



Ark Elvin Academy

22 August 2020

Dear parents/carers,

I hope that you and your families have managed to have some rest over the summer holidays and that you are all safe and well. A special welcome to all our Year 7 families who are joining the academy for the first time – we are delighted to welcome you to Team Elvin!

As ever here at Elvin it has been a busy few weeks – our team have been working tirelessly to get our school ready to welcome your child back to school safely in September. And this week we have also celebrated with our Year 11s as they finally received their GCSE results. In the most extraordinary of years we are so proud of how hard our Year 11s have worked and how much progress they have made. Do visit our website to read about some of the individual success stories. We were also delighted to welcome Channel 4 news into school yesterday who reported on our results day and then broadcast the 7pm news programme from our school – click [here](#) and [here](#) to watch the reports from our school.

We are now finalising preparations for our school re-opening to pupils in the week beginning 14th September. Over the next two weeks I want to reassure every parent that we have done everything within our power to ensure that it is safe for your child to return to school. I understand that many of you will have concerns and questions about your child returning to school and so we have created three opportunities for you to speak to staff and ask any questions you might have so that you feel reassured and confident that your child can return to school in September:

Opportunities for parents to meet with staff before the start of term:

Virtual Teams Meetings

On the 25th August we are holding a virtual year group meeting on Microsoft teams. In this meeting I will outline all the changes we are introducing to help keep your child safe. It will also be an opportunity for you to meet your child's head of year and to ask any questions you might have. Details of each year groups meeting time and how to join this meeting can be found below.

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Cecil Avenue Wembley Middlesex HA9 7DU

T 020 8902 6362

info@arkelvinacademy.org

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Year group	Virtual parents meeting
Year 7	Tuesday 25 th August 12:00
Year 8	Tuesday 25 th August 13:00
Year 9	Tuesday 25 th August 1pm 14:00
Year 10	Tuesday 25 th August 2pm 15:00
Year 11	Tuesday 25 th August 2pm 16:00

Please note you should attend the year team meeting for the year group your child will be in this new academic year – so if they were in Year 7 last year you should attend the Year 8 meeting. If you have more than one child, you do not need to attend multiple meetings but you are very welcome to if you would like to.

Parent Review Day Meetings

Year group	Virtual parents meeting
Years 7 & 11	Monday 7 th September
Year 8 to 10	Tuesday 8 th September

You will have already received an invitation to attend a meeting with your child's form tutor in school before the start of term. **This is a really important meeting that every family must attend.** If you would prefer this to be a virtual meeting or for it to be completed over the phone, please call the school as soon as possible and we can rearrange this.

In this meeting you will meet your child's form tutor, your child will hand in their summer home learning and we will explain in detail the safety measures and behaviour expectations we have at school to keep your child and our staff safe when we reopen.

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A few important expectations about this meeting:

- Your child must wear their full school uniform
- Only one parent or carer can attend this meeting and no other members of your family can attend as we have to restrict numbers in the school hall to ensure social distancing
- Both your child and yourself must wear a mask to this meeting and must wash your hands when entering the building
- You must not attend the meeting if you or anyone else in your household has covid symptoms – if this is the case please call the main school number to let us know.

Direct contact with school

At any stage you can request to speak to a member of staff directly to answer any of the questions you might have or raise any concerns or give us feedback. Please call the main school number on 02089026362 or email the school on info@arkelvinacademy.org. If you would like to speak to me directly please do not hesitate to contact my PA Ruta (r.kurtinaityte@arkelvinacademy.org) who will arrange a call.

New school day

As I mentioned in my letter at the end of last term we are going to start the term with a slightly shortened school day. The main reason for this is that we cannot have the whole school leaving at the same time. 1000 children leaving the building onto the high street is very busy in a normal term and so we have to stagger the end of the day. This means that each year group will leave at a different time as outlined below. We will review this at the end of each half term and if it is no longer needed revert to our normal school hours. The timings of the new school day with the marginally shorter lesson times are below.

Period	Time
Form time	08:30 – 08:55
1	08:55 – 09:45
2	09:45 – 10:35
Break	10:35 – 10:50
3	10:50 – 11:40

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Period	Time	
4a Year 7 & 8 lunch	11:40 – 12:30	
4b Year 9, 10, 11 and 12	12:30 – 13:15	
5	13:15 – 14:05	
6	Year 7	14:05 – 14:35
	Year 8	14:05 – 14:40
	Year 9	14:05 – 14:45
	Year 10	14:05 – 14:50
	Year 11 & 12	14:05 – 15:55

At the end of this letter you will find a summary of the key changes we are introducing to keep your child safe. I know you will have plenty of questions, so I look forward to seeing you at the virtual meetings next week and the parent meetings in the week beginning 7th September.

We are very excited about welcoming our pupils back to school. Whilst it will still not feel like ‘normal’ it is an important step back to normality and so important that we support your child to feel happy and safe learning in our classrooms again. We cannot wait!

With my very best wishes to you all,

Ms Curtis
Principal

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Key steps we are taking to keep your child safe:

- Pupils will be in year group zones and will not be able to mix with pupils from other year groups at any time during the school day
- Pupils will remain in the same classroom for much of the school day to reduce the contact they have with other pupils. This means that your child's form group may change as they will remain with their form group for the whole day.
- Each year group will have their own zone of the school building, own toilets and own zone of the outdoor areas for breaktime and lunch- time
- Within their class bubble pupils will not be expected to maintain a social distance and will, for instance share a table with a partner in their classroom. **However, they must maintain social distance with all adults in the building and with all pupils not in their class**
- In the mornings we will open three different entrances to the school so that year groups are separate from one another. Where more than one year group is using the same entrance they will enter on different sides:
 - Year 7 and Year 11 will enter through the main school gate entrance
 - Year 8 and Year 10 will enter through the vehicle entrance on Cecil Avenue – no vehicles will be allowed to enter between 08:00-08:30 to allow for this
 - Year 9 will enter through an entrance from the footpath beside our MUGA straight into the courtyard
- Children in different year groups will have different lunch times. The lunch on offer will be a 'grab and go' packed lunches. Pupils will be able to bring in their own packed lunches but of course they must be healthy and cannot include Chocolate, sweets, fizzy drinks or jumbo packs of crisps. The dining hall tables will be cleaned between each sitting and pupils will clean their hands before and after eating.
- We will run a slightly shortened school day. We will be reducing the length of each lesson by 5 minutes as children will no longer be transitioning between classrooms and time will be saved.
- We will also be dismissing year groups at different times at the end of the day to avoid the normal congestion on the high street.

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- Pupils will be required to wear their full school uniform every day. On the day that they have PE they will be expected to wear their full PE kit to school as we will not be using the changing rooms. It is important that your child wears the full PE kit – and when it is cold this should include the PE jumper. Full details can be found [here](#)
- As normal pupils will be expected to have all their equipment for school with them every day – we also encourage parents to ensure their child has a bottle of water with them. See equipment list [here](#)
- Pupils will be strongly encouraged to walk or cycle to school and if possible, not use public transport
- If your child has to use public transport to get to school they must wear a mask for their journey. This mask must be removed when they enter school and safely stored in a plastic bag and not touched during the school day
- We have employed 4 additional cleaners to carry out additional cleaning through the day, particularly of things people touch regularly like tabletops and door handles
- Pupils will be required to wash their hands regularly throughout the school day
- Government guidelines state that pupils should not wear a mask in school. We think this is right as children will only have very limited non-socially distanced contact with other children within their class bubble. We also think that wearing a mask safely all day will be difficult and uncomfortable for children. However, we do believe that you should have the final decision and if you would like your child to wear a mask in school you will need to take the following steps:
 - Let your form tutor know at the parent review day meeting and sign our mask permission slip
 - Ensure your child has two masks – one to travel to school in that must be removed when they enter the school building and one to wear in school
 - The mask your child uses in school must be a plain school uniform colour (white, black, grey or purple) with no logos or patterns on

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- If your child misbehaves with the mask or takes the mask on and off within a lesson you will be informed and they will no longer be allowed to wear a mask in school.
- **All pupils MUST understand the importance of the social distancing rules. Any child who deliberately breaks the social distancing rules will be removed from the class and their parents contacted.**