

# The Link Academy

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Principal: Mrs E Edwards-Morgan



28/08/20

Dear Parent / Carer

## September 2020

I hope you and your family are well and have had a safe and restful summer break. All our staff are very much looking forward to welcoming all learners to the academy on their first day in September, for Induction.

Following the Chief Executive update dated 26/08/20, I write to provide you with further details regarding our September reopening plans. Attached you will find an overview of the Induction process. It details the start time, end time and the zone each year group has been allocated. Attached is also a map of the academy, detailing each zone and a link to a Microsoft PowerPoint slideshow that we have produced in preparation for learners return. Please note that form tutors will go through the PowerPoint slides with learners as part of their Induction process.

There is a detailed risk assessment available on the academy website under the COVID-19 tab. To help alleviate anxiety, please familiarise yourself with this and contact us directly should you have any concerns. Please do so via emailing [info@thelinkacademy.org.uk](mailto:info@thelinkacademy.org.uk). Over the coming weeks, we will be updating the COVID-19 area of the website to provide further detail on our individual academy arrangements.

As noted by the Chief Executive, our Values Driven Expectations (VDE) behaviour model will remain the same. We will continue to have a high standard of behaviour in our academy to ensure a safe environment for all. It is important, in line with our risk assessment, that learners bring their own equipment to school. For further information on VDE and equipment, please see the Parent/Carer Booklet 2020 which can be found under the Parent tab of the website. There is also a reminder of basic equipment on our social media sites.

Please note that as detailed in the Chief Executive update, all learners and staff will be required to wear a mask in communal areas and corridors: this should be a plain colour. Guidance on how to wear a mask is also available on our academy website under the COVID-19 tab.

I hope you find this information useful in the first instance. We will endeavour to keep you updated at every stage of your child's return and look forward to fully reopening our academy next week.

Yours faithfully

Mrs E Edwards-Morgan  
Principal



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# The Link Academy

## Phase 1 – Induction

Date: 28/08/20

As per the below plan, Induction includes a staggered return for each year group. For example, Year 8 learners do not return until Tue 08/09/20, however they will continue to attend school as normal from this date. It is important to note that Tue 01/09/20, is an Inset Day and no learners are to attend the academy on this day.

Date	Detail	Start time	End time	Entrance	Exit	Zone
01/09/20 (Tue)	Inset Day	N/a – Inset Day				
02/09/20 (Wed)	Year 11 Induction	8:30am	2:50pm	Front of school B Block entrance	Front of school B Block Entrance	B Block floors 1 and 2
03/09/20 (Thur)	Year 7 Induction	8:30am	2:30pm	Hill Street Main Drive into C Block/D Block	Hill Street Main Drive C Block/D Block	C Block resilience end and D Block
04/09/20 (Fri)	Year 10 Induction	8:40am	2:40pm	Front of school dining hall doors	Front of school dining hall doors	A Block floors 1 and 2
07/09/20 (Mon)	Year 9 Induction	8:50am	2:50pm	Hill Street Main Drive C Block art and science stairs	Hill Street Main Drive C Block art and science stairs	C Block first floor science/art
08/09/20 (Tue)	Year 8 Induction	8:40am	2:40pm	Hill Street Main Drive C Block ground floor door near to SE	Hill Street Main Drive C Block ground floor door near to SE	B and C Block ground floor

## PE Kit

Learners **do not** need to bring in PE Kit during their Induction Day. Learners will receive their timetable during their Induction. Once the Induction process is complete, all learners in Year 8, 9 and 10 will need to arrive wearing PE kit on the day(s) that they are timetabled to have PE. Learners in Year 7 and 11 will need to bring in their PE kit on their PE day/s, as they will have allocated changing facilities, which are subject to enhanced cleaning procedures.

## Phase 2 – Autumn Term

The start/end times, entrance/exits are the same for each year group as detailed in the Induction table above.

**Year group and coloured signage** will be used across the school to make learners aware of the different zones:

In their bubbles/zones learners will utilise the following classrooms and these will be clearly labelled on their timetable:

- Year 7 **GREEN ZONE** - C009, C010, C011, C111, C108, D103, DSI.
- Year 8 **YELLOW ZONE** - B001, B002, B003, B004, C001, C003A, C003B.
- Year 9 **BLUE ZONE** - C101, C102, C103, C104, C105, C106, C107.
- Year 10 **RED ZONE** - A102, A103, A104, A201, A202, A203, A204.
- Year 11 **PURPLE ZONE** - B101, B102, B103, B104, B201, B202, B203, B204.

Years 10 and 11 will use some specialist option rooms for specific timetabled lessons, a thorough cleaning regime is in place to prevent cross-contamination and learners will be collected from their zone and taken to the options classroom. Learners will follow their normal timetable however, instead of transitioning between rooms, to minimize movement teachers will instead change teaching venues.

On our website there is a PowerPoint slideshow specific to each year group. Form Tutors will go through this information with learners as part of the Induction. This will include a walk to the fire assembly point.

### **Form Rooms for Induction Day**

#### **Year 7**

All Year 7 learners should go to the Hill Street (main car park entrance) where they will be met on the yard.

Year 7 Form	Year 7 Room	Form Tutor
<b>7BL</b>	C009	Miss Scott
<b>7BS</b>	C010	Miss Giddings
<b>7CC</b>	C011	Miss Curlett and Mrs Griffiths-Jones
<b>7KT</b>	C111	Mr Walker
<b>7KS</b>	C108	Miss Bates
<b>7ML</b>	D103	Mr Clarkson
<b>7MH</b>	DS	Mrs Rutter

#### **Year 8**

All learners will report straight to their form room immediately upon arrival on their induction day.

Year 8 Form	Year 8 Room	Form Tutor
<b>8BL</b>	B001	Miss West
<b>8BS</b>	B002	Miss Marshall and Mrs Reed
<b>8CC</b>	B003	Mr Sullivan
<b>8CR</b>	B004	Mrs Homer
<b>8KT</b>	C001	Mr Roberts
<b>8ML</b>	C003A	Mrs Morris
<b>8MH</b>	C003B	Mr White

## Year 9

All learners will report straight to their form room immediately upon arrival on their induction day.

Year 9	Year 9 Room	Form Tutor
9BL	CI01	Miss Hill (was Tromans)
9CC	CI02	Mr Moody
9BS	CI03	Miss Bradford
9CR	CI04	Mrs Holden and Miss Halford
9ML	CI05	Mrs Haywood and Mrs Mills
9KT	CI06	Mrs Davies
9KS	CI07	Mrs Mooney and Mrs Szygowski

## Year 10

All learners will report straight to their form room immediately upon arrival on their induction day.

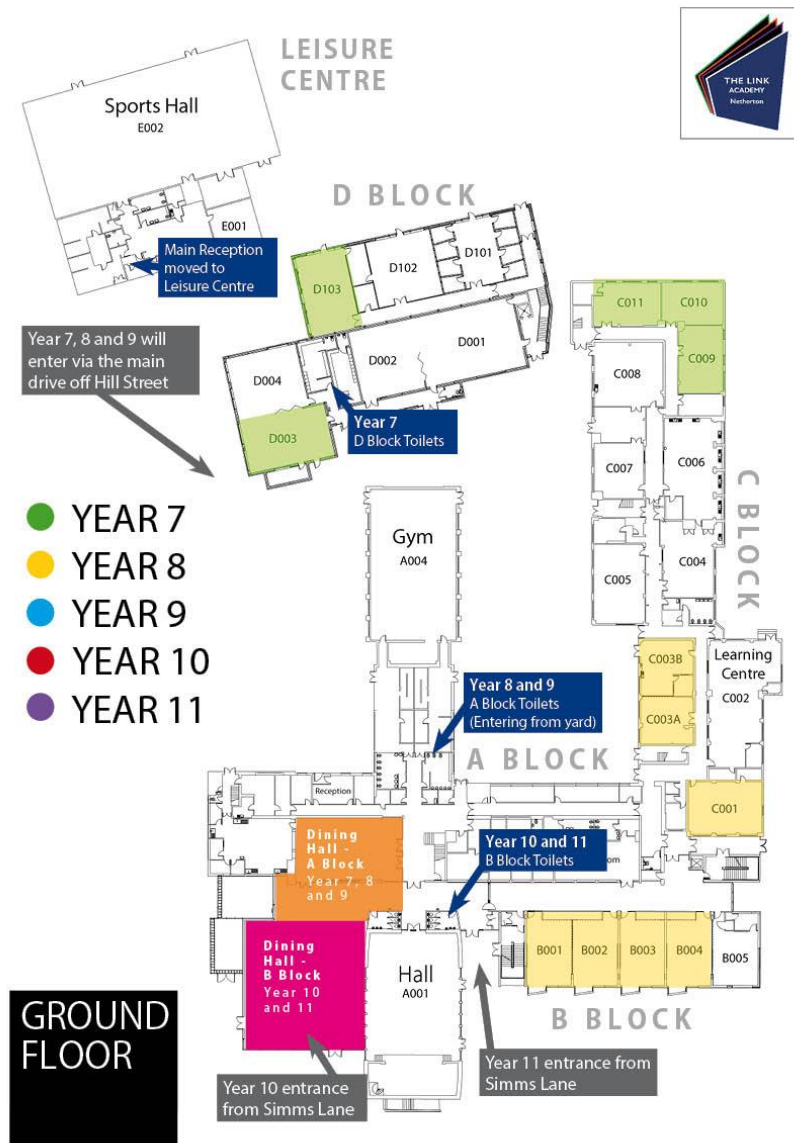
Year 10	Year 10 Room	Form Tutor
10CC	A102	Mr Atton
10BS	A103	Mrs Lloyd-Mcilwraith
10CR	A104	Miss Osmond
10BL	A201	Mr Lewis
10KS	A202	Mrs Wood
10ML	A203	Miss Mattoo
10MH	A204	Mr Morgan

## Year 11

All learners will report straight to their form room immediately upon arrival on their induction day.

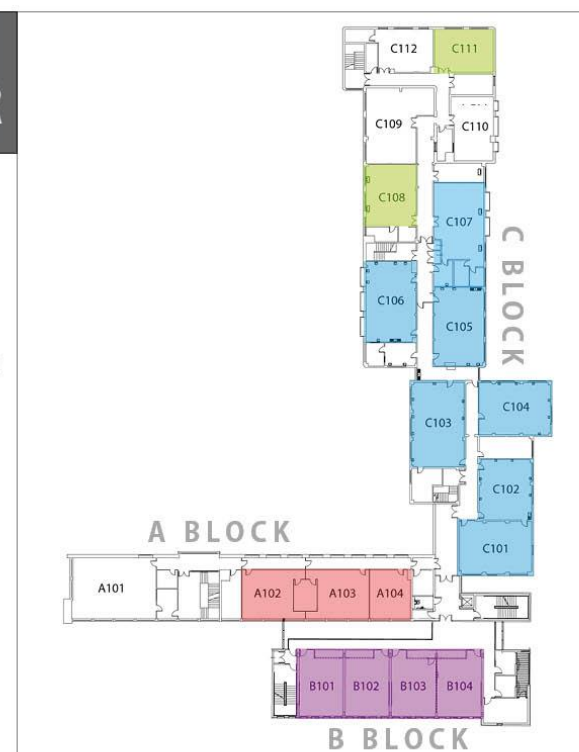
Year 11	Year 11 Room	Form Tutor
11CR	B203	Mr Purcell and Mr Gardner
11BL	B204	Mrs Moore
11BS	B202	Miss Cross
11CC	B201	Miss Smith and Mrs Jervis
11MH	B103	Miss Thacker
11KS	B101	Miss Stanford and Mrs Smith
11ML	B104	Miss Jandu
11KT	B102	Miss Hignett and Mrs Aston

Please see attached a map of the academy, highlighting the allocated zones.

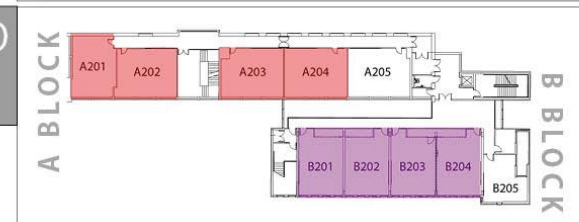


## FIRST FLOOR

- YEAR 7
- YEAR 8
- YEAR 9
- YEAR 10
- YEAR 11



## SECOND FLOOR



## THIRD FLOOR

