

21 July 2020

Dear Parent/Guardian,

I am writing to you at the end of term to update you about a number of matters and to look forward to the new academic year.

The challenges of the last few months have been significant, but I am very proud of the way that our whole school community has pulled together and supported one another. We now have the opportunity for a break to rest and regroup and look forward with optimism to the new year ahead. We have just published a new edition of The Pulse that highlights some of the positive features and stories of this last half term and I encourage you to have a read. It can be downloaded [here](#).

Year 11 – Results day

Examination results for year 11 will be available on Thursday 20 August. I have written separately to the parents of year 11 students with the details about how the logistics of results day will be organised. The letter will also give further detail about some of the associated processes. We wish our year 11 leavers every success in the future.

Year 10 Religious Studies and Music GCSE results

Current year 10 students will also be awaiting their GCSE Results for Religious Studies (along with and a small number awaiting GCSE Music results). We will share these results with students when they return to us in September.

Reopening plans

We have been working very hard to ensure that we have a robust plan for the reopening of school. In doing so we are meeting the government's ambition that all schools will reopen, full time, for all children in September.

In planning our approach we have followed government guidance to schools, published on 2 July 2020, which can be found [here](#). A further guidance document written for parent and guardians can be found [here](#) and I would urge you to read it carefully.

The government has been clear that the prevalence of the coronavirus has decreased since the school closed to most students back in March. They have also advised that the scientific evidence shows that COVID-19 poses a much lower risk to children and that there is no evidence that children transmit the disease any more than adults. Nevertheless, it is important that we ensure that we reduce risks further whilst providing a full curriculum to our students. These measures will include:

- ensuring everyone at school cleans their hands more often than usual, including when they arrive at school, when they return from breaks, and at lunchtime;
- ensuring good respiratory hygiene, by promoting the 'catch it, bin it, kill it' approach;
- enhancing the frequency of cleaning and asking students and staff to clean work spaces at the end of each lesson;
- Introducing a number of other safety enhancing measures (e.g. increasing ventilation, removing unnecessary furniture, perspex screens for some staff working areas).

We will also introduce measures to minimise direct contact between students and between students and staff. These include:

- Teaching students within their year group and doing what is possible to keep the year groups from coming into contact with each other for extended periods of time;
- Staggering the start and end of the school day so that we reduce the contact between different year groups;
- Staggering the morning break time and the lunch period so that we reduce the contact between different year groups;
- Introducing new lesson protocols so that teachers and other staff are distanced from students. Staff will teach in a “zone” at the front of a classroom which ensures they keep a 2m distance;
- Strengthening our expectations that students follow our procedures outside of lessons e.g. following the one way system, following a strict “hands off” policy.

In supporting our plans for reopening, you can help us by:

- ensuring that if your child, or someone in your household, has COVID-19 symptoms that you do not send them to school;
- 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 us of the results of that test. Furthermore, if you are contacted by NHS Test and Trace that you follow their guidance.

The planning around this has been carefully monitored by our Local Advisory Body and approved by the Maiden Erlegh Trust board. The Risk Assessment has been published on our website and can be found [here](#). Please note that the assessment is under continual review and we will update the risk assessment as and when adjustments are made. If you have any concerns or perspectives on this then, please get in contact via the school office.

PPE and face masks

We will be following current government advice and asking students not to wear face masks in school. In the event that a student puts a mask on, they will be asked to remove it. It is likely that some staff will be wearing face masks or face visors and appropriate PPE will be used by staff in certain situations (e.g. assisting someone who is poorly or where very close contact is necessary).

We are aware that the advice on the use of masks within the wider community is evolving and we will update our procedures if government guidance changes.

Temporary change to timings of the school day from September

As mentioned above, we will be adjusting the beginning and end of the school day for different year groups:

	Monday- Thursday		Friday	
	Start time	Dismissal	Start time	Dismissal
Year 7	8.30am	2.45pm	8.30am	2.15pm
Year 8	8.30am	2.45pm	8.30am	2.15pm
Year 9	8.45am	2.55pm	8.45am	2.25pm
Year 10	8.45am	2.55pm	8.45am	2.25pm
Year 11	8.30am	2.45pm	8.30am	2.15pm

Year groups will enter and exit school using specific doors and we will advise students of the doors they need to use in September. We would ask that students do not arrive to school too early in order to minimise groups congregating.

As this is a temporary adjustment to the timing of the school day in response to the COVID-19 emergency, and given the time constraints forced on us, we have not been able to consult with you on

this adjustment. Should there be a need for this to become a longer term arrangement, we will engage in a full consultation exercise with our stakeholders.

Following a review and feedback from teaching staff, we are also moving our morning tutor time to the beginning of the school day. Years 7,8 and 11 will have a slightly longer morning tutor session and this will be used to support our new tutor reading programme for years 7 and 8, and careers and destinations work for year 11. Heads of year will share more information about the use of tutor time in September.

Parent pay accounts

Parents are asked to ensure that Parent Pay accounts are topped up to ensure that no balance falls into debt and that there are sufficient funds for the new year ahead.

Lockers and school bags

On their return to school, students will be allocated their locker for the year. The annual cost of the locker is £7, which includes a usage fee and a fee for cleaning. **This should be paid before the start of term via ParentPay.** Students who no longer have their padlock may purchase a new one from the ParentPay shop where they can also purchase new school bags and PE drawstring bags.

Start of term

A reminder that the first day of term for the new year 8-11 is **Friday 4 September**. Our new year 7 students will have a transition day on **Thursday 3 September**. We look forward to seeing the students arrive to school at the times noted above. The first part of the day on Friday 4 September will be used to welcome students back to school and then brief them on the changes and adjustments that have been made. We will also ensure that students have a clear understanding of our expectations in relation to their learning and conduct.

Miss Burns will be writing separately to remind and reaffirm you of the school's expectations around school attendance, uniform and having the correct equipment for learning.

Finally, may I take the opportunity to thank parents and carers for your strong support, especially during the months of lockdown. This has not been an easy period for any of us and we are very grateful for the backing that you have been able to give your child working at home. Our ability to see children in school has been severely limited, but we are aware that many of our wonderful students have continued to learn and make progress. That would not have happened without your support and care.

I wish you a happy and relaxing summer break.

Yours Sincerely,



Mr A Johnson
Headteacher