

13th July 2020

Dear Parents/Carers,

Following the publication of guidance for schools on full opening in September we have developed a proposal that addresses the requirement to do so in a manner that minimises risk for students, staff and visitors and also delivers a broad and balanced curriculum. I will be outlining these arrangements in this letter. I will share further details on specific arrangements with you as these are developed ready for implementation from September and also an updated risk assessment after this has been updated and then approved by the Governing Body.

Before outlining our plans I will summarise the main features of the guidance that has been issued to schools.

The guidance is based around schools putting in place a system of controls to mitigate against the spread of coronavirus in a school setting and to minimise risks to staff, students and visitors. These are grouped into 'prevention' and 'response to infection' groupings. It is the first of these which has implications for how schools will operate on a day to day basis in September.

Within this group there are six controls:

1. To minimise contact with individuals who are unwell.
2. Clean hands more thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including frequently touched surfaces often using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear PPE.

The first four must be in place in schools all the time. Control 5 must be properly considered and school must put in place measures that suit their particular circumstances, control 6 would only apply in the event that a student or member of staff had symptoms in school and a 2m distance cannot be maintained. Therefore it is control measure 5 that our planning for full opening in September will need to take most account of.

Our plans for full reopening have been shaped by the need to minimise mixing between year groups, to maintain social distancing between staff and students and to implement a room/facilities cleaning programme.

In outline we will be introducing the following measures in September:

A staggered start and end to the school day

The school day will start for Years 7-9 at 08:30 and at 09:30 for Years 10-13. All year groups will have a five period day, as is currently the case, with a finish time of 14:45 for Years 7 to 9 and 15:45 for Years 10 to 13. Years 12 and 13 will continue to have some lessons after the end of the school day.

This will reduce the numbers of students using public bus services when travelling to and from school by spreading demand for the routes that serve the school. In addition it will allow us to significantly reduce congestion around the school and free classrooms from being used to allow them to be cleaned more frequently during the school day.

I am aware that this measure will have implications for some parents with regards to home to school travel for their children. However a staggered start to the day is one of the most important control measures we will be introducing and your understanding of the inconvenience that this will cause while COVID-19 restrictions are in place is very much appreciated.

Years 10 to 13 students have a later start time given that they are more able to travel independently. We will be asking that students do not arrive at school before 08:15 for Years 7 to 9 and 09:15 for Years 10 to 13. The school day will start with period 1 as the tutor period will be moved to later in the day. When students arrive they will be required to go straight to their period 1 classroom and will remain in that room until the lesson starts.

Year 12 and 13 will be 'zoned' in Penn House and Penn Stables

The majority of sixth form lessons will be in Penn House and Penn Stables. No students from other year groups will use either of these buildings for lessons or at social times. Some sixth form lessons will take place in specialist rooms in the main school with movement to and from these rooms carefully managed. This will require teaching staff to move to sixth form lessons in Penn during the day and the English and Music Departments will relocate to the main school. Sixth form students will enter and leave the school via the Penn entrance. Students from other year groups will not be able to enter or exit the school via Penn.

This measure will take 200 students out of the mix in the main school, release over 300 teaching periods in rooms in the main school and mean that we will not have to manage the movement of large numbers of students to and from Penn during the day. This will have a significant impact on reducing congestion in the main school and will also free additional classrooms during the day to facilitate more frequent cleaning of rooms. Alongside the staggered start and end to the day this will mean that we will be halving the number of students in the main school during periods 1 and 6.

Staggered break and lunchtimes

In order to minimise the potential for student contact at social times there will be staggered breaks and lunches. Breaks will be taken within period 2/3, with each year group coming out of their lesson for 15 minutes at a time. The lunch period of one hour will contain 35 minutes for a tutor period and 25 minutes of lunchtime to enable cleaning of lunch spaces between cohorts. There will be zoning in place for break and lunchtime with specific indoor and outdoor spaces allocated for each year group.

Years 7-9 will be timetabled from periods 1-5, Years 10-13 timetabled from periods 2-6 and the majority of lessons will be double periods.

The majority of lessons will be double periods to reduce the number of times that a room is used by students from different year groups during the day. This will ensure that when Year 10 and 11 students arrive for their first lesson of the day the classroom will be available for them to enter to wait for the start of the lesson if they arrive before 0930.

The new arrangements for the school day are summarised below.

	y7	y8	y9	y10	y11	y12	y13
08:30-09:30	A p1	p1	p1				
9:30-10:30	B p2	p2	p2	p1	p1	p1	p1
10:30 - 11:45	C p3	p3	p3	p2	p2	p2	p2
Breaktime	10:30-10:45	10:45-11:00	11:00-11:15	11:15-11:30	11:30-11:45	11.30-11.45	11.30-11.45
11:45-12:45	D p4	p4	p4	p3	p3	p3	p3
12:45 - 13:45	E lunch	lunch	lunch	tutor	tutor	tutor	tutor
	E tutor	tutor	tutor	lunch	lunch	lunch	lunch
13:45 - 14:45	F p5	p5	p5	p4	p4	p4	p4
14:45-15:45	G			p5	p5	p5	p5
15:45-16:45	H					p6	p6

The measures outlined above are the main controls that we will be putting in place to minimise mixing in order to maintain the integrity of year group 'bubbles'. We have proceeded on the basis that there needs to be a balance between providing a broad and balanced curriculum with the need to minimise contact between year group cohorts.

Therefore, other than for the sixth form, we have not zoned year groups in specific locations around the school and will not have teaching staff moving between these locations to teach their lessons. Having assessed the demands that this would place on teaching rooms it was clear that zoning across the school would mean that a very small number of specialist rooms would be available and that we could not deliver our full curriculum for Key Stage 3 and it would be seriously compromised for Key Stage 4 and 5.

On balance, we feel that controls that allow us to minimise contact when students move around the school, a staggered start and end to the day, zoning Year 12 and 13 and a cleaning programme is a preferable strategy at Oldfield School.

In addition to the measures outlined above, the following changes to school life and organisation will be in place from September:

Hygiene

All classrooms are fitted with a wall-mounted automatic hand sanitising unit that students will be required to use when they enter and leave the classroom. There will also be hand sanitising units located around the school in corridors, entrances and dining areas. We will put in place an enhanced

cleaning programme with classrooms and communal areas being cleaned and disinfected on a regular basis including the use of a hydrostatic sprayer in areas of high use.

The current guidance from Public Health England with regards to the use of face coverings in school is that this is not recommended because staff and students are mixing in consistent groups. However we will be allowing students to wear a face covering if parents wish them to do so. These will need to be stored in a plastic bag when not in use.

Travel to and from school

We will be managing the exit from school very carefully and this will require us to closely supervise and manage students waiting for buses on Kelston Road at the end of the day to minimise mixing between year groups. The timings of the day have been chosen to align with the bus services used by our students. Students travelling by bus will be expected to follow government guidelines about the use of face masks.

Clubs and activities

There will be no after school or lunchtime clubs during the period of COVID-19 restrictions. In addition, sporting fixtures with other schools will not be taking place.

Trips and visits

Other than educational visits that are essential for supporting the curriculum, these will not take place during Terms 1 and 2. The rearranged Duke of Edinburgh Award expeditions can proceed as planned but there will be some restrictions in place with regards to how these are organised.

We will continue to review extra-curricular provision in line with any changes in the guidance that we receive from government.

Catering

Our expectation will be that most students will bring a packed lunch to school. There will be limited on-site catering available from September so that we can maintain social distancing and to minimise mixing. We will be introducing a cashless system for catering and pre-ordering meals during Term 1 and will be providing further details about this in due course. The school will have in place arrangements to provide lunch for students who have free school meals.

Behaviour systems

Our high expectations with regards to behaviour will continue in September and we will be modifying our procedures to reflect the changed structure of the school day. Detentions will still be set and run after school and we will continue to run an internal exclusion room. We will be amending our behaviour policies to address issues that may arise from non-compliance with COVID-19 control measures. I am sure that you will understand the need to take a zero tolerance approach to this.

Stationery and equipment

There will be restrictions in place regarding the sharing of equipment which will mean the curriculum in practical subjects will require some modification. We will have quarantine measures in place for equipment that is shared between year groups and equipment sets for use with a year group. This will also mean that stationery will not be able to be shared in classrooms or provided by the teacher.

Therefore we will be expecting students to provide their own stationery as they will not be able to borrow this from their peers or teachers. We will be informing you of the stationery and equipment that students will need to have with them on a daily basis at a later date.

Uniform

Full school uniform will be worn by all students in Years 7-11 from September. Current guidance for schools states that there is no requirement for school uniform to be washed more frequently or in any way that is different from normal. There is an issue with our uniform suppliers that may mean that some parents will not be able to source replacement uniform for September and a separate letter has been sent home to parents regarding this.

Parents' evenings

We have scheduled additional parents' evenings during Term 1 to allow you to meet with teachers at the earliest opportunity next year. These will not take place in school and will be operated as remote meetings, as will the information evenings for each year group. Our parents' evening booking system has the facility for remote working and we will be informing you of how this will operate early next term.

Meetings in school

Individual meetings will still be able to take place in school with social distancing and hygiene measures in place but where possible, and if appropriate, these will also happen remotely.

Start of Term 1 arrangements

In order for us to ensure that the changes to the way that the school will operate from September are fully understood by students we will be restricting which year groups are in school for the first two days of the new academic year. Years 7, 10 and 12 only will be in school on Thursday 3rd September for their induction day and also to orientate to our new way of working. On Friday 4th September Years 8, 9, 11 and 13 only will be in school for their orientation. From Monday 7th September all students will be in school.

There is detailed planning required to be ready to implement these measures in September. We will be working over the next few weeks to ensure that they are in place and will be updating you as our procedures are developed ready for the new school year.

I am sure that you will have been aware that schools will be operating in a very different way for a period of time next year and this will be the case for us. This will be a challenging period for us all but I am confident that, with your support, we will be able to ensure that students, staff and visitors are as safe as possible in school and that that our students are able to achieve and are fully supported with regards to their wellbeing.

Yours faithfully



Mr Steven Mackay
Headteacher