

28 August 2020



Dominic Bergin BA (Hons) NPQH
Headteacher

Dear Families

After six very long months, we are delighted that The Elmgreen School can return as a physical, rather than virtual community. Everyone was exceptional during the lockdown period, working on Google Classroom, participating in our Wellbeing Week and, where possible, engaging in the face to face sessions. It is now time to return and be a community that learns together. Our staff are excited to have our students back and we all hope the children are ready and eager to return.

Prior to the summer holiday the Department of Education outlined what we needed to do to welcome everyone back. Our letter at the end of July provided answers to what may still be key questions. School is compulsory for all students, students will be in 'bubbles' to reduce social contact and we will be offering a full curriculum. If you do wish to refer to the letter it can be found on the website. The link is here: [Letter to Families - 17 July 2020](#).

Over the summer we have worked hard to ensure that the school is a safe place for both staff and students. Like all schools, we have received further guidance, right up to 25 August when we learnt about what was best regarding face coverings. We therefore want to outline the last key pieces of the jigsaw.

First, students will be in bubbles. This means we have zoned the school into six areas. Year groups will be taught in the following areas:

Year	Area
7	First floor in the area that was RE & MFL – red zone
8	Ground floor in what was History and Geography - orange zone
9	First floor in the area that was Maths - yellow zone
10	First floor in the area that was English - green zone
11	Second Floor in the area that was Science - blue zone
12 & 13	Second Floor in the Art area and Music

To make it simpler for students and staff we have chosen a colour for each zone, for example orange for Year 8. Signage will be in that colour and students will be given a badge to wear on their blazer.

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We have kept some of the specialist classrooms, such as Science and Drama, available for students and a timetable is in place.

Second, the school day has been altered to ensure that year group bubbles are maintained. This includes having year groups arriving at different times and each year group having a lunch slot. The details are below:

Time	KS3 and 5	Time	KS4
8.30-8.55	Line up and Tutor time week A	8.45-8.55	Line up only week A
8.45-8.55	Line up only week B	8.30-8.55	Line up and Tutor time week B
8.55-9.45	Lesson 1	8.55-9.45	Lesson 1
9.45-10.35	Lesson 2	9.45-10.35	Lesson 2
10.35-10.55	Break	10.35-11.25	Lesson 3
10.55-11.45	Lesson 3	11.25-11.45	Break
11.45-12.35	Lesson 4	11.45-12.35	Lesson 4
12.35-1.25	Lunch	12.35-1.25	Lesson 5
1.25-2.15	Lesson 5	1.25-2.15	Lunch
2.15-3.05	Lesson 6	2.15-3.05	Lesson 6
3.05	Year 12 & 13 dismissal	3.05-3.15	Line up and dismissal Year 10
3.05-3.15	Line up and dismissal KS3	3.05-3.15	Movement break Year 11
		3.15-4.30	Lesson 7 Year 11 Mon-Wed

The start of the academic year is therefore staggered, with year groups beginning on different days. Staff are undertaking two professional development days to ensure they also fully understand the routines. Students in Year 7 and 12 then begin on Friday 4 September.

Friday 4 September		
Year Group	Arrival Time & Entrance	Dismissal Time & Exit
Year 7	8.30am - main reception	3.15pm - main reception
Year 12	9.00am - main reception	12.35pm - main reception 1.35pm -3.00pm enrolment enquiries

On Monday 7 September we welcome back Year 8 and 9 plus Year 7 come to school as normal.

Monday 7 September		
Year Group	Arrival Time & Entrance	Dismissal Time & Exit
Year 7	8.45am - main reception	3.15pm - main reception
Year 8	8.45am - side gate, orange lane	3.15pm - side gate, orange lane
Year 9	8.45am - side gate, yellow lane	3.15pm - side gate, yellow lane

On Tuesday 8 September **Year 8 and 9 should remain at home**, to give us the time and space to ensure Year 10, 11 and 13 understand the new routines. Please note that Year 7 should again come to school as normal.

Tuesday 8 September		
Year Group	Arrival Time & Entrance	Dismissal Time & Exit
Year 7	8.45am - main reception	3.15pm - main reception
Year 10	8.30am - side gate, green lane	3.15pm - side gate, green lane
Year 11	8.30am - side gate, blue lane	3.15pm - side gate, blue lane
Year 13	8.45am - main reception	3.05pm - main reception

On Wednesday 9 September the whole school returns at the following times:

Wednesday 9 September – Week B		
Year Group	Arrival Time & Entrance	Dismissal Time & Exit
Year 7	8.45am - main reception	3.15pm - main reception
Year 8	8.45am - side gate, orange lane	3.15pm - side gate, orange lane
Year 9	8.45am - side gate, yellow lane	3.15pm - side gate, yellow lane
Year 10	8.30am - side gate, green lane	3.15pm - side gate, green lane
Year 11	8.30am - side gate, blue lane	3.15pm - side gate, blue lane
Year 12 & 13	8.45am - main reception	3.05pm - main reception

To enable the school to deliver PSHE the time year groups need to arrive at school will change, depending on whether it is a Week A or a Week B. The week beginning Monday 14 September is a Week A. The week beginning Monday 21 September will be a Week B. The table below outlines in full the times each year group is due to arrive. We will send a text every Friday to remind you which week is approaching and the time for the year group.

Week A		Week B	
Year 7	8.30am	Year 7	8.45am
Year 8	8.30am	Year 8	8.45am
Year 9	8.30am	Year 9	8.45am
Year 10	8.45am	Year 10	8.30am
Year 11	8.45am	Year 11	8.30am
Year 12 & 13	8.30am	Year 12 & 13	8.45am

To ensure the ‘bubbles’ are maintained it is really important that students arrive at the specified time and not before. We are aware that children often have arrived from 8.00am, but at the moment this sadly can’t be the case and the gates will not be open.

In terms of everyday life at school, outlined below are some key changes or points of clarification since July.

Face Coverings

As you will have seen in the media over the last few days the Government has changed its advice around the wearing of face coverings in schools in communal areas. We have also looked at the guidance from Scotland and Northern Ireland and also from the World Health Organisation and the Mayor of London's office and have decided our expectation is that students and staff will wear face masks in communal areas in the school. This would be defined as the corridors and public areas in the school where social distancing is not possible. This would not include the classroom where students are in their bubbles.

We want families and staff to feel as safe as possible when they return to school and this seems a sensible precaution.

However, we also need to give some clear guidance of what this will look like.

- We would prefer students to wear washable coverings other than disposable ones as they are clearly more environmentally sustainable. We also do not want our cleaning staff to have to pick up disposable masks off the floor
- Students should wear a face mask rather than a bandana or snood. Students will not be allowed to wear other face coverings
- Plain face coverings are preferred. No writing or symbols will be allowed
- Please keep the face mask clean

In addition, students must wear face covering if they are using public transport, including the SL6 school transfer mini-bus. We learnt this week that many buses will clearly state if they are for school children only. This will aid social distancing, but the ideal solution is for your child to walk or cycle to school.

Gloves

Gloves are not as safe as face coverings. When you wear gloves you are less likely to wash your hands. We will therefore be asking all students to remove and dispose of their gloves in bins provided before they enter the school site. The key is for us all to sanitise our hands often. Sanitising stations are across the school.

Travel Corridors

You may have been on holiday abroad during the summer. If so, please check the government's advice regarding whether it was on the travel corridor 'list'. If not, you may need to quarantine for 14 days. Inform the school's attendance officer if that is the case.

Having symptoms at school & Test and Trace

If your child does have one of the three symptoms whilst at school (a temperature, persistent dry cough and/or loss of taste and smell), then they should inform their teacher. Your child will then be isolated and we will contact you to collect them. It is preferable that public transport is not used.

Can we also ask that you engage with the government's *Test and Trace* procedure if anyone in your household has symptoms.

Lunch

We will be offering hot school lunches. Each year group will have a specified lunch 'slot' in our restaurant. Can we encourage the use of Parent Pay rather rather than cash. Please go to the following link for more information.

<https://www.the-elmgreen-school.org.uk/families/parent-pay/>

Uniform

As ever, students are required to be in full school uniform. Students should arrive in blazers and be wearing their black shoes as they approach the gate. Ties should be long enough to touch their waistband. If your child is not in full uniform the Head of Year will contact you and they will be sent home to change their attire.

Equipment

Obviously we wish to limit the sharing of resources. It is therefore so important that your child comes fully equipped. Please check this weekend your child's school bag. Students need at least two black pens, a green pen, a pencil, a ruler, a rubber, a glue stick, a compass & protractor, a scientific calculator and highlighters.

Mobile Phones

Students work far better if they have no access to their mobile phones. As has always been the case, at the start and also at the end of each day students will line up in their zones outside. Tutors will then be collecting phones. If a phone is seen or heard during the school day, or is found on their person during 'spot checks', it is the school's policy to keep the phone for five working days. Can you remind your child of the importance of handing their phone in.

First Aid

The Elmgreen School has the requisite number of fully trained first aiders. They will support your child if they do have COVID 19 symptoms. They will have full PPE, but this does mean that their time may be limited. We will of course deal appropriately with first aid concerns, but can we ask that you stress to your child that minor problems often do not need any treatment from our team.

Risk Assessment

The Elmgreen School has implemented a thorough risk assessment. This has been ratified by the governors, and our insurers. If you do wish to read the document it can be found on our website. The link is here: [Risk Assessment - September Opening](#)

Attendance

Finally, I know that for some families loved ones have been shielding. Whilst this was paused on 1 August, the thought of your child returning to school may be worrying. If you believe that your child is unable to return to school please can you email admin@the-elmgreen-school.org.uk. Either your child's Head of Year or the Attendance Officer will contact you to provide further guidance.

This is obviously a very different start to an academic year. It is however, perhaps our most exciting one. Six months is a long time to be away from friends, teachers, important social interaction and learning. We have put everything in place to ensure the school is safe and continues to be the positive and happy community it has always been. We all want the focus to now be on learning and achievement. A school year passes quickly, and before we all realise summer exams are upon us. Please take time to go over this letter with your child. We look forward to seeing them smart and ready for a new year.

Yours faithfully



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