



12 August 2020

## September 2020 School Opening Update

Dear Parents and Carers

I hope you are well, safe and have been able to enjoy some form of family break together.

In my previous letter in July, I explained that I would write again, to update you on arrangements for the return of all students to school in September 2020. For confirmation, the 2020-21 academic year begins for all students on a phased basis:

- **Friday 4 September** - Year 7 and Year 12 students only. Arrive at school between 7.45 am and 8.20 am for an 8.30 am start. Students are requested to bring their own lunch, snacks and drinks. A packed lunch will be provided for students eligible for a free school meal.
- **Monday 7 September** 8.30 am all students. Arrive at school between 7.45 am and 8.20 am for an 8.30 am start.

Our planning to keep risks to a minimum for all, has focussed on the following guidance provided by the government:

- <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>

## Routines and organisation from September 2020 to help school run safely

### Travel

Where it is safe and appropriate, please encourage your child to walk or cycle to school. If this is not possible we understand that some students will rely on car transport. When this is the case, please drop off and pick up your child within walking distance from school at least 100 metres from the main school entrance. We hope to avoid congestion for our students at the school gates on entry and exit from school. No cars other than staff and Sixth Form cars will be allowed on site. The only student exceptions will be for pre-arranged drop offs for disabled students or those with specific needs. These parents should contact school prior to the beginning of the term to arrange a pass as in previous years.

We strongly encourage students not to travel to and from school on public transport. DW Coaches will be operating a full bus service, with sanitisation routines and specific seating arrangements in place to keep students together in their year group bubbles. All students should wear a face covering whilst travelling on the bus. The bus timetable is available on the school website.

### Arrival to school

On arrival, students will be directed through three separate entrances onto the school site to access their year group zones. Please see enclosed map. This is to secure students in year groups and to prepare them for their day. As noted in my last letter, students will remain in their year group throughout the day in an identified area of the school. They will only move from this area for specialised lessons via outdoor spaces, entrances and exits. Cleaning routines will ensure that hygiene is kept to the highest standards in the small number of rooms that have different year groups using them during the day.



## Catering

From Monday 7 September catering will be available for students in their allocated break and lunchtime. Students should bring their money for food in an envelope, with their name and form clearly written on. Parents can also use 'Parent Pay' to upload cash to their child's account. The catering staff will add this to students' accounts. The revaluing machines will not be in operation due to constant touching and potential sharing of germs. Students eligible for free school meals can access the catering facilities as normal.

## Equipment

It is very important that students are fully equipped for learning each day. No equipment can be loaned by staff or shared amongst students due to obvious contamination issues. Please ensure that your child has the basic equipment for school each day in a school bag. It may be necessary for students to carry all of their books with them each day therefore having a school bag is crucial. Students can purchase replacement items from student services when necessary.

## Uniform

All students are expected to wear their full school uniform each day. Government guidance makes it clear that it is not necessary to wash uniform items such as school blazers and ties each day. Please refer to the uniform guide on the school website for any clarification that you may require.

## Pastoral arrangements

As noted in my previous letter, we have had to reorganise students into year group House forms to maintain the year group 'bubbles'. Each student will remain in their previous House but be grouped with other students from the same House and year group. At the start of this letter, it indicates which House group your child will be in each morning for form time from 8.30 am. – 9.00 am. On their first day in school students will be directed to the room in their zone where their House form is based. When Covid -19 restrictions are lifted we will revert back to Vertical House groups.

## Behaviour and Conduct

It is very important that our students understand the fact that they have a responsibility to keep not only themselves safe by also others during this very challenging time. On arrival, students will have all of the safety rules and zones explained to them which will be reinforced throughout the first term. We know that some will require our help to ease them back into school and to allay any fears that they have about safety. We expect excellent behaviour from all and would like to ask that you support our expectations by speaking with your children about this.

## Departure from school

Dismissal of students will begin at 2.50 pm. each day to allow sufficient time for an orderly and distanced departure of year groups. All students will have left the site by 3.10 pm. It will not be possible for students to wait in social areas for friends from different year groups in order to travel home together. Siblings can arrange to meet one another outside the buildings if necessary.

We are very much looking forward to welcoming our students back to school in September. If there are queries regarding our plans, please do not hesitate to contact school.

Yours sincerely

Mr Andrew J Knowles  
Headteacher

# APPENDIX 1: MAPPING ENTRANCE AND EXITS



Year 7 

Year 8 

Year 9 

Year 10 

Year 11 

Year 12&13 

