

2nd March 2021

Dear Parents / Carers

Arrangements for Full Return to School

Following the latest Government announcement, you will be aware that secondary school students will be returning to school as part of a phased return between the 8th and 15th March. This return is mandatory for all students and will be staggered to allow students to undergo COVID-19 tests prior to their return. The Government has stated that those students who enrol for testing should undertake three tests on the school site spaced at three to five-day intervals, prior to being issued with kits for twice weekly home testing. We fully endorse this approach in order to reduce the risk of transmission of the virus and to ensure that students' education is not further disrupted.

Outlined below are the key dates and other pieces of information that we feel are important to share. We hope that this makes you feel secure in the knowledge that we are taking all necessary actions to support a safe return to school. A full risk assessment to support this has already been undertaken and will be available on our website, together with our plan for return.

Key Dates for Return to School

| | |
|-------------------------------------|---|
| Friday 5 th March | 1st lateral flow test for Year 7 and 8 critical key worker / vulnerable students accessing on-site provision, with parental consent |
| Monday 8 th March | Year 7 and 8 students to access a remote curriculum from home Year 7 1st lateral flow test for students with parental consent 2nd lateral flow test for Year 7 critical key worker / vulnerable students accessing on-site provision, with parental consent |
| Tuesday 9 th March | Year 7 students return to school Year 8 students to access a remote curriculum from home Year 8 1st lateral flow test for students with parental consent 2nd lateral flow test for Year 8 critical key worker / vulnerable students accessing on-site provision, with parental consent |
| Wednesday 10 th March | Year 8 students return to school |
| Thursday 11 th March | 2nd lateral flow test for Year 7 students with parental consent 3rd lateral flow test for Year 7 critical key worker / vulnerable students who accessed on-site provision, with parental consent |
| Friday 12 th March | 2nd lateral flow test for Year 8 students with parental consent 3rd lateral flow test for Year 8 critical key worker / vulnerable students who accessed on-site provision, with parental consent |
| Monday 15 th March | 3rd lateral flow test for Year 7 students with parental consent |
| Tuesday 16 th March | 3rd lateral flow test for Year 8 students with parental consent |

This staggered approach will allow us all to return safely to our community and enable us to engage with the new procedures we have in place with all students, in a safe manner. Students returning to school should arrive promptly by 8.30am and will be dismissed at the end of the day at the usual time of 3.00pm.

Lateral Flow Testing

As previously mentioned, students with parental consent will receive three lateral flow tests, the first of which will take place ahead of their return to school. Please note that these tests are for those students who are not displaying any symptoms of COVID-19. If they are showing signs of symptoms, you should follow government guidance and book a test via <https://www.gov.uk/get-coronavirus-test>. In addition to this, please do not consent for your child to be tested if they have had a positive test in the last 90 days, as it may give an incorrect positive result. (Please follow this link to access the [consent form](#).)

Test slots for each form group have been scheduled in order to reduce waiting times and large group gatherings. Students should only attend school for their test at the allotted time, and it is important that these times are adhered to as we will pre-register students on the NHS website. Siblings within the same year group are able to select from one slot below and attend together, but that is the only permitted exception.

Students not attending in-school provision do not need to wear school uniform for this lateral flow test.

| Year 7 - Monday 8 th March 2021 | |
|--|-------------------|
| 7CX | 8:30 - 9.30am |
| 7CA | 9.20 - 10.20am |
| 7CP | 10.10 - 11.00am |
| 7HM | 11.20am - 12.20pm |
| 7HA | 12.10 - 1.10pm |
| 7HN | 1.30 - 2.15pm |
| 7HS | 2.15 - 3.00pm |

| Year 8 - Tuesday 9 th March 2021 | |
|---|-------------------|
| 8HN | 8:30 - 9.30am |
| 8CA | 9.20 - 10.00am |
| 8HM | 10.00 - 11.00am |
| 8CP | 11.20am - 12.20pm |
| 8HA | 12.20 - 1.10pm |
| 8CX | 1.20 - 2.00pm |
| 8HS | 2.00 - 3.00pm |

Lateral flow test results take 30 minutes and will be sent to the email address provided on the consent form.

Bubbles and Zones

Each year group will be a 'bubble' and each bubble will be based in a zone of classrooms in which lessons will take place. As we only have two year groups there is no need for a staggered start and end to the day. Specific entrances have been identified for each year group, as well as specific outside and dining areas.

Year 7 students should enter the school via the main community entrance on Paxman Avenue, whereas Year 8 students should enter via the side entrance leading from Walnut Tree Way. Staff will be on duty to direct students.

Gates will open at 8.15am and students will enter gradually, allowing time for handwashing and entry to assigned rooms. Staff will supervise this process.

Each year group will have a designated set of rooms in close proximity to each other. These rooms will be the base for Tutor Group time and for the majority of lessons. On the first day of return, students will start the day with a tutor session outlining the general issues of returning to school, as well as an opportunity for more specific details surrounding safety, and the monitoring and wellbeing of students. Students will be taught in full classes to enable the curriculum to be delivered more effectively. All teaching rooms will be set up with students sitting next to each other with tables facing forward and teachers maintaining a 2-metre distance, as per DfE guidance. For the significant majority of each day,

students will remain in their class; it will be the teachers who will move from class to class. All students will have access to the full curriculum including practical subjects such as Art, Music, Drama, Technology and PE, however, the practical element in each subject will be more limited in order to meet Government guidelines. Risk assessments for practical subjects are in place to enable safe access to the curriculum.

Recovery Curriculum

We have mechanisms in place to ensure we are able to identify any possible gaps in the learning that should have been undertaken throughout lockdown, and have strategies to make sure that students catch up where necessary.

In terms of social recovery and wellbeing, we have also developed a programme to support students through the reintegration to school life and of course, what it currently looks like. This will take place predominantly through the tutor programme and we will need your support in identifying any concerns you may have on an ongoing basis.

To facilitate the lateral flow testing in school there will be some amendments to the remote offer as we transition all learners back to school.

| | Year 7 | Year 8 |
|---------------------------------|--|--|
| Monday 8th March | <p>In school for testing Flexible activities to allow for testing - these will be set via Tutor Group Google Classrooms:</p> <ul style="list-style-type: none"> • Technology Project • STEM Project • Metacognition Task - Reviewing Remote Learning and Looking Forward <p>Learners may also want to use this time to catch up on any remote learning work.</p> | <p>Students will follow their normal remote learning timetable.</p> <p>Please note that there will be no live lessons on this day to allow staff to support with the lateral flow testing of Year 7 students.</p> |
| Tuesday 9th March | <p>Return to school Period 1 - With Form Tutors Period 2-5 Normal Timetable</p> | <p>In school for testing Flexible activities to allow for testing - these will be set via Tutor Group Google Classrooms:</p> <ul style="list-style-type: none"> • Technology Project • STEM Project • Metacognition Task - Reviewing Remote Learning and Looking Forward <p>Learners may also want to use this time to catch up on any remote learning work.</p> |
| Wednesday 10th March | <p>Period 1 with Form Tutors Period 2-5 Normal Timetable</p> | <p>Return to school Period 1 - With Form Tutors Period 2-5 Normal Timetable</p> |

From Thursday 11th March there will be a full return to our normal school curriculum, and learners will continue to access the full range of the curriculum. As in the Autumn Term, there will be some amendments to practical lessons to minimise transmission of COVID-19, but all students will have access to their usual broad and balanced curriculum.

Medical Updates

Should your child's medical condition have changed recently, please ensure that you provide the school with details ahead of their return to school.

Uniform

In order to maintain our high standards we expect all students to return to school with the correct uniform. Full details of our uniform expectations can be found on the school website.

PE Lessons

On the days that students have PE, they will be requested to come to school wearing their full PE kit. Given that hygiene is a major consideration, students will be expected to wear navy blue jogging bottoms, as per school policy. School blazers must be worn over the PE kit. Students will not have access to changing rooms.

- Year 7 students will have a PE lesson on Tuesday 9th March and will therefore be required to wear their PE kit on that day.
- Year 8 students do not have a PE lesson on Wednesday 10th March and should attend school wearing full school uniform on that day.

Lockers

Students will not be permitted to store items in lockers and will therefore be expected to keep bags, coats and other personal items with them at all times. We will inform you when the use of lockers can be safely resumed.

Behaviour

Whilst we know that our students are looking forward to returning to school, and we are delighted they will be here, our expectations of behaviour will be exceptionally high and more important than ever to keep our entire community safe and able to fully focus on their learning.

We have an addendum to our Behaviour for Learning Policy which can be found on the policies section of our website. These expectations are not negotiable and students failing to meet the requirements will receive sanctions with immediate effect. Please read this addendum so that you are aware of, and can fully support, the expectations we have put in place to ensure all students feel they can learn safely and free from disruption. We will not hesitate to take tough action should any student whose actions seek to create fear amongst others or put others at risk by deliberately not following guidelines and expectations (for example coughing near people, obstructing corridors etc.).

Catering

The Food Plant will be open from Wednesday 10th March but there will be a reduced provision and this will be available during morning break and lunch time. Each year group will have a dedicated serving time during their lunch break. Food will not be available for purchase before Wednesday 10th March and Year 7 students should therefore bring in a packed lunch on Tuesday 9th March.

Students will need to bring full water bottles with them, as they will not be able to fill bottles at school.

If your child is eligible for Free School Meals, we will order a voucher for £6 to cover Monday 8th and Tuesday 9th March. Please note that you will receive this voucher by email from Wonde. If your financial situation has recently changed and you think that your child may now be eligible for free school meals, please make an application via <https://www.cloudforedu.org.uk/ofsm/ofsm-east>. Please note that you will need your National Insurance number in order to apply.

Social Distancing and Hygiene

Maintaining hygiene is of the utmost importance. The rules for schools around social distancing for students have changed significantly, provided we maintain bubbles and minimise any mixing of these bubbles. However, it is very important that students follow the procedures we have in place. Our procedures will include regular sanitising and washing of hands, no sharing of equipment with other students, not touching other students or their belongings, following 'Catch it, Bin it, Kill it' rules at all times, as well as maintaining these routines on the way to and from school.

Social distancing measures will remain in place and staff and students will be expected to be respectful of this.

Face masks/coverings

All students should ensure that they have a face covering and also a plastic bag in which to place the covering when not in use. Students will be able to wear their own PPE if they wish to do so. Students will be required to wear face coverings whilst inside the building; this includes whilst in lessons, as well as communal areas. This will be reviewed during the Easter break.

Any visitors to the school site will be required to wear a face covering.

Cleaning

Our cleaning protocols and regularity of cleaning have increased significantly and will continue to do so in all areas of the school e.g. toilet facilities, kitchen, auditorium, door handles, classrooms etc. Cleaning materials will be available in each room, with tissues and safe bins for disposal. There may be occasions when we need students to wipe a table and chair that they have sat in or equipment that they have used. This would be to ensure that lessons can be commenced swiftly and will be kept to a minimum, if at all.

Transport

Where possible students should walk or cycle to school, but where this is not possible, to be brought by car would be the next preferred option. Dropping students off to walk the final stages would greatly assist, minimising congestion and therefore contact. There will be no parental access to the car park at the start or end of the day, unless prior arrangement has been made. We ask that parents/carers do not congregate at the school gates.

Public Transport

Any student travelling by public transport must follow the guidance the transport company has in place. This currently includes the wearing of face masks.

School Trips and Clubs

At this time, we are not planning any trips. Extra-curricular activities, including Breakfast Club, will not start immediately and there will almost certainly be a change to what we can offer when clubs do commence. However, we do hope to be able to offer some PE clubs shortly and will keep you fully informed.

My apologies for the length of this letter, but I felt you would want to be aware of what will happen upon opening. Many parents/carers and indeed staff will be anxious about the full return to school. The measures we have in place are to support everyone feeling positive and secure. Most importantly, our students will return to school and start re-engaging safely in their learning journey and commence the interaction with their teachers and peers that they have so missed.

Thank you for your support in helping us to prevent the spread of COVID-19 during these difficult times.

Yours sincerely



Mrs CA Moffat
Headteacher