

25th August 2020

Dear Students and Parents

After the Government announcement on Thursday 2nd July regarding a full re-opening of schools, I wrote to you on 17th July to outline our plans for all year groups to return to school in September. This letter provides you with further details regarding our September arrangements for this.

I apologise for the length of this letter and that it does not follow our usual style. Instead, it is very much a list of instructions that we are asking you to follow. These instructions are underpinned by the protocols we are putting in place to keep everyone safe.

Please read the information in this letter carefully, alongside our September Re-opening COVID-19 Risk Assessment on our website, to ensure you understand what is expected when students return to school.

Please be reassured, all students, during their Induction sessions (see table below for times) will receive further information, guidance and support in how these plans will work in practice.

Induction Days:

We appreciate that for students re-starting school this will be a very different experience and one that will require some adjustment. Students may need pastoral and emotional support to adjust to what is the new norm, and this will be available to them. New arrangements will need to be explained to all students and this will require time with tutors. In addition, for those in Year 9 and Year 12, it is important that Induction Days are factored into our plan, and this must take place before formal lessons are underway.

For these reasons, we have prioritised and carefully structured induction for each year group at the start of the term, as follows –

DAY	YEAR GROUP
Thursday 3 rd September	Year 12 Induction only (only Year 12 students in school)
Friday 4 th September	Year 9 Induction only (only Year 9 Students in school)
Monday 7 th September	Year 10 Induction 8.45am – 10.45am Year 11 Induction 11.15am – 1.15pm Year 13 Induction 1.45pm – 3.30pm Year 9 and Year 12 are not in school on this day.
Tuesday 8 th September	Lessons begin for all year groups

Each Head of Year has sent a letter to students and parents explaining what will happen on Induction Days, therefore please refer to this letter for further information and specific details.

Student Induction Days will include briefings in tutor groups, to ensure students are confident and comfortable with the new procedures.

There will be a continued focus on mental wellbeing, staying safe and healthy and other relevant topics within tutorials and the personal development curriculum. Tutorials will include signposting information for students to access additional support via the pastoral and student support teams.

During this induction period, students only attend for their year group Induction Session and should then next return to school on **Tuesday 8th September** when lessons begin for all students.

When teaching begins (Tuesday 8th September):

As you will recall from the letter I wrote on 17th July, despite some challenges, we were determined to produce a plan that allowed students, in all year groups, access to a full curriculum with specialist teachers in each subject area. To achieve this, we have adapted the timings of the school day to follow a continental style arrangement. Lower school students (Year 9, 10 & 11) are required to remain on site for both breaks in order to maintain the integrity of year group bubbles during the school day.

It is important to say that we see this revised structure to the school day as a temporary measure. As soon as we can return to our normal school day, we will.

The following is a reminder of the timings of the school day until further notice.

For students in Year 9, Year 10 and Year 11

Tutorial	Period 1	Period 2	Break	Period 3	Period 4	Break	Period 5
8.40am - Yr.9	9.10am	10.00am	10.50am – 11.10am (20 mins)	11.10am	12.00noon	12.50pm – 1.10pm (20 mins)	1.10pm – 2.00pm
8.50am - Yr.10							
9.00am - Yr.11							
<i>These times may rotate.</i>							

A staggered start for tutorial sessions, with year groups using allocated gates, will avoid year group bubbles mixing. In practice, this will mean that initially Year 9 will have 30 minute tutorials, Year 10 will have 20 minutes and Year 11 will have 10 minutes. It is very important that students are punctual in order to avoid year groups mixing. These timings may rotate as we move through the term.

Sixth Form students - arrive onsite for the start of their lessons. Year 12 and Year 13 students will have two designated tutorials a week at the end of the day for 20 minutes. These will take place on Wednesday and Thursday from 2.00pm – 2.20pm. Sixth Form students will still have access to study areas throughout the day, if they would like to work between their lessons. This will be the Sixth Form Study Area for Year 12 students and the Library for Year 13 students.

Additional teaching - will take place beyond the formal timetable.

Tuesday Period 5 (normally when students leave school early for staff training) - this will now be an additional taught session for **all Year 11 students** in the core subjects of English, Maths and Science to consolidate learning that has taken place during lockdown.

Wednesday and Thursday (2.10pm – 3.00 pm) will be additional sessions for Year 11 students who would benefit from further support in the option subjects. There will also be additional sessions for Year 13 students in each subject. These additional sessions will start in the week beginning Monday 14th September.

Year Groups and Blocks

The gate entry points have been explained in the Head of Year letter you will have recently received regarding Induction arrangements.

Year Group	Teaching/Tutorial Block	Break Time Areas	Entry/Exit Gates
Year 9	A Block All lessons/tutorials for Year 9 students will take place in A Block	Break areas – A Block Hall (food available), and half of quad.	Year 9 students enter and exit school via Gate 2
Year 10	C Block All lessons/tutorials for Year 10 students will take place in C Block	Break areas – Sports Hall (food available), quarter of quad, and the multi sports pitch.	Year 10 students enter and exit school via Gate 4 (This is a new gate and a change from the original plan but explained in Head of Year Induction Letter)
Year 11	B Block All lessons/tutorials for Year 11 students will take place in B Block	Break areas – B Block Hall (food available), and designated area directly in front and behind B Block.	Year 11 students enter and exit school via Gate 3
Year 12 Year 12 students will be using a number of different Blocks within the school for lessons and tutorials. There will be clearly defined routes for students to get to these Blocks avoiding contact with other year groups.	G Block H Block I Block F Block S Block	Break areas – Sixth Form study area/café/ICT suite, quarter of quad behind S Block and 3G pitch behind A Block gym.	Year 12 students enter and exit via Gate 1 (segregated from Year 13)
Year 13	D Block All lessons/tutorials for Year 13 students will take place in D Block	Library to be used as Year 13 Study/Café area.	Year 13 students enter and exit school via Gate 1 (segregated from Year 12)

There will be additional catering points located in each block, designated to each year group bubble. Students eligible for free school meals will be provided with a meal, collected from the same service point,

within the year group bubble. Payment will now be based on a cashless system and you will have already received a letter explaining this process. Students can, as always, bring a packed lunch if they would prefer this option.

To help staff support students as they enter, leave and move around the school site, all students will be provided with a coloured lanyard for their year group. (Year 9 – purple; Year 10 – blue; Year 11 – green; Year 12 – orange; Year 13 – yellow). It is important students wear their lanyard at all times when onsite and it becomes part of their uniform.

For students in each year group bubble, social mixing can take place and therefore the 2-metre guidance does not apply. However, it is important social distancing be maintained between year group bubbles. The government guidance is also clear that students and staff should, as far as possible, maintain 2 metre distancing. Therefore, it is important that students respect the personal space of staff.

Important Health and Safety Information

COVID Symptoms:

Students must not attend school if they are displaying symptoms of COVID-19. As a reminder, the symptoms are:

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- Loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

Students must avoid physical contact with their peers. Adult-to-student, and adult-to-adult, interactions should be with 2m distancing whenever possible.

If a student becomes unwell in school with symptoms of COVID 19, they must inform their teacher/tutor immediately and then staff will discreetly follow the procedure highlighted in the Risk Assessment.

Hand and respiratory Hygiene:

Hand hygiene facilities are available across the school site including student toilets (please remember to wash your hands for at least 20 seconds with anti-bacterial soap and warm water) and all classrooms have hand sanitising facilities. All staff and students will be advised to use a tissue or elbow if they need to cough or sneeze and use the swing bins in every classroom to dispose of used tissues immediately. Spare tissues will be available in the classroom if required.

In School

All students are expected to wear full school uniform and, as the guidance highlights, there is no additional need to wash this more than usual.

Students will be instructed to clean their hands regularly, throughout the day, including when they arrive at school, when they return from breaks, when they change classrooms and before and after eating.

The routes to classrooms will be clearly marked. External signage will also be placed in key areas across the site to help students move around their blocks.

There will be a circulation system in place to help student movement through corridors and on stairwells.

Each Year Group Bubble will be assigned a toilet block for student use. Anti-bacterial soap will be available in all toilets and must be used. We also suggest students use the hand sanitiser when returning to the classroom. Posters are displayed in toilets to remind students of the importance of hand hygiene and social distancing.

For individual and very frequently used equipment, such as pencils and pens, it is expected that students will have their own items and that they are not shared.

Students should limit the items they bring into school each day to those that are essentials. School bags are encouraged to keep all student items together. A bottle of drinking water is recommended with water coolers available onsite for refills. Students should fill their water bottles before, after school, or during break times. They will not be permitted to leave lessons to fill water bottles or to collect cups from the main office. Bottled water can also be purchased during breaks. In addition, students should bring stationery, subject specific equipment (e.g. geometry set, calculator), books, and lunch/snack if required.

In Lessons

Hand sanitisers, tissues and disinfectant wipes will be provided in all classrooms.

Where possible, windows and doors will be open to aid ventilation and limit the need to touch door handles.

For PE lessons, low intensity activities will be planned, to avoid exertion and heavy breathing during exercise. Students will remain in their school uniform **and not be required to change into their PE kit** until further notice.

Travelling to and from School

If possible, students should walk or cycle to school. Additional bike racks have been added and are available in each bubble.

Students should maintain social distancing, especially between bubbles, as they come to school and go home.

Students and their families should refer to the safer travel guidance particularly for public transport passengers for further information <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Wearing a facemask or covering is mandatory on public transport for both staff and students, except for those with a medical exemption.

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Concluding Comments

Please remember to read this letter in conjunction with the detailed Risk Assessment on our website.

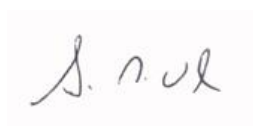
Our aim is that the return to school will be a reassuring and positive experience for all students. However, we appreciate this will be a strange situation for all concerned and not like a typical school experience.

Staff will be available to help you follow the instructions in this letter and ensure you remain safe, but also to assist if you require additional support with your emotional wellbeing. However, in the interim, please remember you can contact the school at any time if you have such concerns.

We are looking forward to seeing our existing and new students in school in September. We, as always, want to make your experience of school and learning as enjoyable as possible and want to support you through your educational journey with us.

I hope the information in this letter is reassuring and you enjoy the remainder of the summer holiday.

Yours faithfully



STEVE WILSON
Headteacher