



Dear Parent/Guardian

We are looking forward to welcoming all our students back to school in September.

Because of the current situation, we will be implementing some changes so that students and staff are as safe as possible and that everyone can be welcomed back, re-establish school routines and make good progress with their learning.

This letter will mainly be concerned with practical issues. There will also be further information at a later date about the actions the school will be taking to support students with their wellbeing and learning.

Our systems will ensure that all students have access to the full curriculum. As far as possible, students will only be in contact with their own year group. Students in Y7 and Y8 will be in a consistent class. Each year group will have a designated area of the site for social time. Movement around the school will be carefully regulated with hand and respiratory hygiene facilitated. The site will have enhanced cleaning and sanitising throughout the day.

1 A staggered start to re-opening. We are putting the following arrangements in place:

Wednesday 2nd September	Y7 students start school; Y12 registration
Thursday 3rd September	Y8, Y9 and Y13 return to school
Friday 4th September	Y10 and Y11 return to school
Monday 7th September	Y12 return to school

This staggered start will allow all year groups to receive important information about how to keep themselves and others safe, and to get used to new routines.

2 **Travel to school** – students are advised to travel safely - walking or cycling if possible. Buses dedicated to carrying school students will advise parents of the arrangements they will be putting in place. Students are advised to wear a face covering on school buses as there are likely to be students from different year groups on the bus. Students travelling by public transport must wear a face covering. Any student arriving at school with a face covering will be advised to remove it safely and, if disposable, place it in the bins provided. According to government guidance, face coverings should not be worn in school.

L E A R N I N G F O R L I F E

We will be sending out a survey separately so that we can have an accurate list of how students are travelling to and from school.

- 3 **Arrival and departure** – on arrival at school, students will remain outside in their designated year group areas until 8.30am, except in cases of bad weather. Disembarking from buses will be supervised so that only one bus disembarks at any one time. The refectory will be open for breakfast and different areas of the refectory will be designated for different year groups.

At the end of the day, students will be dismissed and accompanied by staff to the school exits to ensure safe dispersal.

- 4 **The management of break and lunchtimes** – each year group has a designated area of the site:

Year 7	Pavilion and surrounding outside area
Y8	Designated Y8 section of the refectory and designated outdoor area
Y9	Designated Y9 section of refectory and designated outdoor area
Y10	Food Cube, outdoor picnic area and South Hall
Y11	Y11 café and designated outdoor area
Y12 and Y13	Sixth Form Café and Sixth Form Study Room

Each year group will have access to the library on different days at break and lunchtime. Socially-distanced access will be available before and after school.

- 5 **Movement around the school and arrangements in classrooms** – a one way system and outdoor routes will be implemented wherever possible. Classrooms will be well-ventilated and doors will be propped open where possible. Students will sit in the safest possible arrangement in each room. This will usually be side by side and facing the front where this is possible. Sanitising dispensers will be available and students will be expected to sanitise their hands on entry to the classroom. Additional washing stations are being installed around the school.
- 6 **Expectations of behaviour** – it is vitally important that our students maintain high standards of behaviour and follow our direction. In addition to our usual expectations, all students need to have full regard to safety and hygiene. Our Behaviour for Learning Policy is on our website. A further addendum to that policy, with particular regard to our current circumstances is attached. I am sure you will understand that unsafe behaviour, whatever the intention, cannot be tolerated and we would ask that parents ensure that their children understand the importance of the arrangements we are putting in place.
- 7 **Expectations of uniform** – on our return to school, our usual high expectations will apply for the wearing of school uniform. Please note that Summer Uniform will not apply in September.

Our Uniform policy can be found here:

<http://www.shenfield.essex.sch.uk/downloads/content/Uniform%20Policy%202019.pdf>

8 **Use of equipment and the management of the site** – It is very important that all students bring their own equipment and have it with them every day. Please note that there are additions because of the current situation. For clarity, the expectation is as follows:

- Black or blue pens, including spares
- Pencils, including spares
- Ruler
- Glue stick
- Alternative coloured pen
- Highlighters
- Calculator
- Reading book
- Notebook
- Tissues
- Small bottle of hand sanitiser for personal use
- A water bottle for personal use – it is recommended that this is pre-filled from home to avoid the need to use water dispensers in school
- Any equipment allocated by the school for personal use – each student Y7 to Y13 will be given a mini-whiteboard and whiteboard pen for use in class.

We want to avoid loaning equipment because of the issues associated with keeping everything sanitised. Students need to take responsibility for having their own equipment and keeping their hands clean.

There will be enhanced cleaning and sanitising throughout the school. Rooms will be well-ventilated and doors will be propped open where safe to do so. Bins will be available in every classroom and around the school for the safe disposal of tissues. ("Catch It, Bin It, Kill It.") Additional washing stations will be installed ready for September. According to current government guidance, it is not necessary for face coverings to be worn in school.

9 **Extra-curricular activities** – these will be individually risk assessed and further information made available. It is likely that a number of extra-curricular activities will not be able to take place at the beginning of the autumn term.

10 **Attendance** – All students should attend school from the beginning of the autumn term; please see the information about our staggered start at the beginning of this letter. Normal statutory attendance applies from 1st September.

Students who have coronavirus symptoms (a new, continuous cough, high temperature, a change in their normal sense of taste or smell) should stay at home. Anyone developing these symptoms during the school day will be sent home.

- 11 **Information for the Sixth Form** - The Sixth Form area has been relocated to i-block. Mr Cooke and the Sixth Form Team have their offices on the middle floor of i-block. Rooms i52 and i53 have become a new and extensive Sixth Form Study Room. The Sixth Form Café is now where the Y11 café used to be and has been re-furnished for Sixth Form use. More details of arrangements for the Sixth Form will be communicated in due course.

We will be in touch with further details about re-opening in September during the summer holiday.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C Herman', with a stylized flourish at the end.

Ms C Herman
Headteacher