

Our Ref: SST/HBr

Tuesday 7<sup>th</sup> July 2020

Dear Parents/Guardians,

**Re: September 2020**

I do hope you are all well and staying safe. I am sure you will agree that the national situation since lockdown began in March has been testing.

All schools nationally were issued with advice and guidance from The Department of Education last week detailing the parameters for how schools should welcome all pupils back to school in September. I am writing to you to inform you of the approach that we will be taking come September.

**Start of the new academic year**

- The school will run a staggered start approach to the new academic year.
- **Pupils in Year 8/9/10** will need to come to school on 4<sup>th</sup> September, with Year 8 pupils arriving at 08.35, pupils in Year 9 arriving at 08.40 and pupils in Year 10 arriving at 08.25.
- **Pupils in Year 11** will be welcomed back to the school on September 2<sup>nd</sup>. Year 11 pupils will then engage with a series of big lectures designed to consolidate their learning. These lectures will span the 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> September. On the 2<sup>nd</sup> and 3<sup>rd</sup> September Year 11 pupils will be in school until 13.15. On Friday the 4<sup>th</sup> September Year 11 pupils will be in school until 14.45.
- Pupils in **Year 12** will come into school on the 4<sup>th</sup> September, arriving at 08.15. They will then spend some time with their tutor, be inducted into the Sixth Form and commence their studies.
- Pupils in **Year 13** will come into school, by appointment, on the 3<sup>rd</sup> September to work on their UCAS personal statements, to discuss their Year 13 programme of study and to receive their new timetable. Year 13 pupils will then need to arrive at the school on the 4<sup>th</sup> September by 11.00 to commence their programme of study.

**Assessment and Catch-Up:**

- Every year group will have a specific, year group catch-up plan. Each of the respective Vice Principals; Mr Wise, Vice Principal in charge of Key Stage 3, Mrs Whiles, Vice Principal in charge of Key Stage 4 and Mrs Montagu, Vice Principal in charge of Key Stage 5 will communicate these plans to the pupils directly and communicate with parents where applicable.

Mr S Strickland – BA (Hons), MA, NPQH  
Principal

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## **The New School Day:**

All schools have been presented with a huge challenge come the autumn in welcoming all pupils back to school but equally seeking, as per national guidance, to keep our pupils in bubbles. To achieve this and work within the parameters of the guidance as issued to all schools by the Department of Education we have had to make some drastic changes to the school.

The following details how the school will operate as of September for Terms 1 and 2 (the autumn term):

**1: Arrival to school** – We expect our pupils to arrive to school adhering to the following times:

08.15 – Post 16  
08.20 – Year 11  
08.25 – Year 10  
08.30 – Year 7  
08.35 – Year 8  
08.40 – Year 9

Pupils in Years 7 to 11 will line up in either the quad or the main hall (weather pending) upon their arrival to school and will then be escorted to their tutor group base. As pupils enter their tutor base they will be expected to sanitise their hands. Every class will be equipped with hand sanitisers.

**2: The school day** – While we are operating under the new strict guidance that we have been issued with the school day will look different to how it would do normally. The timings of the day will change and look as follows:

08.45 – Tutor Time  
09.00 – Period 1  
10.00 – Period 2  
11.00 – Break (will take place in the room that the pupils were taught in during period 2)  
11.15 – Period 3  
12.15 – Period 4. Please note that period 4 will include a 30 minute lunch, with pupils in Years 7/8/9 taking their lunch at 12.15 and pupils in Year 10/11/12/13 taking their lunch at 1.15.  
1.45 – Period 5  
2.45 – Staggered dismissal, one year group at a time will vacate the school premises.

**3: School Car Park** - Please do note that the school carpark will be closed to all parental and Post 16 vehicles until further notice. All pupils are encouraged to walk to school.

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**4: Break and lunch** – Pupils are expected to bring a snack, a packed lunch and two water bottles to school each day. They will consume their break and lunch in their classrooms.

Please do note that the school will support pupils who are on Free School Meals or Pupil Premium with a snack and a lunch.

**5: Trips/Visits/Extra-Curricular Activities and Evening Commitments** – Ordinarily the school is a vibrant community come the end of a school day. Sadly, and until further notice, we have suspended all of our trips, visits, extra-curricular clubs and activities, events and parental consultation evenings that would normally be scheduled for the autumn term.

**6: Assemblies** – Sadly we will not operate assembly in the normal manner. Instead we will be issuing tutors with a pre-recorded assembly to play to their tutor group once a week.

**7: Movement in the day** – Every year group will occupy a set area of the school, allowing us to keep the in distinct year group bubbles. Pupils in Years 7/8/9 will be taught in their tutor groups and not move rooms throughout the day, unless they have PE. Pupils will need to get changed into their PE kit when they have PE and will be taught predominantly outside. Pupils in Years 10/11/12/13 will have to move rooms from one lesson to the next due to the nature of their GCSE or Post 16 options. However, they will remain based in the same section of the school. Pupils in Year 10 will also undertake PE. For pupils in Years 11/12/13 PE has been suspended. By and large the staff, not the pupils, will be moving across the school site.

**7: Tutor Groups** – We have had to recalibrate tutor groups in Year 8 and 9, so pupils are likely to find that they have a different tutor for Terms 1 and 2. Where applicable tutors will email parents within the first two weeks of the academic year to introduce themselves. This has been done purely to allow our pupils to be taught in tutor groups and to assist in minimising movement.

**8: Lockers and Knowledge Organiser Cases** – Pupils will not be allowed to visit their lockers during Terms 1 and 2. Pupils will need to carry their knowledge organiser case, pencil case, jacket, PE kit (if applicable) and food with them to their tutor room at the start of the day.

**9: Curriculum changes** – Please note that we have sadly had to suspend music, dance and drama for Year 7/8/9. We will use this time to teach our PSHE curriculum to our pupils.

**10: Fortnightly cultural capital talks** – Ordinarily we deliver cultural capital talks every two weeks to pupils in Year 7/8/9. These will be pre-recorded and played during a tutor time.

**11: One-way system** – A one-way system is in place across the school and will remain until further notice.

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**12: Toilets** – Every year group will be assigned their own set of toilets to use.

**13: Hand sanitiser** – There will be hand sanitisers in every classroom and pupils will be instructed to use these as they enter any room, before they eat at break and before they eat their lunch.

**14: Behaviour** – Our approach to behaviour will remain the same and we expect the highest possible standards from our pupils.

**15: Uniform** – Pupils in Years 7-11 are expected to wear full school uniform. Post 16 pupils are expected to wear washable smart business attire and do not need to wear a tie.

**16: The Hub** – Post 16 pupils will be able to access The Hub during private study periods.

**17: Pupils who take ill** – If a pupil takes ill in the school day they will be sent home. It is an expectation that any pupil taking ill will have a Covid-19 test and will only be permitted to return to school if the test is negative and/or they have self-isolated in line with government guidance. Equally, please do not send your son/daughter to school if they are ill as we will send them back home.

**18: Attendance to school** – The government has been clear that attendance to school is compulsory.

**19: Remote learning** – In the event of a pupil taking ill, a school lockdown, localised or national lockdown we will furnish our pupils with work to complete at home so they do not fall behind with their learning.

**20: Travel to school** – All pupils are encouraged to walk to school. Where pupils do use public transport they are advised to wear a face mask.

I would like to make you aware of the following guidance that has been issued by the Department for Education for parents/guardians. Please do take the time to read this. This guidance can be found [here](#).

Please also note that an explanation video will be released in due course for all parents, guardians and pupils to watch in anticipation of September.

I wish you all a very safe summer and I look forward to seeing you again as school resumes in September.

Yours faithfully,



Mr Strickland  
Principal

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