



17 July 2020

Dear Parent / Guardian

I wish all of our students a restful break over the summer, following all their hard work this year. The students who attended on site throughout the lockdown demonstrated exemplary attitudes and I am sure that through this extraordinary experience together, they will have formed some firm friendships for life.

Please use the links below to access letters with details of how to book appointments on Parent Tutor day, Monday 7 September. The booking system will be live from Monday 20 July.

[Year 7 Parent Tutor Day Letter](#)

[Years 8-11 Parent Tutor Day Letter](#)

The logistics of rearranging a secondary school into bubbles are complex, and in the rest of this letter I wish to outline some of the consequences and explain how we have mitigated them to the fullest extent we can. It is important to remember that the reason we need to go to these extraordinary lengths is to reduce possible transmission of COVID-19.

Students in Years 8-11 will, as normal, keep their tutor moving into the next year, unless this is not possible due to staff changes. Our year 7 students will be starting their secondary journey with their new tutors.

The requirement to create bubbles in September that are as small as possible, has led us to create bubbled class groups in Years 7-9 and Year group bubbles in 10 and 11.

Unfortunately, it is not appropriate for us to share lists of students in each group with parents, but students can however identify their own group informally through conversation with their friends.

Year 7 will initially be taught in their tutor groups where we have managed to ensure that all students have at least one of their identified friends in their class. These will be mixed ability classes. Once students have had time to form new friendships and we have learnt more about their skills and knowledge we will, at half term, regroup them broadly by ability. The nine days of half term will provide a period of isolation to enable us to adjust the bubbles. You will be able to identify your child's tutor and tutor group when you use the booking system to make an appointment for parent tutor day.

The requirements of biosecurity in September mean that teachers will not be able to move amongst the students, helping and supporting them individually in the same way as normal. We are adapting our practice and equipping classes with visualisers, large student white boards and



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other resources. It will be easier to offer academic challenge and support to students when they are in classes of broadly similar abilities.

Years 8 and 9 will be grouped broadly by ability using their Maths, English and Science groups as a template. This process is still ongoing and as in a normal summer where we adapt groups, students will find out their new groupings on our return in September, this will be possible online by looking at their timetables from 2 September.

Years 10 and 11 are bubbled as a whole year group and will be in different subject groupings as normal.

The new school day does not have tutor periods, however we will regularly change one of the lessons across the school into a tutor period. In this tutor period we can deliver key elements of the curriculum such as careers or personal development.

When this happens, Year 7 (until half term) and Years 10 and 11 will be able to have their tutor for this lesson.

Students in Years 8 and 9 will stay in their bubbled group and will have one of the year 8 or 9 tutors to teach this lesson. They can however have interventions with their tutor as a group of tutees from one bubble. We will also arrange virtual tutor times when they can meet as a group in a live video meet.

As now, the Tutor and Head of Year will be points of pastoral contact for parents. Tutors in years 8 and 9, although unable to meet with the tutor group as a whole group, can follow their tutees' progress through our systems in school and will be the continuity in pastoral care for parents and students through these difficult times and beyond.

For queries about Parent Tutor day bookings or the start up in September we have created this email address which will be monitored throughout the summer period, there is reduced staffing capacity in the summer and there may be delays in responding.

september@westfieldacademy.co.uk

We are creating a [FAQ page](#) that may be useful to check before asking a question.

As soon as this medical crisis has passed, we will revert to our normal groupings.

Yours faithfully



Mr S Dallimore
Headteacher