

1<sup>st</sup> March 2021

Dear Parents/Carers,

Following the publication of guidance for the reopening of schools from March 8<sup>th</sup> I am writing to you to remind you of the arrangements that are in place at the school to mitigate against the spread of coronavirus and to minimise risk to students, staff and visitors. I will also outline the arrangements for the mass testing of students as they return to school.

Firstly my apologies for the length of this letter, I have tried to be as succinct as possible but you will appreciate that there is a lot of information to share with you at this time.

I feel it would be helpful to remind you of the controls that schools must have in place, these are:

1. Minimising contact with individuals who are required to self-isolate by ensuring that they do not attend the school.
2. Wearing face coverings in recommended circumstances.
3. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
4. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Cleaning frequently touched surfaces often using standard products, such as detergents.
6. Minimising contact across the school and maintain social distancing wherever possible.
7. Keeping occupied spaces well ventilated.
8. Ensuring that individuals wear the appropriate personal protective equipment.
9. To promote and engage in asymptomatic testing.
10. To promote and engage with NHS Test and Trace.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice

The first seven controls must be in place in schools all the time. Control 8 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 measures 1 to 7 that our mitigation measures take most account of. For reference, the School's COVID-19 risk assessment has been updated and is available in the COVID-19 area of the school website.

### **In-school testing arrangements**

I have already written to you regarding the arrangements that will be in place to test students as they return to school next week. The schedule for the testing programme is outlined below:



**Years 7 to 9**

Monday 8<sup>th</sup> March

Remote learning for Years 7 to 9. Key worker and vulnerable students will be in school (uniform is not required); this group of students will be tested from 0830-1000 on this day.

Tuesday 9<sup>th</sup> March

First in-school test for those who have given consent. Appointment times have been provided for testing. There will be no online lessons for these year groups on this day.

Wednesday 10<sup>th</sup> March

Normal lessons for Years 7 to 9.

Friday 12<sup>th</sup> March

Second in-school test. Students will be called from lessons throughout the day for their test.

Tuesday 16<sup>th</sup> March

Third in-school test. Students will be called from lessons throughout the day for their test.

**Years 10 to 13**

Monday 8<sup>th</sup> March

First in-school test for those who have given consent. Appointment times have been provided for testing. There will be no online lessons for these year groups on this day.

Tuesday 9<sup>th</sup> March

Normal lessons for Years 10 to 13.

Thursday 11<sup>th</sup> March

Second in-school test. Students will be called from lessons throughout the day for their test.

Monday 15<sup>th</sup> March

Third in-school test. Students will be called from lessons throughout the day for their test.

Currently the guidance for lateral flow tests mandates a 30 minute wait after the test in a socially distanced waiting area. It is not clear in the government guidance if this will be the case for this series of tests. Therefore please be aware that you may need to wait for at least 30 minutes if you are transporting your child to school by car for their first test. You will not be able to wait on the school site and parking is limited on the surrounding roads, therefore I would suggest that that you wait at the Newbridge park and ride before returning to school to pick up your child on either Kelston Road or Penn Hill Road. We will inform you if students are allowed to leave immediately after their test if this confirmed in the guidance from the Department of Education.

In the event that a student tests positive in either their second or third test in school parents will be contacted immediately to collect them from school. Please ensure that someone is available to do this on the days of the second and third tests for your child.

### Home testing

I am sure that you will have heard that students will be supplied with testing kits to take home. These are to be used at home, under adult supervision, two times a week. I will be writing to you with more details about these tests once we have had their delivery to school confirmed.

### Response to a positive case in the school community

The procedures in place in the autumn will continue, which will mean that we will follow our contact tracing procedures and ask all contacts to self-isolate for a period of 10 days. Our previous experience of contact tracing was that, in most cases, whole year group bubbles were required to self-isolate and this could well be the case in future. If students are required to self-isolate then they will be taught remotely, either via Teams if the whole cohort is out of school, or via on-line learning resources if a smaller group are identified as contacts. Information about online learning provision to cover all of these circumstances is on the school website

### The structure of the school day

The measures that were in place throughout the autumn terms will remain in place. This will mean that we will continue to have a staggered school day, the Sixth Form will continue to be zoned in Penn House for the great majority of their lessons and break and lunchtimes will be staggered, with specific areas for each year group to use.

The one-way system will continue to be in place with students being reminded about this on their return to school.

I am sure that you and your children are now very familiar with the reorganised school day, however I have included a summary of this below as a reminder.

There will be a number of rooming changes from next Monday and students will be emailed a copy of their timetable incorporating these changes.

	y7	y8	y9	y10	y11	y12	y13
08:30-09:30	A p1	p1	p1				
9:30-10:30	B p2	p2	p2	P2	P2	P2	P2
10:30 - 11:45	C p3	p3	p3	P3	P3	P3	P3
Breaktime	10:30-10:45	10:45-11:00	11:00-11:15	11:30-11:45	11:15-11:30	11.30-11.45	11.30-11.45
11:45-12:45	D p4	p4	p4	P4	P4	P4	P4
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	P5	P5	P5	P5
14:45-15:45	G			P6	P6	P6	P6
15:45-16:45	H					P7	P7

### Hygiene

There are hand sanitising units located around the school in classrooms, corridors, entrances and dining areas. There is 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.

### **Face Coverings**

The use of face coverings in classrooms is now recommended in all secondary schools and is the main change in the updated guidance for schools. We have had this measure in place since October, therefore staff and students are now quite used to wearing a face covering throughout the day when inside school buildings. Our expectation is that all students and staff, unless they are exempt, will wear a face covering. Staff will not be required to wear a face covering when teaching as they will be able to maintain social distancing in classrooms. This requirement to wear face coverings in lessons will be reviewed in Easter.

We will also be asking students to wear their face covering when in their indoor social space at break or lunchtime when they are not eating or drinking, as social distancing cannot be maintained in these areas. Students should wear a clean face covering each day and should have a spare with them at all times. Hands should be washed or sanitised when face coverings are put on or removed.

We will not be sanctioning students who forget to wear their face covering when entering the building as, in our experience, a reminder to do so from staff has proved an effective intervention. However, any student who refuses to comply with instructions with regards to wearing face coverings or who persistently needs to be reminded to do so will be sanctioned.

### **Travel to and from school**

The current arrangements will remain in place with regards to the OS bus services. Students travelling by bus will be expected to follow government guidelines about the use of face masks.

### **Clubs and activities**

We will be able to resume after school clubs and activities and will inform you when these will start again and the arrangements for these. Peripatetic music lessons will also resume and students involved with these will be informed of the timings for these.

### **Trips and visits**

There will be no trips or visits for the remainder of this term, we will review this in line with any changes to the government guidance for schools.

### **Catering**

There will continue to be limited on-site catering available so that we can maintain social distancing and to minimise mixing. A limited number of meals can be ordered via Parentpay. The school will have in place arrangements to provide lunch for students who have free school meals.

### **Behaviour systems**

The behaviour systems in place in autumn will continue with house points being issued as before, detentions will still be set and run after school and we will continue to run an internal exclusion room.

As was the case in the autumn there will be no tolerance of any behaviour that places the safety or wellbeing of students or staff at risk.

### **Stationery and equipment**

Students will need to provide their own stationery as they will not be able to borrow this from their peers or teachers.

### **Uniform**

Full school uniform will be worn by all students in Years 7-11 from March 9th. Key worker and other students in Year 7 to 9 in school on Monday 8<sup>th</sup> March do not need to be in school uniform and students in Years 10 and 11 do not need to be in uniform for their testing appointment on Monday March 8<sup>th</sup>. From Tuesday 9<sup>th</sup> March uniform should be worn by all students, other than those in Years 7 to 9 coming to school for their testing appointment. These means that key worker and other students in Year 7 to 9 and all Year 10 and 11 students must be in uniform on that day

Students will be allowed to wear coats in lessons if it is particularly cold but we will no longer be allowing non-uniform jumpers to be worn and hoodies cannot be worn instead of coats. Could I also take the opportunity to remind you that the remainder of our uniform rules continue to apply, including those regarding hair coloring, piercings and footwear.

### **Meetings in school**

Individual meetings will 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.

I will be holding assemblies for students on the morning of their first day back in school and will be reminding them of the measures in place to keep all of the school community safe. I will be emphasising with them the importance of following these and that schools are only being reopened because the rest of society remains in lockdown. It is possible that the good news about the vaccine, along with the decline in cases nationally, will mean that students take the control measures in place less seriously and it is important that they understand that they cannot relax their vigilance. I will also inform students that a negative result in the lateral flow test is not an all-clear and a green light to take the coronavirus mitigation measures less seriously. This applies for both the in-school test and any tests that are taken at home in subsequent weeks.

I am very much looking forward to our students returning to school next week and can assure you that we will, with your support, do all that we can to ensure that school is a safe environment for the whole school community.

Yours faithfully





OLDFIELD  
SCHOOL

Mr Steven Mackay  
**Headteacher**