



Archway

2 March 2021

Dear Parent/Carer

Parent/Carer and Student Guidance for Full Re-opening of School, 8th March 2021

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 March. All students will follow a phased return to school and from that point they will be at school full time and follow a broad and balanced curriculum. We will continue to keep students in their year groups for all activities, therefore retaining our year group 'bubble' system.

Our adapted timetable of 3 sessions per day will continue until further notice. This will allow us to keep the students in their year group 'bubbles', reduce the amount of movement around the school and continue to have staggered breaks and lunchtimes.

Our priority at this time is the safety and wellbeing 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. One important new rule is that masks must be worn at all times when inside the school building (and certain key bottleneck areas such as behind the canteen) and *this rule now extends to lessons*. Please take some time to read through the following information 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 8th March 2021. (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.

Journeys To and From School

- We encourage students to walk, scoot, cycle or use a private car to get to and from school, if possible. Scooters and bikes may be safely stored in our bike shed. 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 when on public transport.

Arrival at school week beginning 8th March

Please see Appendix 1 which outlines the same return to school schedule sent to you last week. Please note that students without consent for testing must still arrive at the designated time shown on Appendix 1 *and no earlier*. Children of key workers and vulnerable children can still arrive at school at the same time that they have been arriving since January.

Arrival at school from Thursday 11th March

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. It is important that this is adhered to, in order to minimise the crossing of bubbles.

- Year 7 will need to enter using the gate next to the main reception area and wait in their usual waiting area just inside the gate.
- Year 8 will need to enter using the gate next to the sports hall and proceed directly to their waiting area under the covered shelter outside F block.
- Year 9 will need to use the gate behind the sports hall (to the school field) and proceed directly to their waiting area near the fire exit stairs of the sports hall.
- Year 10 will need to wait in the car park holding area and then, when invited, enter using the gate next to the sports hall and proceed directly to their tutor room.
- Year 11 will need to wait near the loading bay outside main reception and then, when invited, enter using the gate next to the main reception area and proceed to their allocated room.
- 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 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. If the teacher deems the room to be cold, then they may allow students to keep their coats on at their discretion.
- 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'.
- Masks must be worn at all times when inside the school building.

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 has been updated and 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 within 1 hour of being contacted. This is essential to protect the whole school community.

Action to be Taken After Experiencing Symptoms

- You will need to self-isolate. Please follow the latest advice on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- The period of self-isolation is normally 10 days. For further information and advice, please follow this link: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

Students Who Are Tested Positive at School

- Should any student test positive for COVID-19, they will be sent home and will need to adhere to the rules found here: [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)
- The School will then establish close contacts and those people will also have to self-isolate at home. This is the same rule that was in place before Christmas.

We trust that cases at school will be very rare, as the peak of the virus has passed. During the past 2 months, the school has undertaken over 800 tests and found no positive cases.

A representative from the county council testing team has offered the option that students over the age of 12 can take a test at either Gloucester or Cirencester to experience the (lateral flow) test under similar conditions to those which we shall be testing. This may help some students prepare for next week. Please visit this link to book one of these tests: [Community testing - Gloucestershire County Council](#) . Scroll down to the blue button.

Thank you for your ongoing support during these challenging times.

Yours faithfully

A handwritten signature in black ink, appearing to read 'K. Smith', written in a cursive style.

Kieron Smith
Headteacher

APPENDIX 1

Tutor Group	8 th March	9 th March	10 th March	
7B	Online Learning at home	In at 08:30	In at 08:30	
7C		In at 09:00		
7E		In at 09:30		
7R		In at 10:00		
7S		In at 10:30		
8B		Online Learning at home	Online Learning at home	In at 08:30
8C				In at 09:00
8E				In at 09:30
8R				In at 10:00
8S				In at 10:30
8W				In at 11:00
9B				In at 12:00
9C				In at 12:30
9E				In at 13:00
9R				In at 13:30
9S		In at 14:00		
9W		In at 14:30		
10B		Online Learning at home	Online learning at home 9am-11:30am then in at 12:00	In at 08:45
10C			Online learning at home 9am-11:30am then in at 12:30	
10E			Online learning at home 9am-11:30am then in at 13:00	
10R	Online learning at home 9am-11:30am then in at 13:30			
10S	Online learning at home 9am-11:30am then in at 14:00			
10W	Online learning at home 9am-11:30am then in at 14:30			
11B	In at 08:30	In at 08:45	In at 08:45	
11C	In at 09:00			
11E	In at 09:30			
11R	In at 10:00			
11S	In at 10:30			
11W	In at 11:00			
12GCO	Online learning at home 9am-11:30am then in at 12:00	In at 08:45	In at 08:45	
12TSP	Online learning at home 9am-11:30am then in at 12:30			
12ALE	Online learning at home 9am-11:30am then in at 13:00			
12CTO	Online learning at home 9am-11:30am then in at 13:30			
13KDA	Online learning at home 9am-11:30am then in at 14:00			
13EFO	Online learning at home 9am-11:30am then in at 14:30			
13SMO	Online learning at home 9am-11:30am then in at 14:30			
<p>Upon arrival at school on their first day, students will need to line up outside the sports hall, maintaining a 2m distance between each other. This also applies to those students without consent for testing. Students will be tested 3 times during the first 2 weeks back at school and from that point will be undertaking self-testing at home. More information shall be forthcoming regarding this.</p>				

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) or
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 next week.

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 continue to implement 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 organised 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.
- Staff and students should all follow the hands-face-space guidance