



SMA/rsh

Wednesday, 15 July 2020

Dear Parents / Carers

I am writing to make you aware of the arrangements the School is putting in place for September to take into account the Government's guidance for the full re-opening of schools. The Guidance can be found by clicking here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

There is a significant amount of information to pass on, so please forgive the length of the communication.

Many of you will have read the above guidance or heard about what we should be doing to keep our community safe and reduce risks. We have been working hard on this and will continue to prepare the site throughout the summer.

Returning to school for all students is mandatory and very important from both an academic and social point of view.

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 take a wide range of steps to minimise risks and meet the priority. A full risk assessment is being undertaken and this will be available on our website prior to our return in September.

With the significant amount of time our students have spent undertaking Home Learning, there will be a degree of anxiousness about returning to school, particularly given the experience at school will not be identical to that of earlier this academic year. Our pastoral team has been working hard communicating with the students and yourselves to be aware of and help with any issues that have arisen during this period. On return we will have in place mechanisms to support all students through this period of reintegration.

Outlined below are the key pieces of information we feel are very important and, should the situation remain as it is, the steps we will take. We very much hope it helps in making you feel secure in the knowledge we are taking every step to support a safe and efficient return to school.

First Days of School in September

The dates for students' returning to school will be as follows:

- **Wednesday 2nd September** – Staff Training Day
- **Thursday 3rd and Friday 4th September** – Year 7 and Year 12 will return.
- **Monday 7th September** – Years 8, 9, 10, 11 and 13 will return (as well as Years 7 and 12).

The School Day

The structure of the school day will be as shown in the diagram below: (a larger PDF version attached, separately).

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)

You will see from the schedule that we are introducing staggered start and finish times (using different entrances to the school), as well as staggered break and lunch. Entry to the site will not be permitted through the Perryfields gates.

Please ensure that your child is aware of the timings, particularly the time they need to arrive and at which entrance. This new staggered procedure will continue until further notice is given.

Bubbles and Zones

A bubble is a group of individuals that will be placed together for their day to day time in school. Students will not be allowed to mix or interact across bubbles. Teachers will need to move between bubbles to teach, but will follow strict safety guidance. Learning Support Assistants will be allocated to year group bubbles so they can support our SEND students most effectively. Bubbles make it quicker and easier in the event of a positive case of Coronavirus to identify those that may need to self-isolate and to keep those numbers as small as possible.

Each year group will form a 'Bubble' (the Sixth Form will be one bubble).

Years 7, 8 and 9 will be based in a zone of classrooms in which their lessons will take place.

- Specific entrances and times will be identified for each year on their arrival in school each day.
- Specific toilets and outside areas will be identified for each year group.
- Specific canteen areas will be identified for each year group where they will be able to purchase lunch.
- Each year group will have a designated set of rooms in close proximity to each other.
- These rooms will be their base for Tutor Time and lessons.

- They will have tutorial sessions. This is vital given that it will form the basis of monitoring and supporting them with their wellbeing and the general issues of returning to school.
- Assemblies will still take place, but they will be pre-recorded or take place live online for the students to access in their tutor bases.
- They will be taught in full classes to enable the curriculum to be delivered more effectively.
- Teaching rooms will be set up with students sitting next to each other with tables facing forward, as per the guidance. Due to the design of specialist rooms, this may not be possible in a small number of cases.
- For the significant majority of each day, Year 7, 8 and 9 students will remain in their tutor group. There will be no setting in these year groups. This will ensure we are minimising movement and mixing.
- 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 limited in order to meet the guidelines outlined.

Years 10, 11 and Sixth Form

- The points for Years 7 to 9 remain, but to allow access to specialist rooms and resources required to complete their examination courses, they will not have all their lessons in a specific zone. They will still be expected to remain in their year group bubbles including on arrival to school and at break and lunchtime.

Attendance

Missing out on more time in the classroom risks students falling further behind. School attendance will be mandatory from the beginning of the Autumn term, which means that the usual rules of school attendance will apply.

- Parents have a legal duty to ensure their child regularly attends school.
- Schools have a legal responsibility to record attendance and follow up absence.
- Schools have a legal responsibility to issue sanctions, including fixed penalty notices in line with Essex County Council's codes of conduct.

Your child must not attend school if they have Coronavirus or are showing symptoms of Coronavirus (however mild). They must also not attend school if a member of their household has Coronavirus or is showing symptoms. More comprehensive guidance will follow in September.

Academic and Social Recovery

Once of the first areas we will address in September is the identification of possible gaps in the learning that should have been undertaken throughout lockdown. Strategies to make sure these areas are caught up by students will be put in place where necessary.

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

Uniform

Full school uniform is expected from all students on our return, please refer to the full list on the [school website](#) should you be uncertain.

PE and Dance Lessons

On the days that students have PE or Dance, they will be requested to come to school wearing their full PE kit. This is because students will not have access to changing rooms in order for us to minimise the risk of infection. As they will be spending all day in their PE kit, girls will need to wear traditional sports style shorts, plain black leggings or plain black tracksuit bottoms (neither cycling shorts nor hot pant style shorts will be permitted).

Behaviour

Whilst we know our students are looking forward to returning to school, our expectations of behaviour will remain exceptionally high and even 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 Policy which will be sent in a SIMS InTouch email in the coming days. These expectations are not negotiable and students failing to meet the requirements will receive sanctions with immediate effect. We will be asking you to read this Addendum, sign and return to acknowledge you fully agree and support the expectations we have put in place to ensure all students feel they can learn free from disruption and safely. 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 canteen will re-open from Thursday 3rd September for Year 7 and 12 students and from Monday 7th September for all other year groups. There will be a reduced provision, which will include hot food, but this will **only** be available during lunch time and **not** the morning break. There will be a serving area dedicated to a year group during their lunch break. We will forward indicative menus from Pabulum, our caterers, as soon as we receive them.

Students will need to bring full water bottles with them as it will not be possible to fill bottles at school using the water fountains.

Student Lockers

Due to the fact we are unable to allocate lockers in year group zones there will be no lockers operational.

Social Distancing and Hygiene

Maintaining hygiene is of the utmost importance. We would strongly advise that students bring their own hand sanitiser to school. There will also be soap and sanitiser available across the school.

Students will need to regularly sanitise or wash their hands, including on entry to school, after using toilets, before and after eating or after moving from one area to another.

Although students will be in bubbles, there will remain an expectation that students socially distance.

We are advised that face masks or PPE are not necessary in school as it interferes with teaching and learning. There may be occasions when a member of staff wears a mask or visor. Equally, it is at the discretion of parents and students whether they wear PPE.

Cleaning

Our cleaning protocols and regularity of cleaning have increased significantly and will continue to do so in all areas of the school, toilet facilities, canteens, hall, door handles classrooms etc. Cleaning materials will be available in each room. 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. Students will be shown how to do this safely and effectively.

Transport

Where possible students are encouraged to walk or cycle to school. Where this is not possible, to be brought by car would be the next preferred option. Dropping them to walk the final stages would massively support minimising congestion and therefore contact. There will be no parent access to any parking/drop-off areas on the school site at the start or end of the day. Please be particularly aware of this at the Gym gates, where there will be a significant increase of students entering and exiting the site. We will be installing additional bike racks over the summer for those students entering via the Gym gates.

School Bus

Where your child will be accessing the new school bus provision, there will be areas identified for each year group and they will be allocated a specified seat they remain in at all times. They will be required to wear a face mask and when they arrive we will manage the manner in which these are removed. We would suggest a re-usable mask would be the most straightforward option, which can be placed in a plastic bag (e.g. a freezer Ziploc bag) until they require it for the journey home.

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 and there will almost certainly be a change to what we can offer when they commence.

Contact Details

It will be absolutely crucial in September that the emergency contact details we have for your child are up to date. There must be two named emergency contacts. Please can I ask that you use the



data collection option in the SIMS Parent App to check these and to update if required. A guide on how to do this can be found here: [SIMS Parent Data Collection](#)

Many students, parents 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. I am certain you will support these measure as you have done with every step we have taken through the lockdown period. We are here for you and to continue to work with you throughout this really tough time and beyond.

My sincerest apologies for the length of this communication, we felt you would want to be aware of what is likely to happen in September.

We will be sending out more information to you and your child in advance of them returning to school in September. We very much look forward to having them all back.

Yours sincerely



Stephen Mansell
Headteacher

