



10th July 2020

Dear Parent/Carer

Final Arrangements for September

I hope you and your families are well. This will be my final letter before the summer break and I aim to fully brief you on our final plans for a full return of students for September. As there is so much information and organisation required to get students back safely, I have tried to keep this as clear as possible but as you will understand there is a lot of information to communicate. My apologies for this lengthy letter but I hope it covers everything you need to know.

The current government guidelines for the return of all pupils to school in September can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

and here...

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

The following plan aims to prioritise safety and balance a full return to education. As always, these plans are subject to change should the government advice be updated. I will always keep you informed of any changes as they happen.

For your convenience, I have also reduced this information down to a summary sheet of absolute essential information to accompany this letter.

Introduction:

These huge changes to the way we work, particularly the school day and structure, may not suit all families. We have done our absolute best to meet all of the government requirements whilst minimising disruption to our school community. There are some things we just can't change whilst still meeting these requirements; these changes and restrictions will apply to all schools during this period of return.

We know that these changes will cause inconvenience and disruption for some of you. I can only assure you that we have done everything we can to minimise the impact of this and thank you in advance for your understanding at this unique and complex time.

Key Changes:

Below are the key changes that apply to your child that we have had to incorporate into our planning:

1. Creation of year group bubbles that cannot mix.
2. Staggered start and end to the school day.
3. Staggered breaks and lunchtimes.
4. Phased return of year groups.
5. Changes to lesson times and subject timetables.
6. Reduction of movement around the school.
7. Avoiding use of public transport to and from school.
8. Pick up and Drop off points.
9. Removal of some social distancing measures in school.
10. Increased focus on hand washing and hygienic behaviours.
11. Changes to the way we manage visitors to the school, meetings, after school and evening events.
12. Canteen and Food Arrangements.

I will address each of these key points one by one below.

1. Creation of Year Group Bubbles that cannot mix

This is the key piece of advice that many of these changes have been based on. In order to ensure the school environment is safe and contact is limited between students, we will be following the advice to create year group 'bubbles'. A bubble is a group of students that do not mix outside of this bubble whilst in school. This limits their contact with others and reduces risk of infection. It also means that should there be an outbreak this can be addressed as a bubble and not impact the whole school.

To achieve the isolation of the 'bubbles', students will be taught in their year group at all times. Often this will be in the same classrooms. They will be taught together, take lunch and breaks together and will arrive and leave school at the same time. The start and end of the school day and lesson changeover times will all be staggered to avoid crossover with other year groups.

2. Staggered START/END times of the school day

Due to the need to ensure students do not mix outside of their year groups, we will be staggering the start and end times of the day. Students will all have the same amount of learning time but will need to start and finish school at different times.

Therefore, students will be asked to arrive and leave at specific times each day.

SCHOOL ARRIVAL AND END OF SCHOOL DAY TIMES

Year Group	ARRIVAL TIME SLOT	END OF SCHOOL DAY
7	08:00 - 08:15	14:45
8	08:15 - 08:30	14:15
9	08:30 - 08:45	15:00
10	08:45 - 09:00	15:15
11	08:00 - 08:15	14:30
Year 12 and 13	08:15 - 08:30	14:45

The only exception to these arrival/drop off times will be in the case of siblings who can arrive together using the earliest start time and the latest end time.

Due to the large scale of this reorganisation and the absolute requirement that year group bubbles are protected; we will not be able to make any exceptions based on individual circumstances.

3. Staggered Breaks and lunchtimes

Due to the need to ensure year group bubbles do not mix, lunchtimes will be staggered throughout the day.

We will be requesting that students bring packed lunches where possible. Our canteen will be open at breaks and lunch but will only be selling "grab and go" food and not cooked, plated meals.

Students will be able to play as normal during these breaks, within their year groups and will be supervised as normal.

Lessons will also be staggered to minimise contact between year groups; the structure of the day will consist of 3 longer lessons rather than 5 to further reduce movement around the school.

4. Phased Return of Year groups

In order that we give each year group the time and space they will need to readjust and get used to new routines and structures, we will be phasing the return of students more slowly than normal this September.

This is to ensure that we get to spend an appropriate amount of time with the students to support them with their preparation for learning and with their emotional wellbeing. This is particularly important for the new year 7 students who have missed out on their transition days this year due to the Covid-19 school closures.

SEPTEMBER 2020 – START DATES	
Year 7	Wednesday 2 nd September 2020
Year 8	Monday 7 th September 2020
Year 9	Tuesday 8 th September 2020
Year 10	Friday 4 th September 2020
Year 11	Thursday 3 rd September 2020
Year 12	Wednesday 2 nd September 2020
Year 13	Friday 4 th September 2020

Week One

DAY	Monday	Tuesday	Wednesday	Thursday	Friday
DATE	31/8/2020 BANK HOLIDAY	1/9/2020 School Closed	2/9/2020	3/9/2020	4/9/2020
Year groups in School	NONE	NONE	Year 7 (First Day) Year 12 (First Day)	Year 7 Year 11 (First Day) Year 12	Year 7 Year 10 (First Day) Year 11 Year 12 Year 13 (First Day)

Week Two

DAY	Monday	Tuesday	Wednesday	Thursday	Friday
DATE	7/9/2020	8/9/2020	9/9/2020	10/9/2020	11/9/2020
Year groups in School	Year 7 Year 8 (First Day) Year 10 Year 11 Year 12 Year 13	Year 7 Year 8 Year 9 (First Day) Year 10 Year 11 Year 12 Year 13	ALL YEARS	ALL YEARS	ALL YEARS

5. Changes to lesson times and subject timetables / 6. Reduction of movement around the school

We are keen that all students are taught a full and broad curriculum whilst minimising movement around the school and changes of rooms.

Students will be taught in a 3 period day with lessons lasting up to 90 minutes and will have subjects blocked together so they can be taught in the same classroom throughout the day.

Students will be briefed on the new timetables and day structures on their induction/return days.

One way systems will be in place in corridors and the playground will be divided into clearly marked year groups "zones".

Lesson, end and start time staggering will mean movement around the school is in restricted numbers.

7. Avoiding use of public transport to and from school

This is possibly the most disruptive requirement as set out in the government guidance. It is strongly advised that students do not use public transport or crowded buses.

This will require students to walk, cycle or be dropped off and picked up by car (at the specified times).

Buses will be running but places on the buses will be limited by social distancing of 1 metre - 2 metres and will require all children above the age of 11 to wear face masks at all times. We have been asked to make clear that the use of public transport should only be when there is no other safe alternative. KCC are currently working on solutions to this issue but no information has yet been provided to schools about how buses might be managed in the county.

We will be creating an “airport style” pick up and drop off one-way system to speed up this process and cope with the increased traffic.

The government have not been clear on car sharing, but at current time, this seems to be ok as long as it is the same children/households sharing each day. This may be a solution when you are not able to pick up/drop off yourself. This can include children from other year groups but only when there is no other alternative.

I know it will be a real challenge for some parents to make these times work around your own busy schedules but it is an unfortunate and non-negotiable situation and it is the only way of meeting the government expectations. It is significantly more of a challenge to do this in a rural area when so many children use buses to get to school. All of our efforts will be focussed on relaxing this as soon as we are permitted to, but in the meantime, it is a necessary requirement and the flexibility we are asking parents to show is appreciated and understood. We have carefully considered all practical options available to us and do not ask this lightly.

This system will also require a change to the way we ask parents to drop off and pick up from school. This system is designed to reduce traffic, keep the flow of traffic moving and allow a quick drop off and pick up for busy parents.

8. Pick Up and Drop off Points (See map)

We will be operating a strict **one-way** policy for picking up and dropping students off at school.

ENTRY – Through the back car park/Grange Park entrance **only**. Please follow signs and lanes to the drop off zone on the main playground, in front of our new Sports Hall.

DROP OFF/PICK UP – You may only pick up and drop off from the clearly marked drop off zone and **must not** leave your car or park up at any time. No students should get into or out of cars outside of the clearly marked zone. We thank you in advance for your cooperation with this.

EXIT – As soon as students are picked up, cars must leave immediately by the front gate.

THIS PROCESS WILL NOT BE NEGOTIABLE AS IT IS PARAMOUNT TO THE SAFETY AND WELFARE OF OUR STUDENTS. WE WILL NOT MAKE EXCEPTIONS AND WILL NOT BE ABLE TO NEGOTIATE THESE RULES.

WE POLITELY ASK PARENTS NOT TO PARK UP ON THE ROAD OUTSIDE THE SCHOOL AS THIS POSES A SIGNIFICANT SAFETY RISK TO STUDENTS AND OTHER ROAD USERS.

WE WILL NOT TOLERATE RUDENESS TO STAFF UNDER ANY CIRCUMSTANCES WHEN MANAGING THIS SYSTEM.

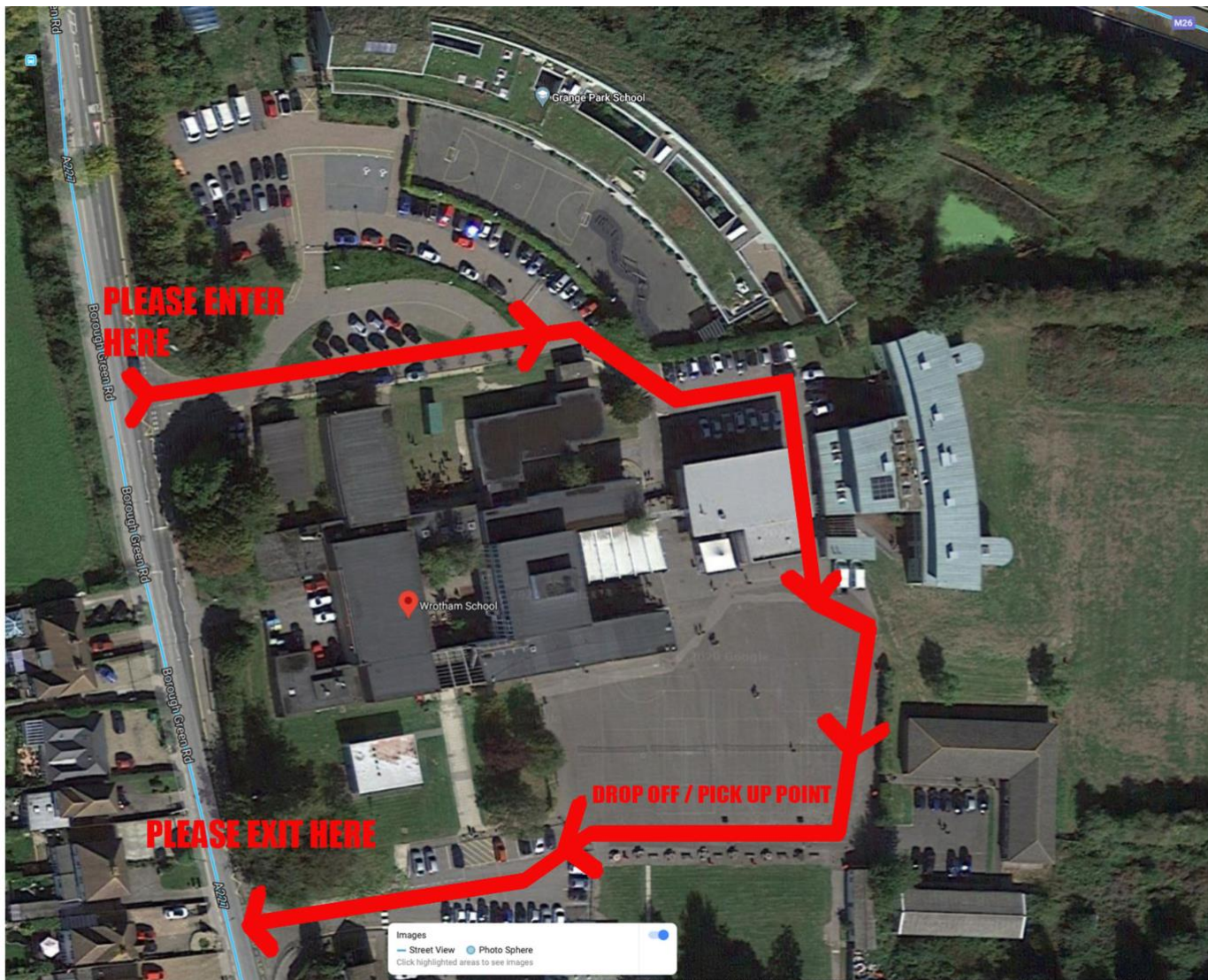
THERE WILL BE A STRICT NO PARKING RULE ON THE SCHOOL SITE AND PARENTS ARE POLITELY ASKED TO STAY IN THEIR CARS AT ALL TIMES.

QUICK GUIDE

DROP OFF DIRECTIONS

- PLEASE ENTER THROUGH THE GRANGE PARK ENTRANCE
- FOLLOW DIRECTIONS (ROUTE SHOWN ON MAP)
- DROP OFF AND PICK UP IN THE MARKED AREA OUTSIDE THE NEW SPORTS HALL
- EXIT VIA THE MAIN SCHOOL ENTRANCE

PLEASE DRIVE CAREFULLY AT ALL TIMES - STUDENTS WILL BE ON SITE



9. Removal of some social distancing measures in school

It has been clear for some time that the only way to get all students back to school is to remove the social distancing requirements for students attending school and to implement other measures to minimise risk.

Therefore, there will be no requirement for students to socially distance from each other within their year group bubbles.

Classrooms will be rearranged to keep desks well-spaced as much as is physically possible and desks will be placed in rows with doors and windows left open, as appropriate, to improve ventilation and airflow.

Please see our hygiene expectations to minimise risk in the section below.

NEW SOCIAL DISTANCING RULES – IN SCHOOL

- A recommended 1 metre+ distance from each other where possible.
- A clear and strictly enforced “no touch” rule. Students must not make deliberate contact with another student at any time.
- A distance of at least 2 metres from staff at all times.
- Students MUST remain in their year group bubbles at ALL times.

10. Increased focus on hand washing and hygienic behaviours

These changes will ensure that we maintain a healthy and hygienic environment at all times. The expectations of government have changed and some of our current hygiene practices will be removed as they are not practical for a full student return. For example, we will not be taking the temperature of all students when they arrive to school but we may ask to take the temperature of a student if we are concerned they are unwell or showing symptoms of Covid- 19.

The school will be purchasing suitable PPE for first aid situations and will be acquiring hand washing stations that will be placed at key points around the school. Students will be required to wash their hands frequently.

Any child showing symptoms of Covid 19 will be sent home until a test is completed and they are fit to return to school.

As before, the school reserve the right to make this judgment as we feel is appropriate and to request that a child seeks further medical advice before returning.

We ask all parents to agree to follow the government guidance on Covid-19 when sending their child to school.

The government guidance is as follows:

... there are certain approaches that the government has asked schools and colleges to implement which are essential to reduce health risks. Parents and carers can support this by:

- *ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend school or college - this means if your child, or someone in your household, has symptoms you should not send them to school or college*
- *engaging with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to [get a test](#) and you should inform your school or college of the results of that test*
Alongside this, the government is asking schools and colleges to ensure they are:
- *managing confirmed cases of coronavirus (COVID-19) in the school or college, in line with current public health guidance - this means your child may be asked to self-isolate for 14 days by their school or college (based on advice from their local health protection teams) if they have been in close, face-to-face contact with someone who has tested positive for the virus*

HYGIENE RULES AND EXPECTATIONS

Any child with symptoms of Covid-19 must NOT be sent into school.

No child should be sent to school if they have:

- a) Coronavirus symptoms or have recently tested positive for Covid 19.
- b) A member of their family/household has symptoms of or have recently tested positive for Covid 19.
- c) Been in contact with anyone who has or has since developed symptoms of or has tested positive for Covid 19.
- d) Has been contacted by track and trace as they may have been exposed to someone with Coronavirus.
- e) Is currently isolating in line with government advice.
- f) Had coronavirus/suspect they have coronavirus without having been tested and providing the school with evidence of a clear test result.

In addition to this:

- The government expects all families who send their child to school to understand and be willing to take part in “track and trace” should they contract Covid- 9.
- Students will be asked to thoroughly wash their hands before entering lessons. Extra handwashing facilities will be in place around the school.
- Students will be asked to stay in the same seat in their designated classroom.
- Classrooms will be set out to maximise distance between students but this may be less than 1 metre.
- Students will be asked to follow the “catch it, kill it, bin it” hygiene guidance.
- Students **must not** touch or make physical contact with other students at any time.
- Students must keep at least 2 metres between themselves and members of staff at all times.
- Classrooms and the school site will be thoroughly cleaned throughout the day using specialist equipment and products.
- Limited hand sanitiser will be provided in school but will not replace the need to wash hands. Students may carry their own sanitiser for personal use.
- Students will not be able to leave the classrooms during lessons except in emergencies or due to pre-discussed medical circumstances.
- Uniforms do not need to be cleaned any more often than usual, or in any different way to normal due to coronavirus (COVID-19).

The full government guidance can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Face masks must be worn by students on public transport

Face masks **can be** worn in school by staff and students. The school strongly believe that it should be the free choice of an individual when deciding to wear a mask in school. Masks must be worn correctly in line with NHS guidance on hygiene and must be disposed of safely. Bins in school will be provided for this purpose.

This is the decision of the school and is different to the government guidance as shown below:

*Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. **This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.** Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.*

11. Changes to the way we manage visitors to the school, meetings, after school and evening events

Due to the need to manage hygiene and minimise contact there will be significant changes to our events calendar and the way we are required to communicate with parents. We hope these will be eased over time and alternatives will be in place to ensure our communication with you as parents and carers is maintained.

We will not be permitting visitors to the school without a pre-arranged appointment, this includes parents and carers.

Solution: please ring the school in advance of any visit and book an appointment. In emergency situations the school will contact you and invite you into the school if needed. Face to face appointments will only be made where there is no viable alternative to meeting in school.

Solution: all parental meetings will be carried out by phone or by online video conferencing such as ZOOM or MS TEAMS.

There will not be parent information, review evenings or open events at the school in term 1 or 2.

Solution: we will be looking to reschedule these as soon as possible. Alternative remote meetings with teachers and regular progress feedback will be our priority.

All Music and Drama shows will be held behind closed doors

Solution: Events will be live streamed (with permission) when appropriate.

Open Events for prospective year 7 students will not be held in the same way.

Solution: The larger events will now be held on a much smaller scale with smaller numbers of visitors more frequently throughout the term. We will use an advanced ticketing system supported by an online information portal and virtual presentations.

After school and lunchtime clubs will not take place at the start of term.

Solution: After school clubs will be introduced slowly throughout the term. Lunchtime clubs will not be possible for the time being due to the restructured day but will be reintroduced as soon as possible.

All school trips are currently cancelled.

Solution: These trips will be rescheduled as soon as it is safe to do so. This may mean changing the trips and reducing numbers involved by spreading trips over more days.

All staff meetings and external partner meetings will be held remotely.

12. Canteen and Food Arrangements

The canteen will be open to all students in September. Due to our wider changes to the school day and need to prioritise hygiene, the canteen will only be selling “grab and go” food. This menu will include a full range of sandwiches, fruit, baked goods, cold and hot pasta, drinks, salads and other snacks. Fully cooked meals and plated food will not be available at present time.

We are encouraging students to bring packed lunches to school where possible to reduce canteen queueing.

The canteen will continue to provide food before school.

The dining hall will be open for students to sit and eat the food they have purchased or their packed lunch. They will also be permitted to take and eat food outside on the playground.

The school and the canteen will not be able to take cash payments under any circumstances. For hygiene reasons handling cash will not be possible.

Year 7 students will be provided with a £10 credit on their school meal accounts and this will be deducted once parents have been able to set-up their Sco-Pay accounts online. This will ensure that these students are able to purchase food in their first week of school.

Those who are entitled to free school meals will continue to have their accounts credited accordingly.

Other Information – Quick reference

- Students must be in full uniform on return.
- On days where students have PE and sport lessons, they should come to school in their PE kit. This is to avoid use of communal changing rooms.
- We expect full attendance to school from September but we are happy to consider good, valid reasons as to why your child may not be able to attend. The government has been clear that fines should be reintroduced for parents who do not send their child back to school in September. However, we will only pursue this in cases where parents have not communicated their concerns to us or provided fair reason for absence.
- In addition to the new rules, the standard school rules will apply on return and the highest expectations of our students will be upheld.
- If your child has engaged with school learning during the closure period and has worked through our summer revision packs, there should be no reason for them to be behind when they return.
- Catch up for sessions for those who need them will be communicated to parents in September once an initial assessment has been made.
- We will be ensuring that students are comfortably integrated back into school before making any assessment of their progress.

- Details of your child's form tutor and year group arrangements will be confirmed on return. We apologise for not being able to do this sooner but the new structure and timetable means that this hasn't been possible.
- If you have concerns about your child returning to school please contact their current form tutor or head of year, they will be happy to help with any questions you may have.
- The school will be shut from 17th July until results days. We will not be able to reply to communications during this time. Please email us before the 17th July or after the 20th August with any urgent queries or questions.
- A carefully coordinated plan of wellbeing and mental health support will be in place from the start of term.
- Our risk assessment can be found on the school website in our policies section and is updated regularly – this will be reviewed and updated in full before our return.

I would like to thank you for your support throughout this unusual and challenging public health crisis. Although these changes will be disruptive, I hope that you agree that they make the very best of a challenging situation in the current circumstances and enable as many children as possible to access a full curriculum of education on their return.

Finally, I would like to take this opportunity to wish you a safe and enjoyable summer break. We look forward to welcoming back all of our students in September and getting back to some kind of normal routine.

Yours sincerely



Mr M Cater
Headteacher