



Dear Parent/ Carer,

## Final Arrangements for September.

I hope you and your families are well. This academic year has been full of challenges and successes, we had a very emotional and sad start to the year with the bereavement of a student in term 1, we were excited in term 2 to have a visit from the Queen, we had an Ofsted inspection in term 4 who judged Aylesford School to be good in all categories and then we have had the challenge of a global pandemic in terms 5 and 6. It has been quite a year and I thank you for your support and the good character that our students have demonstrated.

In September we start a new academic year and again we are going to be faced with challenges which will require good strength of character from all of our students and a responsibility for all members of the school community to stay as safe and healthy as possible. This letter aims to fully brief you on our final plans for a full return of students by September.

As there is so much information and organisation required to get student back safely, I will keep this as simple and clear as possible and should you need any further information on the government advice, guidance and law relating to school returns, it can all be found, in detail, here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

and here:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Please be assured that, without me having to list everything we will be doing, we will be following this guidance fully and can reassure that you that all of these expectations will be met for September to prioritise safety and balance a full return to education. As always these plans are subject to change should the government advice be updated. I will always keep you informed of any changes as they happen.



### **Introduction:**

We are fully aware that these huge changes to the school day and structure may not suit all families. We have done our absolute best to meet all of these expectations whilst minimising impact on our school community. However, there are some things we just can't change and these will apply to all schools during this period of return.

We know that these changes will cause inconvenience and disruption for some of you. I can only assure you that we have done everything we can to minimise this and thank you in advance for your understanding at this unique and complex time.

Our focus and priority will always be the safety and education of the children at the school.

### **Key Changes:**

Below are the key changes that apply to your child that we have had to incorporate into our planning:

1. Staggered start and end to the school day.
2. Creation of year group bubbles that cannot mix.
3. Students will be mainly based in one area of the school except for practical subjects.
4. Break times where students will stay in their bubble areas.
5. Staggered lunchtimes.
6. Phased return of year groups.
7. Changes to lesson times and subject timetables.
8. Reduction of movement around the school.
9. Every student must have a reading book with them every day.
10. Students must have their own basic equipment (Pens, Pencil, Ruler, Rubber, Sharpener, colouring pencils, a scientific calculator, pocket sized dictionary).
11. Avoiding use of public transport to and from school.
12. Removal of some social distancing measures in school.
13. Increased focus on hand washing and hygienic behaviours.
14. There will be no snacks or drinks sold at Break
15. There will be no access to the canteen unless food for lunch has been pre-ordered
16. Changes to the way we manage visitors to the school, meetings, after school and evening events

### **SCHOOL ARRIVAL AND END OF SCHOOL DAY TIMES**

Where possible students should walk, cycle or be dropped off at school rather than using public transport. Students must do their best to socially distance from the time they leave home in the morning to the time they arrive back home in the afternoon.

Due to the need to ensure students do not mix outside of their year groups we will be staggering the start and end times of the day. Students will all have the same amount of learning time but will need to start and finish school at very different times.

Students will be asked to arrive and leave at very specific time slots each day. At the end of the day students must leave the school site immediately.

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Year Group	ARRIVAL TIME SLOT	END OF SCHOOL DAY
7	08:15 - 08:30	14:30
8	08:30 - 8:40	14:40
9	08:40-08:50	14:50
10	08:30- 8:40	14:45
11	08:15 - 08:30	15:00
Year 12 and 13	08:15-08:30	14:45 (If they have study time Period 5 we will allow them to leave at lunchtime to study at home)

The only exception to these arrival/ drop off times will be in the case of siblings. Who can arrive together at using the earliest start time of two and the latest end time.

Due to the large scale of this and the absolute requirement that year groups bubbles are protected, we will not be able to make any exception based on individual circumstances.

Avoiding use of public transport to and from school.

This is possibly the most disruptive requirement as set out in the government guidance. It is strongly advised that students do not use public transport or crowded buses. This will require students to walk, cycle or be dropped off and picked up by car (at the specified times). Buses will be running but places on the buses will be limited and will require all children above the age of 11 to wear face masks at all times. We have been asked to make clear that use of public transport should only be when there is no other safe alternative.

The government have not been clear on car sharing, but at current time, this seems to be ok as long as it is the same children/ households sharing each day. This may be a solution when you are not able to pick up, drop off yourself. This can include children from other year groups but only when there is no other alternative

### Year Group Bubbles and Base Areas

This is the key piece of advice that many of these changes have been based on. In order to ensure the school environment is safe and contact is limited between students we will be following the advice to create year group “bubbles”. A bubble is a group of students that do not mix outside of this bubble whilst in school. This limits their contact with others and reduces risk of infection. It also means that should there be an outbreak this can be addressed as a bubble and not impact the whole school.

To achieve this isolation of bubbles, students will be taught in their year group at all times. Often this will be in the same classrooms. They will be taught together, take lunch and breaks together and will arrive and leave school at the same time.

Each Year group will be in their own ‘bubble’ and has been given an area of the school to be based in. Students will be in their base area for all written subjects and for break time. Students will also be in their

base area in the case of wet lunches. Students must ask for permission from a member of staff to leave their base area for any reason.

Students will stay in their base areas within their bubble and staff will move classrooms rather than students moving during lesson change over. This will require students to show good character during unsupervised times when teachers are changing. Students are expected to have their own reading book with them at all times and will be expected to read during lesson change over.

We hope that students will still be able to have their practical lessons as normal – students will be picked

	<b>Where to line up at the beginning of the day in mentor groups</b>	<b>Entrance and Exit to Building</b>	<b>Base Area for Lessons</b>	<b>Base Area for outside lunch – weather permitting</b>
<b>Year 7</b>	Go straight to reception – staff will be there to greet you	Main Entrance Twickenham Building by reception.	Upstairs in Twickenham (Usually English and Maths departments)	Top end - field
<b>Year 8</b>	Line up where you would go for a fire drill	Lords Building - fire escape end	Upstairs in Lords Building (Usually RE, History and Geography departments)	Top Playground with exercise equipment
<b>Year 9</b>	Line up in mentor groups on the MUGA	Wimbledon	Upstairs in Wimbledon Building	Area opposite playground
<b>Year 10</b>	Line up in mentor groups on the MUGA	Wembley building – playground end	Upstairs in Wembley Building (Usually Business and IT departments)	MUGA
<b>Year 11</b>	Line up where you would go for a fire drill	Lords Building - fire escape end	Downstairs in Lords Building (Usually Science Department)	Bottom end-Field
<b>Year 12 and 13</b>	Go straight to 6 <sup>th</sup> Form Centre	Wembley	Downstairs in Wembley – 6 <sup>th</sup> Form Centre	To be confirmed (free choice)

### **Break time**

Due to the need to ensure year group bubbles do not mix break time will take place in year Group Base/Bubble areas. Students must bring their own snacks and drinks for break time. The canteen will not be selling food and drink during the school day. There will be opportunity for students to fill up their own water bottle.

## Lunch

We will be requesting that students bring packed lunches where possible.

The canteen will be able to provide food on a pre-order and pre-payment basis. The cost of a meal will be £3 and must be pre-paid using the normal Parent Pay system.

The meal options are as follows:

- Ham & Cheese Flatbread Meal Deal
- Pizza Slice Meal Deal
- Panini Meal Deal
- Sausage Roll Meal Deal
- Ham, Cheese or Tuna & Cucumber Sandwich Meal Deal (brown or white bread)
- Pasta & Sauce Meal Deal
- Jacket Potato with Beans, Cheese or Tuna Meal Deal

All the above comes with Drink, Biscuit & Fruit.

All are £3 per day.

The link for pre ordering meals is:

<https://forms.gle/1casxsYETCVoHvhA9>

This is now live for you to order your meals for the first week in September. All instructions are on the link.

Parents of new Year 7 students will receive a separate letter with their activation code and password for Parent Pay in the first week of September and should provide a packed lunch for the first week until this is sorted.

## Phased Return of Year groups

In order that we give each year group the time and space they will need to readjust and get used to new routines and structures we will be phasing the return of students more slowly than normal.

This is to ensure that we get to spend an appropriate amount of time with the students to support them with their preparation for learning and for their emotional wellbeing. This is particularly important for the new year 7 students who have missed out on their transition days this year due to the Covid-19 school closures.

## START DATES

Year 7 – Wednesday 2/9/2020

Year 8 – Tuesday 8/9/2020

Year 9 – Monday 7/9/2020

Year 10 – Friday 4/9/2020

Year 11 – Thursday 3/9/2020

Year 12 – Wednesday 2/9/2020

Year 13 – Thursday 3/9/2020

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### **Removal of some social distancing measures in school.**

It has been clear for some time that the only way to get all students back to school is to remove the social distancing requirements for students attending school and to implement other measures to minimise risk.

Therefore, there will be no requirement for students to socially distance from each other within their year group bubbles.

Please see our hygiene expectations to minimise risk in the section below.

### **NEW SOCIAL DISTANCING RULES – IN SCHOOL**

- A recommended 1 metre+ distance from each other where possible.
- A clear and strictly enforced “no touch” rule. Students must not make deliberate contact with another student at any time.
- A distance of at least 2 metres from staff at all times.
- Students MUST remain in their year group bubbles at ALL times.

### **Increased focus on hand washing and hygienic behaviours.**

These changes will ensure that we maintain a healthy and hygienic environment at all times. The expectations of government have changes so some of our current hygiene practices will be removed as they will not be practice for a full student return. For example, we will not be taking the temperature of all students when they arrive to school but we may ask to the temperature of a student if we are concerned they are unwell or showing symptoms of Covid- 19.

### **The government guidance is as follows:**

As part of this, there are certain approaches that the government has asked schools and colleges to implement which are essential to reduce health risks. Parents and carers can support this by:

- ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend school or college - this means if your child, or someone in your household, has symptoms you should not send them to school or college
- engaging with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to [get a test](#) and you should inform your school or college of the results of that test
- 

Alongside this, the government is asking schools and colleges to ensure they are:

- managing confirmed cases of coronavirus (COVID-19) in the school or college, in line with current public health guidance - this means your child may be asked to self-isolate for 14 days by their school or college (based on advice from their local health protection teams) if they have been in close, face-to-face contact with someone who has tested positive for the virus

### **HYGIENE RULES AND EXPECTATIONS**

Any child with symptoms of Covid-19 must NOT be sent into school.

No child should be sent to school if they have:

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- a) Coronavirus symptoms or have recently tested positive for Covid 19.
- b) A member of their family/ household has symptoms of or have recently tested positive for Covid 19.
- c) Been in contact with anyone who has or has since developed symptoms of or has tested positive for Covid 19.
- d) Has been contacted by track and trace as they may have been exposed to someone with Coronavirus.
- e) Is currently isolating in line with government advice.
- f) Had coronavirus/ suspect they have coronavirus without having been tested and providing the school with evidence of a clear test result.

**In addition to this:**

- The government expects all families who send their child to school to understand and be willing to take part in “track and trace” should they contract Covid- 19.
- Students will be asked to thoroughly wash their hands before entering lessons. Extra handwashing facilities will be in place around the school.
- Students will be asked to stay in the same seat in their designated classroom.
- Classrooms will be laid out to maximise distance between students but this may be less than 1 metre.
- Students will be asked to follow the “catch it, kill it, bin it” hygiene guidance.
- Students **must not** touch or make physical contact with other students at any time.
- Students must keep at least 2 metres between themselves and members of staff at all times.
- Classrooms and the school site will be thoroughly cleaned throughout the day using specialist equipment and products.
- Limited hand sanitiser will be provided in school but will not replace the need to wash hands. Students may carry their own sanitiser for personal use.
- Students will not be able to leave the classrooms during lessons except in emergencies or due to pre-discussed medical circumstances.
- Uniforms do not need to be cleaned any more often than usual, or in any different way to normal due to coronavirus (COVID-19)
- Masks should be worn on public transport (only if using public transport is unavoidable) and masks must be disposed of in the designated bins before entering school site.
- The government have made clear that masks **should not** be worn by students or staff in school except in emergency first aid situations. At Aylesford School we believe that this should be personal choice of students and staff and therefore if a student or member of staff want to wear a face mask then they are permitted to do so.

**The government guidance on wearing Face Masks is provided below:**

“Children and young people should wash their hands immediately on arrival at school or college, dispose of any temporary face coverings they may have been wearing in a covered bin, or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom”.

Changes to the way we manage visitors to the school, meetings, after school and evening events.

Due to the need to manage hygiene and minimise contact there will be significant changes to our events calendar and the way we are required to communicate with parents. We hope these will be eased over time and alternatives will be in place to ensure our communication with you as parents and carers is maintained.

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We will not be permitting visitors to the school without a pre- arranged appointment this includes parents and carers.

**Solution:** please ring the school in advance of any visit and book an appointment. In emergency situations the school will contact you and invite you into the school if needed.

**Solution:** all parental meetings will be carried out by phone or by online video conferencing such as ZOOM or MS TEAMS.

There will not be parent information, review evenings or open events at the school in term 1 or 2.

**Solution:** we will be looking to reschedule these as soon as possible. Alternative remote meetings with teachers and regular progress feedback will be our priority.

All Music and Drama shows will be held behind closed doors

**Solution:** Events will be live streamed (with permission) when appropriate.

Open Events for prospective year 7 students will not be held in the same way.

**Solution** – The larger events will now be held on a much smaller scale with smaller numbers of visitors more frequently throughout the term. We will use an advanced ticketing system supported by an online information portal and virtual presentations.

After school and lunchtime clubs will not take place at the start of term.

**Solution:** After school clubs will be introduced slowly throughout the term. Lunchtime clubs will not be possible for the time being due to the restructured day but will be reintroduced as soon as possible.

All school trips are currently cancelled.

**Solution:** These trips will be rescheduled as soon as it is safe to do so. This may mean changing the trips and reducing numbers involved by spreading trips over more days.

All staff meetings and external partner meetings will be held remotely.

### **Other Information – Quick reference**

- Students must be in full uniform on return.
- We expect full attendance to school from September but we are happy to consider good, valid reasons as to why your child may not be able to attend. The government has been clear that fines should be reintroduced for parents who do not send their child back to school in September. We will only pursue this in cases where parents have not communicated their concerns to us or provided fair reason for absence.
- In addition to the new rules, the standard school rules will apply on return and the highest expectations of our students will be upheld.
- If your child has engaged with school learning during the closure period and works through our summer revision packs, there should be no reason for them to be behind when they return.
- Catch up for sessions for those who need them will be communicated to parents in September once an initial assessment has been made.
- We will be ensuring that students are comfortably integrated back into school before making any assessment of their progress.
- Details of your mentor and year group arrangements will be confirmed on return.

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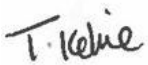


- If you have concerns about your child's returning to school please contact their current form tutor or head of year, they will be happy to help with any questions you may have.
- The school will be shut from July 17<sup>th</sup> until results days. We will not be able to reply to communications during this time. Please email us before the 17<sup>th</sup> or after the 20<sup>th</sup> of August with any urgent queries or questions.
- A separate letter with details of results days will be sent to Year 11 and Year 13 students and parents.

I hope you all manage to have a well-deserved break over summer and I look forward to welcoming all of our students back in September.

Kind regards

Yours sincerely,



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Headteacher

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