

27th August, 2020

Dear Parents and Carers

We are really looking forward to finally welcoming all of our students back to school, with Years 7 and 12 due to return on **Friday 4th September**, followed by all other students on **Monday 7th September**. As promised, the following letter outlines in greater detail the systems and routines being implemented. It is important that you read the information carefully and adhere to the measures being put in place to ensure the safety of everyone in our school community. Before explaining some of the key changes that come into effect from September, please note the following:

Your child must stay at home if they have any of the following symptoms

- The symptoms of coronavirus (COVID-19) are recent onset of **any** of the following:
 - a new and persistent cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell
- Anyone who develops symptoms must self-isolate for 10 days and arrange a test. Other members of the household should self-isolate for 14 days.
- Please make the school aware by telephoning the attendance office: 01202 421141, Option 1.
- Anyone developing these symptoms during the school day will be sent home.

Hand and Respiratory Hygiene

- We will continue to promote the 'catch it, bin it, kill it' approach with our students. There will be tissues and bins with lids in every classroom as well as visual and verbal reminders.
- Coronavirus is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Therefore, we will continue to practice increased handwashing throughout the school day.

Enhanced Cleaning Arrangements

- Surfaces and anything that is frequently touched (e.g. door handles) will be cleaned regularly by staff and students throughout the school day.
- Extra cleaning staff have been appointed to operate on site during the school day to ensure frequent cleaning of any shared areas and our toilet facilities.
- Our cleaning contractors will continue to clean the school thoroughly at the end of each day.

Engagement with NHS Test and Trace

- Anyone who displays symptoms of coronavirus can and should get a test.
- Tests can be booked online through the 'NHS testing and tracing for coronavirus' website, or ordered by telephone via NHS 119 for those without access to the internet.
- Parents will need to be ready and willing to:
 1. Book a test if they or their child are displaying symptoms
 2. Provide details of anyone they or their child have been in close contact with if they test positive for coronavirus (COVID-19)
 3. Self-isolate for 10 days if they have been in close contact with someone who tests positive for coronavirus.
- Please inform the school immediately of test results.

Becoming the best we can be

- **Buses:** Our bus companies have informed us that: 1) there will be no requirement for social distancing on the bus; 2) students must zone where possible – Years 7-9 on the lower floor, Years 10-13 on the upper floor (for ‘singledecker’ buses, Y7-9 towards the front, Y10-13 towards the back); 3) All students must wear a face covering unless they are medically unable to do so.
- **End of the day:** We will stagger the release of students from different areas of the school to ensure an orderly and efficient exit. Y7-9 will be released around 5 minutes before Y10-13. Students who have PE lesson 5&6 may go home in their PE kit if they wish. *Students in Y12/13 who have private study periods’ lesson 5 and 6 will be permitted to leave school early in order to study at home subject to the agreement of their year leader.*

Timings and Zones

- **Lessons:** The guidance recommends keeping ‘bubbles’ of students separate from others where possible. Our ‘bubbles’ are the size of a year group for (although students are likely to mix with far fewer students, 30 to 60 in Y7-9, for the majority of lessons). In order to limit movement, for ‘book based’ lessons, students will have the vast majority of their lessons scheduled in the following areas of the school: Year 7 = E Block (ground floor); Year 8 = E Block (top floor); Year 9 = E Block (middle floor); Year 10 = B Block (Maths floor); Year 11 = B Block (languages Floor); Year 12/13 = F Block (top floor) and A Block (private study – Y12 in 6th form centre, Y13 in library). Practical subjects, such as Art, Dance, Drama, IT, Music, Physical Education, Science and Technology will teach students in their specialist areas, they have adapted their lesson plans in line with risk assessments.
- **Daily timetable cycle:** To further aid keeping year groups separate, the timetable cycle has been adapted as follows:

	Year 7 to 9	Year 10 to 13
8:50am	Lesson 1	Lesson 1
9:40am	Lesson 2	Lesson 2
10:30am	Break	Tutor
10:50am	Tutor	Break
11:10am	Lesson 3	Lesson 3
12:00pm	Lunch	Lesson 4
12:50pm	Lesson 4	Lunch
1:40pm	Lesson 5*	Lesson 5
2:30pm	Lesson 6	Lesson 6
3:20pm	Home**	Home**

*Students in Y7-9 will have a short break between lesson 5/6
 ** Students will have a staggered dismissal to ensure an efficient departure from school

The first two weeks back will see a further change, with lessons being shortened to allow an extra lesson each day to assist with transition back to school and to spend time reflecting on how lockdown has affected our community. This will help us plan further interventions and identify students who are finding it difficult to readjust to the school routines.

- **Break and lunch**

The map on the right indicates where students will spend their break and lunch (*these are also the new positions where students will gather if there is a fire alarm*). The orange box by the Year 7 playground indicates where students will line up for purchasing food (In the event of inclement weather, students will line up in the B Block hall). Students will be permitted to eat food outside but must use the bins provided. Students may also take food from the dining room to their zone if it can be carried out with a serviette and eaten without cutlery. Year 7 students will be permitted to use the old canteen at break and lunch. Y12 are able to use the 6th form centre, Y13 can use the old canteen (student hub side). When there is a wet break / lunch, students are to go to their tutor base.



The 3 Key Rules

Returning to school may well be a daunting prospect for your child. To help ease this transition, rather than having a large number of rules to remember, we are focusing on **3 Key Rules** to help look after everybody's safety and to ensure all can engage and enjoy school again.

1. Be Prepared

Whilst this has long been the motto of the Scouts, it is also applicable to school life. It is critical that our students are prepared and take responsibility for their safety and the safety of others. From a practical point of view, this table illustrates some examples of what being prepared means:

What being prepared means...	Why this is important
Be prepared for learning back in the classroom	Learning is best in the classroom – clear routines and high expectations are key to a successful transition back to school
Have all necessary equipment – fully stocked pencil case, PE kit, hand sanitiser, face covering etc.	We are unable to lend basic equipment to students
Sufficient water to last the day	Although the water fountains will still be available, it is far safer for students to bring in their own supply for the day
Sufficient funds in cashless catering via parentpay	The cash operated top-up machine will not be in use, parents should ensure payments are made through parentpay
Avoiding going to the student hub, chapel, first aid etc. unless it is essential	Students need to remain in their 'bubbles' wherever possible. Tutors will explain how these services may be accessed
Be prepared to speak up if people are getting it wrong	It is everyone's responsibility to keep the school safe
Be prepared to follow instructions from members of staff	This is no different from how we normally operate, but it is even more important to help keep everyone safe.
Be prepared for change	It is likely we will need to make changes to our processes as term goes on, be adaptable

2. Cleanliness is crucial

One of the most effective ways to keep ourselves safe is to wash our hands regularly and to keep frequently touched surfaces clean. All students must wash use hand sanitiser at the start and end of the lesson. They must also wipe their table tops and seat backs with the cleaning materials provided.

3. Safe Movement

Moving round the site safely is critical to reducing contact with other students. We all need to keep left when moving along corridors and ensure we are using the correct staircase. Students should still try to maintain a safe distance from each other when outside of the classroom. Additional signage will be on display to help remind students and staff. When in indoor communal spaces, such as corridors, queueing for dining room etc. we are encouraging students to wear face coverings. All year groups have allocated zones which they must remain in at break and lunch. A new queueing system is in place for the dining room – tutors will talk this through with their groups.

Question from Parents and Carers:

At the end of last term, we encouraged you to send in any questions you may have about the start of term, most have been covered in this letter, here are the remaining points:

- **What will happen on the first day back?**

All students will gather in their outdoor zones on the first day back. They will be met by their tutor, who will take them to their tutor base. If the weather is inclement, students will be directed to their new bases when they arrive at school.

- **Do I have to send my child back to school?**

School attendance is mandatory from the beginning of the Autumn Term, so your child needs to return to school. If you and your child are feeling anxious about this, please contact your child's year leader.

- **If I need to keep my child of school because we need to self-isolate, will online work still be set?**

Yes, in addition, the school is required to have a remote learning plan in place by the end of September should we go into a local lockdown.

- **Do we still need to wash uniform daily?**

No, this recommendation has been removed from the guidance.

- **If children need to sit alphabetically in class, how will you accommodate for children who have additional needs?**

We will adapt our seating plans as necessary.

- **Will there be any changes to the behaviour policy?**

There is an addendum to our behaviour policy which can be viewed on the website.

- **Am I allowed to come in to school to speak to my child's teacher?**

Visitors must be limited to school, so this will only be possible if a meeting has been scheduled. Parents are not able to come to school without a prior appointment.

- **Does my child have to wear a face covering in school?**

The government guidance changed on this very recently. BCP is not a high risk COVID area, so we are not making the wearing of these mandatory, but we are encouraging their use for corridors and other indoor spaces when children are likely to come into contact with other year groups. They are also being encouraged for students when they are lining up and purchasing food from the dining room.

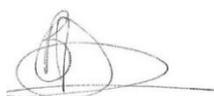
- **I have been away on holiday, do we have to quarantine?**

Current UK coronavirus regulations mean that you must isolate for 14 days when you arrive back in the UK from any country not listed in the 'travel corridor.'

Should you have any further questions, please direct them to your child's year leader in the first instance:

Year Group (from 4/9/2020)	Year Leader	Contact email
Year 7	Miss Johnson	sjn@st-perters.bournemouth.sch.uk
Year 8	Mr Berry	by@st-perters.bournemouth.sch.uk
Year 9	Mr Higham	khm@st-perters.bournemouth.sch.uk
Year 10	Mr Greaves	ge@st-perters.bournemouth.sch.uk
Year 11	Mr Trickey	tr@st-perters.bournemouth.sch.uk
Year 12	Mr Francis	fs@st-perters.bournemouth.sch.uk
Year 13	Mr Holloway	lhy@st-perters.bournemouth.sch.uk

Yours sincerely



Ben Doyle
Headteacher