



26 August 2020

Dear Parent / Carer

We hope that you have had a lovely summer and are now looking forward to the new school year. As we communicated in our letter sent out prior to the summer break students will start at Outwood Academy Riverside on **Wednesday 2<sup>nd</sup> September at 2 Queens Square TS2 1AA**. Students need to arrive at the school by **8.20am** each day and school finishes at **2.30pm** unless children wish to stay at school for enrichment sessions which we are anticipating will start the week commencing 14<sup>th</sup> September. Entrance and exit to the school building for students is through the side grey double door and not the main reception. Staff will be present to assist you on a morning from 8am.

### Uniform

Full uniform is to be worn by students however we understand that some parents may not have a full uniform or you are waiting on exchanged items. If it is the case that you are without any uniform items please send students into school in the closest to full uniform as is possible and we will endeavour to support you with uniform. If you are without any uniform items then students should attend in plain black skirt / trousers and a white shirt. Plain black polishable students are to be worn and black socks or tights. It will be a priority to ensure that all students have full uniform in place over the first week back at school. As such we will not be placing in any sanctions regarding uniform until Monday 14<sup>th</sup> September.

### Equipment

Students should bring with them their own basic equipment as a minimum. This includes a pen, pencil, ruler. If students wish to bring additional equipment we would be very happy with this and items could include an eraser, coloured pens and pencils etc. In the interests of hygiene, it is most beneficial if students do bring a pencil case that it is of a material that can be easily washed / wiped to reduce the risk of spreading Coronavirus.

### PE Kit

All students will participate in PE on Mondays and so please ensure their full kit is clean and brought into school every Monday starting on Monday 7<sup>th</sup> September. Students will be using PE facilities at Middlesbrough College and this takes approximately 5 minutes to walk to. Students will have exclusive access to the Sixth Form block at the College where changing facilities are available. If a student is not able to take part in PE due to an injury they should still bring their PE kit unless an alternative is arranged with a staff member prior to the day of the lesson.

## **Dining**

Students will be able to access hot and cold food at the academy. We are aware that due to a very difficult period during the pandemic individual circumstances for families may have changed meaning that for some eligibility for Free School Meals may now be different. In order to ensure all parents / carers have sufficient time to arrange Free School Meals if needed, we will offer all students free food, at breakfast, break times and lunch until Monday September 21<sup>st</sup>. During this time we will send out details of our iPay Cashless Catering System. If your child would usually bring a packed lunch to school then this is still fine to do however you may choose for your child to use the first few weeks to sample a variety of meals and then move onto packed lunches once the free period ends. If students are to bring packed lunches into school then we would ask that no nut products are included.

Students may wish to bring in their own food and drink from home for break time although we will offer a selection at this time – again free for the initial period until the 21<sup>st</sup> September. Please do not allow your child to bring in items that are not allowed in the academy – crisps, chocolate, sweets, fizzy drinks, energy drinks, chewing gum. If these items are seen they will be confiscated and disposed of. Food will not be allowed to be eaten in the outside yard area. As there are no water fountains within the academy, in line with current restrictions, it is advisable that students bring a water bottle with them that they can have access to throughout the course of the day.

## **Mobile Phones**

As an Academy Trust we do not allow mobile phones within the academy. We are however aware that for safeguarding reasons, particularly journeys to and from school you may wish for your child to have a phone in order to contact you before or after school. Any mobile phone must not be turned on, seen or heard within the academy, this includes within the outdoor yard area. If mobile phones are seen or heard then they will be confiscated and an adult will need to collect from reception. If a student urgently needs to contact a parent / carer in school e.g. if they have forgotten their PE kit then they are to ask a member of staff who will support.

## **Jewellery, Hair and Make-up**

The only item of jewellery that can be worn by students is a watch. We do not allow earrings, piercings, rings etc of any kind. Hair should be of a natural colour palette and any bobbles / hair accessories need to be black or purple. Makeup is not allowed in the academy, nail extensions and nail varnish are also not permitted.

We understand that some students may wear Henna for special occasions and celebrations. Henna of any kind is not appropriate for school. If students come to the academy wearing Henna they will not be able to join their usual classes until this is no longer visible.

## **Bags and Books**

Students will need to bring a bag with them each day. This needs to be suitable to carry books and equipment but does not have to be a particular colour or style. In the current situation, with regards to reducing the risk of Coronavirus, this should be wipeable / easy to clean to reduce the risk of spreading the virus. Books will be supplied by the academy which will include standard exercise books for different subjects and a planner. The planner needs to be signed weekly by a parent / carer so please ask your child to see this. Students should record any homework, detentions and praise in their planners.

## **The school day – a reminder**

As previously shared with you the school day is as follows:

Breakfast from 8am in the dining hall (optional)

8.20am All students need to be in school

8.25 – 9.25am Lesson 1

9.25 – 10.25am Lesson 2

10.25 – 11am Break and Tutor

11am – 12pm Lesson 3

12pm – 1.30pm Lesson 4 and a 30 minute lunch included

1.30pm – 2.30pm Lesson 5

## **The first 2 weeks**

For the first 2 weeks students will follow a programme of study that is based on Values. Our Values are crucial in enabling students to understand how we need to work together, how we treat others and how to develop qualities that will allow us to be successful in our learning. These 2 weeks will allow students to become confident in their new school, meet new staff and new friends before starting our academy timetable on Monday 14<sup>th</sup> September.

## **Coronavirus**

We know that there is a lot to take in when starting a new school and particularly during a global pandemic. We understand your anxieties and concerns. Our absolute number one priority is our students. We will spend some time on our first day going through hygiene and health and safety requirements. COVID related posters are clearly visible around the building and students will be encouraged to regularly wash their hands and use the hand sanitiser available around the academy. We will have additional mobile sinks available that students will be able to use to ensure they clean their hands prior to entering the building. If your child suffers from a skin sensitivity that requires them to use a specific hand sanitiser then please speak to a member of staff about this so we are aware.

Students will be in their year group bubble and will be reminded of maintaining a safe distance during social times, desks in classrooms are positioned forward to face the teacher and during lunch students will not face each other while eating. Staff will

maintain a 2m distance from children and other staff wherever possible. Under current regulations students are able to sit next to other students and this will be the case in classrooms. If a student is displaying Coronavirus symptoms they should not come to school and you will need to make contact us regarding this. If we become concerned about a student during the course of the school day we will contact you and so it is essential we always have up to date contact details for you. If a student begins to exhibit Coronavirus symptoms then we will isolate them away from others until they are able to leave site, in line with current guidance.

If students are using public transport to and from school then under current restrictions they are required to wear a face mask. This mask should be disposed of after use or placed into a sealable bag when in school to reduce the risk of spreading the virus.

At all times we will follow the latest Government guidance regarding Coronavirus.

Those students cycling to school will be met by a member of staff who will take them to the secure bike store.

## **Medical**

If your child requires any form of medication during the school day it is absolutely essential you do not send your child to school with this in their bag without our knowledge. All medication, no matter how trivial this may seem, needs to be dealt with in a secure and safe manner. Please contact Mrs Holmes SEND Director ([j.holmes@outwood.com](mailto:j.holmes@outwood.com)) or Mrs Merifield Y7 Learning Manager ([a.merifield@riverside.outwood.com](mailto:a.merifield@riverside.outwood.com)) if medication is required through the school day. Staff will be happy to speak with you about this. If we need to be made aware of any previous or current medical issues please also make contact with Mrs Holmes / Mrs Merifield.

## **Allergies**

Although we have received much information from many parents this is an area that is particularly important within the academy. It is vital that we are made fully aware of any allergies that the student has. Again, Mrs Holmes or Mrs Merifield will be happy to discuss this with you and take any specific information we require.

If you have any further questions about starting at Outwood Academy Riverside you can contact us on [enquiries@riverside.outwood.com](mailto:enquiries@riverside.outwood.com) or through our social media pages @OARiverside on Twitter and @outwoodriverside on Facebook.

Yours faithfully



Miss A Howe  
Principal