



SMA/rsh

Friday, March 12, 2021

Dear Parents and Carers

Firstly, I would like to apologise for the length of this letter, but there is a great deal of information we need to communicate to you.

We welcomed all of our Year Groups back into school this week, with those Years 7 to 9 that had consented, completing an in-school lateral flow test prior to them returning to school.

We did have a single positive test result of a student who tested prior to returning to school, but please be reassured that we have put in every possible measure to reduce the risk to our students, staff and local community. Unfortunately, this does not mean that we can make it 100% secure, as is the nature of the virus.

These are some of the steps we have taken:

- Students are being tested prior to returning to the classroom. Out of over 2000 staff and student tests conducted so far, we have had one positive, which was Wednesday's case identified prior to the students returning to the classroom.
- Face coverings are worn by all students and staff, except those with medical exemptions.
- We have enhanced cleaning taking place across the site.
- Hand sanitiser/soap is available to all students when they arrive in school and throughout the day, which we encourage the students to use regularly.
- We have Class / Year bubbles.
- We have staggered a start, break, lunch and finish to the day.
- We are keeping doors/windows open for ventilation.

I can assure you that we are following all of the government guidelines. You can find our risk assessment on our website by clicking here:

<https://www.boswells-school.com/ugc-1/1/77/0/a82238cb-9c0c-46dc-9b58-05105fe86d94.pdf>

Lateral Flow Testing

Thank you for to everyone that has consented to their child(ren) undertaking the lateral flow tests both in the community and in-school, we very much hope this helps prevent any spread of Covid in school.

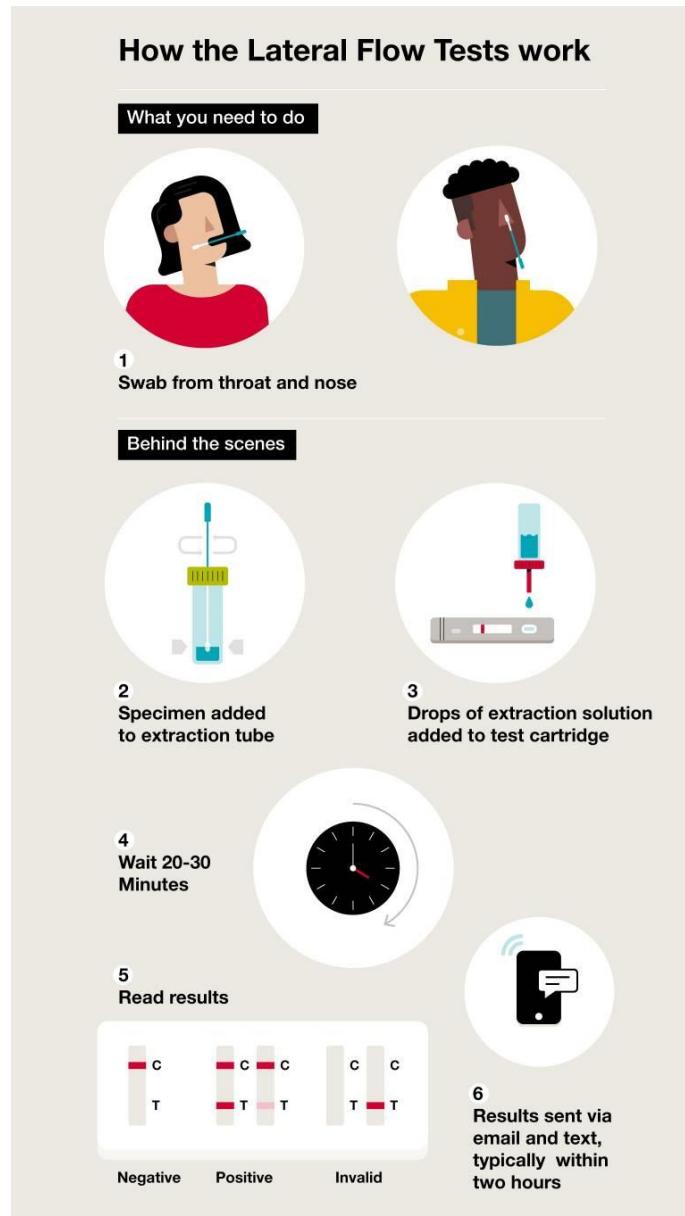
At the time of writing, Years 9 to 13 will have completed their three initial tests, and those students will be supplied with LFD test kits (and information booklet) to self-swab and test themselves twice a week at home.

Years 7 & 8 will receive their home test kits on Friday next week (19th March).

Students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.

Get more help at <https://www.gov.uk/guidance/covid-19-self-test-help> including demonstration videos and instructions in alternative languages.

[Video: how to self-test](#)



Please follow the instruction booklet, which also explains how to upload your results on to the NHS Test and Trace website. If the test comes back as **Invalid / Void**, please undertake another test.

Please **only** report a Positive result to the school, but upload all test results to the NHS Test and Trace website, as instructed.

Face Masks

The guidance on face masks has evolved significantly since the start of the pandemic. The guidance from the government which is based on advice from Public Health England (PHE) is that students in schools should be wearing face masks when inside and unable to maintain social distance including in the classroom.

We will, alongside all schools, be expecting all students to wear a face mask when inside the school buildings including when they are in the classroom. Should your child be exempt and if you have not already done so please can you let us know as soon as possible if this is the case by emailing your child's Head of Year or Class Tutor ([Our Staff](#)).

We fully appreciate how difficult this may be and we are all very much looking forward to when face masks are not part of our daily outfit. However, PHE have advised this is necessary at this stage. We are informed this advice will be reviewed at Easter.

Face masks must be a plain neutral colour. Please see the government guidance with regards to wearing face coverings in education [here](#).

Illness

It is really important that if your child displays any potential symptoms of Covid, they do not attend school and you access a test as soon as possible and communicate the results to us.

If your child displays any symptoms at school, we will continue to be overly cautious and isolate them until you are able to collect them and get a test undertaken in the community.

Return to School

The guidance for schools re-opening has not changed significantly and we will be maintaining the procedures we had in place throughout the Autumn Term and developing these a little further. We have updated our Risk Assessment [\[click here\]](#)

The priority is the Health, Safety and Wellbeing of the entire community. We cannot guarantee we can keep everyone completely safe from catching Covid19, however, we can and will continue to take a wide range of steps to minimise risks and meet this priority. We will be reviewing any plans regularly in light of updates from the government and we will of course share any changes with you.

There may well will be a degree of anxiousness about returning to school again. Teachers, tutors and the pastoral team have worked hard communicating with the students and yourselves to be aware of and help with any issues that have arisen throughout this most recent lockdown. We have in place mechanisms to support all students through this period of reintegration.



Structure of the School Day

This remains the same as the Autumn Term.

Year												
12 & 13	08:30 Arrival (Gym gates) /Register/PD/Intervention	09:00 to 10:00 Period 1	10:00 to 11:00 Period 2	11:00 to 11:20 Break	11:20 to 12:20 Period 3	12:20 to 1:20 Period 4	13:20 to 13:45 Lunch	13:45 to 14:45 Period 5	14:45 Departure (Gym Gates)			
11	08:30 Arrival (Front gates) /Register/PD/Intervention	09:00 to 10:00 Period 1	10:00 to 10:20 Break	10:20 to 11:20 Period 2	11:20 to 12:20 Period 3	12:20 to 12:45 Lunch	12:45 to 13:45 Period 4	13:45 to 14:45 Period 5	14:45 Departure (Front Gates)			
10	08:40 Arrival (Gym Gates)/ Register/PD/Intervention	09:00 to 10:00 Period 1	10:00 to 11:00 Period 2	11:00 to 11:20 Break	11:20 to 12:20 Period 3	12:20 to 1:20 Period 4	13:20 to 13:45 Lunch	13:45 to 14:40 Period 5	14:40 Departure (Gym Gates)			
9	08:40 Arrival (Front Gates)/ Register/PD/Reading	09:00 to 10:00 Period 1	10:00 to 11:00 Period 2	11:00 to 11:20 Break	11:20 to 12:20 Period 3	12:20 to 1:20 Period 4	13:20 to 13:45 Lunch	13:45 to 14:40 Period 5	14:40 Departure (Front Gates)			
8	08:50 Arrival (Gym Gates)/ Register	09:00 to 10:00 Period 1	10:00 to 10:20 Break	10:20 to 11:20 Period 2	11:20 to 12:20 Period 3	12:20 to 12:45 Lunch	12:45 to 13:45 Period 4	13:45 to 14:45 Period 5	14:45 to 15:05 PD/Reading	15:05 Departure (Gym Gates)		
7	08:50 Arrival (Front Gates)/ Register	09:00 to 10:00 Period 1	10:00 to 11:00 Period 2	11:00 to 11:20 Break	11:20 to 12:20 Period 3	12:20 to 12:45 Lunch	12:45 to 13:45 Period 4	13:45 to 14:45 Period 5	14:45 to 15:05 PD/Reading	15:05 Departure (Front Gates)		

Journey to and from school

- Under no circumstances should a student linger and wait for friends in other year groups and that they should proceed to make their way home immediately. Social distance must be maintained on journeys to and from school.
- To maintain bubbles and to reduce the opportunities for mixing students are discouraged from frequenting the local shops before or after school. Under no circumstances should students congregate outside local shops.
- If public transport is used to complete your journey to and from school government guidance on the wearing of PPE must be adhered to.

Zoning and Bubbles

To minimise the mixing of student's and to limit movement the following zones and bubbles have been established:

- Year 7 – English (including B23)
- Year 8 – Maths corridor and A8
- Year 9 – Humanities
- Year 10,11,12,13 – Specialist rooms

Key Stage 3 taught in tutor groups

Attendance

Returning to school for all students is mandatory, the government have been very clear about their expectations. Attendance is crucial from both an academic and social point of view.

It is expected that every student arrives on time every day. Any student who arrives late will sign in at the attendance office and will then be allowed entry via the main gate to proceed to their lesson.

Students who need to leave the site for a medical appointment during the school day should make their way to front reception via the entry by the restaurant and past the current Year 8 toilets to main reception where they will need to be signed out by a member of staff. No student should be using the control panel.

Visitors to the school

Visitors to the school will be prior appointment only. They are to be offered PPE and required to sanitise their hands on arrival.

A drop off point will be established at the main entrance doors to limit the number of visitors approaching the reception desk.

Catering

The canteen is open. There will be a reduced provision and this will only be available during lunch time and not the morning break. Each year group will continue to access the canteen identified for their Year Group.

Students should bring full water bottles to school with them, as they will not be able to access the water fountains around school.

Social Distancing, Hygiene and Ventilation

Maintaining hygiene is of the utmost importance. Whilst we cannot socially distance all students in their classroom, we are taking every step to ensure they are safe

- Regular sanitising of hands, including on entry to school, after using toilets, after eating, after moving from one area to another etc. hand sanitiser is available at all points.
- No sharing of equipment with other students.
- Not touching other students or their belongings.
- Following 'Catch it Kill It Bin it' rules at all times.
- Wearing face masks as outlined in the government guidance.
- Maintaining these routines on the way to and from schools.
- Good ventilation will be undertaken, windows will be open and doors wherever possible and safe.

Social distancing for adults remains the same and staff have identified areas in the class where they can maintain a 2m distance. They may circulate the class from time to time to monitor, however, they will wear a face mask at this time.

Cleaning

Our cleaning protocols and regularity of cleaning will continue as in the Autumn Term, in all areas of the school, toilet facilities, canteens, hall, door handles classrooms etc.

Cleaning materials are 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, this would be to ensure the lessons can be commenced swiftly and will be kept to a minimum if at all. Students have been shown how to do this and, will be reminded as necessary.

Public Transport

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

School Trips and Clubs

At this time, we are not planning any further trips. We very much hope to start doing so as quickly as possible.

Extra-curricular activities will not start immediately, we want to settle all students back into school before we commence clubs and activities after the Easter break.

Year 9 Vaccinations

The Year 9 vaccination forms for Diphtheria, Tetanus, Polio and Meningitis ACWY need to be returned by Monday 15th March, as the Essex Partnership University Trust (EPUT) Immunisation Team are coming in to collect them.

The second dose of the human papillomavirus (HPV2) vaccinations for Year 9 are taking place on the 7th and 10th May 2021. Letters will be sent out nearer the time.

I would like to thank you all again for your incredible support through this exceptionally difficult time and assure you of our commitment to having your children back in school safely to enable them to continue face to face learning and commence interaction (albeit a little bit different) with their teachers and their peers.

Yours sincerely



Mr Stephen Mansell
Headteacher

