

25th August 2021

Dear Parents/Carers

Update letter for families –25th August

I hope you and your families have had a pleasant and relaxing summer break and are ready for the new academic year. As this is the first letter of the school year, there are many important messages regarding our return to school, so I urge you to bear with us as it is a long letter, with all aspects being of equal importance.

As a school, we look forward to welcoming the new Year 7 students, many of whom were able to attend the Summer School during the holidays. It was lovely to see so many students happy and smiling throughout the week that focused on the theme of ‘Happiness’, as well as being able to welcome so many families for the final afternoon of celebration. We will be displaying the ‘Wall of Happiness’ that all students contributed to during the week in our Main Hall on the South Site, and it is available to view on the school’s Twitter account.

Following the latest [government guidance](#) on the reopening of schools in the new academic year which came into effect from Monday 16th August, it recommends that all school children are given a Lateral Flow Device (LFD) test on return to school and outlines significant changes to the ways we will organise the school from the start of the new term. We have been working through the document carefully, to ensure we adopt the best and safest practice for student and staff welfare, whilst ensuring that our school community has a smooth transition into the new academic year.

With that in mind, we would like to remind you of our mission:

- To maintain a Covid 19-secure college for as long as it presents a risk
- To retain and protect the elements of Abbey College that make it a great school to attend and a great place to work
- To find innovative and safe solutions to the challenges being Covid 19-secure presents
- To deliver the very best standards for our students
- To look after each other and ourselves along the way.

We are determined to bring Abbey College closer to you this year, after almost two full years of disruption, and where visits to school have been impossible due to the restrictions in place. With that in mind, we have planned a series of ‘Meet the Tutor’ events at the start of the academic year, which will allow you to visit the school and hear important messages regarding your child’s year ahead, as well as meeting their tutor, who will be your first port of call for communication with school. We hope as many of you as possible will be able to attend these events, the dates of which are as follows:

Year 7- 9th September 4.30-6.30pm

Year 8- 9th September 4.30-6.30pm

Year 9-23rd September 4.30-6.30pm

Year 10- 23rd September 4.30-6.30pm

Year 11- 23rd September 4.30-6.30pm

Sixth Form-16th September 4.30-6.30pm

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A summary of the main changes to our school at Step 4

- Control Measures to remain in place from September onwards:**
 1. Ensure good hygiene for everyone.
 2. Maintain appropriate cleaning regimes.
 3. Keep occupied spaces well ventilated.
 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
- Bubbles** – no longer will it be required that students are kept in consistent groups ('bubbles'). Please be aware, that should there be an outbreak, Public Health England (PHE) can ask schools at short notice, to organise bubbles again for a temporary period.
- Confirmed positive cases** – pupils and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and they should follow the advice from PHE.
- Contact Tracing** - close contacts will be identified via NHS Test and Trace and schools will no longer be expected to undertake contact tracing. However, schools will continue to have a role in working with health protection teams in the case of a local outbreak. In addition, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.

- **Face coverings** - face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. However, should a student or member of staff wish to continue wearing a face covering around the campus outside the classroom, this is perfectly acceptable.
- **Contingency Plans in case of an outbreak** – schools have been asked to update their contingency plans in case of an outbreak, and this is available on our [website](#).
- **Remote Learning in the event of self-isolation** - Should you have to self isolate in the Autumn Term, our staff will follow our Remote Learning Policy. This can be found on our website [here](#). We use MS Teams as our main platform and these classrooms will automatically be set up for you in September. Our policy summarised: Online lessons will start 20 minutes after the usual lesson start time and will last for 40 minutes. Your child’s teachers will set independent tasks on Microsoft Teams within the first 20 minutes of the lesson so that work is available for your child when they log on. Learning tasks will be in several forms, including videos, presentations, written tasks, quizzes and exam style questions. Once your child has completed the task, they should send it to their teacher (a photograph is acceptable, if it is not possible to upload as a document). Teachers will send an acknowledgement when they become available and will mark it according to the marking and feedback policy, once your child returns to school with their book.

Returning dates to college in September-

Thank you for those of you who responded to our questionnaire and consent form stating you will be able to ensure your child takes an LFD Test on 31st August, as this has greatly minimised the need to further stagger our return dates.

A reminder of what we are asking of you at the start of the new academic year

1. **On the 31st August, please encourage your child to take a lateral flow test at home and to upload their results as usual on to [TestRegister](#) and on to the [NHS results website](#).** Results will be recorded by the school and any students who have not completed a test at home, will be invited to take an LFD Test on return to school, along with all incoming Year 7s. For those of you who have not completed the consent form, please do so by no later than Monday 30th August, by clicking on [this link](#).
2. **On the 3rd September, please encourage your child to take a second test and once again upload their results on to [TestRegister](#) and on to the [NHS results website](#).**

Please do not send your child into school on the dates below if they have any symptoms of Covid-19, and please complete a test and report to Test and Trace

Owing to the need to further accommodate the Covid testing programme, we are asking students to return on the following dates. Changes to what have been published are in red.

Year Group	First Day Back
Year 7	Thursday 2 nd September
Year 8	Monday 6 th September
Year 9	Friday 3rd September

Year 10	Monday 6 th September
Year 11	Friday 3 rd September
Year 12	Friday 3 rd September
Year 13	Thursday 2 nd September

The new Year 7

We are excited to welcome our new Year 7 students to Abbey College on the 2nd September. Students should arrive in full uniform ready to start lessons at 8.40am. On the first day, students can expect to spend time with their tutor, complete induction activities, assemblies and fun filled lessons to help them settle into Abbey College life. Students do not need to bring their PE kits on their first day. At the end of the first day students will be escorted to the bus turnaround at 3.10 pm.

Abbey College Sixth Form

All students enrolling into Year 12 as well as those returning to Year 13 this September will already have received communication from Mrs Moore regarding their start dates and expectations. If you have any queries regarding this, please email smoore1@abbeycollege.cambs.sch.uk

Lateral Flow Testing Arrangements

The government recently announced that all students must be offered two tests prior to starting back at school. Existing Abbey College students were issued with test kits to complete at home and were asked to record their results on to [TestRegister](#) and on to the [NHS results website](#). Any students who have consented and do not test at home on the 31st August, will be invited on a rotational basis to visit our Asymptomatic Testing Centre to for two tests, between 2nd and 10th September. The tests are very quick to complete and results are available within 15 minutes.

We are very conscious of the loss of learning for many over the past 18 months and strongly believe all pupils should be in school learning, enjoying and renewing friendships. Therefore, **even if you have not consented to your child taking the Covid19 test, they are still expected to arrive for their first day of learning.**

Risk Assessment

Our risk assessment is currently being updated and will be published at the start of the new term. The 2020-2021 risk assessment is available to view under ‘key policies and reports’ on our website, please click this [link](#).

Preparing for School and Changes to the Academy

Structure of the School Day

Year 8-10			Year 7, 11, 12 and 13		
Period	Start	Finish	Period	Start	Finish
Tutor time	8.40	9.10	Tutor time	8.40	9.10
Period 1	9.10	10.10	Period 1	9.10	10.10
Period 2	10.10	11.10	Break	10.10	10.40
Break	11.10	11.40	Period 2	10.40	11.40
Period 3	11.40	12.40	Period 3	11.40	12.40
Period 4	12.40	13.40	Lunch	12.40	13.10
Lunch	13.40	14.10	Period 4	13.10	14.10
Period 5	14.10	15.10	Period 5	14.10	15.10
Interact	15:10	16:10	Interact	15:10	16:10

Year Group College Zones

Year	Break/Lunch	Location	Wet break	Toilets
7	1	Quad, Hard court by science	Quad/gym	South Science
8	2	Quad, hard courts by science	Quad/gym	English block
9	2	South Hall, North courts	South Hall	Humanities block/Aspiration zone
10	2	North Hall, Astro	North Hall	North Hall/Drama
11	1	North hall, North courts and Astro	North Hall	North Hall/English Block

Changing Rooms and PE Kit

Students will be required to wear full school uniform to school every day. On days when students have PE and/or an after-school sports club, they should bring their PE kit with them and will use the changing rooms to change.

First Aid and Medical

The School has a dedicated First Aid Team. Mr Gregory will continue to oversee all medical care and treatment onsite. Mr Gregory and any other staff member supporting our students with their medical needs may be using personal protective equipment, including a face mask, gown and gloves.

If your child’s medical situation has changed, please contact the school via the [Contact Us](#) section of our website so our records can be updated.

We do not provide paracetamol or ibuprofen to students. Where possible, we ask that students carry some plasters in their bag for minor cuts and avoid the medical room wherever possible.

Transport to School

School transport

This is operated by Cambridgeshire County Council. Applications for school transport and details around the criteria for eligibility [can be found here](#).

Update from the Government on the use of face coverings on dedicated school transport

The Government have informed schools that face coverings are to be worn on dedicated transport to school. This will be kept under review.

Car drop-offs and collections

Hollow Lane is the main route for all buses and students, and in the interest of health and safety, we ask that cars do not stop along this road as it will cause traffic congestion and blind spots for children crossing. Additionally, there will be a constant flow of buses to and from the school around our start and finish times as school transport vehicles have been allocated phased arrival and departure times. Therefore, we appreciate your efforts in keeping Hollow Lane and Abbey Road congestion free.

When entering Hollow Lane, please only drop-off or collect beyond the Abbey Road entrance to school on the left, along Hollow Lane. Alternatively, we are aware that the Abbey Green public parking spaces are available, but we cannot guarantee this. Neither area will be directly monitored by staff because they need to be deployed elsewhere in the school to facilitate student entry and exit around the campus.

Located at the bus turnaround are reserved parking bays that have been arranged either through the Welfare Team or SEND Department to support families with additional requirements. Please do not park in these bays unless you have permission to do so.

Late Buses

Our Late Bus service will continue to operate every day from 4.15pm. Please see below for the routes and timings. This means that anyone who does not live on this route and stays for a session after school (or who finds themselves in detention) will need to secure alternative means of getting home.

Late Bus 1	WOODHURST	Late bus 2	EARITH
16:30	Abbey College, Ramsey	16:30	Abbey College, Ramsey
16:34	Ramsey Forty Foot, Village Hall	16:37	Warboys, Clock Tower
16:38	Ramsey, Mereside Opp. Marriots Drove	16:39	Warboys, Spar Shop

16:43 Ramsey, St Mary, Ugg Mere Court Road At The Church	16:45 Pidley, opp. Mad Cat Pub
16:46 Ramsey Heights, 295 Ugg Mere Court Road	16:50 Somersham, Post Office bus stop
16:51 Upwood, Outside Primary School	16:52 Somersham, Cole & Day Garage bus stop
16:55 Upwood, High Street/Ailwine Road	16:56 Colne, East Street/opp. Dunholt Way
17:00 Wistow, Bus Shelter	16:58 Bluntisham, Primary School
17:10 Oldhurst, The Lane/Wellington Close	17:01 Bluntisham, Hollidays Road
17:15 Woodhurst, Church Street bus stop	17:05 Earith, Duck Pond

Behaviour and Expectations

Behaviour

We will hold year group assemblies during the first week of term where we will remind students of our high expectations of them based on our three school rules:

- Ready
- Respectful
- Responsible

We will continue to ensure that all students are able to learn without disruption through the use of our 'ask, tell, remove' policy, along with our system of detentions for any student who has been removed from a lesson.

Mobile phones must not be seen or heard in school, as per our Safeguarding and Mobile Phone Policies.

Detentions

If your child is issued with a detention, then they will sit this on the same day unless there are exceptional circumstances. We will contact you by text and by telephone to inform you of the details of the detention and to ask for confirmation of how your child will be travelling home.

Equipment reminder

Students **must** bring in their essential daily items including:

- Their own pencil case with black pens, a green pen, mini whiteboard pens, pencils, ruler, eraser, compass and sharpener.
- Their own scientific calculator - model Casio fx-83GT Plus (recommended).
- Their own water bottle.
- Their own hand sanitiser (recommended).

Toilet breaks and refilling water bottles

Students are not permitted to leave lessons to go to the toilet unless they have a medical condition. This is also the case for water bottle refilling. Both attending the bathroom and refilling water bottles should be undertaken during their break and lunchtime.

Uniform

There are now two uniform suppliers from which you can buy Abbey College school uniform:

- The Green School Shop Ltd, The Old Courthouse, Priory Road, St Ives, PE27 5BB. Call:01480 466 247, Email: , Online: <https://www.thegreenschoolshop.co.uk/>
- PMG School Wear. Call: 01895 809321, Online: <https://www.pmgsschoolwear.co.uk/> ,Abbey College specific page: https://pmgsschoolwear.co.uk/school/abbey_college_ramsey

Please refer to our [Uniform Policy](#) when ordering new uniform for September. This policy includes clear guidance about:

- Hair, which should be of one natural colour
- Nail varnish which must not be worn. If your child has acrylic nails applied over the summer, then they must be removed before we return to school.

Please inform our Welfare Team via welfare@abbeycollege.cambs.sch.uk in advance if you have concerns over the purchasing or acquiring uniform.

Attendance

Attendance at school remains mandatory from September 2021. However, we are aware that there may be some students for whom the following may apply:

- will still be **unable** to attend in line with public health advice because they have symptoms, or a positive test result themselves.
- will still be **unable** to attend as they have been advised by a medical professional (written evidence required).

If the above applies to your child, please let us know so we can support your child with their education.

We work hard to support students and families where attendance is a concern. If we have concerns regarding your child we will contact you to discuss the reason for absence. We can offer support strategies that may help to improve attendance and achieve success at school. If your child has a medical condition which may be affecting their attendance, we may require evidence from a healthcare professional to support their absence. If absences remain unauthorised a Fixed Penalty Notice may be issued and/or a referral may be made to the Local Authority.

Tutoring

Form Time is an essential part of establishing routines and relationships, communicating expectations, mentoring and signposting support to students. Our Form Time programme includes a weekly assembly, the Daily Mile and an Active Citizenship session in addition to mentoring Spirit and Behaviour support.

Student Support Officers (SSOs)

Our Student Support Team work tirelessly to support students as well as responding to events or urgent situations/enquiries. Parents calling in during the day will be directed to the SSO Team in the first instance, who may then forward your enquiry to the RSL or another member of staff depending on the nature of the question.

Raising Standards Leads (RSLs)

They will communicate regularly with tutors and families, and will be responsible for wellbeing, behaviour and progress. These are:

- Mrs Craig (Acting) Year 7
- Mr Mann – Year 8
- Ms Khan – Year 9
- Ms Beel – Year 10
- Mrs Glen – Year 11
- Mrs Moore – Head of Sixth Form

The '[Contact Us](#)' section of the college website will be updated over the summer to ensure that you are clearly directed to the best person to answer any enquiries you have.

Miscellaneous

School timetable

Student timetables for the new school year will be available on the Sims app at the start of the new school year on Wednesday 01.09.21.

Summer tasks

During lockdown subjects adapted their curriculums and the end of year tests have provided an opportunity to assess loss of learning as well as progress. The information collected has been used by teachers to set summer catch-up work. The [Summer Tasks](#) should be completed by students during the holiday to accelerate progress and to ensure the best possible start in the new school year. The tasks are shared with you through the website and with students through Teams.

The tasks are grouped by year and are set at three levels of challenge. The reports contain a column detailing which task students should complete for each subject. Students can complete the task at the set level or choose one at a higher level. Completion and achievement will be monitored when we return to school in September. There will be no penalty for students who do not complete the summer work.

Extra-curricular clubs

We will continue to offer extra-curricular activities from September and we are hopeful these will run without disruption. We will publish details in the first half term and there will be clubs available to all students.

Free School Meals entitlement

To find out if you are eligible please fill out our simple online application form at www.cambridgeshire.gov.uk/freeschoolmeals where you will receive an instant response as to your eligibility status. If you are eligible for free school meals your child's school will be informed within 3 days.

FSM criteria:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (unless you're also entitled to Working Tax Credit, and earn no more than £16,190)
- Working Tax Credit run-on (paid for 4 weeks after you stop receiving Working Tax Credit)
- Universal Credit (provided you have an annual net earned income of no more than £7,400)

If you have any queries regarding this information, please call the Education Welfare Benefits team on 01223 703200 or email ewb.fsm@cambridgeshire.gov.uk or look at the website: www.cambridgeshire.gov.uk/freeschoolmeals

Feeling worried or anxious?

Please use the dedicated button  on our website to confidentially raise concerns or to request support, including:

- Peer Mediation, to help students resolve any friendship issues they may have;
- Reporting a concern about the bus;
- Reporting unkindness or bullying;
- Ask for support with anxiety.

Wishing everyone a pleasant Bank Holiday weekend in the sun. Please continue to take good care of yourselves.

Yours faithfully



Caitriona Powell
Deputy Headteacher

Appendices

Tutor Groups

Please find details of your child's tutor base room below:

Year 7

Tutor Group	Tutor	Tutor Room
7AW	Miss Witten	S11
7MH	Mr Hollis	E03
7RH	Mrs Holden	E08
7RT	Mr Tichanow	IT03
7SH	Mr Hedges	GH6
7TS	Miss Sharpley	GH11
7TW	Mr Wilson	GH1

Year 8

Tutor Group	Tutor	Tutor Room
8C1	Miss Rahemtulla	GH3
8C2	Miss Sheldrake/Mr Mann	A04
8D1	Mr Goodman	S03
8D2	Mr Peamain	IT02
8H1	Mr Huggins	S04
8H2	Miss Thistlethwaite	M10
8W1	Miss Mulberry	GH2
8W2	Mr Wright	GH9

Year 9

Tutor Group	Tutor	Tutor Room
9C1	Miss Sims/Mrs Khan	GH3
9C2	Mr Genillard	A04
9D1	Mr Osborne	S03
9D2	Mrs Hollis/Mr Robinson	GH4
9H1	Mr Clarke	S01
9H2	Miss Shakespeare	E05
9W1	Mrs Parkins	E01
9W2	Mrs Sobieralska/Miss Dowd	E04

Year 10

Tutor Group	Tutor	Tutor Room
10C1	Miss Hersi	M09
10C2	Mrs Lancaster	GH7
10D1	Mr Austin	T10
10D2	Mrs Scott	M07
10H1	Mrs Coleman	GH10
10H2	Mr Pugh	GH5
10W1	Mrs Moodley	M08
10W2	Mrs Fyfe	GH8

Year 11

Tutor Group	Tutor	Tutor Room
11CG	Mrs Grainge	T09
11DH	Mr Hodges	S02
11EP	Dr Pinnock	M06
11GG	Miss Gerrard-Cook	T06
11JM	Mr Miller	E11
11KC	Mrs Coxon	E07
11SS	Ms Stevenson	E06
11TB	Mrs Batchford	S06