



14 July 2020

Dear Parent/Carer

Parent/Carer and Student Guidance for Full Re-opening of School, September 2020

I wrote to you last week to let you know that we were working through the guidance issued by the government for the full re-opening of schools in September. I am now able to share our plans with you. All students will return, as planned, in the first week of term in September; please see below for the different arrangements for each year group. All students will return full time and follow a broad and balanced curriculum. We will keep students in their year groups for all activities, therefore creating a year group 'bubble'.

We will be adapting our timetable at the start of term to allow us to keep the students in their year group 'bubbles', to reduce the amount of movement around the school and to have staggered breaks and lunchtimes. Students will be issued with their planned two-week timetables on the first day back. We will then adapt this timetable to stretch across four weeks, allowing us to teach three instead of five lessons a day. We will also slightly stagger the start and finish times of the school day to avoid the whole school arriving at the same time. This will be clearly explained to all students in their first session in September (please see Appendix 1).

Year 7 start at 8:30am on Wednesday 2nd September

Year 12 enrolment for students with a surname starting with A-F at 8:45am and surnames G-Z at 10:45am on Wednesday 2nd September

Year 13 enrolment starts at 12:45pm on Wednesday 2nd September

Year 8 start at 8:30am on Thursday 3rd September

Year 9 start at 8:30am on Thursday 3rd September

Year 10 start at 8:45am on Thursday 3rd September

Year 11 start at 8:45am on Thursday 3rd September

Our priority at this time is the safety of everyone so I need to make sure that all staff and students are aware of the measures and procedures that we have put in place using the government guidance. Please take some time to read through the following and discuss with your child before they return to school. It is essential that all procedures are followed, and now, more than ever, students must follow instructions that they are given.

Attendance

- No-one with symptoms of coronavirus (COVID-19) should attend the school for any reason, they should follow the COVID-19 guidance for households with possible infection.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- The government has made it clear that it is vital for children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing, and wider development. If you feel that your child will not be able to attend, please let us know so that we can work with you to support their re-integration back into school.

Uniform

- Students will need to wear full school uniform from the first day back. (Please see Appendix 2)
- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Journey To and From School

- We have been asked to encourage students to walk, cycle or use a private car to get to and from school, if possible. If students use a dedicated school bus to get to school, they should try to remain in their year group 'bubble' and sit in an appropriate area to facilitate this.
- It is also recommended that students use hand sanitiser upon boarding and/or disembarking. If public transport is used, then you should follow the coronavirus (COVID-19) safer travel guidance for passengers.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

- Students should use a face covering on public transport where they are likely to come into very close contact with people outside of their group or who they do not normally meet.
- Students will need to remove the face mask worn on public transport and place in a plastic bag to take home at the end of the day.

Arrival at school

Students in Years 7, 8 & 9 will need to arrive at school at 8:30am. Students in Years 10 & 11 and the Sixth Form will need to arrive at 8:45am

- Year 7 will need to enter using the gate next to the main reception area. On their first day, they will need to wait under the covered area, directly in front of their entrance.
- Year 8 will need to enter using the gate next to the sports hall and proceed directly to their tutor room, following the one-way system.
- Year 9 will need to use the gate behind the sports hall (to the school field) and proceed directly to their tutor room, following the one-way system.
- Year 10 will need to enter using the gate next to the sports hall and proceed directly to their tutor room, following the one-way system.
- Year 11 will need to enter using the gate next to the main reception area. On their first day, they will need to wait under the covered area, directly in front of their entrance.
- Sixth Form students will need to enter the school through the main reception and follow the one-way system to the Sixth Form common room.
- Students should not wait at the school gates for other students nor congregate together in or outside of school.

Students in Years 7, 8 & 9 will finish the school day at 3:00pm. Students in Years 10 & 11 and the Sixth Form will finish the school day at 3:05pm. Students should exit through the same gate that they used to enter school in the morning.

Timetabled sessions/inside classrooms/outside classrooms

- All classrooms will have a hand sanitising station and students will need to use this on entering each room.
- Desks and chairs have been positioned so that no student is face to face with another student. Students will be allocated a place in each classroom.

- Students need to make sure that they bring their own equipment as we are unable to share resources (pen, pencil, etc). Please refer to Appendix 3.
- Students will be able to share specific classroom-based resources within their 'bubble' and where resources are used across 'bubbles' they will be cleaned thoroughly or left for 48 hours.
- As usual we will provide exercise books for students, but these will then remain the responsibility of the students to take home and return each lesson.
- There will be staggered breaks during the first session of each day and a staggered lunch between the second session of each day. Period 5 will remain the same.
- Students should maintain a two-metre distancing from staff and should try to maintain social distance from each other.
- Desks and chairs will be wiped using appropriate detergent before another year group uses the room.
- All classroom windows will be open to improve ventilation, please bear this in mind on colder days. Students should wear a school jumper.
- There will be a one-way system in all corridors, where this is possible.
- Staggered breaks and lunchtimes will be in specific areas and will be supervised to avoid mixing between the different 'bubbles'.
- There is no requirement to wear a mask: wearing a face covering or face mask in schools or other education settings is not recommended. However, this is a personal choice and staff and students can wear a face mask if they decide to do so.

Food and Drink

- The school canteen will be operating, and students can buy food as normal. Students will be asked to sanitise their hands before using the bio-metric scanner.
- Students should bring drink with them or buy their drinks in the school canteen. Water fountains are available but should only be used to fill up a bottle and as a last resort.
- Students should not share any food or drink.
- Good hand hygiene should be practised before and after any mealtimes.

Visitors

- We will be unable to accept any unplanned visitors to the school, unfortunately this includes parents. If you need to contact us, please do this via email or telephone. All visitors must have a pre-arranged appointment and must be prepared to leave contact details.

Risk Assessment

- To reduce the risk of infection we have completed a detailed risk assessment that will be available on our website before we fully re-open.

Students Who Become Unwell at School

- If anyone becomes unwell at school with a new continuous cough or a high temperature or has a loss of, or change, in their normal sense of smell or taste they must be sent home and follow the government's guidance. To reduce the risk to others, students will be isolated in dedicated areas and their parent or carer will be contacted immediately. Please make sure that you or a responsible adult is available to collect your child. This is essential to protect the whole school community.

Action to be Taken After Experiencing Symptoms

- If a student is sent home, they should isolate for 7 days, members of their household should begin a 14-day isolation.
- A test must be arranged.
- If the test is negative, please inform the school and so that the student can return to school and the household self-isolation can end.
- If the test is positive, please inform the school as a matter of urgency. Please follow guidance on isolation.
- If other cases are then detected in school, PHE will conduct a rapid investigation and advise us on the most appropriate actions to take.
- Following a positive test you could be asked by NHS Track & Trace to provide details of close contacts.

Thank you for your ongoing support during these challenging times.

Yours faithfully



Kay Young
Acting Headteacher

APPENDIX 2

Uniform

Girls

Archway School blue v-neck pullover with gold logo
Archway School tie

Boys

Archway School blue v-neck pullover with gold logo
Archway School tie

The above items should be worn at all times – staff will indicate in hot weather when they may be removed.

White blouse
'Henley' Archway skirt with logo, no more than
2" above the knee (pleated panel skirt)
Harrow grey trousers

White shirt
Boys' long shorts with Archway logo
Charcoal grey trousers
Grey, white or black socks

Archway School blue v-neck pullovers, skirts with logos, long shorts with logos, and the school ties are available from Bateman's Sports in Stroud (www.batemanssports.co.uk). All other items are available from other stockists.

Tights must be black or grey. They must be thick and non-patterned. Thinner plain/tan tights or grey, white or black ankle socks may be worn in the summer.

Plain black shoes either flat or with low heels. Shoes must be plain, entirely black and should not be canvas or of a trainer style. Boots must not be worn in school although they may be worn on the journey to and from school.

Coats must not be worn in lessons, registration or assembly. Hoodies/optional fleece may only be worn when participating in a school sports event. They must not be worn at any other time or they will be confiscated.

APPENDIX 3

Equipment

Please make every effort to provide your child with the items below when they return in September.

Equipment List

Your pencil case should contain the following:

- At least 2 black pens and 1 green pen
- An HB pencil
- A 30cm ruler
- A rubber
- A pencil sharpener
- Colouring pencils
- A highlighter pen(s)
- A calculator (recommend Casio scientific calculator FX-83GTX)
- A glue stick
- Round end scissors

It would also be helpful if you had an English and a French dictionary.

APPENDIX 4

In order to reduce the risk of infection we have completed a detailed risk assessment that will be available on our website before we fully re-open.

We are implementing the following:

- There will be staggered start and finish times for different groups.
- There will be a one-way system in the main corridors, that will be clearly labelled.
- Staff and students will be expected to use hand sanitiser on entering all classrooms at the hand sanitising stations.
- Classrooms have been redesigned so that no student is face to face with another student.
- There will be hand sanitiser and detergent available in every classroom that is used.
- There will be tissues and specific tissue bins with a pedal and lid available in every classroom to help promote the 'Catch it, bin it, kill it' approach.
- All rooms will be well ventilated, with all windows open.
- Surfaces will be wiped between sessions, where there is a different group using the room, with disinfectant spray and wipes.
- There will be specific areas allocated for break and lunchtimes. These will be staggered and supervised.
- All door handles taps and the locks on toilet doors will be wiped down after each break.
- Surfaces will be washed thoroughly each day and wiped with antibacterial spray at regular intervals during the day.
- All regular contact points such as door handles are prioritised for cleaning each day by cleaning staff.
- We will accept no unplanned visitors to the school and planned visitors will be for essential purposes only.