



OLDFIELD SCHOOL

24th August 2020

Dear Parents / Carers

I hope that you and your families are well and that you have been able to have an enjoyable and restful summer.

As we approach the start of the new school year I will be writing to you to update you on our preparations for the start of term and some of the changes that we have made to school procedures as a consequence of the reorganisation of the school day, the measures to minimise mixing between year groups and the enhanced cleaning procedures. Much of this is outlined in the school's COVID-19 risk assessment. This risk assessment is reviewed and updated on a regular basis and is available to view on the school website in the policies and procedures area.

The arrangements outlined in my letter to you before the summer holiday have not changed, however there are some aspect of school life and procedures that we will provide more detail on. Rather than including all of this information in this letter I will do so in a number of letters before the start of term. In addition, Mr Driver will be writing to you about PE lesson arrangements, as will Mr Sully on how the SEND Department will be working from September onwards. All of these letters will be published on the school website.

In this letter I would like to outline the arrangements for the first two days of term and remind you that there will be a phased return to school with Year 7, 10 and 12 only in school on Thursday 3rd September and Years 8,9,11 and 13 only in school on Friday 4th September. All year groups will have an extended tutor session and an assembly, either in the man hall, sports hall or (for the Sixth Form) a virtual assembly. Years 7 to 11 will have an orientation tour to demonstrate the one-way system that will be in place for movement between lessons and when moving to and from break and lunch.

Students from Years 8 to 11 will go to their tutor rooms on arrival at school and should do so as soon as they arrive (this should not be before 08:15 /09:15 for their respective start times). The rooming list for tutor groups is attached and copies of this will be posted at school entrances. Year 7 students should enter the site via the student entrance, turn right in front of the school and go the main hall via the entrance to the canteen (to the right of reception) on arrival for their assembly. They will then be taken to their tutor groups by their form tutor after the assembly.

In order to maintain social distancing and minimise congestion, we will be operating a one way system around the school site throughout the day. When students arrive at school, between lessons, at break/lunch time and at the end of the day, students will be expected to follow this one way system. The main principles are that movement will be outside wherever possible and that students will only enter a building to access a lesson or designated space. Buildings must not be used as shortcuts to access other parts of the school. Some doors will be identified as entry or exit only. This one-way system is absolutely crucial in order for us to minimise risk as students move around the



OLDFIELD
SCHOOL

school, and we will be enforcing it rigidly. On occasions it will require students to walk further between two classrooms than they feel is necessary but we would appreciate your support in reinforcing this with them.

When students return to school on their first day, they will not know the one way system so should go directly to their assembly or tutor base. Students whose tutor room is in the main building should use the student entrance at the front of the school on the first day of term. Students with tutor rooms in other buildings should not enter the main building on the way to their tutor rooms. The one way system will be explained on their first day in school and they will be taken on a tour by their tutor as part of their orientation. In addition, there will signage around the school and staff will be marshalling student movement throughout the day. To support Year 7s with getting around the school, they will have staff mentors who will escort classes around the site whilst they learn their way.

We are all very much looking forward to welcoming your children back to school next week and meeting our new Year 7 students.

Yours faithfully

Steven Mackay
Headteacher