

1 September 2020

Dear parent / carer,

**RE: COVID-19 PHASED RETURN TO SECONDARY SCHOOLS**

I hope you and your family are safe and well. It has been a strange summer, however, I hope you and your family were able to enjoy some of the glorious weather and had the opportunity for some quality family time together.

As we prepare for the new academic year we continue to work closely with our Trust (Thinking Schools Academy Trust) and to follow the Government advice to ensure we give the safest welcome for our students.

The Government's guidance for opening to all Year groups from September is the cornerstone to our plans and we have been working around the clock to reflect this and ensure a safe welcome back for all children in the new academic year.

We are now in a position to be able to share a summary of the principles for opening to all children in September.

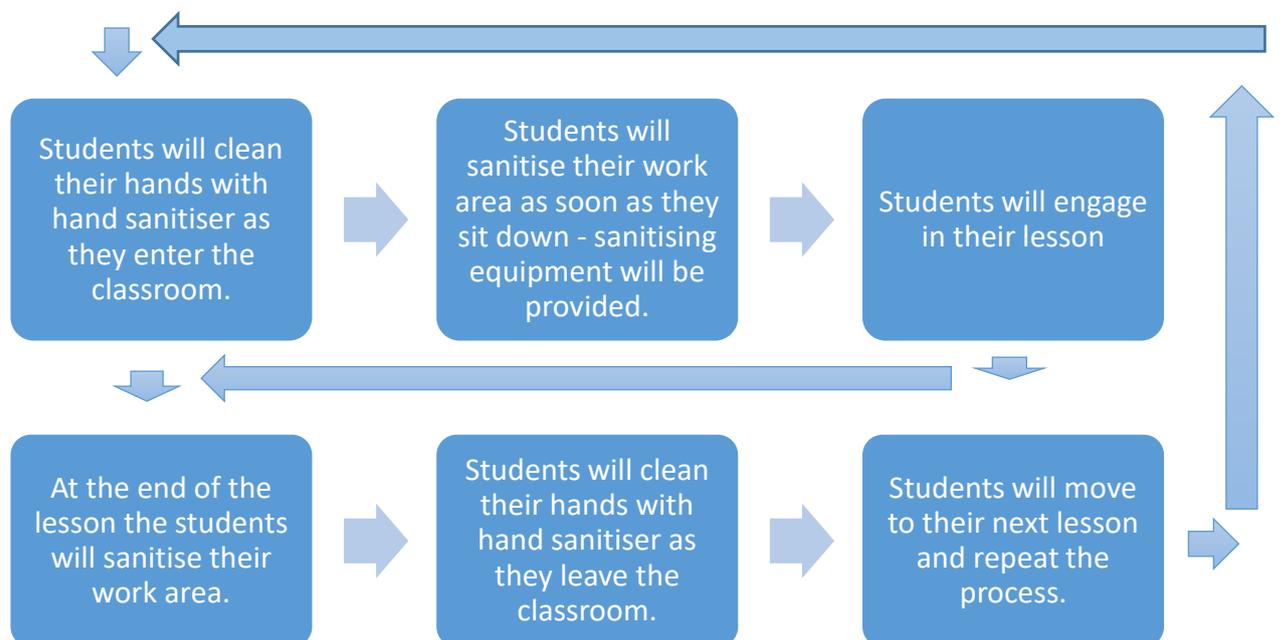


In addition to this letter, the information [here](#) will help you understand how the return-to-school based learning will happen and answer questions you may have.

We will be continuing to work to our mission of Child First = Child Safe = Adult Safe. This has guided our planning since lockdown and we are pleased with how well it translated to everyone in our school community.

### How we achieve 'Child Safe'

The heart of our strategy to keep everyone safe will be the Year Group Bubble. Each child will be part of a consistent bubble made up of their year group with NO mixing between these bubbles in the classroom. To help manage the Year Group Bubbles we are introducing additional measures that will allow students to move between lessons from safe space to safe space throughout the day within their bubbles – this will be achieved through the new method of 'Clean, Use, Clean':



Teachers will be, where appropriate, situated as they would have been pre-Covid-19, in a base classroom with limited movement between classes during the school day. The reason we have taken this approach is to enable us to safely deliver as much of the curriculum as possible to our students including the use of specialist facilities such as Science labs and Art rooms.

I have outlined below the top five considerations and principles that will be in operation in time for all of our students returning.

## 1. MANAGING SICKNESS AND REPORTING

Please remember that you must not send your child to school if they are unwell or displaying any symptoms of Covid-19:

- New continuous cough
- High temperature
- Loss of, or change in, your normal sense of taste or smell (anosmia)

We are going beyond the Government advice regarding Track & Trace to ensure the highest safety for our community. Therefore, any member of our school community that is displaying symptoms must self-isolate and be tested.

In the event of a positive test result, we will inform Public Health England (PHE) and require all students identified as being within prolonged close proximity to the infected person to isolate for 14 days.



## 2. ARRANGEMENTS FOR THE START OF TERM

We will provide a full time education provision for all children five days a week. The Government expect all children to return in September and we have planned carefully to ensure that we are able to welcome them all back safely.

To support our children and families to return to school we are operating a staggered return to start the new academic year. These Year group bubbles will return on the following days:

Date	Year groups
Monday 7 <sup>th</sup> September	Year 7 only
Tuesday 8 <sup>th</sup> September	Year 7 & 12 only
Wednesday 9 <sup>th</sup> September	Year 7,11,12 & 13 only
Thursday 10 <sup>th</sup> September onwards	All year groups

**TRAVELLING TO AND FROM SCHOOL:** As far as possible we would ask all pupils to be walking or cycling to school. Bicycles can be secured in the cycle racks at the front of the building, where this is not possible students should abide by the government guidance for travel on public transport.



### 3. ARRANGEMENTS FOR THE SCHOOL DAY

LESSONS: To reduce movement of students around the school we will be operating a three-lesson school day.

ARRIVAL/DEPARTURE: To support social distancing, students must enter and leave the school grounds through the entry / exit points outlined below:

**Please note these times and entry points have been updated since my previous letter in July.**

Year	Entry / Exit point	School start time
7	Entry Point 2 – Main student gate → Reception	8:40am
8	Entry point 1 – Top pedestrian gate → Galley community door	8:40am
9	Entry point 3 – Lower gate → Student path (enter via field)	8:40am
10	Entry point 1 – Top pedestrian gate → Galley community door	8:40am
11	Entry Point 2 – Main student gate → Reception	8:40am
12*	Entry Point 2 – Main student gate → Reception	9:00am
13*	Entry Point 2 – Main student gate → Reception	9:00am

\*Please note that Year 12 & 13 students will be exiting at the end of the school day via the lower school gate, not via Reception. All entry points will be clearly signposted.

At the start of the school day students should go straight to their lesson 1 classroom for registration. Please note that the site will only be open for Years 7-11 from 08:20am and Years 12 & 13 from 8:50am.

LOCKERS: To minimise spread of germs, lockers will be out of bounds in communal areas and students will need to take their belongings between lessons. If your child needs to retrieve any belongings left in their locker from last year please contact

Student Services at the end of the school day. All belongings should be collected by Friday 11<sup>th</sup> September at 3:30pm.

LARGE GATHERINGS: Please note that we will be avoiding large gatherings and all assemblies will be taking place virtually throughout the Autumn Term to ensure safety.

BREAK/LUNCHTIMES: Break and lunchtimes will be staggered so that the Year Group Bubbles do not mix. Please provide your child with a healthy break snack as usual. We will be offering a hot meal option as usual, alternatively please provide your child with a healthy packed lunch.

There will be a NO CASH system in place, so use of the online payments system is essential to top-up student accounts. NOTE: For Year 7 students who may not have been enrolled on the system as yet, the overdraft facility will be enabled. Please contact your school for further information.

PE & PERFORMING ARTS LESSONS: Due to current restrictions on the use of communal changing rooms, students will not be required to wear full kit for lessons involving physical activity e.g. PE and Performing Arts. Students will be required to change into trainers for their PE lessons. Students may wish to wear their PE kit under their school uniform; at the end of the lesson, students must put their school uniform back on over their PE kit.

FACE COVERINGS: The use of face coverings will be optional, if students wish to wear them.

#### What face covering is permitted?

- **Students are only permitted to wear a plain single colour “face covering”** which covers the mouth and nose held in place by straps around the ears. See example below:



- Patterned or adorned “face coverings” are NOT permitted.



- No other type of face covering (e.g. scarf or bandana) is permitted.

What will happen if a student wears a face covering that is not permitted?

- You will be required to remove the face covering
- You will be required to hand the face covering in to Student Services for the rest of the day and will be issued with an appropriate disposable face covering.
- You will be able to collect the face covering at the end of the school day.
- Students who repeatedly are found to be wearing non-permitted face coverings in school will be subject to the school’s behaviour policy for failure to comply with instructions.

### Looking after your face covering:

- Students are expected to look after their own face covering and follow [government guidance](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#maintaining-and-disposing-of-face-coverings) on wearing their face covering.  
<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#maintaining-and-disposing-of-face-coverings>
- Whenever a student takes off their face covering it must be safely put away or disposed of in a lidded bin.



#### **4. SCHOOL RULES**

We expect our students to return in full school uniform. Wearing the correct uniform is important to our identity and school community, and we recognise the importance of establishing our school as a family of learners together and uniform is integral to this.

All normal school rules will apply as well as additional expectations around behaviour in corridors and the maintenance of social distancing – these are shown on additional signage throughout the school. If students choose to ignore these expectations then the school will apply the normal range of sanctions.

**STATIONERY & PERSONAL BELONGINGS:** We encourage students to bring in their own stationery in a plastic based pencil case. All essential belongings can be brought in a school bag.



#### **5. SAFETY AND CLEANING**

Ensuring that our school is kept clean is a key part of our plan. This means regular cleaning of all shared spaces including classrooms, corridors, IT suites and toilets. We will put in place a “cleaning habit routine” at the start and end of every lesson in every classroom that is being used.

Hand sanitiser will be the principle means of securing hand hygiene and will be easily accessible across school grounds.

As a result of these measures we believe we will be able to provide a safe learning environment for your children and we look forward to welcoming them all back in September.

**FINAL NOTE...**

I would like to take this opportunity to thank our students, parents/carers, staff and governors for their support over the last term and indeed, since the pandemic impacted on our usual ways of teaching and learning.

Together we have overcome some great challenges and we are proud of what we have achieved. Should there be any further changes to the Government guidance before we return, or during the new academic year we will respond as fast and as best we can.

However in the meantime, I would like to thank you again and I hope you have found this update useful. Further information will be published on the school website as and when it occurs.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Gage'.

Ms M Gage  
**Principal**