



BENTON PARK SCHOOL

'Creating a climate for great learning, success and opportunity'

3rd September 2021

Dear Parents/Carers

We are very much looking forward to welcoming our students into school for the start of the new academic year. A particularly special welcome to our Benton Park School community, goes to the new students and families in Years 7 and 12 who are joining us for the first time.

We are pleased to advise that everything is on track for our scheduled move into the new school during the October half term and it is looking really impressive. We plan to take the students across during this half term to enable them to familiarise themselves with it and ease the transition. In the meantime we have put together some useful information for this first half term, which will ensure your child gets off to a positive start.

We will share this information with students via Teams but please could we also ask you to discuss it with your child to ensure they feel comfortable with the arrangements.

- **Start of Term Dates**

Tuesday 7th September – Years 7, 10 and 12

Wednesday 8th September – Full school return

- **School Day Timings**

To ensure safe and efficient movement of students around school we are continuing to use designated entrances for each Year group. Details are as follows:

Year Group	Entrance	Registration Start Time
Year 7	N Block Entrance Students should make their way to the tennis courts on Tuesday 7 th September. They will then be shown their normal entrance/exit for subsequent days	8.20am
Year 8	Main Entrance	8.20am
Year 9	Glasshouse Entrance	8.20am
Year 10	Main Entrance	8.25am
Year 11	A/B Block Entrance	8.25am

Form group rooms will be shared with all students via Teams ahead of next week.

- **Catering Arrangements**

Over the summer we have had a new catering facility installed in N Block. Whilst this will eventually become a bespoke area for our Sixth Form students, in the short term we are using it to support our existing catering arrangements, and in particular, to support our Year 7 students to settle into routines.

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The use of staggered lunchtimes will continue with a selection of hot and cold food available at lunchtimes in all areas. Students will be able to pay using their Cashless Catering Card or Biometric fingerscan and so it is important they remember their card each day. Parents/Carers are reminded to top up catering accounts using ParentPay to enable students to access the facilities. Accounts should remain in credit at all times and low balance reminders can be set using ParentPay to support the management of this.

An important change is being made to the pre-order system. We are pleased to announce that food does not need to be pre-ordered for lunchtime, however, it is necessary to continue to operate pre-order for break times. Orders can be placed in advance for multiple days using the link below. During the first few weeks it will be a selection of drinks and cold snacks, with the introduction of hot break food to order, following shortly.

The link to order break time food [is available here](#). Please support our system by ensuring your child is able to order any break food required using this link.

- **Free School Meals**

For students who are eligible for a free school meal, an allowance of £2.40 per school day is added to your child's account at the beginning of the day. This is enough to supply them with a meal deal at lunchtime or alternatively they can use the allowance at break should they so wish. Any restrictions as to how you would like the allowance to be used can be discussed with the finance team. Any unspent allowance at the end of the day is removed and if your child spends more than the £2.40 allowance in any one day the overspend will then become a debt on your account that will need to be cleared through ParentPay.

- **Bus arrangements**

For the first three weeks of the half term and until such times as our new bus park becomes operational, the school bus service will be operating a staggered departure service at the end of the day. The L25, L26, L27, and B29 will leave first, followed by the B30 and B31. Students will be given detailed guidance on these arrangements during the first day back.

As previously advised, face coverings must continue to be worn on school buses in-line with DfE guidance unless students are exempt.

- **Uniform**

During the first half term students are permitted to arrive at school in their PE kit if they have a PE lesson during Period 1. It is essential that they remember to bring their full correct uniform to change into for the remainder of the day. They will also be permitted to leave school in their PE kit if they have a PE lesson Period 5.

Following our communication on 24th August this is a final reminder of our uniform expectations which can be found on the following link
<http://www.bentonpark.org.uk/uniform/59.html>.

We appreciate your support in ensuring your child has all the correct uniform to enable them to get off to a strong start to their learning.

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Covid Reminders

Whilst we all sincerely hope that school can return to something which resembles normal, we have to accept that Covid is still a feature of our lives and as such, take precautions as and where possible.

For students in Years 8 – 13 who are taking part in the home testing programme, please ensure that a home Lateral Flow Test is completed 24 hours before returning to school with a negative result.

Where we have consent for in school testing this will commence at the start of term. Please register your child's test with the NHS when they bring home the registration card after their test. This should be done within 24 hours of their lateral flow test. Two tests will be carried out in school before home testing resumes.

Please be aware that if your child has had a positive PCR Covid test they should refrain from having in school or home tests until 90 days after the positive test. If this is the case please let us know and we will pause their testing programme.

In terms of more general measures, we will continue to stress the importance of good hand hygiene and hand washing / use of sanitiser will continue to be encouraged throughout the day. Students are reminded to bring their own equipment to school and avoid sharing it wherever possible. We will also continue with our enhanced cleaning regime in school, particularly around frequent touch surfaces. Ventilation will also be one of our key risk measures.

Parents/Carers are asked to continue to pre-arrange any visits to the school site to enable us to control the flow of visitors on site and minimise contact risks.

As before, if your child experiences any of the following symptoms, they should not attend school and should go for a PCR test:

- Fever,
- Persistent cough
- Loss of taste/smell

Please alert the attendance team, details of which can be found below.

If a student is contacted by Track and Trace as a close contact, they should go for a PCR test and await the result. Again, please keep the attendance team up to date and they will support with further guidance.

- **Emergency Contact Details / Data Protection**

To enable us to ensure the information we are holding about your child is accurate and up to date, please can we ask you to login to our Parent Portal, Edulink and check the relevant details. When checking, please ensure that we hold all relevant allergy and medical information and that we have at least two emergency contacts for your child in case we cannot get hold of the primary contact.

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Equally, if we need to hold any emergency medication in school please ensure this is up to date and that you have spoken with a member of our Pastoral Team to ensure an appropriate care plan is in place.

We appreciate that this is a lot of information but hopefully it is self-explanatory and helps to explain the arrangements we have in place before we move into the new school building.

Should you have any queries on any aspect of this letter please do not hesitate to contact the relevant person using the information below:

- Attendance Matters – attendance@bentonpark.net
- Free School Meals / ParentPay/Catering – financeteam@bentonpark.net
- Queries regarding Edulink login – secretary@bentonpark.net
- All other queries – secretary@bentonpark.net

Yours sincerely

Delia Martin
Headteacher

Headteacher: Miss D Martin

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