

# The Harefield Academy

*Achievement through Active Learning*

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Dear Parent/Carer,

## Re: Year 7 First Day Information

As we approach the end of the Summer Term, we would like to wish you all a restful break. We hope you enjoyed our virtual transition video which can still be found on the school website or via this [link](#).

In preparation for your child's start on **Thursday 3rd September 2020**, please find below an outline of the first day.

08:15 – Arrival

08:30 – Welcome assembly/ tour/ Biometrics

09:45 – Break

10:05 – 11:35 – School photos/Tutor Time activities

11:35 - Lunch

12:00 – CATS testing

13:30 – End of school day

Students must ensure they are wearing full school uniform including a school bag and equipment for the day; students do not need to bring their PE Kit but may want to bring trainers for any lunch time activities they wish to take part in.

Students will have a mid-morning and lunch break and may wish to purchase food from our Cucina servery. They will be required to bring money for any such purchases, or a packed lunch/snack for breaktimes on this day, prior to their Biometrics information being taken and Parent Pay passwords being sent for account activation. Our catering providers, Cucina, have worked alongside us in planning for rigorous Health & Safety planning for September, to ensure we are able to provide food in separate social zones to retain social bubbles and avoid mixing Year Groups. As there will be a separate serving point for each Year Group, queues can be effectively managed, and all students will be able to get served in their allocated time slot. Please note the following additional information regarding food serving and provision so that you can make informed choices about food arrangements for September:

- We will continue to operate a cashless payment system. Biometric readers will be set up in each servery so that students can pay in the usual way (via their finger reader). Please be assured that the biometric reader will be routinely wiped clean after each student pays before the next student uses it. If you are more comfortable to have your child's account looked up on the system manually, staff have the facility to do this at each till point and will be happy to oblige if a child indicates they would prefer not to use the biometric reader.
- The hot food menu has been adapted to accommodate multiple serving points (away from the main catering facility) and the preferred use of disposable packaging and cutlery for hygiene purposes. Buffet style serving points are not permitted at this present time and as such salads will be prepacked. Menus, outlining the food that will be available from September, are accessible on our website or via this [link](#). We will continue to keep you



updated as and when the menus change and will send out price lists as soon as these have been prepared by our catering company.

- Hand sanitiser will be set up at each serving point as a further reminder and opportunity to retain positive hygiene habits in advance of handling food.
- Whilst students and staff will not be using face coverings during the school day, in line with government advice, catering staff will be provided with PPE and additional training in response to their robust COVID-secure risk assessment for the food preparation and serving of food.
- Parent/carers can view the link below, for an overview of Cucina's services and Health and Safety measures.

<https://www.youtube.com/watch?v=kC0x95GeQ10&feature=youtu.be>  
<https://youtu.be/dlYUrZwb7Rk>

We recommend that students bring a refillable water bottle with them. Please be reminded that energy drinks and fizzy drinks are not allowed.

As mentioned in the transition video the school will look slightly different as of September. The day will be made up of two staggered slots with Year 7 falling into the first, as shown below:

<b>Years 7-9</b>
Period 1: 8.15 -9.00
Period 2: 9.00- 9.45
<b>BREAK (20)</b>
Period 3: 10.05 - 10.50
Period 4: 10.50 - 11.35
<b>BREAK (25)</b>
Period 5: 12.00 - 12.45
Period 6: 12.45 – 13.30
<b>Detentions/After school catch up: 13.30 - 14.15</b>

From September each Year Group has a weekly 45-minute dedicated pastoral slot which provides scope for extended assembly and valuable time with tutor. For Year 7, this slot will be on **Mondays** changing the end of the school day to 14:15 on these days.

We look forward to seeing you in September.

Kind regards,

R Bourne

**Mr Bourne**  
**Head of Year 6 into Year 7**