

# HaileyburyTurnford

Ambition · Pride · Success

4<sup>th</sup> March 2021

Dear Parent/Carer

## Year 11

We very much look forward to welcoming your child back to HT to receive face-to-face education and reconnect as a school community.

As we are returning after a period of time away from the school we are writing to clarify and explain some of our procedures to help ensure your child settles quickly back into our routines. 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, starting back at Week 2.

Please see the schedule below for Y7-Y11 showing when your child will be receiving a Lateral Flow Test (if consent has been received) remote and face-to-face education back at school.

Date	Year 11
Friday 5 March	Lateral Flow Test (10.00am – 1:00pm) Lessons 1 and 5 Remote Teaching.
Monday 8th March WEEK 2	In school teaching.
Tuesday 9th March	In school teaching.
Wednesday 10th March	In school teaching.
Thursday 11th March	In school teaching.
Friday 12th March	In school teaching.

## 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.



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Principal: Robin Newman MSc MBA

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## 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.

## Face coverings (masks)

From 8 March 2021, new advice and guidance applies to the use of face coverings by students in school. The new variant of COVID-19 is more transmissible and therefore strengthening our current systems and controls already in place will provide more reassurance and stop the disruption the virus causes to education. The World Health Organisation and government guidance recommend that face coverings should be worn by students when moving around the school premises, in corridors and communal areas and in addition in classrooms where social distancing cannot be maintained. Students do not need to wear face coverings when taking part in PE, strenuous exercise or lessons when outside.

Some students are [exempt from wearing a facemask](#). This applies to students who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

If the above applies to your child and they cannot wear a face covering due to a disability, illness or mental health condition please apply using the link to the form provided below to request permission for your child to be exempt.

## [Face Covering Exemption Request](#)

We would recommend students have two face coverings and have a small sealable plastic bag to store their face covering when not being worn. If a student wears face covering it should be designed for this purpose and should be suitable for a school environment. Students must act responsibly when 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.

## 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).



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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](mailto: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. If there are items of school uniform your child does not have and you have not been able to replace this, please write a note in your child's planner to explain this and when the item of uniform will be replaced. Students will be expected to show this note to their Tutors and Teachers. 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 be tailored trousers. Students must only wear one earring per ear, and these must be either a plain gold or silver stud. 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 and also found [here](#).

## Cleaning and Hygiene

All students will continue to 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 [here](#) 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 Class Charts. 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.



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## Cycling to School

We have an expectation that every student riding a bike to school will need to wear a cycle helmet and require parents and students to read and say they agree to our HT Cycle Rider Safety Contract setting out ways we can ensure cycling to school is as safe as possible. The link to the HT Cycle Rider Safety Contract can be found [here](#). 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.

## Punctuality and Arrival to School

To ensure Year groups, arrive to school separately, **it 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.

## Timings for the School Day

The school day for Year 11 runs as follows:

<b>Year Group</b>	<b>11</b>
<b>Arrival time</b>	<b>8.25 - 8.30</b>
<b>Entrance point</b>	<b>Gate 2</b>
<b>Learning Zone</b>	<b>Maths</b>
8.30 - 8.57	<b>Tutor time</b>
<b>9.00 - 10.00</b>	P1
<b>10.00 - 11.00</b>	P2
<b>11.00 - 11.15</b>	Break
<b>11.15 - 12.15</b>	P3
<b>12.15 - 1.10</b>	P4
<b>1.10 - 1.40</b>	Tutor time
<b>1.40 - 2.10</b>	Lunch
<b>2.10 - 3.00</b>	<b>Period 5</b>
<b>Exit Point</b>	<b>Gate 2</b>

If you would like to discuss any issues relating to your child, your first point of contact is either Mr Macaulay at [macaulaye@haileyburyturnford.com](mailto:macaulaye@haileyburyturnford.com) or Mrs Amatruda at [amatrudaj@haileyburyturnford.com](mailto:amatrudaj@haileyburyturnford.com).

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.



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Yours faithfully



**Mr E Macaulay**  
Assistant Principal



**Mrs J Amatruda**  
Assistant Year Achievement Coordinator for KS4



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