



Dear Parents and carers,

I hope this letter finds you and your families well.

All the information you require for students to return to school is within this letter, however, we know it is a lot to read. If you would like to join us in a webinar to hear the information and ask any questions, please feel free to join us on **Thursday 4th March at 4:00pm** by using the following link: [Join the meeting here](#)

I would like to take this opportunity to share our plans for a return to school for all students. As I am sure you are aware, last week the Government announced plans for all students to return to school **from** Monday 8th March. Within the guidance there are a whole range of guidelines, all of which, and more, we will be adhering to. The full guidance can be found [here](#). Over the last week we have been working really hard to develop a thorough and detailed plan that will allow all students to be COVID-19 tested and in turn return to school.

This letter will provide a broad overview and provide you with the essential detail required. These plans are being put in place to ensure the safest environment for both students and staff and underpinning these plans will be a full risk assessment which will be published on our website. Whilst some operational aspects will be different within the school, we wanted to try and ensure as much as possible remains similar to the school environment that our students are used to.

There are however, a number of key points that I would like to draw your attention to:

Lateral Flow Testing

In order to create the safest environment as possible in school, the Government is introducing Lateral Flow Testing to schools. Every student will be offered the opportunity to have a Lateral Flow Test, and then presuming it is negative, return to school. There will be a further two tests once the students return to school. Following that, students will be issued with Home Testing kits in order to test themselves twice weekly at home.

Testing dates and return to school dates are as follows:

Year Group	Testing Date 1	Return to school date (depending on a negative test)	Test Date 2	Test Date 3
13	Monday 8 th March	Wednesday 10 th March	Thursday 11 th March	Tuesday 16 th March
12	Monday 8 th March	Tuesday 9 th March	Thursday 11 th March	Tuesday 16 th March
11	Monday 8 th March	Tuesday 9 th March	Thursday 11 th March	Tuesday 16 th March
10	Monday 8 th March	Tuesday 9 th March	Thursday 11 th March	Tuesday 16 th March
9	Tuesday 9 th March	Wednesday 10 th March	Friday 12 th March	Wednesday 17 th March
8	Tuesday 9 th March	Wednesday 10 th March	Friday 12 th March	Wednesday 17 th March
7	Wednesday 10 th March	Thursday 11 th March	Monday 15 th March	Thursday 18 th March



In order for us to organise over 400 tests per day we will require students to attend school at a specific time. All tutor groups have been given a time to attend, shown in the table below:

Mon 8th, Thurs 11th & Tues 16th		
Year 12	12A	8:45
	12D	8:45
	12F	8:45
	12E	9:00
Year 13	13C	9:00
	13B	9:00
Year 11	11A	9:30
	11B	9:50
	11C	10:10
	11D	10:30
	11E	11:20
	11F	11:40
	11G	12:00
Year 10	10A	12:20
	10B	12:40
	10C	13:40
	10D	14:00
	10F	14:20
	10G	14:40
	10E	15:00

Tues 9th, Fri 12nd, Wed 17th		
Year 9	9A	8:45
	9B	9:05
	9C	9:25
	9D	9:50
	9E	10:15
	9F	10:40
	9G	11:30
	9H	11:55
Year 8	8A	12:20
	8B	12:45
	8C	13:40
	8D	14:05
	8E	14:30
	8F	14:50
	8G	15:15
	8H	15:40
Wed 10th, Mon 15th & Thurs 18th		
Year 7	7A	8.45
	7B	9.05
	7C	9.25
	7D	9.45
	7E	10.10
	7F	10.35
	7G	11.25
	7H	11.50
	7I	12.15



When students attend school for their first test, there are a number of points to be aware of:

- All Lateral Flow Tests will be taking place in Wingfield Hall
- All students will need to arrive through the front gates (Wingfield Rd) and go straight into the hall
- Students can wear their own clothes for their test and do not need to wear uniform
- Students are asked to attend on time for their test wearing a face mask
- Results will be communicated to parents via the email address and mobile number held in the school's database, please let us know, before Monday, if you think these may need updating

Remote Learning During the Staggered Re-entry

During this staggered re-entry to school, students will continue with their current remote learning offer when not on site. For example, Year 7 students will continue with remote learning on Monday 8th March, Tuesday 9th March and Wednesday 10th March (when not on-site for their test) and will return to school fully on Thursday 11th March.

On the day of a student's test, students are asked to arrive at school at their given time and then return home to resume their online lessons. Staff are aware that students will be leaving their lessons at different times and are aware that they will be absent for some time during lessons.

Test 2 and Test 3

The second and third Lateral Flow tests will be administered when students have returned to school and provided on the dates in the tables above. Students will be briefly taken out of their lesson at the same time as their first test. For example, if your child is in 7C, their 1st, 2nd and 3rd test will all take place at 9:25am on their given dates.

Test Four and then Twice Weekly at Home

These will be carried out at home; we will be providing all the information required to students, however having completed three tests in school prior to this point, it is hoped that students will understand and feel confident in how to carry out the swabbing effectively.

Consent for Testing

Taking part in the testing process is not compulsory. Students under the age of 16 can only be tested if Parents or Carers provide consent. If your child is not taking part in the testing process, they will still be able to return to school on the same day as the rest of their year group. They will then continue their learning in their normal lessons. Post 16 students are able to provide their own consent.

Easing the worry!

We know a number of students will be worried and concerned about taking a test. We are currently transforming Wingfield Hall and building separate temporary booths in order for students to have privacy. Each day of testing we have around 20 staff on hand to support students and help them through the process. All the staff helping have been trained and are very patient and kind! We will also be sending out a walk-through video of the testing centre and process on Friday.

Family Home Testing information

This week the government has announced that households with primary school, secondary school and college age children, including childcare and support bubbles, can test themselves twice every week at home as schools return from Monday 8 March.



[All households with children of school age to get 2 rapid COVID-19 tests per person per week - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Around one in three people with COVID-19 do not have symptoms but can still pass it on to others. Regular testing of people without symptoms (asymptomatic testing) is important to help stop the virus spreading. As a school we cannot give test kits to parents, carers or household members. You will need to organise your own tests and this can be done via a number of options detailed below. Please be aware that further options are being explored, but for the moment you can organise a test as set out below:

- Via employers if they offer testing to employees
- At a local test site: Testing at these sites is assisted, which means you will swab yourself under the supervision of a trained operator. You may need to book an appointment. [Find your nearest rapid lateral flow test site.](#)
- By collecting a home test kit from a test site: You can collect up to four home test kits at a local collection point. Each kit contains seven tests. Anyone 18 or over can collect. You can check online if the location is busy before you go. [Find your nearest home test kit collection point.](#)
- By ordering a home test kit online: Please do not order online if you can get a test through other methods. This frees up home delivery for those who need it most. [Order rapid lateral flow home test kits](#)

The test will come with instructions on reporting test results.

Students of Key Workers/ Vulnerable Students

Testing for these students will be in line with all other students. Students will therefore be able to leave their group, have their test and then return back to their group to continue with their lessons. We will continue to provide provision for key worker and vulnerable students for all year groups on Monday 8th March, Tuesday 9th March for students in Year 9, 8 and 7 and on Wednesday 10th March for students in Year 7 only. From Thursday 11th March all students will have returned to school. As you can imagine there are a lot of different elements taking place throughout the week, therefore I would be very grateful if parents only use this facility as a **last resort**. Please see the booking form below:

[Booking form for Monday 8th, Tuesday 9th and Wednesday 10th March](#)

Risk Assessment

The Whole School COVID-19 Risk Assessment that we already have in place within the school remains predominantly unchanged following this return, however, there are a few key changes in line with Government Guidance. This can be viewed on our [website](#).

Face Masks

It is simply not possible to maintain social distancing throughout the school, therefore, when students return, and until it is reviewed by the Government at Easter, all students will be asked to wear a face mask, not only in the communal areas of the school and corridors but also in classrooms. We do understand that the decision by the Government to advise children to wear masks in schools is emotive, so please be reassured that we are aware of this and will be supporting students sensitively. Students will not have to wear a mask in their inside year group break/lunch zone, or in their outside year group break/lunch zone or in PE and Drama lessons.



The Government guidance states:

'In addition, we now also recommend in schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. Page 12 of the DFE guidance

Specific guidance about face coverings can be found [here](#).

We do ask parents to support us in ensuring that their child arrives back at school with a comfortable face mask for use during the school day. We want to try and avoid, as much as possible, handing out disposable masks on a daily basis. It is important to note that this is an additional layer of protection and that all current safety measures remain in place.

Face Mask Exemption

Some students are exempt from wearing masks. We want to ensure we collate a full list of all students who are medically exempt so all staff are aware. If you have already shared this information with us, you **do not** need to fill in this form. If you believe your child is exempt due to the longer periods of time spent in a face mask, please fill in this form [Face Covering Exemption Form](#)

Specific Student Areas

When students come into school briefly for their first test, they are asked to enter and exit via the main front gate. Thereafter, when they return for their lessons, we will maintain the separate year group entrances and exits for students as per the table below:

Year	Entrance and Exit
Year 7	Main Wingfield gate
Year 8	Pitman gate
Year 9	Pedestrian Wingfield gate
Year 10	Gloucester Road gate
Year 11	Gloucester Road gate
Year 12 and 13	Pedestrian Wingfield gate

All teaching rooms will remain the same as per the student's timetable, this means students are still taught in year-based buildings with only movement to specialist teaching rooms. We do have a desire to reintroduce full movement around the school. This potentially may start after Easter subject to a review nearer the time.

Students Break and Lunch Time areas

There has been a slight change to the lunch and break time areas. The key changes are for Year 9, but also affect Year 8 and Year 11. The changes have been highlighted in blue in the following table:

Year	Inside / Food Location	Outside Locations	Toilets
Year 7	Turtle / Canteen	Near end of astro / paddock	Dunston



Year 8	Far end Sports hall	Lower tennis courts	Chiltern
Year 9	Near end Sports hall/ Pod	Upper tennis courts	Sports hall
Year 10	Gloucester foyer / Gloucester classrooms	Far end of astro	Ground floor Gloucester
Year 11	Gloucester Hall	Gloucester Courtyard / Lancaster Tennis court	1 st floor Gloucester
Post 16	6 th Form Common room	Lancaster Yard	Wingfield

Timings of the day

For Years 7 – 10, our timings remain the same. For Year 11 and Post 16 there is a temporary change. For the first week back, between Monday 8th March and Friday 12th March, there will be no Period 6, however, Period 5 will finish at 3:15pm to allow for the staggered finish.

Period 6 will re-start for Year 11 and Post 16 from Monday 15th March.

Uniform

When students return to school for their lessons they will be required to wear full uniform. If you are worried that your child may have grown out of their uniform over the last few weeks, there are two options.

1. Last week we have been in touch with our uniform supplier Scholars. Although they are currently closed, you are able to mail order products. This can be done through their website: <http://www.scholars-uk.com/>
2. At school we have a second-hand uniform shop and will ensure it is open each day this week between 9am and 3pm. If you would like to purchase any second-hand uniform, please come to the school reception to have a look.

Shoes

As you know our uniform policy is black, leather polishable shoes. When students return, as far as possible we would like to maintain this. Currently shoes can be purchased online or in some supermarkets. However, we recognise that shoe shops are not open until April 12th and there may be some exceptional circumstances where children have outgrown their shoes and they require shoe shops to re-open in order to replace them. In these circumstances we would ask that you provide a written note / letter for your child to carry on their return to school. These students will then be able to wear sensible alternative shoes. Currently shoe shops are due to re-open on April 12th. We will then expect all students back in proper school shoes as per our policy when they return to school after the Easter holiday on Tuesday 20th April.

Well-being

The well-being of our students is constantly in our thoughts and we will be doing all we can to aid a smooth transition back into school. When students return to school we will be having a series of assemblies and activities to support them, as well as time with their tutors to discuss aspects of mental health and support. As we move forward throughout the term we will continue to embed this work into a range of areas across the school. We know a lot of children are feeling anxious about returning to school and it is important to us that they are fully supported to allow for a smooth transition back into school life.





Finally

I would like to thank parents for their ongoing support and patience throughout this unprecedented time – you have all been great! We have really appreciated the kind emails and messages that many of you have sent.

Throughout the whole pandemic we have studied each piece of guidance and tried to develop plans that ensure the health and safety of our community whilst maintaining standards and levels of engagement. We are aware that many of the precautions in place are emotive and in truth, we are all really looking forward to removing restrictions, however, at the moment it is still important that we continue to do all we can to limit the spread of the disease.

If you would like to join us tomorrow (Thursday 4th March) at 4:00pm for our webinar we will be discussing the return to school and answering any questions you or your child may have. The link is here: [Join the meeting here](#)

Keep safe and well everyone,

Paul Skipp
Headteacher

