

Acting Headteacher: Miss Caitlin Macrae

9th July 2020

Dear Parents/Carers,

I hope that this letter finds you well.

As you will be aware, the government intend to open school to all pupils, on a full-time basis, from September and for them to follow the full extent of their curriculum. This is to be balanced with any possible measures that schools are able to put in place to mitigate the risk of spreading the virus, whilst not impacting on the delivery of the curriculum for our students.

Whilst, I intend to send you further communication in August, in adherence with any additional guidance that is released, I wanted to share some of the protective measures we will be implementing in line with DfE and Public Health England guidance.

We will be operating, as far as possible, in year group bubbles with all students following their full curriculum. In order to facilitate this, we have put place a temporary structure for the school day (please see below) that includes a staggered start and end to the day. We have coupled this with a number of additional protective measures that include:

- Year group zones for use during unstructured times
- Year group tutor zones so that all year groups are tutored in the same area
- A one- way system for movement through corridors
- Limiting visitors to the school, where possible
- Reviewing and revising as appropriate our extra-curricular offer, assemblies and our school events
- Increased cleaning
- Increased signage around hand and respiratory hygiene and social distancing
- Increased access to handwashing/hand sanitiser/tissues

We ask that students come in full school uniform, bring full PE kit, a full water bottle and ensure that they have their own equipment (including wipeable plastic covers for exercise books). Whilst there will be canteen service available at lunchtime, particularly for those students in receipt of Free School Meals, we ask that, where possible, students bring packed lunch. We will not be offering a break or breakfast service in the canteen.

The structure of our start to term and school day will help support our protective measures and are outlined below. All measures are of course subject to government guidance and will be reviewed as appropriate.

The start of term is staggered as per the calendar:

Year 7 and 12: Wednesday, 2nd September
Year 7, 8, 9,12 and 13: Thursday, 3rd September
All years: Friday, 4th September

NB. During these times, there will be increased tutor times to allow for transition activities that would have taken place in the summer term and for tutors to re-integrate students back into school following the closure.

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Timings of the school day:

Y7 and Y8 to arrive at 8:15 and will depart at 2:45

Y9 and Y10 to arrive at 8:25 and will depart at 2:55

Y11 to arrive at 8:35 with lessons finishing at 3pm (to be followed by intervention for all)

Y12, Y13 to arrive at 8:35 and depart at 3:15

I understand that you may have queries or concerns much of which is likely to be addressed in my communication to you in August. However, if in the meantime, you have any questions, please do communicate with your child's Head of Year in the first instance and we will endeavour to help. Finally, may I wish you all a restful summer and I look forward to meeting you in September as I commence headship at The Highfield School.

Yours faithfully,

Mrs Lucy Miles
Headteacher