

25 May 2021

Dear Students & Parents/Carers

### On Site Arrangements for after Half-Term

From 7 June 2021, and following a survey of staff and students, we intend to change some of our on-site arrangements to support a swift transition between lessons whilst recognising the need for separation between student groups. With Year 11 no longer onsite there should be substantially more room. A summary of our on-site arrangements, including changes, is as follows:

- There will be a **single bell** between lessons. All students will move out of the classroom on the same bell and directly towards their next lesson.
- By the time students arrive to their next lesson, the classroom should be empty **permitting immediate entry**, with the teacher present to welcome them. Classroom 'waiting areas' will, therefore, only exist where specified by Heads of Department, for example, if a particular entrance is likely to be very busy at the point of lesson turnover. This should be made clear on the relevant classroom doors.
- We will retain the **zoned areas at break and lunch**, and the existing **lunch/break timings**. This means students will continue to remain in their bubbles, and continue to have separate breaks to permit better distribution of students.
- We will retain the **8.40 am student arrival to classrooms**, to reduce unplanned mixing of bubbles at the start of the school day.
- We will retain the existing **end of day arrangements**, with afternoon registration at 3.00 pm and a managed exit to buses at 3.20 pm (first wave/local students) and 3.30 pm (second wave). This staggered exit reduces unplanned mixing of bubbles at the end of the school day.
- We will re-emphasise the importance of **students walking on the left**, particularly in the main block to avoid congestion.

We will continue to monitor these arrangements, adapting them where necessary, and will further review all on-site arrangements **for September 2021**.

There is no change in our additional measures on site to minimise the risk from the coronavirus. In summary, these are as follows:

- Supporting students to remain in their specified separate **bubbles**, and to maintain distance between individuals, wherever permitted by the layout of our existing facilities.
- Reminding students to **clean their hands** thoroughly and more often than usual, including when they arrive, during/after breaks, before and after eating – providing hand sanitiser in every classroom.
- An enhanced system of **cleaning** including the 'bubbling' of essential equipment.
- Reminding students that **face coverings** should be worn on school transport.

**CARE**


**ASPIRATION**

**RESPECT**

**DETERMINATION**

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The reopening of site after a prolonged period of lockdown has been challenging for all of us, and we would like to thank you for your continuing support. If you have any concerns regarding the content of this letter, please get in touch with us via [contact@kingsmead-school.com](mailto:contact@kingsmead-school.com)

Yours faithfully

A handwritten signature in black ink that reads "Mark Williams". The script is cursive and fluid, with a horizontal line above the 'i' in "Williams".

Mark Williams  
Head Teacher