



Our plan for returning to school has been developed based on the government's guidance. The essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- the wearing of masks in school.

Formal consideration must also be given to how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable. This can be achieved by:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible.

Attendance

The government's expectation is that all children should return to school to minimise, as far as possible, the longer-term impact of the pandemic on their education, wellbeing and wider development. Therefore, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age
- schools' responsibilities to record attendance and follow up absence.

Pupils who are shielding or self-isolating

We are expecting the majority of pupils to return to school. However:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer the pupils access to a remote education. This will not be as extensive as the programme we previously had in place but we remain committed to supporting the education of the children. We will also explore fully the option of having the children 'appear' remotely in the classroom.

Pupils and families who are anxious about return to school

We fully understand that some parents and pupils will be anxious about returning to school. Mr James is available to discuss these concerns and to elaborate on the steps being taken within school.

Coming into School

We wish to offer Breakfast Club for those parents who need to use it. However, if you can avoid sending your children into school early, this would be appreciated and will help us to manage pupil numbers. Before 8.10am, all pupils must enter school via the pupil entrance and make their way to the hall. They will then be seated in year groups around the hall.

Pupils arriving after 8.10am should go to the astro turf until the bell goes at 8.25am. The following entrances should be used from 8.15am to help reduce contact with pupils:

Years 6 & 7: the main entrance
Years 8 & 9: the pupil entrance
Years 10 & 11: the science block entrance

Leaving School

The pupils will exit via different doors:

Year 6: the side door by their classroom (4pm)
Years 7: the main entrance (4pm)
Years 8 the pupil entrance (3.55pm)
Year 9: the pupil entrance (4pm)
Year 10: the science block (3.55pm)
Year 11: the science block (4pm)

Please note: pupils with games in the afternoon will finish at 3.45pm.

Parents are asked to collect the children expediently. Please socially distance whilst you wait for the children either on the pavement or on the Green.

Tea & Prep

We will be encouraging as many pupils as possible to leave school at 4pm. However, we appreciate that some parents require a later departure time. Therefore, we will still be operating tea and prep. During this time, pupils will remain in their year group bubbles or be socially distanced.

Class Sizes & Teaching Spaces

As you are aware, we employed extra teachers to reduce our class sizes in September; most classes will contain fewer than 15 pupils. However, it is impossible for us to achieve social distancing in classrooms and this is no longer a requirement. Generally, children will be seated next to each other with all desks and children facing forwards. If greater spacing can be achieved, for example in labs, this will be implemented. All teaching spaces will be ventilated.

Masks

To compensate for the lack of social distancing in classes, the Department of Education has recommended the wearing of masks for pupils in Year 7-11 until Easter. Whilst we appreciate, this may be uncomfortable for some children, we wish to follow this guidance. Masks will continue to be worn in communal areas for all pupils from Years 6-11. Pupils using school transport are also required to wear masks.

Break Times

Each year group will be allocated a separate area of the school playing field. They will be expected to remain together in their year group bubble. The children will also leave their teaching spaces via different doors to prevent year groups meeting.

Lunch

Hot meals will be provided on rotation and the children will have 'deli days' when it is not their turn to have a hot lunch. Hot meals will be eaten in the dining hall and packed lunches will be taken outside (if the weather is fine) or to their classrooms.

To reduce the number of children around school, we will continue to operate a 'split' lunch time:

Years 6-8: 12.05-1pm
Years 9-11: 1pm-2pm

Cleaning

There are cleaners in school throughout the day to clean high use areas on a regular basis, for example toilets, and to empty bins. High usage touch points, for example door handles, will also be cleaned frequently. All classroom teachers will be provided with antibacterial sprays and single use cloths. Any equipment used will be cleaned between year groups of children. Every teaching space which has been used will be cleaned each evening using anti-bacterial spray. Any teaching space used by different year groups will be cleaned between year groups.

Hand cleaning

The children will clean their hands on arrival, before and after eating, after sneezing or coughing and at the end of the day. We have also fitted a number of hand sanitisers at the entrances to our buildings which can be used when the children are not able to use soap and water. Each classroom will also have a hand sanitiser. The children will also be encouraged not to touch their mouth, eyes and nose.

Respiratory

Each classroom has paper tissues for the children to use which will be disposed of in a bin with a lid. The children will be told to 'catch it, bin it, kill it'.

Uniform

In line with the government guidance, the children will be wearing full uniform. On days when they have PE or games, the children should come to school in full PE kit (including tracksuit bottoms and hoody). This is so they do not need to change in school. We recommend the children bring a spare pair of socks should their socks become wet during their games lesson. The government guidance also states that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Stationery

The children should bring their own stationery and calculator. They will not be allowed to borrow items from other pupils.

Books

The children will be issued with text books in the usual way. Children in Years 6-9 will benefit from being based in the same classroom for most of their lessons. Therefore, they will not have to carry as many books around school. Text books may be taken home but pupils should not share books. Pupils can also bring bags into school.

Other Items in School

The children should limit the number of items they bring into school to those essential for their time here. This should include a water bottle, a personal hand-sanitiser (if they would like to do so) and their snack (in a disposable bag).

Sick Children

The main symptoms of coronavirus are:

- a high temperature (hot to touch on your chest or back)
- a new, continuous cough (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
- a loss or change to your sense of smell or taste.

Children who display any of these symptoms, or who are in a household when anyone displays any of these symptoms, must not come into school. Children who display symptoms whilst in school will be taken to an area away from the other children and their parents will be called.

If you are in any doubt, please do not send your child into school.

COVID-19 Testing

The pupils will be tested in school three times. After this point, the pupils should be tested at home; we will be providing you with kits. You do not need to tell us if your child tests negative but please do so if they test positive; we are here to help.

Arrangements for Teaching

We continue to restrict movement around school as much as possible. In order to achieve this, Years 6-9 will be based in classrooms and the teaching staff will move to be with the children:

Year 6: the former Year 5 classrooms (where they were based last year)

Year 7: the English classrooms and the former Year 6 classroom

Year 8: XYZ block (Maths & Spanish)

Year 9: C&D (Geography & History)

All their lessons (except PE and Games) will be delivered in these classrooms. Children can move between their year group rooms (for example for subjects in which they are taught in sets) but initially they will not be using other teaching spaces.

Years 10 & 11 will be using more classrooms to facilitate their option subjects and to give them priority with respect to specialist facilities. However, movement will still be restricted: for example, if they have been taught science in a lab, they may then remain there for their Maths lesson. Should Year 10 pupils follow Year 11 pupils into a teaching space (and vice versa), the space will be cleaned between lessons.

Curriculum

We will continue to run a full curriculum – no subjects have been removed. The order in which pupils study topics may have to be amended to reflect the new arrangements for teaching but we will continue to offer a rich curriculum to the pupils.

Sport

We will finish the term as we had planned to start it. Please refer to Mrs Sweeney's previous letter which can be found [here](#).

Co-Curricular Clubs

Running clubs will, once again, prove challenging as we maintain our bubbles and avoid mixing year groups. However, we will be considering sports clubs in bubbles once school commences again.

Contact with School

Please endeavour to contact the Senior School via telephone and teachers via email. If you need to come into school personally, please ensure there is only one adult in reception at one time and, if possible, contact the school in advance.