



3 July 2020

Dear Parents/Carers

Update: Friday 03.07.20

You will be aware that yesterday afternoon the government issued their plans for the full re-opening of schools in September. We are currently working through this guidance to plan what this will look like in practice for Archway.

Our priority is to make sure that we minimise risk and keep students and staff safe. As soon as we are able we will send out detailed information for all groups of students for in September. This will be before the end of term on 17th July.

We already have a detailed risk assessment, which is available to view on our website. This will now be thoroughly reviewed and updated to allow us to draw up plans for September. There have been many changes to the school over the last few months to minimise the risks for those students who have been attending, many of which will now be implemented across the whole school:

- Clearly marked student areas/break and lunch areas
- One-way system in the main corridors where possible
- Staff and students expected to use hand sanitiser on entering the school buildings at the hand sanitising stations
- Classrooms have been remodelled
- Hand sanitiser in every classroom
- Tissues and specific tissue bins with a pedal and lid available in every classroom that is used for every student to help promote the “catch it, bin it, kill it” approach
- All rooms are well ventilated, with all windows open
- Cleaners are allocated to each area during the day
- All door handles, taps and locks on toilet doors are wiped down after each break
- Surfaces are cleaned thoroughly at the end of each day and at regular intervals during the day
- All regular contact points such as door handles are prioritised for cleaning each day by cleaning staff

The specific procedures below are a summary of some of the things we have been asked to implement for September. These include:

- A requirement that people who are ill stay home
- To implement robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Engage with NHS Test and Trace
- To consider how to reduce contacts and maximise distancing where possible
- To group children together
- To avoid contact between groups with forward facing desks, where possible

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I have included the link below to the government guidance that has been issued for parents and carers:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

For parents of students starting in Year 7 in September please note the attached updated equipment list.

Please be reassured that we are and will continue to do everything that we can to minimise risks to keep everybody safe.

I will be in touch as soon as possible with details for September.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Kay Young', with a horizontal line extending to the right.

Kay Young
Acting Headteacher

Equipment

As we look forward to September one of the things we do know is that students should not share equipment. We will have some supplies in school, but as you might imagine we will not be able to clean basic equipment between lessons, so I have included an updated equipment list that would usually be published in the student planners. Please make every effort to provide your child with these items 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.