



Headteacher
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Sandhurst School

the opportunity to succeed

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10th July 2020

Dear Parent/Carer,

Re: Return to School – September 2020

We are very much looking forward to all students being able to return to school in September. As promised last week, we have been working tirelessly to put together a comprehensive plan that allows for the smooth running of our school, whilst ensuring the safety of staff and students. We have revised and rehearsed the plans to try to make sure that come September everyone knows what is expected of them.

We have shared our plan with our governors and have amended our risk assessment, used currently for the running of the keyworker rota and the return of Years 10 and 12, to take account of the return of all students.

Return to School

All students will return to school during the week beginning **Monday 31st August**. As you are aware, we normally have two Inset Days in order to prepare for the year ahead but we will not do that this year and instead will use Wednesday 2nd September to invite our new Year 7 students into school.

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|-------------------------------------|---|--|
| Tuesday 1 st September | - | LA Inset Day |
| Wednesday 2 nd September | - | Year 7 – arrive 8.30am and meet staff at the front of school Year 12 – arrive 11.00am and go via 6 th Form entrance to the 6 th Form area |
| Thursday 3 rd September | - | Staggered start with arrival times listed below: |
| Year 7 | - | 8.30am |
| Year 8 | - | 9.00am |
| Year 9 | - | 9.30am |
| Year 10 | - | 10.00am |
| Year 11 | - | 10.30am |
| Year 12 | - | 8.30am |
| Year 13 | - | 8.30am |

All year groups are, as advised in the guidance, to be considered 'bubbles'. We will be inviting students into an assembly to explain some of the changes they will experience and see on their return. On their arrival, students should meet at the front of school and will be guided to the appropriate rooms. Sixth Form students should make their way directly to Sixth Form. Year 12 and 13 will be treated as one bubble.

Parents who are dropping off students should use the car park behind the sports hall.

For students using public transport here is a link to the current guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

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Students must:

- Wear school uniform. (Summer uniform optional until 28th September 2020). Government guidance states that there is no requirement to wash uniform more often than normal.
- Bring all stationery equipment in a pencil case. The case and the pens, pencils, etc must be labelled with the student's name (plain paper and sellotape if you don't have labels).
- Have and bring a school bag that is sufficiently big to carry their books and pencil case.
- We will have hand gel but these are shared and so ask that students also try to provide their own.
- Bring all equipment, including PE kit to relevant lessons. We will not generally be able to lend equipment. There is a strict cleaning rota for PE equipment, text books and equipment in technology, music and art.
- Provide an apron for use in Food Technology. We have provided further information in the newsletter.

From September, it is not possible for students to arrive on site and be supervised before 8.20am. Anyone whose child needs to access breakfast club must complete and return the sheet via the link below. Breakfast club must be booked and runs from 7.40am for the purchase of breakfast from the canteen.

Breakfast Club: <https://forms.gle/oviufH98wCoW4oE76>

The School Day

From **Friday 4th September**, students are asked to arrive within a 20 minute window. This will enable siblings to arrive at the same time but still allow for a socially distanced arrival on site. They will be required to go straight to their lesson 1 classroom. Teachers will be there from **8.20am**. Registration will be **8.40am**.

At the end of the day we will dismiss by year group and students will be asked to move swiftly from the site and go home.

I am mindful that students will potentially be travelling to and from school in mixed year groups. However, our guidance in school is to keep year groups separate. We will not be able to extensively patrol the wider local area and ask that students do not stop at the shops or congregate in larger groups. This will likely cause distress for local residents.

In Year 7, 8 and 9 the generic plan is that we will stick to our normal timetable. This means that students will be taught all subjects. As you know year groups are classed as bubbles, but to minimise mixing within these bubbles students will be taught in the same class grouping for most subjects.

Half year groups will change together for PE and we will also be able to hold year group assemblies when we need to. Initially where possible these will be virtual assemblies.

Years 10, 11, 12 and 13 will follow their normal timetables and will therefore be mixing in option groups throughout the day. This is acceptable in line with the current guidance.

We will not be running tutor groups for the first term or until the guidance is changed. This is because these are in mixed year groups.

We will have a rota for year groups to meet with their tutors one afternoon per week. This will allow for pastoral support and catch up with small groups at a time and we believe this will enable tutors to closely monitor the progress and welfare of their tutees.

All classrooms under the supervision of teachers will be cleaned at the end of the lesson. Rooms will additionally be cleaned in line with guidance and by our cleaning team either before or after the school day.

In order to segregate bubbles break and lunchtimes will be staggered and year group areas will be designated around the site.

School Lunches

I am meeting with Cucina next week to organise comprehensive plans for school lunches. I will update you once these are finalised.

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There will be three lesson changes in the day when it is not possible to stagger departure from lessons. This means that all students or the majority of students will be moving together. We have planned a one way route around school and staff will be given clear guidance on supervision. Students will also be aware of our expectations of them.

Subjects such as technology, PE and music are still being issued with guidelines from their various boards and we will, of course, ensure we implement these. If we need to update you on these subject then we will do so. This will allow us to put supervision for separate year groups in place.

The school day now has a variable end depending on the pattern of tutor catch-up with students and assemblies. I am hopeful that most parents are able to manage this but I am aware that collecting children from school can be part of a complex series of pickups – especially if younger students in other schools are involved. If your child needs to remain in homework club, where the expectation is that they will complete homework then please complete the reply slip accessed via this link <https://forms.gle/oviufH98wCoW4oE76>. This will allow us to set up year group hubs. Homework club will finish at **4.00pm**.

School clubs will run after school in single year groups only and will be advertised after the first couple of weeks.

Visitors and Suspected or Confirmed Cases

There are strict rules regarding visitors to the school and parents will only be able to visit via appointment. We also request that 2 metre social distancing is observed by all visitors to our school site. We are also planning for online parents' evening appointments.

If we have a suspected case of Covid-19, we have set up a separate medical space where students will be looked after while they wait to be collected. First Aid trained staff allocated to this rota are a separate team from those providing general first aid. PPE is available for all those providing first aid.

Attached is the document from Public Health England of what procedures we must follow in the event of a suspected or confirmed case.

I have also provided a link to the document 'Stay at Home: guidance for households with possible or confirmed (Covid-19) infection. [Stay at home : guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

All parents, in all schools are to be asked to read, sign and return a document regarding track and trace. This is being developed by Public Health England and I had hoped to have it today but will send to you as soon as I receive it.

Thank you for your continued support.

Yours sincerely,



Mrs D Smith
Headteacher

