

14th July 2020

Dear Parents/Carers,

As promised in Sweyne Park Times, having carefully considered all Government guidance in relation to the return to school for all pupils on a full time basis, I am pleased to be able to provide you with details of our plans for September 2020.

I apologise for the length of this letter, but as you will appreciate, there is a lot of information to share with you. In readiness for September, it would be helpful if you could discuss these plans with your son/daughter prior to their return to school. I recognise that the majority of our pupils will not have been in school for nearly 6 months, and will now be returning to an environment which is somewhat different to the one they left in March. We will, of course, reiterate all the information in September, but preparing them beforehand may ease any worries they may have.

In all of our planning, the safety and wellbeing of our pupils and staff have been at the heart of all our decisions. This will remain the case, and we will keep everything under review, making any necessary changes to maintain this. A new and comprehensive series of Risk Assessments for re-opening have been completed.

1. To comply with Government guidance, each year group will be in its own “**bubble**”.
2. We initially considered using ‘zones’, for different year groups. However, this was not feasible within the context of the school in which rooming is at capacity. Equally, this would compromise the curriculum we could offer, with regards to practical lessons needing specialist rooms.
3. Instead, we will continue to operate the **normal timetable** but will operate **different start and finish times** for year groups. This is to ensure there is a phasing of pupils within the community and on local transport networks, and will help with movement around the school. As tutor time will be so helpful in settling pupils back into school, and identifying any additional needs they may have, **for the first full week, Period 1 will not start until 9.10am**. We will review this at the end of this time. Therefore, the following will apply:

Years 7 & 8

Tutor Time will run from 8.35am to 9.10am

Period 5 will finish at 2.55pm

Years 9, 10 & 11

Tutor Time will run from 8.50am to 9.10am

Period 5 will finish at 3.05pm

There will be no afternoon tutor time, and registers will be taken instead, during Period 5.

Details of the revised school day (while we are working within bubbles) are set out in the plan attached.

4. As we have done during the phased re-opening, pupils must use the **entrance/exit closest** to where they want to go.
5. A one-way system will operate within the school and staircases will be designated as either **up** or **down** (please refer to the plan attached). There will be clear signage to support the pupils as they adjust to the different environment. Where possible, pupils will be expected to move from lesson to lesson using the **outside of the building**.
6. Each year group bubble will have its **own outside space** before school, at break time and after school to maintain the distinct bubbles. There must be as little mixing of year groups as possible, although we do, of course, recognise that many families have children in different year groups. **Start times, break and lunchtimes will be staggered**, and the following zones will apply:

Before school:

Year 7 – Zone 1
 Year 8 – Zone 4
 Year 9 – Zone 2
 Year 10 – Zone 4
 Year 11 – Zone 1
 Years 12 and 13 – Sixth Form area and Zone 3

Break and lunch:

Year 7 – Zone 1
 Year 8 – Zone 1
 Year 9 – Zone 2
 Year 10 – Zone 1
 Year 11 – Zone 2
 Years 12 and 13 – Sixth Form area and Zone 3

I have attached a **map**, showing the location of all the **Zones**.

7. The canteen will continue to offer a range of hot and cold food. We aim to provide a good choice, but food will be pre-prepared and packed. We plan to operate 2 serving stations (one via the main servery, and the other, at the top of the dining hall, by the main hall). Each year group will access their designated serving area from different entrances.
 - Years 9 and 11 via the foyer, and will eat in the canteen.
 - Years 8 and 10 via the door adjacent to the main hall, entering from the external quad area, and will eat in the hall.
 - Year 7 will have lunch on their own in the canteen.
 - Years 12 and 13 will have lunch in the Sixth Form Atrium.
8. We have **increased our cleaning regime** and sourced additional staffing. This will ensure that all of the surfaces pupils and staff continually touch will be cleaned throughout the day, this will include light switches, door handles and push pads, sinks and toilets.



9. Whilst the above will enable us to ensure high levels of hygiene in all communal areas, we will need the support of pupils to maintain a similar level of hygiene in the classrooms. Therefore, **on entry to the classroom, pupils will be expected to disinfect their hands and clean their desks and chairs down with anti-bacterial wipes, which will be provided.** The same will apply to any equipment used in lessons, e.g. paintbrushes in Art, keyboards in ICT, DT equipment, pianos in Music etc. Each classroom will therefore have its own cleaning station.
10. Windows will be opened at the start of the day and left open for the duration of the day to ensure rooms are **well-ventilated**. At the start of the day, doors will also be wedged open. We will review this as the weather changes.
11. On arrival at their lesson, pupils will enter their classrooms directly, rather than wait or queue in the corridors. Teachers will be asked to check that corridors are not congested, before dismissing their classes.
12. Where possible all classrooms will be set up with desks front facing, and pupils seated side to side, not opposite each other. The caretakers have already begun changing the rooms for September. Furniture in some classrooms, such as in the Science labs with pods, cannot operate in this way. This is accepted in the Government guidance. Teachers have been advised to stand 2 metres away from pupils and not to spend more than 15 minutes with any one pupil. Support Staff will move around the room rather than being seated next to an individual pupil.
13. Pupils will be encouraged to bring enough water with them for the day. The water fountains will be out of use, but we have installed a number of water bottle top up points across the school site.
14. It is an expectation of the Department for Education that school staff, parents and carers understand the **NHS Test and Trace** process, which will be fully operational by September. All must be willing to:
 - Book a test if symptoms are displayed.
 - Not attend school if symptoms are present and be sent home, if symptoms develop at school, and self-isolate.
 - Undergo a test for the virus.
 - Provide details of anyone they have been in close contact with, if a positive result is ascertained, or if asked by NHS Test and Trace.
 - Self-isolate if close contact has occurred with someone who develops symptoms or who tests positive for coronavirus.
 - Please see the website link for further details on Test and Trace:
<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
15. **If a pupil displays symptoms of coronavirus, they must report to Pupil Services immediately**, via the external entrance. Pupil Services (with PPE) will assess the pupil, isolate them, and call their parents/carers to come and collect them immediately. The pupil must then take a test, and the results must be reported to the school as soon as possible.
16. If a pupil/member of staff tests positive for coronavirus and has been in school within the last 7 days, the school will work with the local Health Protection Team, and is likely to send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were

infectious. For these reasons, all lessons will have seating plans which must be strictly adhered to.

17. Although alien to our open door culture, until the guidance changes, we are asking parents/carers not to come into the school building **without a prior appointment**. This will be difficult for all of us to get used to, but we must minimise risk. Parents/carers will also be asked to **remain in their cars at drop off and collection times**. Visitors to the school will be kept to a minimum, and, where possible, will be encouraged to come into school either before the pupils have arrived, or after they have left.
18. As this stage, the DFE guidance states that face coverings should not be used in school, although, as you know, changes have been made recently in other sectors. If this changes over the summer, I will write again.
19. Any pupil using public transport to and from school must wear a face covering. On arrival at school, these coverings must be disposed of outside. Bins will be emptied on a more regular basis and the contents double-bagged, as per the guidance, before being safely removed.
20. No trips or visits will take place during the autumn term.
21. All pupils will be expected to return in **full school uniform**, including jumpers and ties.
22. In terms of PE, we are still considering our provision, given that contact sports are still not permitted. We will, however, continue to run PE lessons and, as much as possible, outdoor space will be used and solo sports rather than team sports will be offered.
23. Heads of Year/Senior Leadership Team offices will not be able to have pupils from more than one year group visiting at any one time, in order to maintain the year group bubbles. Should a pupil need to see their Head of Year/Assistant Head of Year, they should use their **SPS email to book an appointment**. Please encourage your son/daughter to speak to their tutor in the first instance, if they should have any concerns.
24. Our Pupil and Family Support and Learning Development departments have been modified to operate safely without the mixing of year groups. Our Resource Base for Hearing Impaired Pupils already has the capacity to facilitate this.
25. In case you have not had the opportunity to read last week's edition of the Sweyne Park Times, I am enclosing the staffing update information for September 2020.

We are fully aware that for some pupils returning to school may be a difficult and possibly stressful time. Please rest assured that we already have plans in place to support them, and will provide any additional help pupils may need, depending on their individual circumstances and experiences of lockdown.

Equally, I know that all of our pupils will empathise with our new Year 7s, and do their very best to support them, at what will be an incredibly challenging time given we have not been able to hold our usual induction events. To ease this transition, on our first day of term, **Thursday 3rd September 2020, only Year 7 and Year 12 pupils** will be in school. **All other pupils will return**, at the time specified above, on **Friday 4th September 2020**.



Thank you for all your support over the last few months while we have all adapted to a completely new way of working. We are very much looking forward to seeing all of our pupils back in school in September and reconnecting them with all aspects of school life.

Finally, may I take this opportunity to wish you and your families an enjoyable and restful summer, and a well-deserved break from Show My Homework!

Kind regards



Katharine Dines
Headteacher

