



28 August 2020

Dear Parent/ Carer

I hope that you have managed to enjoy your summer and have been able to spend some time as a family ahead of our return to Kirk Hallam on your start date. **For years 7 and 11 this will be September 4<sup>th</sup>, for all other year groups this will be September 7<sup>th</sup>.** Please find below further detail following the letter I published shortly before the summer break.

The Government has published some guidance which we are following closely. Here is the link to the guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We have worked tirelessly as a school since March in order to ensure that our school is as safe as possible and have tried to follow the guidance from the DfE (a fairly difficult job with such a moveable feast), limit risk and still provide as wide and broad a curriculum as possible. The curriculum cannot include all of the things we used to offer, but our systems of controls mean that we can still offer some form of PE, music and drama, where other schools have had to remove these from their timetables.

We will be introducing a mask wearing policy for staff and students from the start of the year. The wearing of masks will be mandatory in assemblies, in corridors when transitioning between lessons (we have minimised this movement considerably) and when queueing for food in the canteen. They will not be worn in classrooms, when eating, when outside or when social distancing can be maintained. This has been done in-line with WHO guidelines and to ensure the safety of our students, staff and families. A clear list of acceptable coverings will be sent separately.

Where a medical condition means that a staff member or student should not wear a mask, they will not need to. Please let us know via email ASAP so that we have a list of students ready for September 4<sup>th</sup> and 7<sup>th</sup>.

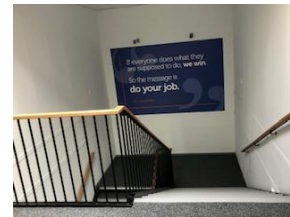
Additionally, we received further updates at 10.30pm on Friday 28<sup>th</sup> August and will be working to include these updates into our Risk Assessment before the 4<sup>th</sup> September. Some of our changes mean that we must ensure a sense of calmness and order across the school so that we return as seamlessly as possible and make up for the 6 months of lesson time we have lost.

For year 11 students, we will be working with several tutoring companies to offer tailored one-to-one tuition in English, maths and science as well as a focussed curriculum and small group provision every day so that we support them to get the high grades they are capable of.

We will be spending time at the start of the year walking students through the new processes, explaining our rules to them and also explaining how we will reward them for the great things they do. There is no doubt that a clear system of rewards for excellence has been missing at Kirk Hallam, this is no longer the case.

Please can I put a clear message out to all parents to ensure that students come to school on the 7<sup>th</sup> or the 4<sup>th</sup> with their correct uniform including correct shoes, big enough bags to carry a lever arch file (plastic bags are acceptable) and have removed all facial piercings, fake nails, etc. as per our uniform policy. We have missed too much time and do not want to waste any more having to fix these issues before learning can start.

We want our school to be a positive place where we all enjoy coming to school and learn. We have worked really hard as a staff body in order to invest in training to do this. We have worked hard to instill a sense of PRIDE in our staff. We will be working hard to instill a sense of PRIDE in our students of their school and their community. We will undoubtedly make mistakes, but we will listen to concerns, try to correct these and ensure that we don't make the same mistake twice.



### **Managing Risk:**

The guidance we have received from the DfE outlines a hierarchy of controls. What this means is that some controls are mandatory and others have to be considered but are not mandatory. Here are the essential controls:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- Clean hands thoroughly more often than usual
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products such as detergents and bleach

Here are the controls that must be considered by schools and adapted to fit the circumstances of each school:

- Minimise contact between individuals and maintain social distancing wherever possible
- Where necessary, wear appropriate personal protective equipment (PPE)-this applies to staff and student.

In line with the above guidance, we will implement enhanced infection control procedures throughout our school. We will aim to keep children in year group bubbles where possible and we will aim to minimise close contact. Kirk Hallam has a very large site and this allows us more flexibility than other schools.

As I detailed in my previous letter, from September we will be making several changes to the structure of the school. We will:

- Use different entrance and exit routes which are now clearly signposted
- Stagger break and lunch times

- Keep year groups in separate locations for all lessons, lunch and break time
- Minimise movement around the building through the allocation
- Continue deep cleaning at the end of each day and throughout each day especially within more practical subjects, e.g. art, design and ICT.

#### **A. Changes to the school day**

1. Students in year 7-11 will be considered late if they arrive after 8:30am. All late arrivals will be issued with a late detention.
2. We have decided not to stagger the start of the school day for different year groups as we believe that this will produce unnecessary stress for parents. All students will need to arrive via the main gate but will then be directed to different areas of the school.
  - *Year 7 and 8 will make their way to the Redgra for a Line up entrance.*
  - *Year 9 will make their way to the Tennis Courts for a Line up entrance.*
  - *Year 10 will make their way towards either the Dome or ground floor Lakeside building (they will be informed of exact locations on Monday 7<sup>th</sup>).*
  - *Year 11 will make their way through the front entrance and up to the Atrium.*
  - *Year 12 and 13 will have specified entrances and will be located in the 1<sup>st</sup> Floor Lakeside building.*
3. We will stagger break and lunch locations so year groups are in their own areas.
4. It is recommended that students bring a snack with them for break time as we are severely limited in space in the canteen and so we have allocated each year group access to the canteen for one break time a week. The shortness of break and necessity to clean tables mean that it is difficult to do anything more.
5. Students can bring in packed lunch or can queue up for a school meal if they are free school meals or their account is in credit. All food will be served with disposable packaging.
6. Lunchtime will be divided into 'eating' times and 'play' times for each year group. This will allow for effective deep cleaning and will mean we can feed everyone quickly and efficiently and then clean effectively.
7. Students will be dismissed in a staggered, safe way by a member of staff according to location.

#### **Movement around the school and supervision**

8. Students will be supervised by staff at all times in their movement around the school.
9. Students will be encouraged to wash their hands at regular intervals.
10. Students will be taught explicitly how to move around the school following social distancing measures and ensuring a safe environment for all students
11. Any student who does not follow the instructions will be followed up using our school behaviour policy.
12. There will be a small breakfast club every day. Details to follow.

#### **Hygiene measures**

13. All students will be taught good hygiene rules explicitly around social distancing, handwashing and infection control.
14. All students will be provided with their own core equipment. This includes a pen, pencil, ruler, rubber and pencil case. Students will keep their work in a Lever Arch file which we will provide but they need to bring in every day.

15. All students will be expected to bring a bag for their folder, a plastic bag is acceptable.
16. Sanitizer and tissues will be provided in school and located in every classroom.
17. Physical contact of any kind is strictly prohibited. Handshaking is no longer appropriate.
18. Students should bring their own bottle of water. We have purchased several foot operated water fountains which can only be used to fill water from, not drink from.
19. The use of masks is a complex area. We are mandating that all staff wear masks in certain areas. **We are also now expecting all students to wear a mask in certain situations.** This will be emailed separately to everyone. This policy will be regularly reviewed.
20. The school will be deep cleaned each day and high touch surfaces will be cleaned throughout the day. Students will be asked to clean some equipment before and after use to maintain good hygiene.

### **PE arrangements**

21. If a student has PE, they can come to school in the regulation PE kit. They should also have their uniform with them to change into if they get wet during PE.
22. If your child does not have the regulation items they should come to school in their uniform and we will lend them the regulation items. They will also be issued with a detention. Please contact us if you have any issues.

### **Health considerations**

23. Please let us know if your child has any health issues that we may not be aware of immediately. We will also be sending you a medical questionnaire to check we have the correct information.
24. If your child keeps medication in school, please provide us with a fresh supply on the first day they return to school.
25. If your child displays symptoms of infection when they are in school, we have a robust response plan which will include separating them from others in an isolation room and contacting you. Please ensure we have the most up to date phone numbers for you.
26. Your child will need to undergo a test. Please inform us of the outcome as soon as you know.
27. If a member of our school community test positive for covid-19, we will contact Public Health England and follow their advice

### **Attendance**

28. Unless a student is unwell, they should attend school.
29. Please follow our usual absence procedure by calling the school on the first day of absence. This is particularly important at this time.
30. Attendance procedures will be followed as usual and fines will still be applied where appropriate.

### **Uniform**

31. Uniform should be worn as usual (please see comments about the days when your child has PE).
32. There is no specific need to wash the uniform every night other than as required for usual hygiene practice.

33. Any missing uniform will be sanctioned by a detention in the usual way.

### **Behaviour expectations and sanctions**

- 34. Students are expected to follow instructions first time every time. This is always important but especially important at this time.
- 35. We will be introducing a new rewards system to the school. We will be investing lots of time into staff training to ensure that all staff treat students fairly and with consistency.
- 36. Students will be explicitly taught behaviour expectations. They will be supported to follow them. Students who do not follow the rules will be sanctioned using our behaviour policy.
- 38. We will run detentions in year bubbles following social distancing guidelines. After school detentions will be either 15 minutes or 30 minutes depending upon what the detention has been issued for.
- 39. You will be notified on the day of your child's detention, if it is a 30 minute detention. Any accrued detentions may be completed on a Friday afternoon in Headteacher's detention. We will no longer be able to accommodate alternative school based exclusions at this time.

### **Parents coming to school**

- 40. If you usually bring or collect your child from school please arrange to meet or leave them well away from the school gate in the drop off point by the lake.
- 41. All meetings at the school will be appointment only. Please telephone or email the school to request one. Usually the meetings will take place over the phone or virtually. **Please do not come to the school without an appointment for any reason.**
- 42. If your child forgets an item, please contact the school and we will make alternative arrangements.
- 43. If your child has an appointment during school time that can't be rescheduled, please meet your child outside of the main entrance to the school at the appropriate time. If you would like your child to go unaccompanied please contact their Achievement Lead in the first instance.
- 44. Sometimes parents will be required to come to school to collect their child if they are ill. This will be managed following social distancing rules.

### **Well-being**

- 45. We are planning for all students to be back in school and learning. We know there has been some disruption and many students will need help and support easing themselves back into school life. We have planned for this through a series of different measures. If you are worried about your child coming back into school, please contact their Achievement Lead in the first instance. Contact details are on our website.
- 46. If you or someone else in the family is experiencing difficulties, please contact us. We believe that the best way that we can ensure well-being is by return as effectively as possible to a sense of normality so that we can recapture the learning time we lost over lock-down. Where needed, we can support the students who need it more effectively.

### **So what about the future?**

- 47. Please make a note of the start dates for your child/children.

48. We are conscious that your child has missed out on the amount of learning they normally would have covered. We have been working to remodel our curriculum so that we can improve our provision.
49. We will continue to do all we can to ensure that school remains open for all year groups and learning happens.
50. We are aware that there may be the possibility of closing the school due to a case in school or a local lockdown or similar. We will of course continue to communicate with you in a timely manner around this and we will switch to online learning again.
51. We will review our arrangements every half term. The current measures will remain at least until October half term.

Please let us know if you have any questions, comments or suggestions. Our risk assessment will be on our website forthwith-last minute guidance changes permitting. I look forward to seeing your child in September, my staff and I have missed them and we can't wait to begin teaching again.

Sincerely,

Damian Belshaw

A handwritten signature in black ink, appearing to read 'D Belshaw', with a long horizontal flourish extending to the right.

Head of School