

28th August 2020

Dear Parent/Carer

As we approach the final few days of the summer break, I wanted to make contact to remind you of the arrangements for the start of term. Despite the many changes in policy, often at very late notice, the letters that Mr Spencer sent home in July are still very much the essence of our plans for the start of term. You can access the plans on this link: [Zoning plans for the start of term.](#)

Start times and arrival locations for individual Year groups:

Year Group	First Day Back	Arrive at:
Year 7	Thursday 3 rd September	8.15am – Etheldreda 8.25am – Franklin 8.35am – Scott 8.45am - Turing All report to Main Reception
Year 8	Friday 4 th September	8.35am – Staff will direct from Downham Road Gates
Year 9	Thursday 3 rd September	10.35am – Staff will direct from Main Reception
Year 10	Friday 4 th September	8.35am – Staff will direct from Needhams Gate
Year 11	Friday 4 th September	8.30am – Staff will direct from Needhams Gate.
Year 12	Enrolment 3 rd September. Lessons begin Monday 7 th September	Sixth Form centre
Year 13	Lessons Begin Friday 4 th September	Sixth Form centre

Zoning locations for Year groups:

	Main College Zones	Access and exit via	Period 1 Start time	Lunch/Break
Year 7	Turing Block (Bedford)	Downham Road or Back Gates	8.30am	Canteen
Year 8	Turing Block (Bedford)	Downham Road or Back Gates	8.35am	Canteen
Year 9	Franklin Block (A Block)	Downham Road or Back Gates	8.30am	Canteen/Food Cube
Year 10	Etheldreda Block and Littleport	Needhams Gates only	8.35am	Needhams Hall
Year 11	Etheldreda Block and Downham	Needhams Gates only	8.30am	Needhams Hall
Years 12 and 13	Sixth Form and Skills Centre	BLSF entrance only	8.30am	BLSF Servery



College Day Timings:

Year 13	8.30 Arrival	8.30-9.30 Period 1	9.35 – 10.35 Period 2	10.35-11.05 Break 1	11.05-12.05 Period 3	12.10-13.10 Period 4	13.10-13.40 Break 2	13.40-14.40 Period 5	14.40 Depart
Year 12	8.30 Arrival	8.30-9.30 Period 1	9.35 – 10.35 Period 2	10.35-11.05 Break 1	11.05-12.05 Period 3	12.10-13.10 Period 4	13.10-13.40 Break 2	13.40-14.40 Period 5	14.40 Depart
Year 11	8.30 Arrival	8.30-9.30 Period 1	9.35 – 10.35 Period 2	10.35-11.05 Break 1	11.05-12.05 Period 3	12.10-13.10 Period 4	13.10-13.40 Break 2	13.40-14.40 Period 5	14.40-15.00 Tutoring/Depart
Year 10	8.35 Arrival	8.35-9.30 Period 1	9.35-10.05 Break 1	10.05-11.05 Period 2	11.05-12.05 Period 3	12.10-12.40 Break 2	12.40-13.40 Period 4	13.40-14.40 Period 5	14.40-15.00 Tutoring/Depart
Year 9	8.30 Arrival	8.30-9.30 Period 1	9.35 – 10.35 Period 2	10.35-11.05 Break 1	11.05-12.05 Period 3	12.10-13.10 Period 4	13.10-13.40 Break 2	13.40-14.40 Period 5	14.40-15.00 Tutoring/Depart
Year 8	8.35 Arrival	8.35-9.30 Period 1	9.35-10.05 Break 1	10.05-11.05 Period 2	11.05-12.05 Period 3	12.10-12.40 Break 2	12.40-13.40 Period 4	13.40-14.40 Period 5	14.40-15.00 Tutoring/Depart
Year 7	8.30 Arrival	8.30-9.30 Period 1	9.35 – 10.35 Period 2	10.35-11.05 Break 1	11.05-12.05 Period 3	12.10-13.10 Period 4	13.10-13.40 Break 2	13.40-14.40 Period 5	14.40-15.00 Tutoring/Depart

Whilst we have worked hard to make sure we are ready for the start of term it is more than likely that we will need to be very flexible with rooming and timetable plans throughout the year. This academic year will be quite unlike anything we have experienced before and you should approach this year expecting that changes may be needed.

News broke at 10pm on 25th August that the Government had shifted its position on the use of face coverings in schools. The CMAT trust team had already anticipated a change in policy and have drafted a face coverings policy for all CMAT schools. Once this policy has been approved, we will publish it on the Ely College website. As things stand, as we are not in an area of local lockdown and as we have a very comprehensive plan of social distancing in Year group bubbles we do not foresee a need for students to wear face coverings in the buildings, although they will be required on transport to/from college.

Our site team has been working very hard over the summer to get college ready for the return of all staff and students. Some of the main changes include: refurbishment and installation of new IT equipment in the Needhams Tower (ground floor and first floor only).

- Needhams tower ground floor and first floor. We need these classrooms for the zoning of Year 10 and Year 11 in the short term but, as the popularity of the college builds, we will clearly need the additional space to house the increase in student numbers over the next two years until we are in a position to confirm plans to demolish and replace Needhams.
- We are fitting out a new computer room in the A block and this will be based in A12.
- House offices are being relocated to support the transition of students into Year group bubbles and to maintain the excellent communication between the college and parents.
- Detailed signage is being placed around the college to make sure that students are guided around the site in the routes that support our risk assessments.

- We have hand gel dispensers at every classroom and have purchased two “Ghostbuster” style electrostatic room cleaners so that all rooms can be sanitised at the end of each day.

Could I please ask for your assistance in following areas over the next few days:

1. PE lessons – students will need to come into college in their PE kit (although this will not be on the students’ first day in college) – they will not need to wear their blazer over their kit, but the outercoat must be in line with PE policy as must the footwear. Mr Coe has also asked that students bring in a change of clothes for wet days.
2. We will not use the fingerprint process for school lunches from September 2020 as this clearly presents a risk for Coronavirus transmission. The canteen staff will enter the student’s name at the cash point to deduct the cost of their meal from their balance. Please could I ask you to top up your child’s lunch account in readiness for the start of term. The details of how to access Wisepay were shared in the letter dated 14th July, but I have copied the relevant section below:

All payments for school meals, trips and other activities will now only be available to purchase via ‘Wisepay’. Most of you will already be registered to use this system. New families and unregistered users will need to do this ahead of September and add funds to your account.

Year 6 parents/carers will receive their logins shortly. Details of how to register can be found [on this link](#). Details of how to add funds can be found [on this link](#).

If you do not remember, or do not think you have been sent a Wisepay login, try the ‘forgotten password’ link on the login screen. If you are still unable to login, then please email us at: datateam@elycollege.co.uk so we can help and assist.

3. It is imperative that students have the correct equipment for lessons as we will be unable to provide pens and pencils for students to use: **a black pen, green pen, pencil, pencil sharpener, rule (150mm minimum), rubber, protractor, calculator (scientific is preferred), compass and coloured pencils**. We would also like students to have a reading book with them each day.
4. Could you please ensure that your child has a small dispenser of hand sanitiser gel for their personal use.
5. Students will have their timetables emailed to them on Tuesday or Wednesday next week, so that they know the rooms that they will be based in. It would be wonderful if you could talk through with your child what time they need to be at school on Thursday (for Year 7 and 9 only) or Friday (rest of the school) and the first classroom that they will be in. Staff will be around to help navigate students. Once students are in their bases with a member of staff they can talk through any concerns they might have about the start of term.

There has been so much turbulence and change recently that the news can often create a sense of anxiety and confusion that obfuscates the truly great news of next week - we will once again welcome staff and students back into the classrooms and be able to do what we do best. We need the students back in our classrooms to work with our wonderful teachers and be able to mix with their friends.

Please enjoy the final days of the holiday break, make the most of the Bank Holiday weekend, and I look forward to welcoming your children into college next week.

Downham Road Closure

Finally, we have been notified that Downham Road, between Egremont Street and St Mary's Street is closed for gas works. This is expected to be completed by 25th September. In the meantime, could you please avoid these areas as there is likely to be some congestion.

Yours faithfully



Simon Warburton
Principal