



# The Astley Cooper School

Part of the East Dacorum Co-operative Learning Trust

14 July 2020

St Agnells Lane, Hemel Hempstead HP2 7HL

Tel: 01442 394 141

Fax: 01442 401 407

Email: [admin@astleycooper.herts.sch.uk](mailto:admin@astleycooper.herts.sch.uk)

Web: [www.astleycooper.herts.sch.uk](http://www.astleycooper.herts.sch.uk)

Dear Parents/Carers,

Headteacher: Edward Gaynor

## Arrangements for the end of term on Friday 17 July 2020

The school term will finish for our key workers' groups at 12.30. We have enjoyed having these students at school over the past few months and hope that they too have enjoyed the experience.

You will be aware that on 2 July the Department for Education (DfE) published detailed guidance for the full reopening of schools from the beginning of the autumn term. This guidance is on the government website ([www.gov.uk](http://www.gov.uk)).

The guidance asks schools to balance and minimise any risks from COVID-19 while providing a full educational experience for our young people. It is a legal requirement that we have revisited and updated our risk assessment, building on the practice that we have already developed during the lockdown, such as teaching students in 'bubbles' for example. Our revised and detailed risk assessment is on our website [www.astleycooper.herts.sch.uk](http://www.astleycooper.herts.sch.uk) under *Latest news* (9 July).

In planning for a full reopening in September, our main consideration has been for the safety and welfare of our whole community – students and staff.

The guidance makes it clear that schools should keep students in the smallest groups possible. We have therefore decided to set up year-group sized bubbles, which will help to minimise contact between students as much as possible. While it is not possible to provide a totally risk-free environment, we are taking a range of precautions to protect our school community.

Our assemblies will be for single year groups. The year groups will be taught in different blocks or parts of the school, have staggered start and finish times, and different breaks and lunchtimes, as you can see on the timetable below. They will move to other specialist areas for their practical lessons such as design and technology, dance, PE and food technology. There will be a one-way system and students will have their own designated social areas.

## Arrangements for the start of the autumn term – September 2020

**Tuesday 1 September and Wednesday 2 September** are staff training days. Students are not expected in school.



### **Thursday 3 September Year 7 and Year 12 only:**

Year 7 students should arrive at the main gate - Gate A - at 8.20am and will remain in school until 3.00pm. (Gate A is the main gate and Gate B is the service gate at the far end of the top playground.)

Please leave your child with us at the gate and do not to come into school with them. For health and safety reasons, you will not be allowed on site without an appointment.

Year 12 students should arrive at 9.00am and will remain in school for most of the morning

### **Friday 4 September Year 7, Year 8, Year 12 and Year 13 only:**

Year 7 should arrive at Gate B at 8.20.

Year 8 should arrive at the main gate - Gate A - at 8.40am and the Sixth Form should arrive at 9.00am.

### **Monday 7 September**

All other students (Years 9, 10 and 11) will return to school at the times and gates set out in the timetable. Please note the staggered start and finish times and the gates to be used by the students. ***These start and finish times will remain as they are here until further notice.***

You will see that we have a staggered lunch break every day and that each year group will have a 30 minute slot, therefore it will not be possible for any student to leave the school premises to go home for lunch. If this causes a particular issue for your child or your family, please contact Mr Dadow, Senior Assistant Headteacher, to discuss it further.

I would also ask you to note the following:

- **Attendance** – We are looking forward to welcoming all our students back to school in September. Attendance will be compulsory again from the start of term
- **Uniform** – Students are expected to be in full school uniform, including blazers and the correct shoes
- **PE lessons** – Students must wear their Astley Cooper PE kit all day when they are timetabled for PE
- **Equipment** – the guidance recommends that students have their own equipment, such as pens and pencils as equipment cannot be shared. We would recommend that everyone have two pens, pencil, rubber, sharpener, green pen; in addition, it is useful to have a glue stick, coloured pencils and a highlighter
- **Appointments** – If you wish to see a member of staff, please phone or email to make an appointment. If you have a query that can be answered over the phone, the member of staff will return your call within a working day



Form tutors for September are as follows:

**Head of Year 7 – Mrs Goodchild**

7CKe	Mrs Keane	Room 29
7AMo	Mr Moscovici	Room 26
7KFa	Mr Fallan	Room 28
7JNo	Mrs Noquet	Room 25
7SE	Mr Elliott	Room 24
7SWi	Mrs Wiles	Room 21

**Head of Year 8 – Miss Doogan**

8TB	Mrs Babouri	Room 35
8AB	Mr Burnaby	Room 33
8SCL	Mrs Clyne	Room 30
8HMy	Ms Myers	Room 31
8APa	Mr Parker	Room 37
8GH	Miss Hodges	Room 34

**Head of Year 9 - Miss Roberts**

9MG	Mr Gatenby	Room 1
9AG	Miss Gilmour	Room 10
9AC	Mrs Cooke	Room 8
9PGo	Mr Govind	Room 3
9AOG	Mr O'Grady	Room 2

**Head of Year 10 - Mr Hall**

10JDo	Miss Dowell	Room 55
10DBu	Mrs Buzzle	Room 54
10LWH	Miss White	Room 52
10CH	Miss Holmes	Room 51
10JBo	Mr Bowsher	Room 53

**Head of Year 11 – Mr Stevenson**

11HH	Mrs Harley	Room 13
11CHa	Mr Hardy	Room 14
11RW	Mrs Waters	Room 12
11SB	Miss Bowen	Room 11

**Head of Sixth Form - Miss East**

12RP	Miss Padam	Room 40
13JHo	Mrs Houchin	Room 43

**Inclusion**

INC	Mrs Green	Inclusion
-----	-----------	-----------



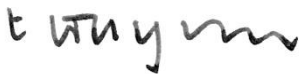
Our school is growing and despite the considerable challenges in recruitment, we have appointed a number of excellent new staff for September, including a new Head of Year, Miss Doogan, and a new Assistant Headteacher, Mr Siu. I will introduce you to all our new colleagues in the first *Newsletter* in October.

We are acutely aware that these have been challenging times for families. All of us will start the new academic year focusing on our students' wellbeing and planning ways in which we can support them to ease themselves back into the routines and discipline of school life. We are here to support them socially and educationally.

School will undoubtedly be different for a while, but as this extraordinary crisis recedes we will adapt our plans accordingly. Thank you for your support in helping us to do the right thing for your child.

I wish you all an enjoyable summer holiday. We look forward to seeing our students again in September.

Yours sincerely



Edward Gaynor  
Headteacher



Time	Year 7	Year 8	Year 9	Year 10	Year 11	Sixth Form
Staggered Start	8.30am	8.40am	8.45am	8.55am	9.00am	9.00am
8.30-9.40	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
9.40-10.00	Break	Break	Period 2	Period 2	Period 2	Period 2
10.00-10.40	Period 2	Period 2	Break	Break	Break (10.40-11.05)	Break
10.40-11.00			Period 3	Period 3		Period 3
11.00-12.00	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3
4a - 12.00-12.35	Period 4	Lunch	Lunch	Period 4	Period 4	Period 4
4b - 12.35-1.10	Lunch	Period 4	Period 4			
4c - 1.10-1.45	Period 4			Lunch	Lunch	Lunch
1.45-2.15	Form Time	Form Time	Form Time	Form Time	Form Time	Form Time
2.15-3.15	Period 5 (3.00) Gate B	Period 5 (3.05) Gate A	Period 5 (3.10) Gate B	Period 5 (3.10) Gate A	Period 5 (3.15) Gate B	Period 5 Gate A