

Longfield Road,  
Darlington,  
DL3 0HT  
Tel: 01325 380815 / 380816

E-mail: enquiries@longfield.swiftacademies.org.uk  
Website: www.longfield.swiftacademies.org.uk  
Chief Executive: Mr D Judson, BEd, NPQH  
Head of School: Mr N Lindsay, BA (Hons), NPQH

28 August 2020

Dear Parent / Carer,

**Re: Return to School - Academic Year 2020-2021 (0001-20NLI)**

I hope you and your family have enjoyed the summer and are looking forward to your child returning to school next week and starting with us here at Longfield Academy.

**Government guidance is subject to amendment at all times; currently the school is all set for a return next week as per all national and regional directives. Please continue to look out for any further correspondence on this ever emerging picture.** The Government have also produced information and practical guidance for the return to school which can be accessed via [www.gov.uk/backtoschool](http://www.gov.uk/backtoschool)

I would also like to highlight the SWIFT Coronavirus section; it is an amalgamation of Department for Education, Public Health and various mental health, welfare and educational resources and ideas - as a 'one stop shop' for all things related to COVID education and family welfare: <https://swiftacademies.org.uk/covid19/>

Further to my letter dated 15<sup>th</sup> July regarding the school's September opening plans, please see below further details of the arrangements we have put in place following the Department for Education guidance. I can reassure you that these arrangements will only remain whilst the virus is still prevalent in the community. As soon as the government is confident that the virus has diminished sufficiently, we will review our position and consider whether it is safe to revert back to our usual school arrangements. .

**School will reopen on Wednesday 2<sup>nd</sup> September for Year 7 and Year 11 only.  
Years 8, 9 and 10 will return to school on Thursday 3<sup>rd</sup> September 2020.**

**Tuesday 1<sup>st</sup> September – Friday 4<sup>th</sup> September School Arrangements:**

Date	Year Groups
Tuesday 1 <sup>st</sup> September	STAFF INSET DAY <i>(no pupils in school)</i>
Wednesday 2 <sup>nd</sup> September	Years 7 and 11 in school only
Wednesday 2 <sup>rd</sup> September	Years 8, 9 and 10 Remote Learning at Home via Teams
Thursday 3 <sup>rd</sup> September	All Year groups back to school
Friday 4 <sup>th</sup> September	All Year groups back to school

**Year Group Bubble Locations:**

Year Group	Bubble Location in School
Year 7	Sports Hall / SH1 / Tower Block Floor 1
Year 8	Tower Block Floors 2 and 3
Year 9	Practical Block Top Floor



Longfield Road,  
Darlington,  
DL3 0HT  
Tel: 01325 380815 / 380816

E-mail: [enquiries@longfield.swiftacademies.org.uk](mailto:enquiries@longfield.swiftacademies.org.uk)  
Website: [www.longfield.swiftacademies.org.uk](http://www.longfield.swiftacademies.org.uk)  
Chief Executive: Mr D Judson, BEd, NPQH  
Head of School: Mr N Lindsay, BA (Hons), NPQH

---

Year 10	Maths Classrooms
Year 11	English Classrooms



## **Bubbles**

Pupils will be taught within their year group and in the correct set, but instead of moving around the whole school as before, they will remain in their bubble locations. Teaching/non-teaching staff will move around the school to ensure subject specialists are in front of the pupils and their curriculum is unhindered. All year groups will have their break and lunch times on a rotational basis to prevent cross 'bubble' contact.

## **Year Group School Timetable:**

<b>Year Group</b>	<b>Start School</b>	<b>Break Time</b>	<b>Lunch Time</b>	<b>Finish School</b>
Year 7	8:30am - New Pupil Entrance	10:00am – 10:15am	12:15pm – 1:20pm	3:00pm
Year 8	8:45am - New Pupil Entrance	10:15am – 10:30am	12:35pm – 1:20pm	3:10pm
Year 9	9:00am - Old Pupil Entrance	10:20am – 10:35am	12:35pm – 1:20pm	3:20pm
Year 10	9:00am - New Pupil Entrance	10:45am – 11:00am	12:35pm – 1:20pm	3:30pm
Year 11	8:45am - Old Pupil Entrance	10:45am – 11:00am	12:35pm – 1:20pm	3:40pm

**Please visit the school website to see a tour of the school outlining the safety structures in place as well as what room your child's registration will be in; all Year 7 will be escorted to the Sports Hall on their first day.**

<https://longfield.swiftacademies.org.uk/>

## **Arriving at school**

Pupils should not arrive to school before their allocated start time. The latest government guidance on travel to school is outlined below:

### **Wearing face coverings when travelling to and from school**

Most children and young people aged 11 and above are now required to wear a face covering on public transport. This does not apply to children and young people who:

- \* have a disability that means they cannot wear a face covering
- \* would find wearing a face covering severely distressing
- \* are travelling with someone who relies on lip reading to communicate

If your child needs to share a car to school with someone outside of their support bubble or household, they should:

- \* share with the same people each time
- \* open the windows for ventilation
- \* if they are over the age of 11, wear a face covering

If your child has been wearing a face covering before arriving at school, they must understand how to remove it and how to keep it or dispose of it safely. We will have a process in place for pupils to dispose of disposable face coverings when they arrive at school.

Children and young people must:

- \* clean their hands before and after travelling to or from their school
- \* put any temporary face coverings they may have been wearing in a covered bin
- \* place reusable face coverings in a plastic bag that they can take home with them
- \* clean their hands again before heading to their classroom

### **Wearing face coverings in school**

Following updated Department for Education guidance, although it is not mandatory, face coverings may be worn on a voluntary basis by staff and pupils in general enclosed areas of school or while transitioning between classes in corridors.

The process for wearing and removing face coverings is as follows: -

Children and young people must:

- \* clean their hands before and after wearing their face covering
- \* place any temporary face coverings they may have been wearing in a covered bin
- \* place reusable face coverings in a plastic bag that they can take home with them or store the face covering in when they are not being used

### **Form Group**

Your child's form group will be [Form to be placed here].

On arrival at the Sports Hall, pupils are to locate their form group and register with their form tutor. All areas will be clearly signposted.

### **School Uniform**

We will remain in Summer Uniform of navy blue polo shirts and black trousers/skirt until at least November 2020. Blazers and jumpers are optional while we are in summer uniform. Trainers, jewellery (including studs) and smart watches are not permitted, as per our school policy.

If you have had any problems receiving your uniform order in time for Wednesday 2<sup>nd</sup> September, please contact school reception.

### **PE Lessons**

Pupils will not need PE kit for the first day. Pupils are then required to bring their outdoor PE kit as indicated on their timetable.

### **Pupil Equipment**

For individual and very frequently used equipment, it is recommended that pupils have their own items that are not shared. Therefore, all pupils will be given a pencil case full of the items they need. If desired, pupils can bring with them their own pencil case and equipment (such as highlighters and coloured pencils) with the items they need included. Pupils will be expected to bring a bag with them and this should be large enough to carry an A4 file. Pupils in Years 7, 8 and 9 should also have an appropriate reading book with them. Pupils are allowed to carry their own sanitiser and wipes if they wish to.

### **Medical Conditions**

If your child has a condition which requires them to take regular prescribed medication, they will be able to access this via the Pastoral Office at the appropriate times. If your child has Asthma, they must carry their inhaler with them. If your child has an EpiPen they must also carry this with them at all times.

We ask to hold spare inhalers or epi-pens for your child in case of an emergency. Please can parents hand in any medication or spare inhalers/epi-pens to school reception on the first day of school and complete the required paperwork.

### **Parent Mail**

Your Longfield ParentMail account will be activated on the day your child joins us. A registration e-mail will then be sent to you to input your details. If you were registered for Parent Mail with your child's primary school, this account should no longer be active.

## **Biometrics**

Pupils will use our biometrics system to pay for any food in school. On Wednesday AM, pupils will be escorted to the dining hall and registered onto our system by catering staff. Once activated, you can use ParentMail to add funds to your child's account. In the interim, please send your child to school with lunch money so they can add funds manually. Alternatively, you could provide them with a packed lunch until your ParentMail account is up and running.

## **Canteen and Water Facilities**

There will be a choice of hot and cold food at break and lunch time. There will be limited access to water coolers in school, therefore all pupils should bring their own full water bottles with them – this should be of a size sufficient for their needs for the day. Fizzy or energy drinks are not permitted.

Please ensure you are set up correctly on ParentMail to top-up your child's dinner money.

## **Attendance**

All pupils are expected to return to school and the normal school attendance procedures will be in place. If your child is unwell you must telephone the office by 9.00am with a reason for absence. Parents / Carers should maintain daily contact with school for the period of absence unless advised otherwise. If there is no contact from parents / carers to advise of the reason for absence (*in line with our school attendance and safeguarding policies*), school will undertake first day calling and then may conduct a socially distanced home visit. If you have been advised that your child will be unable to attend due to shielding, self-isolating or if your child or a member of their household has a positive test, then please contact the school.

## **Mobile Phones**

If your child wishes to bring their mobile phone into school, they must hand it in to their Head of Year at the start of the school day. Their Head of Year will be based in their year group bubble location (*listed above*).

## **Class Charts**

You will receive your Class Charts account and log in details once your child is on roll with us. Class Charts is the system we use to reward and monitor your child in school, and once registered you will be able to keep track of this with live updates.

## **Behaviour Expectations**

Our expectations of high standards of behaviour and our school rewards and discipline policy remain in place. In order to ensure that all members of Longfield are safe and feel secure, additional measures are in place as per government guidance and for the benefit of our pupils and the wider community and as such must be adhered to.

All pupils are asked to maintain good hand hygiene and respiratory hygiene measures - following government advice of catch it, bin it, kill it.

## **Virtual Parents Evening – Thursday 3<sup>rd</sup> September 2020**

On Thursday 3<sup>rd</sup> September, there will be a virtual presentation for parents and carers of our new Year 7 pupils. This will be available on our school website from 6pm.

## Contacting school

If you have any queries or concerns, please contact Angela Metcalfe - Transition Coordinator, via school reception on (01325) 380815 or email [transition@longfield.swiftacademies.org.uk](mailto:transition@longfield.swiftacademies.org.uk).

## Routines

Returning to school in September is always hard for pupils, getting used to early mornings, structure and routine can be challenging. We welcome your support in ensuring that your child develops a routine ahead of September. Pupils need to get back into their usual sleep patterns, get into the habit of packing their bags the night before, making sure they have all of their equipment and getting their uniform ready so that they are in less of a rush on the morning. We will expect pupils to be punctual on a morning rather than being delayed by a lack of organisation.

## Curriculum



Over the past few months, pupils have been completing their work remotely and have missed the social interaction with their friends and teachers, as well as losing their usual structure and routine. As a school, we have put many plans in place to ensure your child has a smooth transition back into the school environment, that they are supported at all levels and are ready to learn. During the first few days in September, tutor groups and subject areas will be completing a range of activities focusing on re-establishing relationships, sharing stories, relaxation and recovery, self-care and readiness to learn. Departments will be using a variety of formative teaching and learning techniques to identify any gaps in pupils' knowledge and ensure that these are addressed.

## We Are Longfield Curriculum



At Longfield Academy we have created the We Are Longfield Curriculum that personalises the components of PSHE, Relationships and Sex Education, Citizenship, Personal Development, assemblies and key dates to create one cohesive package for our pupils at Longfield Academy. Not only will this support pupils during their time with us but in adult life too.

We aspire to embrace the challenges of creating a happy and successful adult life. Pupils need knowledge that will enable them to make informed decisions about their well-being, health and relationships and to build their self-efficacy. Pupils can also put this knowledge into practice as they develop the capacity to make sound decisions when facing risks, challenges and complex contexts.

## Curriculum Time and Assessment

At Longfield Academy we understand the importance of the uniqueness of the We Are Longfield curriculum, therefore the below time is given:

- KS3 pupils receive one hour a week.
- KS4 pupils receive one hour a fortnight.
- All pupils receive a further 20 minutes a day of We Are Longfield daily.

The curriculum overview highlights a spiral programme so that the pupils are introduced to topics, knowledge and skills in an age and stage appropriate way. Pupils are assessed at the end of each module to check the growth in knowledge and also the development of skills and attitudes.



## We Are Longfield Daily

Every day the pupils receive We Are Longfield Daily to develop what is at the heart of their learning. We Are Longfield Daily is split up into five sections, for the five days a week:

1. Assembly

2. Standards, Attendance and Safety
3. Word of the Week and Silent Reading
4. Showcase Time and Retrieval Strategies
5. Spellings and Numeracy

Each form tutor will support the pupils to work through whatever task they have been set for the day to personally develop our pupils at Longfield to become and celebrate being lifelong learners.

### **Updated Curriculum from September 2020**

In delivering sex education, schools are currently required to have regard to the Sex and Relationship Education Guidance, published in 2000. The current statutory provisions on sex education are contained in sections 403 and 405 of the Education Act 1996 as amended.

This guidance states that directors of secondary schools must provide sex education (including education about HIV/AIDS and other sexually transmitted diseases) to all registered pupils.

It is the belief of Longfield Academy that every young person is entitled to sex and relationship education (RSE) as preparation to adult life. It is a key component to pupils' personal, social, health and citizenship education and complements the statutory Science education they receive.

Sex education delivered through National Curriculum Science lessons will cover the practical aspects of sex, for example, fertilisation, reproduction and the physical and emotional changes that take place during adolescence. RSE delivered through the We Are Longfield programme, will aim to follow government guidelines and focus on the three main elements of RSE that are; attitudes and values, personal and social skills and knowledge and understanding.

We aim to work in partnership with parents / carers when planning and delivering RSE and we would hope that no parent would feel the need to withdraw their child. However, as a parent you have the right to withdraw your child from any or all aspects of RSE other than those elements required by the National Curriculum Science order.

If you do wish to remove your child, this must be discussed with the We Are Longfield leads prior to the withdrawal. In this situation parents / carers are legally responsible for the delivery of RSE. The school is legally entitled to check that this has occurred.

We also have a confidentiality policy that deals with the procedures all staff would follow in the event of a disclosure by your child. This was written in line with government guidance. A copy of this is also available via the school website. If you have any queries or concerns regarding either policy, please do not hesitate to contact Assistant Headteachers Mr Rawle or Miss Moohan.

As always, if you have any further questions, please do not hesitate to contact the school via main reception on 01325 380 815 or email [enquiries@longfield.swiftacademies.org.uk](mailto:enquiries@longfield.swiftacademies.org.uk)

Thank you for your continued support.

Yours faithfully,



Mr N Lindsay  
Head of School