

2<sup>nd</sup> September 2020

Dear Parents/Carers

## **Arrangements for Full School Reopening in September 2020**

I am writing to you to reiterate our plans for welcoming all students and staff back in September 2020. I apologise for the considerable length of this letter but felt this level of detail was appropriate given the circumstances. This letter has been updated since it was initially sent in July, with addition of information in the categories of schools transport (section 4), the wearing of masks/wiping of desks (section 5) and contingency planning (section 6).

Our intention is that every student, in every Year Group, should return to school after the summer break. We have been working hard as a school staff to finalise our planning to ensure that this can happen safely. We know that whilst students (and their parents/carers) have worked very hard from home, remote learning is no substitute for the face-to-face teaching we can offer in school. In addition to this, we also recognise how important it is for our students' wellbeing for them to be *in school*, amongst their friends and with staff that they know and trust.

As Coronavirus remains in the community, we will implement a range of measures to minimise any risks for students and staff. Of course, we cannot guarantee a completely risk-free environment, but we will have all the appropriate systems in place in September so that you can be confident regarding your child's return to school. We will be building upon robust measures which have already been successfully in place since June 2020 to support Year 10, as well as our most vulnerable students and the children of key workers.

The Government's guidance is complex and there are some significant challenges in meeting these requirements, but we are now finalising a detailed and effective plan to ensure that we achieve the full return outlined in the guidance. Changes to processes on site are a massive challenge given that we are losing 1914 M<sup>2</sup> (equivalent to 2.5 Sports Halls of space) with the new build. In September, we are also expecting to have nearly 940 students on site – an increase of an entire class.

Working together will be more vital than ever given the understandable anxieties that some people will have about coming back to school. Our plans may be adjusted before implementation as further information (i.e. from School Transport) is received and following feedback from stakeholders. In September we will review the implementation of these plans and we will notify you of any changes.

## **September 2020 reopening – return date & tutor group information**

The first few days back will be a phased return to enable students to become accustomed to the new routines on site. New Year 7 students have not been able to have their usual induction day, and as such will come to site on both phased return days.

**CARE**

**ASPIRATION**

**RESPECT**

**DETERMINATION**

Wiveliscombe, Taunton, Somerset, TA4 2NE

 [contact@kingsmead-school.com](mailto:contact@kingsmead-school.com)

 01984 623483

[www.kingsmead-school.com](http://www.kingsmead-school.com)

Return to site dates are as follows:

Monday 7 September – **Years 7, 8, 11 only** (2 hours tutor time, 3 hours of lessons)

Tuesday 8 September – **Years 7, 9, 10 only** (2 hours tutor time, 3 hours of lessons)

Wednesday 9 September – **Full return** for all Year groups

Upon arrival to site on Monday 7 and/or Tuesday 8 September, Years 8-11 should wash their hands and report to their tutor. Year 7 who should go straight to the Sports Hall.

During the first period of the day, each student will receive his/her timetable. Regrettably, we cannot issue timetables in advance of September. No year group will have practical PE *on their first day on site*, so students should not arrive to site with kit.

As in previous years, there have been some changes to the staffing of our pastoral structure at Kingsmead. These changes are as follows:

<b>2019-20 tutor group</b>	<b>2020-21 tutor group</b>	<b>New tutor room</b>
7Ck	8My – Miss Murley & Mrs Davies	SU8
8Bw	9Bg – Miss Burridge	EU2
8Be	9Pm – Mrs Palmer & Miss Greenwell	NU6
8VI	9Ga – Mr Garcia	TU7
9Hd	10Hd – Miss Salmeron & Mr Hickman	T3

### **September 2020 reopening – overview of temporary control measures**

#### **Section headings:**

1. Summary of the government guidance – Page 2
2. Relevant documents – Page 3
3. An overview of the school day – Page 3-4
4. Arrangements for lessons/learning, lunchtimes and schools transport – Page 4
5. Cleaning arrangements and hand/respiratory hygiene – Page 4-5
6. Implications for self-isolating/shielding students/staff and attendance – Page 5-6
7. Pastoral strategy and promotion of student/staff wellbeing – Page 6

#### **1. Summary of the government guidance**

On 2 July 2020, '[Guidance for Full Opening: Schools](#)' was released by the Department for Education. This document made clear that *all students from all year groups* will return to school full-time in September, as 'circumstances have changed' and the 'prevalence of Covid-19 has decreased'.

We are guided to implement the 'essential measures' in this document, which include the following:

- Reducing contacts/maximising distance between students and 'bubbles' (separate groups of students) 'as far as is reasonably practical' (and without impact on our broad & balanced curriculum)
- Requiring students/staff who are unwell or exhibiting symptoms to stay at home
- Ensuring robust hand/respiratory hygiene (and related classroom practices)
- Enhanced cleaning of the premises & school engagement with NHS Test and Trace

## **2. Relevant documents**

Please also view the attached reopening model, student friendly reopening summary and risk assessment in order to more fully understand both the reopening strategy and control measures we intend to implement.

## **3. An overview of the school day**

### **Student groups**

From September 2020, we will have 3 'bubbles' within Kingsmead. These are Year 7, Years 8-9 and Years 10-11. Bubbles are distinct groups of students between which there should not be (prolonged) contact. These groups are determined by both the capacity on site to distance without undue curriculum impact and the spaces (halls etc) available within which to separate students. It would not be possible to confine year groups to specific blocks for lessons without very significant curriculum impact, which we are guided to avoid. We are given permission to set bubbles appropriate to our curriculum/facilities/context, as there are 'no firm rules on group sizes'.

We are instructed to 'encourage physical distancing' amongst students, but there is recognition that this is not consistently possible given the limitation of our site and the expected class sizes, and no mandatory student distance is provided.

### **Student arrivals**

Students will arrive to site and wash their hands at the sink in the designated toilet as detailed on the attached reopening model. Please note, additional handwash stations have been installed outside classroom M8 for Year 10 specifically.

*If arriving before 8.35 am*, they will report to a designated 'arrival venue'. These venues are displayed on the attached reopening model. *From 8.35 am* all students may queue outside their Period 1 lesson. *From 8.40 am* they may enter their Period 1 room.

*Students who walk to site* are asked not to arrive before 8.45 am. Every Period 1 teacher will be present in the relevant room from 8.40 am at the latest, overseeing informal time. S/he will register the students and outline notices at 8.50 am. There will be no separate registration time. Lesson 1 will start at 9.00 am.

Students in receipt of Free School Meals will be entitled to a breakfast, if arranged, from the external fire door of the Dining Hall facing the rear playground. They should queue outside this door, under the covered area, upon arrival to site. Years 10-11 should queue towards the field and Years 7 toward main block. Years 8-9 can access their breakfast as usual from within the Dining Hall.

### **Moving classes & bubble-specific bells**

Students should move classes only when the relevant bell rings. Year 7 – first bell (3 minutes before usual lesson end). Years 8-9 – second bell (at usual lesson end time). Years 10-11 – third bell (2 minutes after usual lesson end time). Staff will carefully prepare to release students on the bell and not before/after.

This will better permit students to make their way to another classroom and avoid meeting in corridors. Upon arrival to their classroom block students should queue in the designated waiting space (typically outside, this will also be on a poster on the classroom door), out of the way of the exiting students. The relevant staff member will need to collect his/her new class from this space.

### **Break times**

Break times are staggered with Years 7, 10 and 11 at 11.00 -11.15 am and Years 8-9 at 10.00 - 10.15 am. This is to limit the times when all students are informally circulating on site.

### **Lunch time**

A limited swift-service menu will be available in both halls and students are permitted to leave with their food. The main Dining Hall is to be shared between Years 8-9 (first half of lunch) and Year 7 (second half). If your child is in Years 7-9 you may wish to consider providing them with a packed lunch given both the more limited range of foods available from the Dining Hall and the increased waiting given the new Dining Hall entry times.

The turning circle and main block corridor are solely for Year 7 to socialise in during the lunch break, and the former will be barricaded to prevent vehicular access at lunch only. Year 10-11 have lower playground and

East Block hall. Years 8-9 have the upper playground area. The playground will be clearly divided into two parts. If weather permits, the field will be open to all students with appropriate division to maintain bubbles. A poster will be provided for tutor bases to support students in remembering their area of the field.

### **Period 5 & PM registration**

Period 5 will now take place before PM registration, from 2.00 – 3.00 pm. The Period 5 teacher will be in position to welcome his/her students with Year 7 arriving at 1.57 pm, Years 8-9 at 2.00 pm and Year 11 at 2.02 pm.

PM registration will take place between the relevant 3 bells and 3.22 pm, with 'First Wave' bus students/those leaving site by car-taxi exiting PM registration at precisely 3.20 pm, students walking home at 3.25 pm and all others leaving at 3.30 pm from their tutor base. These timings will likely be adjusted in the first fortnight of September.

### **Bus waiting**

Year 7 second wave bus students are to wait behind bollards, Year 8-9 in Dining Hall and Year 11 outside the main block (towards Tennis Courts).

## **4. Arrangements for lessons/learning, lunchtimes and schools transport**

Teaching staff will make 'small adaptations' to their classroom to support distancing where possible. This should include seating students side by side and facing forwards, rather than face to face or side on, where desks are not fixed.

### **Lesson resources, student equipment**

Given the need to 'bubble equipment', meaning each of the 3 bubbles on site has their own set of equipment, it would be desirable for students to arrive *fully equipped* with their own stationary along with sanitiser and plastic bag for their face mask. A full equipment list includes a pen, pencil, rubber, sharpener, ruler, scissors, glue, highlighter, scientific calculator, compass & protractor, and a small colouring selection (coloured pencil or felt-tip based). We would recommend headphones (small inner ear type to save space) for use in ICT & Music. **Please can your child also arrive to site with his/her own container of hand sanitiser for use at lesson changeover and when boarding/disembarking the bus.**

Where resources and equipment in limited supply are to be used across bubbles and within the day, students may be asked to support the cleaning of facilities before/after their use.

### **Curriculum adaptation and home learning**

We do not intend to permit a greater number of students to discontinue examined subjects than in a typical academic year at Kingsmead. The criteria for applying to drop a subject are on the curriculum page of our website. Home learning should wherever possible remain on Firefly to limit the need for paper resources to travel home and return to Kingsmead.

### **School Transport**

Transporting Somerset (a separate organisation to Kingsmead School, details at this [link](#)) have indicated that buses will run as normal from September 2020. Students travelling on school transport will be required to sit in school bubbles. Year 7 will sit at the front of the vehicle, Years 8 & 9 in the middle and Years 10 & 11 at the rear. There may have to be some flexibility with the double decker buses as regards to bubbles being on different levels. If possible, a 2-metre gap should be in place between each bubble. When boarding transport must go straight to their bubble area and remain there until they disembark.

Whilst face coverings are not a legal requirement on *school* transport, we would ask that *wherever possible* they should be used whilst travelling on school transport.

When using a face covering on school transport, students are advised that they use a 'designated' school transport covering, removing it to their school bag on arrival at school.

## **5. Cleaning arrangements and hand/respiratory hygiene**

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Students will be encouraged to wash their hands regularly throughout the day. All

students will wash their hands when they arrive on site in the morning, and during break and lunch time. They will be asked to use hand sanitiser at the start and end of each lesson.

### **The wearing of face masks on Kingsmead school site**

The wearing of face masks by staff and students in indoor communal spaces (i.e. corridors) **is strongly encouraged**. In these spaces, the layout of the school will make it difficult maintain social distancing. Masks are therefore an additional transmission control measure.

Safe wearing of masks requires cleaning of hands before/after touching the fabric, and their storage in a sealed plastic bag when not in use.

### **Promoting the ‘catch it, bin it, kill it’ approach**

All classrooms will have tissues and bins available. Students will receive reminders during tutor time and by posters around school of the ‘catch it, bin it, kill it’ approach.

### **Cleaning schedule**

An enhanced cleaning schedule is in place. All classrooms will have cleaning products available to wipe desks down between sessions. A toilet block will be allocated to each ‘bubble’ which will be cleaned thoroughly at the end of each day.

### **Wiping desks before use**

Whilst we have initiated an enhanced cleaning schedule, students may bring a product to wipe their immediate desk area if they so wish.

## **6. Implications for those self-isolating/shielding, including attendance and contingency planning**

### **NHS Test & Trace and Self-Isolation**

Kingsmead will fully engage with the NHS Test & Trace process and will actively work with our local Public Health England health protection team to ensure correct procedures are followed if a student/ member of staff displays symptoms of COVID-19.

If staff or students are displaying symptoms they must remain at home or be sent home to self-isolate if they develop symptoms whilst in school. If students develop symptoms in school, we will isolate them temporarily whilst arrangements are made to collect them. First Aid staff supervising the student will wear PPE which consists of mask, gloves and disposable aprons. Face shields are available if required. A separate toilet will be made available which will be locked and cleaned thoroughly immediately afterwards. The isolation room will also be cleaned thoroughly before being used again.

Parents/carers must book a test for their child as soon as possible. Staff will also do this – and will have priority as essential workers to have immediate access to testing. Tests can be booked online via [NHS Test & Trace](#) or by phone via **NHS 119**. Essential workers have priority access to testing.

The Government have informed us that they will provide schools with a small number of home testing kits that we may give to staff/ students if they develop symptoms at school. If students test positive for COVID-19 parents/carers must inform school. Parents/carers will be asked by NHS Test & Trace to provide details of anyone they have had close contact with. We will work in liaison with parents/carers to provide this information. If a member of staff tests positive, the same procedures will be followed.

If a student/member of staff tests positive they must follow the [‘Stay at home guidance’](#) and self-isolate for at least 7 days from the onset of their symptoms and return to school only if they do not have symptoms (other than a cough or anosmia – which can last for several weeks once the infection has gone). All members of their household should continue to self-isolate for the full 14-day period since the original symptoms were noticed.

If a student or member of staff tests negative and feel well, they can stop self-isolating and return to school. If they have symptoms that might be of another virus (Cold/Flu) it is best that they avoid contact with others until they are better. Other members of their household can stop self-isolating.

### **Students who are shielding or self-isolating**

It is expected that virtually all students will be able to return to school in September. However, we do expect a very small number of students will have to self-isolate either because they have been tested positive for COVID-19, or they are a close contact of someone who has COVID-19, or based on relevant medical advice.

Shielding advice for adults and children paused on the 1<sup>st</sup> August. This means that students who were on the shielding list can return to school, as can those who have family members who were shielding. Guidance regarding shielding can be found [here](#). It may be that rates of COVID-19 rise in certain areas, and if this is the case, new shielding arrangements might be administered.

If a student who was previously shielding remains under the care of a specialist health professional, parent/carers may wish to discuss their care with the relevant specialist health professional before returning to school in September.

Students who are unable to attend school because they are complying with advice from a clinician or a public health professional, will be immediately offered access to remote learning which will be closely monitored and supported. There is no obligation to set tasks 'by the lesson', and students could be directed to relevant Oak National Academy resources etc. Their absence will not be penalised.

### **Attendance Expectations**

The Government has made it very clear that there is an expectation that all students return to school in September. Therefore, the usual rules in relation to attendance will be in operation from September 2020.

- Parents/carers have a duty to ensure their child attends school every day.
- Kingsmead has a responsibility to record attendance and follow up absences.
- The availability of support & issuing of sanctions (in line with our attendance policy and the local authorities' codes of conduct) remains in place.

### **Contingency planning**

The government has determined four tiers of action if levels of Covid rise significantly in our community. These are as follows, and we will follow government/local authority instruction with regards to implementation of these tiers:

#### **Tier 1**

Schools remain open to all pupils but with a *requirement* that face coverings be worn in corridors and other communal areas of secondary schools where social distancing cannot take place.

#### **Tier 2**

Secondary schools move to a rota model, combining "on-site provision with remote education". Secondary schools will continue to allow full-time attendance for vulnerable pupils and the children of key workers.

#### **Tier 3**

Secondary schools and FE colleges will allow full-time on-site provision only to vulnerable pupils, the children of critical workers *and selected year groups* which will be identified by the DfE. All other pupils will stay at home and be provided with remote education.

#### **Tier 4**

All mainstream schools and colleges will only allow full-time attendance to vulnerable pupils and the children of key workers, with all other pupils staying home and receiving remote education.

## **7. Pastoral strategy & promotion of student/ staff wellbeing**

We acknowledge that COVID-19 lockdown has impacted the mental health and wellbeing of students, staff and parents/carers in a wide range of ways. We are fully committed to recognising this and will actively support students and staff as we return to the 'new- normal' in September.

Tutors will spend additional time supporting students in the first few days of school and the PSHCE curriculum in the first term will focus on wellbeing and positive support.

Whilst there will be no assemblies for the foreseeable future, we are planning a comprehensive 'virtual' assembly rota for September that will give students an opportunity to reflect on the issues that have immersed during lockdown, as well as covering a range of relevant topics that link to citizenship and our core values.

Safeguarding arrangements will remain fully in place and take into account the additional issues that relate to COVID-19 as outlined in the Safeguarding Addendum to the Safeguarding & Child Protection Policy.

School uniform will be worn as usual – there will be no requirement for this to be washed daily. A summary of our uniform requirements is available at this [link](#).

Finally, I know that some of you may have been abroad this Summer. As you may be aware, in some countries there is a two-week quarantine period for those returning back to the UK. If this period of quarantine will impact on your child's return to Kingsmead, please could I ask that you inform the School Office.

Thank you for taking the time to fully read this summary of our temporary control measures. If you have any questions or queries, please email [contact@kingsmead-school.com](mailto:contact@kingsmead-school.com). We will endeavour to reply to you within 3 working days.

Thank you for your support as we ensure that no stone is left unturned in order to keep our students and staff safe.

Yours faithfully

*Mark Williams*

Mark Williams  
Head Teacher