



15 October 2020

Dear Parent,

I hope that you and your family are well. I would like to take this opportunity to inform you of the changes we will be making in school after half-term to keep everyone safe, whilst at the same time ensuring that the academic progress of students isn't compromised. It is therefore vital that you and your child read this letter together, so that you are aware of the changes which will come into effect from **Monday 2 November 2020**.

At present, each year group is being taught in a designated part of the school. Whilst this approach has worked well in limiting student contacts, it has prevented many students from accessing specialist rooms and equipment. We realise that over time this will have a detrimental impact upon student work and progress.

With this in mind, and following feedback from parents, students and staff, we have set about designing a new school structure which:

- Ensures the continued safety of students, staff and visitors to the site;
- Allows students to be taught in specialist rooms and engage in practical activities when it is deemed safe to do so;
- Provides the opportunity to offer after school clubs;
- Gives us a sustainable model for the longer-term duration of the current restrictions.

From after half term lessons will be taught in specialist classrooms and additional safety precautions will be put in place to enable this.

- 1) **New Timetables** – on the first day back, every student needs to go to their Tutor Room for Period 1 where they will be issued with their new timetable.
- 2) **One-way system** – on the First and Second Floors of the building, staff and students will only be allowed to move in a clockwise direction around the corridors. On staircases and on Ground Floor corridors students will be expected to keep to the left with additional signage to reinforce this. Each year group will continue to use their own designated staircase.
- 3) **Staggered starts and finishes** – each year group will continue with their current start and finish times to their school day
- 4) **Face masks** – when entering, leaving and moving around the school site, all members of the community will be required to wear a **plain** face mask (single colour, no logos or designs). This can only be removed once a child has taken their seat inside the classroom, when eating, or when outside at break and lunch. If, you believe your child should be exempt from this expectation due to medical reasons, please contact our main office urgently so that we are aware of the situation.
- 5) **Sanitising of desks and hands** – prior to your child entering a classroom all desks and equipment will be sanitised. Students will also be required to sanitise their hands upon entering a classroom.



- 6) **Toilets** – Each year group will continue to use the toilet block assigned to their particular year-group.
- 7) **Equipment lists** – all students will be required to bring the following equipment each day 2 x black pens, 2 x pencils, ruler, rubber and scientific calculator. Teachers will be unable to lend this equipment out to students.

All of these measures will be underpinned by the Governments message of “Hands, Face and Space” with further signage to reinforce these expectations.

Over the last two months I have been really impressed by the conduct of students in lessons and around the school site. However, during this challenging time it is essential that all students adhere to the highest standards in terms of behaviour. There should be no physical contact between students and wherever possible they should follow the 2-metre rule.

We are aiming to make the school experience as normal as possible for our students, whilst adhering to the highest of safety standards. The changes outlined above are another step towards making this possible.

If you have any questions regarding this letter, or would like to discuss our plans in more detail, please do not hesitate to contact the school.

Yours sincerely



Mr S Bowhay

Headteacher