

Return to School – Senior School

Dear parents,

As you are aware, schools must follow the government guidance for social distancing and we have therefore made the following arrangements for the pupils:

Uniform: Pupils should wear their school uniform to school each day. On PE/Games days, they should wear their school tracksuit to school and do not need to wear their blazer. The pupils will be made aware of their PE/Games days when they receive their timetables during the first morning of term.

What should the pupils bring to school?

- Pupils should bring their own stationery to school. They will not be able to share equipment with other pupils.
- Pupils should bring a drink and some snacks if they wish to do so. Unfortunately, our school tuck shop will not be open initially so we therefore advise pupils to bring a drink and a snack to school. Pupils will be able to re fill their bottles with water to drink during the day.
- Pupils may bring their phones with them, however, these should be switched off and kept in their pockets during the day. The pupils will not be able to hand them in to the teacher.
- Pupils may bring a bottle of hand sanitiser into school with them too. This will also be provided in each of the teaching rooms.

PPE: The government advice has recently changed and we will therefore be in contact separately about this once we receive the full guidelines from the DfE. However, regardless of the updated guidance, pupils may wear a face covering if they wish to do so.

Arrival and Departure Arrangements:

- Each group will have a staggered arrival time in order to prevent the pupils from coming into contact with pupils in other groups.
- Upon arrival, the pupils should use the hand gel provided at the pupil gate and should then go straight to their form rooms and should not gather on the playgrounds. Staff will be on duty to remind them of this.
- There is a designated route for this purpose which enables us to have a one way system during arrival and departure times.
- We ask that parents do not enter the school site. However, if you wish to speak to a member of staff, please feel free to email the staff member directly or to contact the school office.

- The government advice is that pupils should avoid using public transport where possible. However, if pupils do use public transport, and are using a disposable face mask, we ask that they use the bin provided at the pupil gate upon arrival.
- We regret that there will be no Breakfast club running initially. We therefore ask that pupils do not arrive earlier than their designated start time.

During the school day:

- The pupils will be in year group bubbles. This means that they can still receive a broad education with their specialist teachers and with our usual setting arrangements in place. We have taken many steps in order to ensure that the year group bubbles will not be mixing with the other year group bubbles. These steps include:
 - Pupils will go straight into their form rooms upon arrival at school in order to reduce mixing on the playground.
 - Pupils will go straight into their classrooms for each lesson rather than waiting in the corridor.
 - U3 and L4 activity groups will be allocated within year groups. For now, we will be providing on site activities.
 - Games lessons will be structured differently to prevent year groups mixing.
 - Assemblies and House meetings will take place remotely.
 - Pupils will have their lunch in their classrooms to prevent mixing in the Savoy Lunch Room.
 - Separate playground zones will be allocated for each year group.
 - The bag racks will not be in use. Instead, the pupils will be able to use their lockers for storing their belongings.
 - One way systems on the staircases in the Green Building.
- The classroom door and windows will remain open in order to increase ventilation within the room.
- The teachers will be required to social distance from the pupils. They will be able to mark the pupils' work, however this may involve a delay if homework is submitted on paper as teachers are advised to wait for a period of time before marking in order to reduce the risk of transmission. Some departments may use Teams to set homework electronically as an alternative.

Throughout the day, pupils will be expected to maintain social distancing where possible within their bubbles. In lessons, pupils will be able to sit next to their peers, however, they will be encouraged to spread out as much as possible. Additionally, our classrooms have been rearranged so that all desks face the front, with no pupils facing each other.

Lunches: We will not be able to use the Savoy Lunch Room for lunches so the pupils will be eating in their classrooms instead. They will be supervised by a member of staff, usually their form tutor, so that the usual form time activities can take place at this time rather than during the morning form time.

Pupils may bring a packed lunch to school if they wish, or they can order a school provided lunch which will be brought to their form room for them. Pupils will be able to order their lunch upon arrival at school each day.

Cleaning: Please be reassured that the cleaning staff will be ensuring that surfaces are disinfected regularly, including toilets, door handles, desk tops and other surfaces around the school. The classrooms and buildings will then be cleaned thoroughly at the end of each day. We will also clean the tables/desks after each lesson before the next class arrives.

Personal Hygiene: Hand wash, tissues and hand sanitiser will be available in each classroom and pupils will be required to wash their hands for 20 seconds or to use hand sanitiser at regular intervals, including, but not limited to, upon arrival at school, before and after break and before leaving.

Illness: Pupils should not attend school if they are displaying any symptoms of coronavirus, including a high temperature, persistent cough or a loss of taste/smell. Please also ensure that pupils isolate at home if a member of the household has symptoms of COVID 19, or tests positive for COVID 19. Please inform us if this is the case. If a pupil becomes unwell with any of these symptoms whilst at school, we will contact home immediately. Whilst awaiting collection, the pupil will be isolated from the group and supervised from a distance of at least 2 metres by a member of staff.

Attendance: Attendance at school is now compulsory so we ask for your support with this. Half termly attendance checks will resume and our usual attendance policy applies.

Pastoral and Wellbeing: We know that the pupils are likely to have many questions and in some cases, worries about returning to school after such a long period of time at home. We also know that the changes that we have made might be unsettling for some pupils. Please do be reassured that we are here to help and that pupil wellbeing will continue to be of great importance to us. Please do feel free to contact the form tutor or the pastoral team if you have any issues that you wish to discuss.

We thank you for your support,

Miss Hyland and Mrs Fleming