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15 July 2020

### **Dear Parents and Carers of Year 7 to 11 September 2020/2021**

I am writing to you to set out the arrangements we have made to open to all students as of the week commencing the 7<sup>th</sup> September 2020. Before I set out these arrangements, I would like to take this opportunity to thank you for all the positive comments we have received from you as you have worked hard to support your children with their home learning. I know that this period has been challenging for many families, in all sorts of different ways, and we continue to be here to support you. Due to the school closure, students have completed a significant amount of their studies this year through home learning. Although we are happy with our students' accomplishments during this period, we know that home learning has had unique challenges and that our students are likely to have some gaps in their knowledge and skills. We have adjusted our curriculum for next year and we hope to close any gaps in learning through quality teaching, regular assessment, and sensible well-resourced homework. The best thing we can provide for students is expert teaching during their time in school and support to achieve at least their 'good progress' objectives.

### **In September, all students will be expected to attend from the following dates:**

- All Year 7 students from Wednesday 9th September 2020. Year 7 arrive for 8.35am and finish at 3.00pm
- All Year 8 students from Thursday 10th September 2020. Year 8 arrive for 8.35 am and finish at 2.55pm
- All Year 9 students from Thursday 10th September 2020. Year 9 arrive for 8.45am and finish at 2.45pm
- All Year 10 students from Friday 11th September 2020. Year 10 arrive for 8.50am and finish at 2.50pm
- All Year 11 students from Friday 11th September 2020. Year 11 arrive for 8.50am and finish at 2.50pm

No student should arrive more than 10 minutes before the start of his or her year group session where possible

We will open Monday to Friday, with no breakfast or break catering provision in the first instance. We will provide lunch in school, however all students will have a different lunchtime. We will have staggered start, break and finishing times for different year groups. This will be reviewed early in the term.

### **What the guidance says**

The government requires all pupils to return to school in September and for all schools to:

- Minimise contact with individuals who are unwell
- Ensure people clean hands thoroughly and more often than usual
- Ensure good respiratory hygiene by promoting the "catch it, kill it, bin it" approach

Growing  
Talent,  
Promoting  
Community

Executive Headteacher: Mr P Cavanagh  
Deputy Headteacher: Mrs C Grandidge



- Introduce enhanced cleaning arrangements
- Schools must introduce measures to minimise contact between individuals and groups of people and to maintain distancing “where possible”. In addition, schools must engage with NHS test and trace and local Public Health England to ensure any cases of COVID-19 are managed properly, using expert support and guidance.

### **How the guidance differs from previous guidance**

The government’s guidance differs very significantly from previous guidance. Most notably, there is no longer an expectation that secondary-aged pupils practice social distancing while in class but now year groups should be kept separate from other year groups. Staff are able to see more than one group of pupils in a day but should try to maintain up to 2 metres distance from pupils and other adults throughout the school day where possible.

### **Changes**

We will be changing how we timetable so that pupils have extended blocks of time each day where they are in one classroom and year groups will be separated into specific zones where possible. During this time, the length of lessons will vary to accommodate staggered breaks, staggered lunchtimes and movement. We remain committed to maintaining our broad curriculum where pupils continue to study all their subjects. This plan allows us to offer almost everything we would normally offer in terms of teaching and curriculum time and is the safest way of ensuring that pupils from different year groups do not come into extended contact with each other during the school day. There will be some new rules and systems to ensure pupils and staff are kept safe, specifically around how pupils arrive at school and leave, how they move around school, where they spend break times and lunchtimes, how PE and practical subjects will operate and what is expected from them in terms of sensible behaviour. Getting back into school routines will be vital from day one and we will be doing a lot to make that happen as quickly as possible. From September, pupils will be required to wear their normal uniform.

### **Risk Assessment**

Primarily, it is understood that the safety of your child and of our staff is our main priority. We are working hard, following the latest government guidance, to develop and implement a number of new ways of operating and have completed a detailed Risk Assessment to plan for this. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our setting.

These include:

- Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend the school. That includes children and staff who work here.
- Keeping our students in Year group bubbles, and minimising contact with other year groups around the setting.
- Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring our children understand good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach and ensuring a good supply of tissues and bins throughout the setting.
- Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including tables, door handles and equipment.
- Asking parents and carers to physically distance from each other if dropping off and collecting their child.

In addition:

- Children and adults in school will not be required to wear facemasks as per Government advice. Adults will only wear masks if they are required to for cleaning, food service or supporting a sick child or identified children.
- Students will not be able to swap between classes and will be in a consistent classroom where possible.
- Students will have designated break times and lunches away from other year groups.
- There is no breakfast or break catering provision in the first instance.
- All students will need to bring in their own writing equipment, which includes a pencil case with black, red and green pens, ruler, pencil, eraser and highlighter. The school will allocate all equipment, paper and books.
- Bags will be essential, as lockers may be unavailable in September.
- Within classrooms, all children will face forward.
- Access to the toilets will be carefully managed to limit the number of children at any one time.

## Procedures for attending school as we open:

- All students will line up in the main playground at the front of the school as directed by staff.
- The main reception will now only be used for staff from the school.
- Moving around school - we will do our best to limit the movement around school with other year groups with no physical contact between children.
- Inappropriate behaviour - we are going to consider the risk presented by all the students who return to school. We cannot allow a child to attend lessons if we believe their behaviour would put other children or staff at risk.
- Contacting staff - it may not be possible to meet with school staff in person, however the school phone line will always be manned and you have the year group emails that you have been using during Home learning. We will be responsive to telephone calls and emails and get straight back to you.
- Transport to school - all students will be encouraged to make their own way to school by walking or on bike (or parental car). Further advice on anybody who needs to take public transport is provided below <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport>
- Social Distancing outside of school - please respect social distancing on your way to and from school and please do not gather at the school gates with other year groups

## What can parents and carers do to help?

- There are a number of things parents and carers can do to help us make these arrangements effective, in addition to the points listed above.
- Please do provide reassurance to your child by sharing with them how things will work in school, using some of the practical details in this letter, so they understand the changes to routines and explain the need to stay apart from the other children.
- If your child or someone in your household has coronavirus symptoms, your child should not come to school.
- If your child becomes in any way unwell during the day, including if we suspect a coronavirus case, your child will be placed in a separate room and we will contact you to arrange for your child to return home.

## Testing

Once schools open to more children, all children who are attending will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. The aim is to enable children to get back to childcare and school, and their parents or carers not to need to self-isolate any longer than is necessary, if the test proves to be negative. **A positive test will ensure rapid action to protect other children and staff in their class (bubble) setting who will then be told to self-isolate for at least 7 days.** We ask all parents and carers to ensure they organise a test for their child, in the event that they develop coronavirus symptoms, and notify us immediately of a positive test. Further guidance will follow.

I hope that this letter has given you the information you need to understand what arrangements we have made to enable children to return to us from Wc Mon 7th September 2020. We are looking forward to welcoming your child back and I hope that you are assured that we have taken all possible steps to ensure safety for all in our setting. If you have any questions or suggestions, please use the following contacts in September 2020.

School Reception 01482 342229

Email [info@kelvinhall.net](mailto:info@kelvinhall.net)

- Year 7            01482 496735   Miss Lowthorpe
- Year 8            01482 496733   Miss Haldenby
- Year 9            01482 496736   Mrs Sullivan
- Year 10          01482 496734   Mrs Ford Bentham
- Year 11          01482 496737   Mrs Clay
  
- Attendance 01482 496729/496700
  
- Student reception 01482 496746/496747

## Next steps:

We will arrange the class groups i.e. 'bubbles'. You will receive another letter in late August with the fine detail of how the school day will operate, including more on how the school day will look but in the meantime, pupils should assume

they are back in school full time from September with as close to normal a school experience as we can safely operate. As ever, we are enormously grateful for your support and we are looking forward to welcoming pupils back in September. We continue to work hard to make our schools as safe as we can and will share further detail in August.

Yours sincerely



Mr P. Cavanagh  
Executive Headteacher  
Kelvin Hall School  
YHCLT