

Dove House School Academy
Parents/Carers Information Bulletin

September 2020

Dove House School Academy have prepared a thorough risk assessment in line with the most up to date Government guidance. The safety of all our staff and pupils is of utmost importance.

Please familiarise yourself and your son/daughter with the main points summarised below which hopefully will answer some of the questions you and they may have. All of the procedures in place will be fully explained and modelled to the pupils by their tutors on their first day back and will continually be reinforced by staff in all lessons and during social time.

EVERYTHING brought in to school MUST be named, including uniform, lunchboxes, water bottles, PE kit, coats etc. If any personal items are lost in school the items will be quarantined for 72 hours before they can be returned.

We would ask as many parents as possible to either provide a packed lunch for their child or for pupils to order a cold option. Hot meals will be available but space in the school hall will be limited due to social distancing. There will no longer be a jacket potato option.

We will obviously continue to cater for all those entitled to free school meals, they may choose a cold option or hot dinner option.

If pupils are not entitled to free school meals, school lunches/a cold option will need to be paid for in advance on line. No cash payment will be available.

School Pods	<ul style="list-style-type: none"> • Pod 1 (Year 7, 10 and 11) • Pod 2 (Year 8 and 9)
Travelling to School	<ul style="list-style-type: none"> • Pupils travelling by school transport must follow the guidance provided by them. Parents will receive an email direct from transport with details of pick up/drop of times and any other specific details they need to know. • Pupils arriving in a car or on foot are to arrive at the following times: Pod 1 8.30am-8.45am Pod 2 8.50am-9.05am • Parents walking their children to school to leave pupils at the main pedestrian school gate (a member of school staff will be on duty). • Parents driving their children to school will remain in their vehicles. Pupils only to alight from the car. • Please respect our neighbours when arriving and leaving the site.
Arrival at School	<ul style="list-style-type: none"> • All pupils to sanitise their hands at the school gate, pedal pump dispensers will be provided. • Pod 1 to Play courts • Pod 2 to Maths garden/Vocational area • There will be no Breakfast club until further notice.
Face Covering	<ul style="list-style-type: none"> • Face coverings will not routinely be worn in school. However, please contact school if your child has a medical and/or social need to wear a face covering.
Moving Around the School	<ul style="list-style-type: none"> • A one way system will be in operation around the school site. Pupils will be shown this on their first day.

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Tutor Time	<ul style="list-style-type: none"> • Students gel hands on entry to tutor room. Students leave all personal items in their locker. • Tutor groups with their tutor. All school procedures will be explained and modelled. • Pupils will be responsible for their own Access Folders which they will take with them to each lesson. • Equipment eg. Pens, pencils and rulers will all be provided by school. If pupils wish to bring their own it will be their responsibility to take to each lesson and must not be shared with anyone else. • No cash should be brought in to school. Money for school lunches should be paid on line. Year 7 parents will receive an individual log in for this. 																												
Lesson Time	<ul style="list-style-type: none"> • Students gel hands on entry to all lessons • Students will remain seated and facing the front of the classroom. They will sit at their own desk or 'side by side' if they are sharing a desk with another pupil. • Teachers will predominantly be teaching from the front of the classroom. Some teachers may wear a visor. • '1 to 1' classroom support assistants will spend 10 minutes maximum at any one time working with their designated pupil. They will work side by side and may be wearing a visor. 																												
Break Time	<ul style="list-style-type: none"> • There are designated areas for each pod. Except for Year 7 these areas rotate each week. <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">BREAK TIME 10:45 - 11:00</th> <th colspan="2" style="text-align: center;">& LUNCH</th> </tr> <tr> <th></th> <th style="text-align: center;">7</th> <th style="text-align: center;">8&9</th> <th style="text-align: center;">10</th> <th style="text-align: center;">11</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Week A</td> <td style="text-align: center;">Adventure & Field 1</td> <td style="text-align: center;">Play courts & Field 2</td> <td style="text-align: center;">Field 1</td> <td style="text-align: center;">Field 1</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Week B</td> <td style="text-align: center;">Adventure & Field 1</td> <td style="text-align: center;">Field 2</td> <td style="text-align: center;">Play courts & Field 1</td> <td style="text-align: center;">Play courts & Field 1</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Designated toilets for break/lunch time: <ul style="list-style-type: none"> Pod 1 Year 7 – English toilets Pod 2 Year 8 & 9 Old PE changing rooms Pod 1 Year 10 & 11 C block • No Snack trolley. If students want a snack they will need to bring one from home. • At the end of break: Art, PE, English and EPIC go STRAIGHT to lessons. All other subjects line up on the play courts. • Students to sanitise hands on entry to school buildings 	BREAK TIME 10:45 - 11:00					& LUNCH			7	8&9	10	11			Week A	Adventure & Field 1	Play courts & Field 2	Field 1	Field 1			Week B	Adventure & Field 1	Field 2	Play courts & Field 1	Play courts & Field 1		
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Lunch Time	<ul style="list-style-type: none"> • Pod 1 12.30-12.45 Hot meals to school hall Packed lunches/cold option to tutor 																												

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	<p style="text-align: center;">12.45-13.20 Designated social areas.</p> <ul style="list-style-type: none"> • Pod 2 12.30-12.50 Designated social areas 12.50-13.20 Hot meals to school hall Packed lunches/cold option to tutor • At the end of lunch: Art, PE, English and EPIC go STRAGHT to lessons. All other subjects line up on the play courts. • Students to sanitise hands on entry to school buildings
PE and dance lessons	<ul style="list-style-type: none"> • Students will wear their Dove House School PE kit to school on the days that they have PE or dance. They should wear their Dove House School sweatshirt over their PE tee shirt on these days. No 'hoodies' will be permitted. • PE lessons will be delivered outside unless it is raining. • Students will not need to wear PE kit on their first day back to school.
My Time	<ul style="list-style-type: none"> • 'My Time' will be taught in tutor groups for the first half term.
Assemblies	<ul style="list-style-type: none"> • Whole school assemblies will be delivered by Zoom and watched by pupils in their tutor rooms. • Year group assemblies will be delivered in the hall following social distancing.
After School Clubs	<ul style="list-style-type: none"> • There will be no after school clubs until further notice.
End of the School Day	<ul style="list-style-type: none"> • Pod 1 to Play courts • Pod 2 to Maths garden/Vocational area • Parents collecting their children on foot can collect them at 3.10pm, pupils to line up by A block. Parents please remain outside of the main pedestrian school gate. • Parents collecting their children by car should NOT arrive until 3.25pm. This will allow the school transport to depart and help reduce congestion on the school site and adjoining roads. • Again please respect our neighbours. Thank you for your co-operation with these arrangements.
<p>If you have any further questions please email the school using the following email address:</p> <p style="text-align: center;">admin@dovehouse.hants.sch.uk</p>	