

Haileybury Turnford

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13th July 2020

Dear Families

Plans for September: all students to return to full-time education at the start of the autumn term

Following the publication of government guidance, we have been planning in detail how we will safely re-open to all students in September. I am delighted that we will be in a position to welcome all students back to school full-time in September. The safety of all students and staff remains our highest priority, and we are working through a very wide range of measures to protect students and staff, and minimise contact and mixing for when we fully re-open. The “new normal” will be very different to how school operated previously, and will involve the staggering of the start and end times of the day, and have different break and lunchtimes for year groups, to help to minimise contact and mixing.

The guidance for the full opening of schools from the start of the autumn term can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

There is also specific information for parents and carers here:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

There are 9 specific actions that schools must take to reduce risk and create an inherently safer school environment. I have listed each of the 9 points below, and have given initial information about how we will address each of them.

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

- We will adopt a strict set of procedures to ensure the guidance is followed.
- Students, staff and other adults must not come into school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and we will ensure that anyone developing coronavirus (COVID-19) symptoms during the school day is sent home, in order to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

2. Clean hands thoroughly more often than usual

- The guidance states that coronavirus (COVID-19) is an easy virus to kill when it is on skin and that this can be done with soap and water or hand sanitiser.
- We will ensure that students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.
- We will have an increased number of hand sanitiser stations to support the washing of hands, in addition to other hand washing facilities and the current number of hand sanitiser stations.

3. Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach

- We will ask all students to have tissues with them, as well as providing emergency supplies in school.
- Posters, rules and expectations will educate all students to use tissues for respiratory hygiene, and the safe use of bins.
- Public Health England (based on current evidence) does not recommend the routine use of face coverings in schools, but if children wish to, or are required to wear them on their journey in to school on public transport, we will help them with removal and how to safely store their face covering.



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Principal: Robin Newman MSc MBA

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- If guidance about face coverings changes, we will respond to all updated guidance.
- 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach**
- Enhanced cleaning is already in operation across the school site.
 - Further cleaning will also occur across the school site with all students returning from September.
- 5. Minimise contact between individuals and maintain social distancing wherever possible**
- To reduce the number of contacts between students and staff we will keep groups separate, in “bubbles”.
 - We will adopt bubbles for each year group in Key Stage 3 and 4 (Year 7, 8, 9, 10 and 11), and place Key Stage 5 (the Sixth Form) in their own bubble owing to their age and sixth form routines in school.
 - Within the Sixth Form bubble, we will endeavour to keep social distancing in place between Year 12 and 13 as far as possible.
 - We will therefore have 6 bubbles, and they will largely be kept apart from each other.
 - In school we will have staggered break and lunchtimes meaning only some bubbles will have break and lunchtime at the same time – bubbles will be kept separate at break and lunchtime. There will initially be a more limited food service, and we will have a COVID-secure payment system in place. Spaces used will be cleaned before subsequent groups arrive.
 - The school timetable will be changed to cater for a staggered start and end to the day for different bubbles, and to accommodate the break and lunchtime arrangements described above.
 - We will be in a position to share the updated timetable structure later this week which we are currently finalising. The current start and end times will be slightly different to current arrangements for some bubbles.
 - We will continue to teach a broad and balanced curriculum to all year groups.
 - Students will be taught in their bubbles, and the guidelines allow students to move to specialist rooms for their lessons if necessary. Equipment, books and resources will not be shared between bubbles unless quarantined or cleaned. Students may be given wipes to contribute to the cleanliness of the environment, for example, to wipe PC keyboards and mice after use.
 - We will be teaching students in their form groups at Key Stage 3 where possible. This creates smaller “mini-bubbles” in those year groups.
 - Staff will minimise their proximity to others, ideally staying 2 metres from students and other staff.
 - Not all students within a bubble will be able to socially distance from each other; but students will be encouraged to keep their distance from other students where possible within bubbles.
 - We will minimise and seek to avoid the passing of materials within lessons between individuals. This means practical lessons in subjects such as Art, Photography, Dance, Design & Technology, Drama, Music, PE and Science for example, will all be controlled in new ways, including implementing the guidance limiting singing, shouting and the sharing of equipment.
 - Desks in classrooms will mainly face the front of the room, although it is very clear in the guidance that students sitting next to others in their year group bubble is entirely appropriate. However, physical contact between students is not permitted, which is no different to normal.
- 6. Where necessary, wear appropriate personal protective equipment (PPE)**
- The guidance is very clear that the majority of staff in schools will not require PPE beyond what they would normally need for their work.
 - PPE is only likely to be needed where a student becomes ill with COVID-19 symptoms while at school and if a distance of 2 metres cannot be maintained. We will have procedures in place to meet the guidance.



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7. Engage with the NHS Test and Trace process

- We are required to ensure that staff, parents and carers understand that they will need to be ready and willing to: book a test if they are displaying symptoms; provide contact details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace; self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).
- We ask parents and staff to inform the school immediately of the results of a test.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

- Schools will not do this alone – we will be guided by the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school, as identified by NHS Test and Trace. The local health protection team will advise about whether individuals need to self-isolate from school, and whether that self-isolation should extend to class groups or to bubbles. In the event of partial or total closure, we will provide remote learning, using Class Charts and Microsoft Teams for live lessons.

9. Contain any outbreak following local health protection team advice

- If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, we will work with local health protection team who will advise us as to any necessary actions.

Student Attendance is compulsory from September

It is vital that children and young people return to school - for their educational progress, for their wellbeing, and for their wider development. School attendance will again be mandatory from the beginning of the new academic year in September

A small number of students may 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 your child is unable to attend school for any of these reasons, there will be appropriate remote learning provision in place, which can be discussed further as necessary with your child's Year Achievement Coordinator.

Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means, that the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Some students 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 in September (usually at their next planned clinical appointment).

Where children are not able to attend school as parents are following clinical and/or public health advice, the absence will not be penalised. Remote learning provision will be put in place.

If you have concerns about your child returning to school, because you consider they may have other risk factors, you should contact your child's Year Achievement Coordinator or a senior member of staff, to enable us to work together and put further measures in place to reduce risk where possible.

Please note that if you are planning a holiday over the summer period, which may involve travelling abroad, it will be important to ensure students are able to return to school at the start of term. Please consider that it may be



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necessary to build in any relevant quarantine period on your return which does not extend into the start of term.

School Calendar for 2020-21

We will be publishing our school calendar with key dates before the start of term in September. Due to COVID-19 we are not currently planning any school trips or visits for when school returns in September. Once we are able to plan such trips and visits with confidence again, we will start to consider what is possible to offer to students.

We are not currently expecting to run the normal Parents' Evenings in the autumn term. However, should they not take place, we will make alternative arrangements to ensure there is communication between school and parents, including through email, telephone and possibly Microsoft Teams. More details will follow in September.

Safeguarding arrangements

Updated safeguarding arrangements will be developed as necessary, and will be communicated to all parents at the start of term.

Rewards

We will be continuing with our wide range of rewards for students in September, and will continue to use Class Charts to support this. Class Charts enables parents to immediately see where students have been acknowledged for their commitment in lessons, with homework and their wider achievements.

Behaviour & Discipline

We will be updating our Home-School Agreement for all year groups, as we have done for Year 10 and Year 12 students since their return from 15th June. More details will follow, with clarity about how the school would follow-up incidences of poor behaviour. Class Charts enables parents to have immediate sight of any behaviour points issued. We will be taking a particularly strong approach to any student who deliberately puts their health and safety, or the health and safety of other students and staff at risk. We are fully committed to ensuring school is a safe, calm and purposeful learning environment.

School Uniform

Full school uniform will be worn and it will need no extra or different cleaning methods or frequency.

Next steps

To enable us to fully respond to the government guidance for re-opening we are currently developing many new operational procedures, some which we have used with Year 10 and Year 12 students since 15th June. We will communicate further details about how school will operate in September during this week, and then will provide further information and updates during the summer holidays including immediately before the start of term in September, and then once term has started.

Before we open fully to all students in September, the governing body will meet to approve the school's Risk Management Plan and Risk Assessments to enable the safe opening for all students and staff. Once this documentation has been approved, it will also be shared with all families during late August, and a copy placed on the school's website prior to re-opening.

Yours faithfully



Robin Newman
Principal



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