

4 September 2020

Dear Parent/Carer

Year 9 Return to School - 7 September 2020

I hope you have enjoyed a safe and restful summer. Further to my letter of 16 July, I would like to update you with some further details on the arrangements for students' return to school on Monday 7 September. Some of the information from my July correspondence is included for your convenience.

The Start Of The Day

- The Government has advised walking or cycling to school wherever possible to reduce the use of public transport. If students need to use public transport they should try to travel with students from their year group bubble and practice social distancing. If your child is travelling on public transport, they will be required to wear a mask.
- Transport for London are now running additional buses. These school buses have signs at the front of the bus.
- Different year groups will arrive and depart at different times. The timings for your child are detailed below.
- In addition to year groups starting at different times, year groups will need to access the school via different entrances. The details applicable to your child are detailed below.
- On Wednesdays the school has different timings which are detailed below.
- The school gates will remain locked until 8.20am each day. We regret that we are no longer able to receive students earlier than this as we do not have the capacity to ensure social distancing before school hours. Breakfast club has been temporarily suspended.

The School Day

- When students are in school they will remain in their year group bubble. We will be avoiding mixing of year groups.
- Year groups will be zoned within the school so that students have access to a minimal number of classrooms. Older students in KS4 and KS5 will also have access to specialist teaching spaces where appropriate. The zone as applicable to your child can be seen on the attached map.
- Students must walk on the left and in single file at all times.
- Students must bring their own items of equipment to school (e.g. pens, pencils, etc.) as sharing of items will not be allowed.
- If your child has Special Educational Needs and/or Disabilities (SEND) we will contact you directly at the start of term as there will be some alteration to the normal support offered. The Elsa Centre will operate as normal.
- All students will be expected to wear the full school uniform.
- All exercise books will remain in your child's classroom.
- Co-curricular clubs and activities will not start immediately and when they do, they will operate within year group bubbles.
- All parent/carers are strongly encouraged to communicate with the school via phone or email. Staff will not be able to see parent/carers unless the meeting has been arranged.

Break and Lunchtime

- Canteen food will only be available at lunchtime; the school will not be serving any food or drink at break time.

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- The school will be operating an ordering service for lunch times. Depending on your child's zone, food will be delivered to their area. Further details regarding catering arrangements will be sent out in a separate letter. Students who do not pre-order food and a drink will need to bring a packed lunch to school.
- The cash loaders in reception will be temporarily disabled. Parent/carers will need to put funds on their child's account using the online system. If this is not possible please contact the school.
- Students will only have access to certain zones during break and lunchtime. These zones can be seen on the attached map, and will be explained to your child in more detail by their Tutor. Students are not permitted to leave these zones during the school day.

Health and Safety

- Students will be required to wear a mask when travelling on public transport. This mask must be disposed of (if disposable) or stored in their bag (if reusable) when they arrive at school.
- Students should use the hand sanitiser provided on the gate as they enter the school each day.
- Students are permitted to wear a plain face mask in communal areas if they would like to, although in line with Government guidance, they are not compulsory. Students should not wear face masks in classrooms.
- We will continue to encourage students to wash their hands regularly and promote the 'catch it, bin it, kill it' approach for any sneezes or coughs.
- There will be enhanced cleaning across the school site.

Attendance

- Attendance is compulsory from the beginning of term. It is essential that every student attends every day so that we can quickly return to normal curriculum content. Attendance will be monitored as it has been in the past. Unauthorised absence will be treated as such and followed up accordingly.
- Pupils must not come into school if they have symptoms of Covid-19.
- If there is a confirmed case of Covid-19 amongst the school community, we will liaise with Public Health England to manage the situation. Upon their advice, groups of pupils may be sent home and asked to self isolate for a period of 14 days. Further guidance will be issued in this instance, including testing arrangements and return to school.
- In the event of an absence, Covid-19 related or otherwise, we ask that you notify the school on the student absence line (0208 304 8531, option 1) **before 9.00am on each morning of absence** and that you provide a letter of explanation or note in the student planner when your child returns to school.

Behaviour Update

- Please be reminded that mobile phones and electrical devices will no longer be permitted for use on the school grounds at any time during the school day. The updated Mobile Phone Policy will be available for parents to view on the school website in the coming days. Your child's tutor will also run through the new policy during extended Form Time on Monday.
- The school will now be operating same-day C2 detentions, and notification of parents will now be via Class Charts (email). You will be notified no later than 2pm of a detention set for the same day and should contact the school if this is not possible. All parents/carers who have not already done so are strongly encouraged to sign-up to a Class Charts account. Please contact your child's Form Tutor if you require assistance in accessing your account.
- C1 (15 minute) detentions will be temporarily suspended, although C1 incidents will still be recorded, and an accumulation of C1 incidents will result in a C2 (1 hour) detention.
- C2 detentions will now be held by the Head of Year within each year group bubble, rather than communally in the school hall.
- The Berwick Centre will now run from 9.15am to 4.00pm each day.
- The School will also now be operating a Refocus Room which will be staffed by members of SLT. Students that are sent here during the school day will be spoken to by senior staff and a decision will be taken if they are allowed to return to lessons. If they are not allowed to return to lessons they will be expected to remain at school until 3.55pm.

Timings for Year 9

Please refer to the attached map which details the routes that students must take when entering and leaving the school, and during break and lunchtimes.

Monday, Tuesday, Thursday, Friday:

08.40 - 08.50: Arrival through Kier Gate

08.55 - 09.55: Period 1

09.55 - 10.55: Period 2

10.55 - 11.25: Break

11.25 - 12.25: Period 3

12.25 - 13.25: Period 4

13.25 - 13.55: Lunch

13.55 - 14.55: Period 5

14.55 - 15.15: Tutor time

15.15: Departure through Kier Gate

Wednesdays:

08.40 - 08.50: Arrival through Kier Gate

08.55 - 09.35: Period 1

09.35 - 10.35: Period 2

10.35 - 11.00: Break

11.00 - 12.00: Period 3

12.00 - 13.00: Period 4

13.00 - 13.30: Lunch

13.30 - 14.30: Period 5

14.30: Departure through Kier Gate

Tutor groups:

Using the route indicated in green on the map, students should make their way to their tutor group as listed below.

Tutor group	Tutor room	Tutor group	Tutor room
Alder	E112	Holly	E117
Beech	E113	Maple	E118
Cedar	E114	Oak	E17
Elm	E115	Poplar	E19
Fir	E116	Rowan	E20

The School will run an extended tutor time for all students on Monday 7 September. This will provide an opportunity for students to ask any questions or share any concerns they have, spend some time with their peers and their tutor, and run through all relevant information in detail.

This is a considerable quantity of information to absorb, and I appreciate that this may be an anxious time for students as well as their parents/carers. Please be assured that the school is taking every possible measure to ensure the safety of your child, and that government guidelines and advice are being followed closely. As we welcome students back it is clear that there may be further changes or adjustments made to ensure everyone's safety and wellbeing, and we will need to be responsive to the local and national picture in the coming weeks and months. I would like to take the opportunity to thank you for your ongoing support and understanding at this time.

With very best wishes.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Pett', with a long horizontal flourish extending to the right.

Mr R Pett
Headteacher