

28th August 2020

Dear Parent/Carer

RE: Covid-19 Secure Arrangements for September

I hope that this letter finds you all well and that you and your family have enjoyed the summer. This is a very long letter, so my apologies, but I have tried to cover all the questions you may have and reiterate information we sent out in July. We are very much looking forward to having the children back at school but I appreciate as a parent that many will have anxieties surrounding this. As you would expect, we have gone to great lengths to ensure that our risk assessments provide the highest levels of reassurance to students, parents and staff – all of our new measures and processes are compliant with the latest guidance from the government, Public Health England, teaching unions and professional associations. Below is a summary of the work already undertaken and the measures that will be in place from the start of term

I am reliant on the support of the entire Kings community to ensure that we all play our part in helping control the risks from Covid-19. In particular, anyone with the symptoms of Covid-19 or who is confirmed to have the virus must not attend the school site; we will rely on your support with this and, if necessary, to engage with NHS testing. As always, good communication between us will be crucially important. At the start of term we will hold extended assemblies in the sports hall with all year group bubbles to ensure that everyone understands our safety measures.

If your child has symptoms

If a child shows any symptoms of the coronavirus at home, we would ask that you keep the child off and request a test. Please notify the school on 01276 705502, immediately if they have symptoms. We will follow Public Health England advice regarding who at school will need to self-isolate. We have set up our own track and trace which will allow us to identify which children have shared classrooms. If an adult shows symptoms, the same procedures apply. We expect all members of the school community to engage with these processes and further guidance regarding NHS Test & Trace is available here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

If a student becomes unwell during the day

The student will be assessed by a first aider, who will use personal protective equipment (PPE). If the student is showing signs of Covid-19 they will be kept in one of 2 medical isolation rooms until they are collected. The process above then applies:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

Site Preparations & Cleaning

Over the summer all areas of the site have undergone a full deep clean. All clutter has been removed and unsuitable items cordoned off in all classrooms, except those with fixed furniture (e.g. computer rooms), the rooms have been arranged into rows with desks facing forward, as this limits the opportunity for coronavirus transmission. Health and Safety display boards are in every classroom and posters have been placed around the school reminding staff and students of our key safety measures. Signage is also in place to manage the safe flow of people around the site.

Mental Health and Wellbeing

We recognise that this situation will have affected the mental health and wellbeing of many students and we have planned to do some work with students on how to cope with the change in routine of coming back to school and a PSHE recovery curriculum delivered by form tutors. We are here to support, if you feel you or your child needs it, so please contact your child's form tutor if this is something that you would like to discuss further.

Attendance

From the start of term the government expects every child to attend school every day, as would usually be the case. If there are problems relating to attendance then liaise with the form tutor in the first instance. Should you anticipate significant problems with attendance then please contact your child's Year Leader to discuss this with us as a priority.

Year Group 'Bubbles'

From September, a bubble will be a consistent group of students who will avoid mixing with other bubbles wherever possible. Due to the nature of secondary schools, our bubbles will be year group based although for Year 7 and 8 we have also kept them in consistent classes. Given the constraints of the site, classrooms and class sizes, students will not be expected to maintain social distancing within their bubbles, i.e. students in the same year group (though other measures do always apply, such as classrooms arranged with desks facing the front, personal hygiene, enhanced cleaning, etc.). Students are required to maintain social distancing from students in other bubbles (i.e. students from other years) at 2 metres wherever possible.

As staff move between bubbles, students are required to maintain social distancing from all adults at 2 metres wherever possible. Classrooms have been arranged so that teachers can teach from the front of the room while being 2 metres away from students. Where students work with staff on a one-to-one basis, this support will be provided by staff sitting side-by-side, behind students or from the front row of desks. Additional measures will be in place to protect individuals as required (such as use of PPE).

Adults will, as much as possible, be required to maintain social distancing from all other adults at 2 metres. For further information regarding how interaction between students in different bubbles will be minimised, **see following sections: Arrival at School, Movement around the Site, Breaks and Lunches, Departing the School Site.**

Uniform & Equipment

We return to full school uniform from the start of the new term. This includes: suitable school shoes, black school trousers or skirt, white school shirt and school tie. A number of parents have contacted me regarding their desire to wash all school uniform daily; I understand this perfectly natural desire and have therefore taken the decision to make wearing of the blazer optional for the first half-term. This decision will be kept under constant review. Students may wear the school jumper, which has always been optional. I feel that this is a sensible concession and therefore ask for your support by ensuring that your child does not wear any other items in place of the blazer (particularly hoodies or non-school branded jumpers). I want to support anxious families but I cannot allow a deterioration in uniform compliance; I feel this is a very reasonable compromise and I expect your support in maintaining our high uniform standards and therefore avoiding any unnecessary conflict with students at the start of term.

As advised before the end of last term, students need to bring all of their own equipment (as sharing equipment is a potential source of coronavirus transmission and will, therefore, not be permitted). This includes all of the standard items including pen, pencil, ruler, rubber, sharpener, maths equipment set and calculator if you can provide a glue stick and colouring

pencils this would be helpful. Where required by the needs of the curriculum, we will issue equipment (e.g. PE, science, etc.) and the safe cleaning and storage of such equipment will be managed by school staff.

Personal Hygiene

We will promote positive hygiene behaviours. There will be soap in all toilets and hand sanitiser in every classroom, wall mounted dispensers outside every building entrance. Students will be expected to sanitise whenever they arrive in or leave a room (including if they leave for only a short time, e.g. to visit the toilet). To improve ventilation, we will open classroom windows and doors (where possible, we will not prop open fire doors). At the beginning and end of each lesson students will be asked to support teachers in ensuring their desk is wiped clean. All classrooms will have tissues and the 'catch it, bin it, kill it' approach will be reinforced at all times.

Personal Protective Equipment

Nationwide, schools and colleges now have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that is right in their particular circumstances. **At Kings we are strongly recommending that students wear appropriate facemasks in corridors when moving around the site to support all of our community in reducing the risk when inevitable Year group bubbles will mix.** Although we are lucky to have a large open site that has enabled us to put in a one way system mainly outside there are two areas of the school, the Tower block and getting into the cyber café, where the corridors may be more congested. We will support any student or member of staff who wants to wear their own PPE whilst on the school site. Safe storage or disposal of used PPE is crucial, therefore anyone who brings PPE on site must have with them a suitable re-sealable plastic bag for safe storage or disposal when not in use.

Curriculum Impact

Every effort has been made to maintain the full breadth and depth of the curriculum experience. The measures that we have taken mean that students will continue to be taught by specialist teachers and, where required, in specialist teaching rooms. The nature of some subjects does require specific measures to reduce the risk of transmission, notably in practical subjects.

PE, Music and DT.

Subject teachers will manage the use of practical equipment between bubbles, either ensuring that equipment is cleaned or left for 72 hours between uses. Some additional resources have been purchased so that equipment can be kept for the exclusive use of a particular bubble. PE lessons will utilise the space available to keep bubbles apart (including careful management of changing rooms to ensure that only students from a single bubble use them at any one time) and only if they wish to change back into uniform. Use of outdoor teaching spaces will always be prioritised. The sharing of equipment within bubbles will be kept to a minimum and will only be used by different bubbles following cleaning or leaving equipment unused for 72 hours. Activities will be selected to avoid physical contact between students.

For the time being some activities, such as singing, are not suitable. We will restructure the curriculum to revisit any missed activities at a later date, once the situation has changed locally or nationally.

Using School Transport

School transport remains the responsibility of Surrey County Council. Guidelines for school transport are clear. Students must wear a face mask for their journey, safe storage or

disposal of used PPE is crucial, therefore anyone who brings PPE on site must have with them a suitable re-sealable plastic bag for safe storage or disposal when not in use.

Using Public Transport

As much as possible, we encourage students not to use public transport to make the journey to or from school. In line with national rules, we expect students using public transport to be wearing a face mask, safe storage or disposal of used PPE is crucial, therefore anyone who brings PPE on site must have with them a suitable re-sealable plastic bag for safe storage or disposal when not in use.

Arrival at School

The arrival of students, via the front and back gates, on foot and school buses naturally spreads the flow onto the site, therefore we are not operating staggered start times and school begins at 8.40am. From 8.20am we expect any students who are on site to be in their tutor rooms. As students arrive on site they must all use the hand sanitising stations now located at entrances to buildings.

Students who arrive by bike will be directed to wait at the double red line so that only one student at a time is in the bike shed – all students must observe this ‘one at a time’ rule.

Students on site must maintain social distancing from students in other bubbles. To support this, students arriving on site before 8.20am **must** make their way to their designated outside space:

- Years 7 - Quad
- Year 8 – Tennis Courts
- Year 9 – Sports centre carpark
- Year 10 - Quad
- Year 11 – Tennis Courts

Parents must not come onto the school site at the beginning of the day. The exception to this is for 3rd September when Year 7 arrive for their first day. The drop off point for Year 7 on 3rd is the Sports hall car park.

Movement around the site

Government guidelines indicate that passing in corridors is low risk. Therefore, to manage the safe flow of staff and students around the site we will operate three simple principles for all:

1. Keep left, single file where the one way system is not in operation
2. Use the one way system where indicated and only enter a building for the purpose of attending a lesson.
3. Keep moving

Staff will enforce these rules at all lesson changes.

Breaks and Lunches

To maintain the integrity of the year group bubbles, break and lunch will be staggered for different year groups. The site will be zoned to keep students within their bubbles. Currently we are allowing students to purchase food at both break and lunch but this will be reviewed after the first two weeks. Students who are not purchasing food are not allowed to enter the cyber café unless directed for the purpose of wet weather.

By staggering breaks and lunches we can limit the risk of students from different bubbles interacting. Aspens have adjusted their menu to make as many options available for grab and go and our outdoor snack shack will also be open for both breaks and lunch. Payment cards to replace the biometric system will be issued to all students on the first day on school.

Students will not be able to add money to their accounts using the paying-in machine located in the canteen; therefore, please ensure that you add funds to your child's account online (this service can take time to update, so please plan ahead).

Toilets

Toilets will be open to all students. Students should use hand sanitiser before and after their visit. Toilets will be subject to enhanced cleaning.

Departing the School Site

In order to help avoid a rush of students leaving the school site we have introduced a small change as indicated in my July letter.

2.55pm – Year 7

3.05pm - Years 8 and 9

3.15pm – Years 10 and 11

Please contact your child's tutor if your child uses the Stagecoach 3a bus and their finish time is now not going to enable them to catch this bus after the late decision of Stagecoach to change the times without consulting with the school. Students who this applies to will be able to leave at 3pm.

Students must quickly leave the school site, maintaining social distance from students in other year groups. Students should avoid visiting the local shops before and after school. There must not be groups of students gathering outside the school gates, local shops or Watchetts Park. Students should make their way home following national social distancing guidelines.

Parents must not come onto the school site at the end of the day unless they have been issued with a school car parking pass. The school car park is solely for the use of staff and pass holders between 2.45pm and 3.30pm. Please consider parking away from Watchetts Drive or asking your child to use the Frimley road exit to enable Watchetts Drive to be passable and to respect our local residents.

Behaviour Policy

Temporary revisions to our Behaviour Protocols have been implemented to ensure that students observe our safety measures. Any students failing to observe safety measures will be placed 'on call' – these cases will be resolved by Mr Hurley (Assistant Headteacher) and may result in the need for personalised risk assessments for individuals who demonstrate risky behaviours. In the first instance this will require parents to attend a meeting with Mr Hurley.

Visitors

We ask that parents avoid visiting the school site unless requested to attend a meeting or to collect your child. In the first instance, contact us on the telephone via reception or email staff directly. Risk assessments and mitigating measures will be implemented to allow peripatetic teachers and other visiting professionals to attend the site in order to work with specific students.

Library

Students will not have access to the library before and after school nor during break and lunch. At present students will be able to borrow books from the library via an online click and collect service once a week. More details to be given on this when we return.

Extra-Curricular Clubs & Trips

Once we have returned to school we will endeavour to continue to provide extra-curricular opportunities. Any clubs, events or trips would be subject to risk assessment and would most likely need to take place within year group bubbles. Currently schools should not be offering overseas trips and therefore we will make a decision about the Euro Disney at Christmas trip in a few weeks' time.

Contingency Planning

We have developed contingency plans for a range of scenarios to ensure high quality educational provision via remote learning. This may include having to isolate specific bubbles or responding to local or national lockdowns.

<u>Thursday 3rd September</u>					
	Year 7		Year 8	Year 9	
	X half	Y half			
8.40	Assembly				
9.00	Tutor - Reconnect and tour of school	Tutor - Reconnect and tour of school			
9.30					
10.00	Break		Tutor - H&S and tour of school	Tutor - H&S and tour of school	
10.30	Tutor - TT and admin	Tutor - TT and admin	Break		
11.00			Break		
11.30			Assembly		
12.00			Tutor - TT, Reconnect & admin	Tutor - TT, Reconnect & admin	
12.30	Lunch				
13.00	ICT Training	P4	Assembly		
13.30			Lunch	Lunch	
14.00		P5	P5	P5	
14.30					
15.00					
<u>Friday 4th September</u>					
	Year 7		Year 10	Year 11	
	X half	Y half			
8.40	Tutor	Tutor	Tutor - H&S, tour of school & Reconnect	Tutor	
9.00				Assembly	
9.30				Tutor - H&S, tour of school & Reconnect	
10.00	Break		Assembly		
10.30			Tutor		
11.00	Tutor - written activity	Tutor - written activity	Break		
11.30	P3	P3	P3	P3	
12.00					
12.30	Lunch		P4	P4	
13.00	P4	ICT Training	Lunch		
13.30			Lunch		
14.00	P5		P5	P5	
14.30					
15.00					

First Day of Term

In order to manage the start of year and ensure compliance with our safety protocols we will be welcoming bubbles back over the first two days of term as follows:

- Thursday 3rd September: Years 7 at 8.40. 8 and 9 between 9.45am and 10am
- Friday 4th September: Years 7, 10 and 11. All students at 8.40am
- Monday 7th September: All years - normal school time.

We will continue to review and update these procedures and processes based on developments in school, locally and nationally. Should there be any changes in the future, I will ensure that you remain fully informed. As always, and particularly at this time, please do

contact me should you have any thoughts or queries regarding our safety measures. All of our preparations over the summer are for your reassurance.

Yours sincerely

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

Mrs J. Luhman
Headteacher