

Principal: Emma Robins



15 July 2020

Dear parent / carer,

I would like to welcome you to your first 'Letter from the Principal'. We are delighted that your child is joining us in September and I would like to take this opportunity to welcome you to Graham School. At Graham School, we are in regular contact with parents which includes letters, emails and texts, half termly newsletters and other more direct contact with families from staff at school. This first letter gives me the opportunity to outline our arrangements for September for our new Y7 students.

The past 4 months have been totally unprecedented for all of us. We could not have imagined that we would be finishing the school year following a period of partial school closure, and everything that has been associated with COVID 19. I hope that your child has been able to attend their primary school in some way during this term, and that they have had the chance to say their goodbyes to their teachers and perhaps some of their friends too.

We understand how important the transition to secondary school is, which is why I want to explain everything about the start of term to you in detail. In September Graham School will reopen to all students. We have planned carefully in line with guidance from the government (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>) and are looking forward to welcoming our new Y7 students alongside the other year groups. Things will be a little different to normal but we are confident that school will run smoothly and effectively. It will be important that everyone respects the new way of working. The key points for you and your children to remember are outlined here:

- Each year group will be a 'bubble' and will stay together at all times in school. Each year group will have their lessons in certain classrooms every day – their 'zone'. Y7 will be in our Humanities block.
- Students will not be able to mix with other year groups whilst they are at school
- Each year group will have its own break and lunchtime at a different time. At break time students will not be able to buy food so will need to bring a snack from home. Hot and cold food will be available at lunchtime.
- Each year group will enter and leave the school at a different location – we will show all Y7s where they need to enter / exit on their first day in September
- Students will be expected to wear full uniform; we will also be asking students in different year groups to wear a coloured badge, which we will provide. This will help us to ensure year groups remain separate. Y7 students will have a red badge.
- Sanitiser will be available in each classroom. Students will be encouraged to wash hands regularly. Toilets and handwashing facilities will be available in each zone.

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- Students should bring their own equipment to school and should not lend it to others.
- On the way to and from school students will be encouraged to remain within their 'bubble', whether they are walking, catching the bus or cycling. We would very much appreciate it if you would reinforce this at home.

A detailed document, '*September 2020 – A Guide for Parents / Carers and Students*', is attached to this letter. It has lots more detail for each year group and some '*Frequently Asked Questions*'. Please take the time to go through this useful document and to discuss it at home before the start of the new term.

School will reopen for Y7 on Tuesday 8 September. We have organised it so that only Y7 are in school on that day. This is to allow Y7 students to meet their forms, their Form Tutor and their Head of Year, Mr Hutchinson. They will also be able to meet other staff and to have some lessons without the other year groups at school. They will be able to learn about how to use the canteen and to try some of our wonderful food! These are all things that we normally would have done in July, on our transition days. Students should arrive by 8.40am and make their way to the school hall. There will be lots of people to help them to find their way. Their day will start with an assembly which I will be leading. I am very much looking forward to meeting them and welcoming them to Graham School.

Of course, in the current climate there is always the possibility that things could change. Should there be any changes to our proposed plans for September, we will write to you again. I would also urge you to keep watching our website for messages (www.grahamschool.org) and to follow us on Facebook (<https://www.facebook.com/GrahamSchoolOfficial>) and Twitter (<https://twitter.com/grahamschool>) where we regularly post updates.

We are very much looking forward to working with you and your children when they join us in September. In the meantime, I hope that you all enjoy the summer break; please stay safe and we'll see you in September!

Your Faithfully,



Emma Robins

Principal | Graham School