

21<sup>st</sup> August 2020

Dear Parents/Carers

As we approach the end of the summer break, I promised I would write again with further details and information about school resuming for all students on Thursday September 3<sup>rd</sup>. **Specific details for this day for each school are detailed at the end of this letter.**

We have been busy over recent weeks making sure school is as safe as possible for staff and students and our risk assessments are available on our website if you would like to read them.

There are now various practical and procedural aspects of our return that I need to make you aware of. There is a lot of information here – please take time to read and talk about this with your child so everything is clear.

1. Transport: we have contacted all parents whose children use school transport. Please make sure if your child travels to school by bus they clearly understand the procedures in place to keep everyone safe.
2. Uniform: the usual rules apply and we expect students to wear full school uniform. We understand that you may well still want to be washing clothes regularly and that blazers may not be appropriate, but we do expect students to wear school jumpers. However, on days when they have PE lessons we ask them to come to school in PE kit, with their usual uniform in their bag, to minimise the use of changing rooms.
3. Students will be outside at break and lunchtime even in bad weather, as this supports social distancing – **so please make sure they bring a coat.**
4. Attendance: we expect all students to attend school punctually at the usual times (specific arrangements for Thursday 3<sup>rd</sup> September are at the end of this letter). The usual procedures apply in regard to informing school of any absences. Please do not send your child to school if they have any of the symptoms of Covid19, or have tested positive, or a member of the household has symptoms or has tested positive and they are within the self isolation period for any of these scenarios.
5. Break and lunch arrangements – we will be serving toast at breaktimes and hot meals and sandwiches at lunchtimes, although there will be a reduced number of options available. Students will queue in socially distanced bubbles and pick up their meals which will be in takeaway boxes. Students will eat either outside or in their classroom bubbles. We will still accept cash payments, but we will not be able to give change. Prices will be changed to make this as easy as possible. We will in due course offer the option for students to leave money with the office to pay for school dinners in advance once we see how the system is working. If students bring a packed lunch everything should be easily disposable of and in line with our healthy eating policies.
6. Students should bring a filled water bottle with them; there will be opportunities to re-fill these but this will be limited. School rules remain the same regarding sweets and fizzy drinks which are not allowed and will be confiscated if brought into school.
7. Students will be taught in Key Stage bubbles. They will use the same desk for most lessons, except where specialist rooms (eg science labs) are necessary. Students **must** bring their own equipment – they will not be able to borrow from staff or other students. This is important as we will have limited ability to be able to help students if they arrive without this. Bubbles will be maintained at breaks and lunchtimes – the more we can keep students in groups, the less likely cross infection leading to whole school closures will be. As far as possible, students should try and maintain these bubbles outside school as well as during school hours.

8. Students will need to social distance wherever possible, follow one way systems, and sanitise hands on the way in and out of school buildings and classrooms. **Please make sure your child is aware of the need to social distance on the way to and from school. At the moment, government guidance is that students do not need to wear masks in school. Please do not send your child in with one, unless they are using school buses, in which case they should wear a mask on the bus and remove it when they arrive at school. We will advise you should this guidance change.**
9. Parents will not be allowed in school; if you need to speak to a member of staff, please call the office or email and we will do our best to help. Please be aware we will be experiencing a higher volume of calls and emails as a result of the new arrangements and a response may be slower than usual – please be patient.
10. It is vitally important that we have up to date contact details, particularly phone numbers, for all parents so we can easily reach you in the event of a local lockdown or your child becoming ill. Please make sure you are contactable at all times. We will only call you if we need to.

This will be a challenging time for staff and students alike as we get used to new ways of teaching, learning and behaving in school. It is very important that students behave responsibly and sensibly, sticking to the expectations of staff and our risk assessments, in order to keep everybody safe. Our behaviour policies have been amended to reflect new ways of working and are available on our website. Staff will guide our students through the new ways of working so they feel supported and safe in school. Our most important priorities are the wellbeing of students and staff in school and we are doing all we can to support everyone involved.

We are aware that you or your child may be anxious about returning to school and I hope that the measures I have outlined in this letter will reassure you. The benefits of students returning to school outweigh the risks, and the government have said that attendance is mandatory for all in September. If you have any concerns, please do contact school and we will be happy to talk these through with you.

For those students who have not been in school since March, school will look very different and it is important they are aware of the social distancing and safety procedures we have put in place. Heads of School Tom Hailwood and Danny Gee will be posting walk-through videos on Facebook and the schools' websites on Friday 28<sup>th</sup> August to help you and your children familiarise themselves with what the 'new normal' looks like. We hope you enjoy watching them!

There will no doubt be queries which will arise as we go through the first few days of term. This is a steep learning curve for everyone and I would like to thank you for your continued understanding, patience and support as we navigate our way through.

Yours sincerely



Judith Schafer  
Executive Headteacher



David Davidson  
Chair of Governors



Arrangements for students arriving on the first day, Thursday 3rd September

### **KS3 Bubble (Y7/Y8)**

Please enter and exit school using the front entrance. Please line up outside, socially distanced, and wait to be welcomed into school.

Year 7 and 8 – Arrive at 08:45 and staff will help you go directly and safely to the hall. An assembly will be held shortly after arriving at school for the Head of School to welcome students and share information about the new term to come.

### **KS4 Bubble (Y9/Y10/Y11)**

Please enter and exit school using the front entrance. Please line up outside, socially distanced, and wait to be welcomed into school.

Year 9, 10 and 11 – Arrive at 11:00 and follow staff instructions to go directly and safely to the hall. An assembly will be held shortly after arriving at school for the Head of School to welcome students and share information about the new term to come.

Staff will be outside to help direct students to the correct entrance and support in particular the new Year 7 students. Students **MUST** social distance at all times, inside and outside school buildings. Hand sanitiser stations will be at entrances and **MUST** be used when entering the building.

Please note the normal start times for the first day are staggered to allow appropriate induction to take place for each bubble. KS4 **must not arrive** prior to 11:00. Students must line up at the front of school and not enter via the rear yard on this first day.

Parents dropping off students in cars should do so in the car park and not come in to school.

If you are unable to get your child to school at the appropriate staggered start time above because they would usually travel on school buses or trains, students should catch their normal bus or train to school, then come to the front entrance where staff will direct them to a safe place to wait until the start time for their year group.

School will finish at the normal time of 15:15 for all students where each bubble will leave through different respective exits.



## **Arrangements for students arriving on the first day, Thursday 3<sup>rd</sup> September**

### Orange Bubble (Y7/Y8)

Please enter and exit school using the path behind the Visitor Centre and opposite the garage, known as the 'cut entrance'.

Year 7 – Arrive at 8:35am through the technology entrance and follow staff directions to go to Room 11 to be registered.

Year 8 – Arrive at 8:35am through the technology entrance and follow staff directions go to Room 7 to be registered.

An assembly will be held shortly after arriving at school for the Head of School to welcome students and share information about the new term to come.

### Green Bubble (Y9/Y10/Y11)

Enter and exit school using the path between the Sports Hall and School Drive.

Year 9 – Arrive at 10:20am and enter via the MFL entrance and follow staff directions to go to Room 4 to be registered.

Year 10 – Arrive at 10:20am and enter via the MFL entrance and follow staff directions to go to Room 2 to be registered.

Year 11 – Arrive at 11:15am and enter via the Room 17 entrance and remain to be registered in Room 17.

An assembly will be held shortly after arriving at school for the Head of School to speak to welcome students and share information about the new term to come.

Staff will be outside to help direct students to the correct entrance and support in particular the new Year 7 students. Students MUST social distance at all times, inside and outside school buildings. Hand sanitiser stations will be at these entrances and MUST be used when entering the building. There will be a place to leave your bag and equipment in your registration classrooms.

Parents dropping off students in cars should do so at the top of the school drive and not come in to school.

If you are unable to get your child to school at the appropriate staggered start time above because they would usually travel on school buses or trains, students should catch their normal bus or train to school, then come to the front entrance where staff will direct them to a safe place to wait until the start time for their year group.

School will finish at the normal time of 3:00pm for all students when each bubble will leave through different respective exits.