary Headteacher:** Amy Baird

**Ark John Keats Academy**  
Bell Lane Enfield EN3 5PA  
T +44 (0)20 8443 3113  
info@arkjohnkeatsacademy.org  
arkjohnkeatsacademy.org



# Ark John Keats Academy

## Year 7 – 6<sup>th</sup> July

8:30 – 10:00	Argentina Group 1
8:30 – 10:00	Brazil Group 1
8:30 – 10:00	Canada Group 1
10:15 – 11:45	Ireland Group 1
10:15 – 11:45	Poland Group 1
12:00 – 13:30	Ghana Group 1
12:00 – 13:30	Rwanda Group 1
13:30 – 15:00	China Group 1
13:30 – 15:00	Indonesia Group 1

## Year 7 – 7<sup>th</sup> July

8:30 – 10:00	Argentina Group 2
8:30 – 10:00	Brazil Group 2
8:30 – 10:00	Canada Group 2
10:15 – 11:45	Ireland Group 2
10:15 – 11:45	Poland Group 1
12:00 – 13:30	Ghana Group 2
12:00 – 13:30	Rwanda Group 2
13:30 – 15:00	China Group 2
13:30 – 15:00	Indonesia Group 2

## Year 8 – 13<sup>th</sup> July

8:30 – 10:00	Ecuador Group 1
8:30 – 10:00	Estonia Group 1
8:30 – 10:00	Georgia Group 1
10:15 – 11:45	Jordan Group 1
10:15 – 11:45	Kuwait Group 1
12:00 – 13:30	Senegal Group 1
12:00 – 13:30	Norway Group 1
13:30 – 15:00	Paraguay Group 1
13:30 – 15:00	Malawi Group 1

## Year 8 - 14<sup>th</sup> July

8:30 – 10:00	Ecuador Group 2
8:30 – 10:00	Estonia Group 2
8:30 – 10:00	Georgia Group 2
10:15 – 11:45	Jordan Group 2
10:15 – 11:45	Kuwait Group 2
12:00 – 13:30	Senegal Group 2
12:00 – 13:30	Norway Group 2
13:30 – 15:00	Paraguay Group 2
13:30 – 15:00	Malawi Group 2

**Ark John Keats Academy**  
Bell Lane Enfield EN3 5PA  
T +44 (0)20 8443 3113  
info@arkjohnkeatsacademy.org  
arkjohnkeatsacademy.org

**Executive Principal:** Jane Witheford  
**Secondary Headteacher:** William Mackintosh  
**Primary Headteacher:** Amy Baird



# Ark John Keats Academy

## Year 9 - 15<sup>th</sup> July

8:30 – 10:00	Belgium Group 1
8:30 – 10:00	Bolivia Group 1
8:30 – 10:00	Botswana Group 1
10:15 – 11:45	Guatemala Group 1
10:15 – 11:45	Madagascar Group 1
12:00 – 13:30	Nepal Group 1
12:00 – 13:30	Peru Group 1
13:30 – 15:00	Portugal Group 1
13:30 – 15:00	Thailand Group 1

## Year 9 – 16<sup>th</sup> July

8:30 – 10:00	Belgium Group 2
8:30 – 10:00	Bolivia Group 2
8:30 – 10:00	Botswana Group 2
10:15 – 11:45	Guatemala Group 2
10:15 – 11:45	Madagascar Group 2
12:00 – 13:30	Nepal Group 2
12:00 – 13:30	Peru Group 2
13:30 – 15:00	Portugal Group 2
13:30 – 15:00	Thailand Group 2

## Academic Review Days

As would normally happen at the end of a school year, pupils will be invited to a meeting with their tutor. This meeting will take place over 'Teams' a platform which allows you to use video calling through your laptop or phone (with an app). Your child's tutor will send an invite to their school email address – so they must have access to this – and they will have to accept this meeting. At the time set out in the invite, you will click on the link you have been sent and you will enter into a video meeting where you will discuss your child's progress throughout the year. A 'how to guide' will be sent out with the email and further advice can be asked of tutors.

For pupils:

- This is a compulsory meeting, just like it would be in school.
- This is a formal meeting and you should conduct yourself in a formal, professional manner.
- You should wear your school uniform and have a quiet space to take the meeting.
- Your parents should be present with you, to hear how you've done throughout the year.
- You should be prepared to present the work and reflection you have completed following the character session on this topic, as a display, like you would normally do at school.
- You should set up your laptop or phone in advance, so the camera has good sight of you and your parents and the meeting can take place promptly.

## Resource and Uniform Return

All pupils must return any English reading books they have. There are boxes for these in reception. We need these for pupils next academic year and beyond. When they are returned, they must be signed for,

**Executive Principal:** Jane Witheford  
**Secondary Headteacher:** William Mackintosh  
**Primary Headteacher:** Amy Baird

**Ark John Keats Academy**  
Bell Lane Enfield EN3 5PA  
T +44 (0)20 8443 3113  
info@arkjohnkeatsacademy.org  
arkjohnkeatsacademy.org



# Ark John Keats Academy

if they are not returned parents will have to be charged on parent pay.

We also ask that any families who have outgrown uniform, bring that uniform into school where we will have it professionally cleaned and then used as spare uniform. We have asked for this in order to provide further support to our community. A number of families have spoken with us about the financial impact of Coronavirus, and we will need to work together as a community to support one another.

We would like to thank you for your ongoing support, and look forward to seeing the pupils back in school over the coming weeks.

Yours sincerely,

Mr Mackintosh  
Secondary Headteacher

Mr Nabarro  
Vice Principal

Ms Dickson  
Assistant Principal