

Our ref: CDCD/SHA  
August 2020



Dear Parents and Carers

### First day arrangements: Thursday, 3 September 2020

As the first day of term approaches, I would like to outline the arrangements for the first day of term. All students are expected to attend school on Thursday, 3 September. However as the routines will be different, we need to ensure that students can move around the school to their designated classrooms with sufficient time to respond to queries. Therefore, we will be staggering the arrival time for students.

Year 7 will arrive at school at 8.20am and enter the school by the main entrance. They will be met by staff and will be directed to meet with their form tutor. The form tutor will escort them to their tutor base. During the morning they will have a number of activities to help them settle. They will have a tour of the school within their class bubble, have a virtual assembly and go through the new protocols.

Year 8 will arrive at 8.50am and will enter through the rear entrance of the building. Staff will be on hand to direct them to their tutor base. During this time, they will collect their new timetables and go through the new protocols.

Year 9 will arrive at 9.20am by the front entrance and go directly to their tutor bases.

Year 10 and Year 11 will arrive at 9.40am - Year 10 via the rear entrance and Year 11 via the front entrance.

Due to social distancing regulations we are unable to have other students on site until it is their time to arrive. This may cause some issues for older siblings who will be dropping off their younger brothers or sisters. If this is a significant insurmountable issue please contact the school office to discuss.

Heads of Year and Pastoral Managers will be:

	Head of Year	Pastoral Manager
Year 7	Mrs Manhertz	Mrs Morgan
Year 8	Mr Page	Miss Watchman
Year 9	Mr Ankin	Mrs Beuchet
Year 10	Mrs Abbott	Ms Maclean
Year 11	Miss Brunn	Miss Wickiewicz

We welcome the following new members of staff - Mr Cove - Teacher of PE, Ms Leaning - 2<sup>nd</sup> in English, Mr Naylor - Teacher of PE, Miss Ruddock - SENDCO. In addition, the following trainee teachers will be joining us on the Teach First graduate scheme: Miss Burn - English, Miss Claxton - History and Mr Graver - Geography.

I understand that this year is going to be a very different way of working and many of your children will not have attended school since March. We appreciate that this transition back to school will take some adjustment, but we have a clear set of protocols that will add structure and routine. If you do have any concerns please do not hesitate to contact your child's Pastoral Manager, Head of Year or form tutor on the training days.

Yours sincerely

**C D'Cunha**  
C D'Cunha  
Executive Headteacher

**Chantry Academy**  
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