



15th July 2020

Arrangements for School Re-opening in September 2020

Dear Parents / Carers

Following the Government guidance which was made available on 2nd July, we are delighted to confirm that all students in Years 7 to 11 will return to school in September. The full opening guidance from the Department for Education (DfE) asks that schools comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools are also asked to look carefully at how contact is reduced based on the following four principles:

- Grouping children together;
- Avoiding contact between groups;
- Arranging classrooms with forward facing desks;
- Staff maintaining distance from pupils and other staff as much as possible.

Whilst we know that the risk to children of becoming severely ill from coronavirus (COVID-19) is very low, there are parameters around health and safety which must be adhered to and outlined in this letter.

Due to the situation we have faced in recent months, the start of the next academic year will be somewhat different to previous years. In order to best support the transition of our new Year 7 students and the return of our Year 11 cohort we will only be inviting these year groups into school on **Wednesday 2nd September**. Students in Year 8, Year 9 and Year 10 will be asked to stay at home on this day. **On Thursday 3rd September, all students will be expected in school.**

As outlined in guidance from the DfE, schools should try and group students by year groups and avoid, where possible and practical, contact between students from different year groups. As a result, we have had to make changes to how students arrive and exit the school so that we can keep year groups apart. Whilst we want students to return to school as normal, our priority is everyone's safety at this moment in time.

Students in each year group have been allocated a school entrance point which must be used at the start and the end of the school day. Please note: **students in Year 7 and Year 11 cannot enter the building until 8:25am; students in Year 8, Year 9 and Year 10 from 8:35am.** It is imperative that students do not arrive on site before this time. If students do arrive before this time, they will have to wait outside their designated entrance until they are allowed into the school building; this is so we can safely supervise students' movement when they enter.

For the moment, we will not require students to line up in form groups at the start of the day as we normally would. Instead, students will go straight to their designated form room; **all students will need to be in their form rooms by 8:40am.** The table (overleaf) provides an overview of the school day for each year group as well as their designated entrance and exit points. Staff will be on duty to supervise and guide students.

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Year Group	Gate (Entrance & Exit)	Arrive from	Break (15 mins)	Lunch (30 mins)	Leaving Time
7	Gate 2	8:25	11:00am Main Hall	12:45pm Main Hall	2:35pm
8	Gate 1	8:35	10:30am Main Hall	1:15pm Main Hall	2:40pm
9	Gate 4	8:35	10:30am Main Hall	12:15pm Main Hall	2:45pm
10	Gate 2	8:35	11:00am Restaurant	1:15pm Restaurant	2:40pm
11	Gate 3	8:25	10:30am Restaurant	12:15pm Restaurant	2:45pm

Gate 1	Enter / Exit school doors next to DT rooms
Gate 2	Enter / Exit by Main Entrance. Both year groups will enter the site via the Main Path. Y7 will use the Entrance by the Boardroom and Green Staircase; Y10 the Main Entrance & Main Staircase.
Gate 3	Enter / Exit by Restaurant / Conservatory.
Gate 4	Enter / Exit by Birchfield Nursery walk around the back of school to enter next to Rooms 9 & 10.

Zones

The guidance states that students should be kept apart from other children in other year groups as much as possible but are safe to mix with students in the same year group 'bubble'. To enable us to run our timetable and offer a broad and balanced curriculum, we have had to 'zone' particular year groups in certain areas of the school. This means that students will still get their full curriculum entitlement in sets that are appropriate to each child's ability. **Year groups will have designated areas that they will remain in for the majority of their lessons** with teachers moving around the building to each class. Specialist teaching rooms will be available for certain subjects but these have been carefully timetabled to ensure strict cleaning regimes are in place should another year group need to use them throughout the day. Each zoned area will also have access to designated toilets to reduce the risk of infection; these will continue to be unisex.

Arrival on site

All students must enter the school site using only their allocated gate (as shown in the table above). If students are arriving to school on bikes, they should use the allocated gate to come on site. Bikes should be securely locked and students should keep a safe distance from one another whilst they are being stored. A member of staff will be on site to supervise and check this is done safely.

Students can be dropped off in the main car park where they should make their way to their allocated entrance. **Please note the gates will be locked from 8:20am until 8:45am** as this will be the time that students will be arriving on site. **We politely ask that students are not dropped off at school too early as they will not be allowed into the building until their allocated time.**

When students enter the building, they should go directly to their Personal Tutor room where they will be asked to sanitise their hands. Students should not be wandering around the building as this compromises our health and safety risk assessments and could increase the transmission of infection if students from other year groups mix. **Unfortunately, we will not be able to offer the usual food and drink service from the Restaurant before school in the morning.** However, we are investigating ways to provide access to refreshments within zones.



Break and Lunchtimes

We will continue to offer staggered break and lunchtimes for students. However, students within the same year group bubble will eat together either in the Main Hall or the Restaurant / Conservatory. **Please ensure you update your child's WisePay account remotely** as students will not be able to put money on using the biometric machines. You may wish to provide your child with their own packed lunch; please advise them not to share this with other students. **Water fountains will also be turned off** so please ensure your child has access to drinks throughout the day. Please be reminded that energy drinks are not allowed.

Exiting the building

Students will exit the building using the same point and gate they used at the start of the day. We will stagger the exit from school so that we don't have too many students leaving at once. **Students will need to leave the site immediately and not wait around for friends. The main car park gates will also be locked from 2:30pm until 3:00pm** as this will be the time students are leaving the school site.

Learning & Curriculum

As you can appreciate, this period of school closure has been a challenging and complex time for all of us however, it is imperative we get students back into learning routines and engaged in their school curriculum as quickly as possible. We are incredibly fortunate that we will be able to run our school curriculum and timetable in September and fully understand that some students may feel anxious about the work that they have missed. We understand the difficulties that some students may have faced in accessing work at home however, subject teachers are committed to addressing the gaps that students will naturally have in their knowledge, skills and understanding. We recognise that the last few months may have been challenging for many students, so we will ensure that there is an emphasis on supporting their wellbeing and helping them to get back into their normal routines.

School Uniform & Equipment

Students will be expected to wear full school uniform and appropriate footwear. Our normal high standards and expectations will apply with usual sanctions in place for students who do not wear appropriate shoes or have missing equipment. All students need to have access to an **appropriately sized school bag as well as the required equipment.** Please see [our website](#) for further information / details around expectations for uniform and equipment. Students will need to take their exercise books home each evening and ensure they have the correct books each day for their timetabled lessons. Students should not share frequently used equipment such as pencils and pens. We will continue to monitor DfE guidance around PPE in schools and adapt our practice accordingly. Current guidance from the DfE can be accessed [here](#).

Enhanced Cleaning Schedules

Advice from Public Health England states that enhanced cleaning arrangements must be in place and formal consideration given of how to reduce contacts and maximise distancing between those in school, wherever possible. We have worked closely with our Maintenance Team to ensure regular cleaning continues to take place throughout the school day.

We will expect high standards of hygiene from students at all times. In every classroom there will be a hygiene station with hand sanitiser, anti-bacterial wipes, tissues, paper towels and disinfectant. We would ask that all students support one another by keeping the areas where they have worked clean and tidy and dispose of all waste material in the bins provided. Whilst we can offer an enhanced cleaning regime, students have a collective responsibility to support this key control measure.



Behaviour

There will be an addendum to our current Behaviour for Learning Policy which we will update on the school website along with our Home-School Agreement. It is critical that students cooperate with staff and follow instructions for the safety and well-being of everyone. **Any behaviour that might put others in danger or compromises our risk assessments will not be tolerated and will result in serious sanctions being put in place.**

School Attendance

School attendance will be mandatory from the beginning of the autumn term. This means that from September, the usual rules on school attendance will apply. Students who are absent for any reason will be required to catch up the work that has been missed. Given the time that students have had away from school, it is important that your child is in each day to catch up on the missed learning time.

COVID-19 Symptoms

Any student on site who develops symptoms of COVID-19 will be isolated in our Symptom Room until the student can be collected by a parent / carer. Any student with symptoms must be tested and parents are asked to communicate the results of the test with school as soon as possible. If a student or member of staff tests positive with COVID-19, we will communicate this with the relevant people, following local health protection team advice. **Please do not send your child into school if they are showing any one of the symptoms for COVID-19.**

Support for Students with SEND

We will continue to work with families and students to provide the best possible support for students with SEND and make reasonable adjustments to ensure they feel safe and comfortable in school. Should any parents or carers wish to discuss this in detail, please contact your child's Key Worker in the first instance.

Visitors

For the moment we will need to limit the number of external visitors to the school during opening hours and only essential meetings will take place face-to-face. Only one person at a time will be allowed into the Reception area and we kindly ask that the protocols in place are followed at all times; please could parents avoid visiting school unnecessarily.

Transition

In September, we will be inviting a new cohort of Year 7 students to the school. If you have another child who is starting with us in September, you will receive an additional letter which outlines the first school day for your child.

We hope that this letter provides you with some answers to the questions that you have. If you do have any further questions, please don't hesitate to contact the Main Reception who will forward your questions to the relevant person in school. Our end of year letter is normally one where we reflect on what has been achieved throughout the year. Despite the closure of the school, we are incredibly proud of how well our students have adapted and coped with their new way of working. As we have said previously, we are confident that our students will continue to show great determination in overcoming these difficulties; we cannot underestimate the lessons in life students have learned during this period and we are committed to supporting them fully for the remainder of their time in school. Thank you most sincerely for supporting us throughout this very difficult year. We wish you all a very enjoyable summer and look forward to seeing all of our students in September.

With best wishes,

Simon Corner
Principal

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