



Dear Parents and Carers,

7th October 2020

We have been continually evaluating our routines following the COVID safety expectations to try to make sure that we are as efficient and safe as we can be. Last week I was really pleased to welcome one of our School Governors in to observe our start to the school day and walk around school to see our routines in action. I was really pleased that he agreed that there was an excellent sense of calm and purpose, and a very 'normal' feeling with children learning really well in lessons. We are striving to keep this going so that learning is maximised and the routines we have ensure that children know the expectations and feel safe.

One of the areas we are still finding is very busy is the end of the school day at the front of school in particular. We didn't stagger the end of the day at the beginning but now want to try this starting on Monday 12th October, with just one yeargroup - Year 7.

From Monday 12th, Year 7 will finish their session 6 at 3.05. They will be walked to the front gate by their teacher and will be expected to leave straight away and go home. If their usual pattern is to wait for an older sibling and you still wish this to happen they will be able to wait safely inside school on the grass at the front. Children will not be permitted to wait on the pavements outside school for other children.

In addition to this we needed to review the use of scooters and bikes as a method to get to school. We have installed a new bikeshed at the back of school for Year 10 and Year 11 to use and have a bikeshed at the front of school. Bikes must be locked and students are expected to walk with their bikes once they reach school site. We expect them to cycle sensibly and safely, including cycling on the correct side of the road - which sometimes does not happen! Scooters are causing a problem, simply because of the volume of students walking on paths and then scooters at an additional speed. Scooters should not be used on the road. Therefore from Monday 12th we will not be allowing students to bring scooters to school. I understand that this may be an issue for some, but it simply is not safe enough. I am more than happy to talk about this further - if you would like to contact me please do.

We have introduced a small number of after school clubs this week - Sports and Homework clubs. This is allowing us to put in place additional cleaning, and COVID measures such as seating plans and information for track and trace. We will be looking at a booking in electronic system to help with this in the coming weeks.

As ever, thank you for your support and please do contact me if you would like to talk about anything at all. My email is VWhitcombe@castlemanor.org.uk

Vanessa Whitcombe
Headteacher

Headteacher: Mrs. Vanessa Whitcombe

Unity Schools Partnership is a charitable company limited by guarantee and registered in England and Wales with company number 07400386. The registered office is at Unity SP Offices, Park Road, Haverhill, Suffolk, CB9 7YD.



Castle Manor Academy
Eastern Avenue
Haverhill
Suffolk CB9 9JE

Tel: 01440 705501
Fax: 01440 714050
Email: info@castlemanor.org.uk
Website: www.castlemanor.org.uk