



27th August 2020

Dear Parent/Carer

Re: September start arrangements

Firstly, I hope you and your family have been well, had a great summer and managed to enjoy the excellent weather. August seems to have flown by and a new academic year is now upon us. Over the summer many staff have been working extremely hard to prepare the school for the safe return of our students and we are very much looking forward to welcoming them all back to school in September.

At the end of this cover letter is information outlining Sydney Russell's 'Arrangements for the New Academic Year'. It contains details of how we will operate as a school to minimise the risk of coronavirus transmission and ensure that our children are able to learn in a safe environment. Please read through the leaflet carefully and share the information with your child. As a school community we will go through the changes in detail with students as part of our 'Right Start' programme when they return in September. It is vital that all students adjust to the new arrangements and fully comply with the restrictions to make the school as safe as possible for everyone. I hope the information in this leaflet is helpful and allays any fears you may have about the return to school.

Most of the changes we have made were outlined to you in my letter dated July 14th and remain the same, however I would like to draw your attention to the change in our policy regarding the wearing of masks on the secondary school site. Our expectation is that on the secondary site children will bring a reusable mask with them to wear when walking between lessons in corridors and when waiting to have lunch in the hall. Please read the information leaflet accompanying this letter for further details.

The safety of our young people and our staff is my first priority. Please understand that we will be closely monitoring the local coronavirus infection rate and the guidance from the DFE and Public Health; it may become necessary to make changes at short notice and I look for your support in this.

This period out of school will have had a negative impact on our students, especially in terms of 'lost' learning. We are very much looking forward to re-engaging our young people with their subjects and teachers and continuing their learning journey. With your cooperation we can make the return to school safe, happy, and enjoyable for everyone.

Yours sincerely

Janis Davies
Principal

Arrangements for the New Academic Year 2020-2021

First day arrangements only for each year group. We have a phased start for each year group. This is so that we can thoroughly prepare the children in the way the school will operate. There will be a temperature reading of students entering the primary site.

Year	Start date	Start time	Finish time	Entrance
R	2nd September	8:40	14:50	Front (in accordance with previous published letter)
1	2nd September	8:55	15:00	Front (in accordance with previous published letter)
2	3rd September	8:45	14:40	Rear
3	3rd September	8:50	14:50	Rear
4	3rd September	9:00	15:00	Rear
5	3rd September	8:30	14:45	Rear
6	3rd September	8:30	14:45	Front (in accordance with previous published letter)
7	2nd September	08:30	14:30	Main entrance
8	3rd September	12:00	14:30	Main entrance
9	2nd September	11:30	14:30	Green gate (car park exit side)
10	3rd September	09:00	15:00	Green gate (car park exit side)
11	2nd September	13:30	15:00	Green gate (Kingsley side)
12	2nd September	09:30	15:00	Green gate (Kingsley side)
13	2nd September	09:30	15:00	Green gate (Kingsley side)

Daily start times, finish times and entry points for each year group. The start and end of school is staggered. Year groups must use specified entrances

Year	Arrival From	Start Time	Finish Time	Entrance
R	8:40	8:40	14:50	Front
1	8:55	8:55	15:00	Front
2	8:45	8:45	14:40	Rear
3	8:50	8:50	14:50	Rear
4	9:00	9:00	15:00	Rear
5	8:30	8:30	14:45	Rear
6	8:30	8:30	14:45	Front
7	07.45	08.20	14:30	Main entrance
8	08:15	08:40	14:30	Main entrance (arrival) Green gate Kingsley side (depart)
9	08:15	08:40	15:00	Green gate (car park exit side)
10	07.45	08.20	14:30	Green gate (car park exit side)
11	07:45	08.20	15:00	Green gate Kingsley side (arrival) Main entrance (depart)
12	08:15	08:40	15:00	Green gate (Kingsley side)
13	08:15	08:40	15:00	Green gate (Kingsley side)

Bubbles: At primary the children remain in their classroom for the majority of the day. The children are in phase 'bubbles' for arrival, break time, lunchtime and departure. At the secondary, years 7 and 8 are taught as form groups and are in year group 'bubbles' for arrival, break time, lunch and departure. Years 9 to 13 are organised in year group 'bubbles' in order to pursue their options. Students on the secondary site will be required to swiftly move between rooms, wearing face-masks for added protection and following a clear one-way system; barriers will separate and mark out routes.

Hand washing and hand sanitising: Upon arrival to school, students are expected to sanitise their hands and there are sanitising stations around the school. If your child has a serious skin condition or skin allergy you must inform us.

Classrooms: Tables have been set out to face the front and windows and doors will be open to provide good ventilation. There is a sanitising station in each classroom. A comprehensive cleaning regime will operate with a team of hygiene staff working systematically to clean touch points throughout the day. A daily deeper clean will take place routinely at the end of each school day.

Sharing and cleaning of equipment: Sharing of equipment will be minimised. At primary, the school will provide all equipment needed. At secondary students should bring their school bags including their pencil cases. These school bags need to be big enough to carry all the books and equipment for the day. Books can no longer be left in classrooms meaning that students will be carrying more books than is normal. We ask parents to support their children with the organisation of these bags in the first few weeks to ensure that students have what they need but that they are not carrying excessive numbers of books to school every day. Bags should be kept with them throughout the day. We recommend periodic cleaning of bags and equipment with anti-bacterial disinfectant.

Please note that the school will be unable routinely to lend resources e.g. pencils / pens as they would have to be sanitised or quarantined for 72 hours. We will also discourage students lending equipment to each other. Parents and children should be aware that quarantine and sanitisation requirements mean that we will not be able to use as many resources as normal and this will impact the activities that we can carry out in some lessons. Where specialist rooms or equipment need to be shared, students, alongside teachers will have to clean equipment after use with anti-bacterial spray.

Early and late arrivals Students will only be allowed entry to the sites during their allocated arrival times. It is important for the safety of all that students arrive at the specified time. Students who arrive late will have to wait to be given another entry time and location.

Breakfast and Break: We will be providing students with a healthy breakfast on arrival. At the primary this will be available in their classroom and the secondary students will collect it from their designated canteen on arrival.

Lunchtimes: Each year group will have a specific lunch area. A reduced menu will be in operation.

PE Lessons and PE Kit: All students will continue to have PE lessons, however, we will not be using changing rooms. On days where students have PE, they should attend school in their PE kit, students will remain in their PE kit and will not be expected to change.

Uniform: On days where students do not have PE, the full school uniform must be worn.

Masks: on the secondary site children we ask that students bring with them a reusable mask to wear when walking between lessons in corridors and when waiting to have lunch in the hall. We acknowledge that some children may for medical, or other reasons, prefer not to wear a mask and some children are exempt from wearing a mask. Should your child be unable to wear a mask please contact us so that we can make alternative arrangements.

Masks should be plain black and we ask that they are washed daily with soap. When masks are not in use, they should be stored in a plastic bag and kept inside their school bag. It is important that face coverings are worn correctly to avoid inadvertently increasing the risks of transmission.

Lessons: As far as possible, lessons will continue as normal. Students will be expected to engage, discuss and answer questions. However, students will work in the same pairings and be seated in the same seat in each lesson. At the secondary and for years 5 and 6 teachers will stay 2m away from students and students will not be able to face each other when talking.

Social distancing: Staff will look to a 2-metre social distance from students and each other. We acknowledge that this is more difficult to do in the primary phase, and cannot be achieved in EYFS and KS1. Staff will work with children across all bubbles and are therefore required to social distance from students and each other. It is imperative that students maintain a 2-metre social distance from staff as much as possible.

Students will always be kept separate from children in other phases or year groups, maintaining social distancing. Social distancing is critical to avoid the potential for infection crossing bubbles. Children in the same phase or year

group will be in the proximity of each other but they must avoid physical contact with each other. They must not hug or touch each other. Students seating positions and lessons will be tracked. Students should minimise interaction with others beyond those they are in lessons with.

Expectations: Our expectations of students remain high. To accommodate new health and safety measures there will be some new routines in place. **The Behaviour** Policy has been updated to incorporate the coronavirus expectations. These will be strictly implemented by the school with zero tolerance for the safety of all involved. This should give parents a measure of reassurance. If students are unable to follow our expectations, they will be removed from the classroom. Detentions will take place after school but in year group zones. The school are at liberty to send any student home, and will assign to remote learning, if deemed appropriate to safeguard others and the integrity of the arrangements.

As part of the Sydney Russell response to Covid-19 students are expected to:

1. Sanitise hands before school and at the start of every lesson.
2. Follow hygiene protocols – use a tissue to cough or sneeze and use bins for waste ('catch it, bin it, kill it').
3. Maintain social distancing from staff – always remain 2-metres away
4. Maintain separation (social distancing) from students in other year groups
5. Avoid physical contact - not hug or touch others
6. Follow the school routes - one-way system at secondary; stay on the left in corridors at the primary
7. Avoid crowding – do not block corridors, doorways, or staircases
8. Observe seating plans in lessons.
9. Keep bags and belongings with them- do not share equipment.
10. Stay at home if unwell; if unwell in school report this.

Extra-curricular: Clubs will continue to take place after school but clubs will be year-group based. Details of the clubs on offer will be sent once we return.

Journey to and from school: Students must not loiter in groups on the journey to and from school, including by the school gates, in the park or at bus stops. Students should go straight home, and when in the community observe social distancing. Where possible, students should walk or cycle to school. If public transport is used, they should wear a mask to comply with the guidance from TfL. We ask that parents maintain social distancing when dropping off or collecting children.

Health controls Very importantly, we ask that any children who are unwell should stay at home until completely well. This is a significant change from what we are accustomed to. This is a critical control measure to both reduce general anxiety and minimise the potential for colds and flu being spread. This will be vital as the colder weather comes.

If a child becomes unwell at school, they will be sent home, and asked to stay home, until they are better. If a child shows symptoms of Covid-19 we will ask that you take them to be tested.

If any child, or someone they have any contact with, develop symptoms compatible with coronavirus, they should not attend school. This is regardless of whether the child is showing any symptoms.

Anyone with coronavirus symptoms will be expected to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. This will mean that children will remain off school for 14 days if anyone they are in contact with displays coronavirus symptoms.

PPE Young people are expected to wear masks on public transport, these should be stored safely in a plastic bag during the day and securely kept inside their school bag. Reusable masks must be washed periodically. Face masks are not currently recommended by Public Health for use in school, but at Sydney Russell students at the secondary school are expected to wear them in the corridors at lesson changeover. Students may find it useful to have their own personal hand sanitiser.

Parent/Carers appointments Staff will not be holding face-to-face meetings with parents and carers to discuss matters unless it becomes essential to do so. We want to maintain good communication between home and school, we consider this to be most important, so we will endeavour to discuss matters by telephone whenever possible. Parents should not come to school for impromptu meetings as we cannot accommodate these.