Haileybury Turnford

Ambition · Pride · Success

2nd September 2020

Dear Parent/Carer

Firstly, I hope that you have had a restful summer break and we would like to welcome you and your child to Haileybury Turnford. We very much look forward to overseeing your child's education with us over the forthcoming year as schools re-open across the country.

As it is the start of the new academic year, we are writing to clarify and explain some of our procedures to help in ensuring your child settles quickly into our routines and their new school. We ask you to read this letter carefully and take time to discuss the information below with your child so they can be fully prepared for their return to school.

If you would like to discuss any issues relating to your child, **the first point of contact must be made through their tutor.** Listed below is the Year Achievement Coordinator, and tutor e-mail addresses.

Year Achievement Coordinator: Miss Allingham Allinghamh@haileyburyturnford.com

7 Pankhurst Miss Bilsby	BilsbyC@haileyburyturnford.com
7 Shackleton Miss Khatiri	Khatiris@haileyburyturnnford.com
7 Bevan Mr Husnu	HusnuO@haileyburyturnford.com
7 Austen Miss Gibbs	GibbsG@haileyburyturnford.com
7 Bader Ms Harris	HarrisK@haileyburyturnford.com

Visitors

To minimise the number of people on site, parents and carers will not be allowed to drop off anything during the school day at Reception. It is important your child is organised and packs everything into their bag, ready for the next day. Please, support your child and make sure they are organised.

Due to COVID-19, to minimise the number of visitors on site and to keep our students and staff safe, we will be conducting parent meetings virtually using Microsoft Teams in most cases. If you wish to speak to your child's tutor or another member of staff, you will need to contact reception on (01992) 308333 or email them directly. All staff have teaching commitments and will endeavour to return your call or respond to your email as soon as possible and within 48 hours. Staff will respond more quickly if there are urgent safeguarding issues.

Transport

In line with government guidance, students are encouraged to walk or cycle to school, wherever possible. The use of public transport should be avoided if possible. The following link supplies useful information regarding using public transport to travel to school in Hertfordshire (https://www.intalink.org.uk/safeschooltransport). At the end of the school day, both students and parents are asked not to congregate at the school gates or in the surrounding nearby area.

Facemasks/face coverings

Currently the government is not recommending that face coverings are necessary in schools, unless there is a local lockdown. However, the latest guidance allows individual schools to take their preferred approach about facemasks. Therefore, students and staff will be allowed to wear facemasks in indoor communal areas and classrooms, should they wish to. Students who choose to wear facemasks, must wear this carefully and responsibly.

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Students need to be careful when putting on and taking off their face mask and should have a small sealable plastic bag to store their facemask when not being worn. If a student wears a facemask or face covering it should be designed for this purpose and should be suitable for a workplace and school environment. Students must act responsibly if choosing to wear a face mask; if a student acts irresponsibly, this will be considered a serious health and safety breach and we will deal with individual cases according to our Rewards, Behaviour and Discipline Policy. All facemasks must be taken home and disposed of off the school site.

Medication

If your child needs non-prescribed medication during the school day can we ask this to be placed in a named and sealed envelope daily. It will be the student's responsibility to carry non-prescribed medication. Prescribed medication will be kept in the Medical Office in a secure location. If your child has a medical condition and you wish to discuss any issue about your child's medical condition, please contact Miss Nethercott at nethercottl@haileyburyturnford.com

Attendance

All students of compulsory school age must be in school unless a statutory reason applies and where the absence has been **authorised** by the school (for example, the student has been granted a leave of absence, is unable to attend because of sickness, has been told to quarantine, is absent for a necessary and authorised religious observance etc).

A small number of children will still be unable to attend school 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). Engaging with the NHS Test and Trace process means that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and you should inform school of the results of that test.

If your child is unable to attend school for this reason or because you consider they may have other risk factors, you should talk to your child's Year Achievement Coordinator so that we can understand your situation and discuss what support is in place in school and in terms of access to education at home resources (remote education). Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Students should aim for 100% attendance. If your child is unwell and not fit to attend school please ensure you ring the school's absence number on **01992 303888 option 1**, alternatively send an email to attendance@haileyburyturnford.com. Please let us know of your child's absence on the first day, we then ask you to keep us informed of their progress and supply medical notes from a GP if your child needs more than 4 days away from school due to illness. *Students falling below 90% attendance in the preceding 6 weeks and ten or more unauthorised absences could well be subject to Education External Agencies involvement and awarded a Fixed Penalty Notice.*

Uniform Expectations

Students are expected to be in full school uniform. Boys must always wear their ties. Girls must have the Haileybury Turnford skirt (or trousers) and this should fall two inches below the knee. The grey Haileybury Turnford jumper is optional. Trainers should not be worn to and from school and students need to wear black leather or polishable shoes. Canvas shoes are not allowed. If female students choose to wear trousers, they must have the Haileybury Turnford logo or are tailored trousers. Students must only wear one earring per ear, and these must be either a plain gold or silver stud. As the colder weather approaches,

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please ensure your child wears a suitable jacket or coat. Hair styles must be suitable for school and hair should be natural in colour, no nail varnish, fake nails, or excessive make-up is allowed. Further details on our Uniform Policy can be found on our school website. If there are any issues concerning uniform, please send an email with your child's Year Achievement Coordinator before the start of the term.

Student Planners

Student planners have been issued to all students and I would be grateful if you would spend a few minutes looking through these with your child. Planners should be signed by parents/carers on a weekly basis.

Cleaning and Hygiene

All students will use hand sanitiser when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Contactless sanitiser units will be in place in every Learning Zones in addition to sanitiser points at entrances, in catering areas and all classrooms. There will be enhanced cleaning throughout the day with cleaning of all regular contact points, toilets, classrooms, and catering areas. Shared equipment (for example, in specialist teaching areas) will be cleaned frequently. Students working in specialist rooms, such as IT, will be required to wipe down their own keyboards and equipment, before and after use. We will continue to promote hygiene measures with all students, including effective handwashing techniques, and the 'Catch It, Bin It, Kill It' mantra. During the school day, should a student display any COVID-19 related symptoms, they will be immediately isolated in a designated area, and the parent/carer will be asked to collect them.

Equipment

Students are reminded to bring the listed equipment items as a minimum, including 2 pens, a pencil, a ruler, a protractor, an eraser, a sharpener, and a suitable reading book. Full details can be found at https://haileyburyturnford.com/app/uploads/2020/06/Welcome-to-Haileybury-Turnford-2020-Year-7-1.pdf This will minimise the need to share equipment. In addition, we ask all students to bring in the following items: a full water bottle to school every day, and a packet of tissues. It is also recommended to bring a small bottle of hand sanitiser.

Homework

Homework will be set this using an online system called Class Charts. Students and parents in Year 7 will receive a personal user code in the next few days. All students will be receiving a Class Charts training session during the Induction back to school. Students will also be expected to keep a written record of any Homework in their Planners. Please can we ask all parents/carers to regularly check and sign student Planners on a weekly basis. If you have any queries or concerns about your child's Homework, please do not hesitate to contact your child's Tutor.

Cycling to School

Due to several cycling related incidents in the local area, the busy main road around our school and our responsibility to safeguard and protect our students, we have an expectation that every student riding a bike to school will need to wear a cycle helmet. Therefore, please make sure your child has a helmet that fits correctly and can be stored safely with the bike in the bike shed. (Most cycle locks can be threaded through the holes in the cycle helmet). If your child does not wear the helmet, we will be locking their bike securely and asking for either you to collect their bike or bring in a cycle helmet before the bike is released. There are clear, separate and designated bike racks for all year groups to store bikes during the day.

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Punctuality and Arrival to School

To ensure Year groups, arrive to school separately, i**t is important** that your child arrives at the time stated below. Each year group will have a separate arrival and departure time as shown below.

A reminder of the start of term arrangements

Date	Details for the day
Wednesday 2nd September	Staff Training Day (no students attend school)
Thursday 3rd September	Staff Training Day (no students attend school)
Friday 4th September	**Y7 attend school** (following the timetable) **Y12 attend school** (11.00am - 1.10pm), Y9 and Y10 will have a pre-academic year home learning challenge
Monday 7th September	**Y7, Y8 and Y11 attend school** (following the timetable) Y12 remote learning at home, Y13 attend school (11.00am - 1.10pm)
Tuesday 8th September	**Y7, Y9, Y10 attend school** (following the timetable) Y8, Y11, Y12 and Y13 remote learning day at home
Wednesday 9th September	**All year groups attend school** as per the timetable.

Timings for the School Day

The school day for Year 7 runs as follows:

Timings	Year 7
Arrival time	8.35 - 8.40
Gate Entrance	1
Zone	Humanities
8.30-9.00	Tutor time
9.00-10.00	P1
10.00-10:15	P2
10:15 - 10:30	P2
10:30 - 10:45	Break
10:45-11.00	P2
11.00-11:15	P2
11:15-12:15	P3

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12:15-1:10	P4
1:10 -1:35	Lunch
1:35 -2.00	Tutor time
2.10-2.50	P5
Gate Exit	1

We are looking forward to welcoming all students back to school and want to reassure parents and carers that the school environment has been organised to create the necessary conditions to make sure your child is safe, happy and able to focus on their learning. We are confident your child will enjoy being in our school environment and look forward to working with our parents and carers to continue to ensure our students' safety and wellbeing.

Yours faithfully

Miss Allingham
Year Achievement Coordinator Year 7

Mrs Bezer
Year 7 Learning Zone Assistant Year Achievement Coordinator

Mrs Carter
Assistant Year Achievement Coordinator Key Stage 3

Miss D Newman
Assistant Principal for Year 7

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