

# HaileyburyTurnford

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8<sup>th</sup> June 2020

Dear Families

I hope you remain safe and well.

## **Re-opening plans for Year 12 students: arrangements for week commencing 15<sup>th</sup> June**

From Monday June 15<sup>th</sup>, we will be providing the opportunity for students in Year 12 to come into school to have initial meetings with a member of the Sixth Form management team. This will enable us to proceed very cautiously with the re-opening of the school, in the safest way possible for all students and staff.

Thank you to families for responding to our survey last week. 74% of families who responded said they would definitely or probably attend an initial face-to-face individual meeting week commencing 15<sup>th</sup> June, and 78% of families who responded said they would definitely or probably take up the offer of small group teaching for their child from week commencing 22<sup>nd</sup> June. It is on this basis that we are continue to make our re-opening plans.

Despite similarities in what each secondary school in the local area is able to offer from 15<sup>th</sup> June, there will also be some differences in approach according to local circumstances such as the availability of staff and issues linked to facilities. We remain in unprecedented times and I would ask parents to understand and respect the decisions made by each local school.

The purpose of our initial face-to-face meetings next week is to:

- re-familiarise students with the school environment;
- discuss how they have coped during lockdown;
- talk about the work that has been done at home in recent weeks;
- start thinking about next steps and arrangements from week commencing 22<sup>nd</sup> June.

We are using our Parents' Evening booking system for families to make appointments. Details will follow separately with instructions on how to make an appointment at a time that is suitable for families. We would encourage a parent to accompany students at these initial meetings. Slots are 30 minutes in length, to allow for a 25 minute meeting. Families should wait outside reception in the car park in advance of the meeting start time. If driving, there is limited parking in our front car park for you to use.

We are following all government guidance fully to minimise risk and ensure social distancing measures are followed at all times for the safety of all students and staff. The details overleaf list some of the protective measures we will be taking to support our initial meetings from 15<sup>th</sup> June. More detailed protective measures will be in place to enable small group teaching to take place from 22<sup>nd</sup> June. Please could you familiarise yourself with these protective measures before you come into school next week.

In addition, for any family who wishes to read the school's full re-opening risk management plan, it can be viewed on the school's website here on our policies page: <https://haileyburyturnford.com/information/policies/>

Home learning will continue for all students in Year 12 and those students who are unable to come into school should continue to complete this work at home, and send it to their teachers for feedback.



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU 01992 308333 [enquiries@haileyburyturnford.com](mailto:enquiries@haileyburyturnford.com)  
Principal: Robin Newman MSc MBA

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, Hertfordshire, SG13 7NU

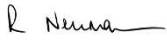
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## Further queries this week?

Please contact either Mrs Shivalkar, Assistant Principal by email: [shivalkarn@haileyburyturnford.com](mailto:shivalkarn@haileyburyturnford.com), Miss Goody, Head of Year 12 by email: [goodya@haileyburyturnford.com](mailto:goodya@haileyburyturnford.com) or Mrs Mitchell, Flex/SEND Coordinator by email [mitchellj@haileyburyturnford.com](mailto:mitchellj@haileyburyturnford.com) with any further questions. We are here to help.

Yours faithfully



**Robin Newman**  
Principal

## Additional information for families

### Protective measures we will be taking to support initial meetings and subsequent small group teaching in school

We are following all government guidance to develop and implement a number of new ways of operating. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus (COVID-19) transmitting within our school setting.

Measures we will be taking to enable a partial re-opening of the school from 15<sup>th</sup> June include:

- minimising the number of students and staff on site at any one time by providing initial meetings before any small group teaching can take place;
- expecting all students, staff, and parents/carers for initial meetings who come onto site to immediately sanitise their hands using the sanitiser unit at the entrance;
- expecting students to wash their hands at regular intervals whilst on the school site, as directed by staff;
- expecting staff to wash their hands more often than usual;
- expecting all persons to physically distance from each other by at least 2 metres at all times;
- propping open some internal doors to reduce contact points;
- implementing an enhanced cleaning schedule, ensuring surfaces touched by students and staff are cleaned regularly and throughout the day, including tables and door handles;
- asking that anyone who is displaying coronavirus (COVID-19) symptoms, or who lives with someone who does, not to attend school;
- ensuring everyone understands good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring lidded bins are available in each classroom;
- ensuring no other visitors enter the school building (other than parents/carers for the initial meetings).

Government guidance states that the use of public transport to travel to and from school should be minimised as far as possible, and students should walk or cycle to school where possible. Where walking or cycling is not possible, students should travel by car rather than use public transport if at all possible.

If driving your child to school, please either drop-off outside school, or in the front car-park if there is a space available.

Further risk management guidance will be circulated at initial one-to-one meetings and by email during next week to give detailed guidance for protective measures from week commencing 22<sup>nd</sup> June when small group teaching will commence.



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