

Dear Parents/Carers,

RE-OPENING TO ALL STUDENTS IN SEPTEMBER 2020

We hope that this letter finds you and your families safe and well. It has certainly been a very challenging few months for all of us and we would like to take this opportunity to thank you for your continuing support.

As we are approaching the last few days of the summer term, we thought that it would be helpful to let you know about possible plans to reopen the school to all students on September 4th. You will probably already know that the government intends all schools to re-open fully to **all students**, Yr 7 - 13. The prolonged absence from school for the majority of our students has been a real cause for concern, both academically and socially. We recognise that this could have a long term impact on our students' future economic prosperity, as well as their long term health and well-being. In this context. We are pleased to be able to start planning for the return of all year groups. We have really missed all the children and are looking forward to seeing them all again, even if it will mean in slightly different circumstances. Our plans will incorporate all the current government advice and will also build on our experience gained from the successful Year 10 and Year 12 programmes that have been running over these last few weeks.

The purpose of this letter is to give you some headline information now about what school will look like for your children in September.

Attendance

The first key point is that full time attendance from September will be **compulsory** unless students are self-isolating in accordance with the most up to date public health advice, have symptoms of COVID19, have had a positive test result, or are in close contact with someone else who has or is unwell with any other non-COVID19 related illness. We will return to the normal procedures for following up and reporting on student absence.

Health and safety procedures

There are a range of essential measures that schools, parents and students will all have to put in place and comply with, to ensure health and safety requirements around prevention are met. Many of these are similar to the arrangements currently in place for Years 10, 12 and the key workers' children, although their application may be, over time, a little different in light of the on-going decline in infection and transmission rates. These measures will include robust hand and respiratory hygiene

for everyone, enhanced cleaning arrangements, active engagement with NHS Test and Trace as well as an absolute understanding by **all** our school community that people who are symptomatic, or have someone in their household who is, **observe fully the advice from Public Health England to remain at home.**

[Latest NHS Advice](#)

[How to get a free Covid Test](#)

[NHS Test and Trace Advice](#)

You might also find it helpful to follow the links to the information below.

[Gov advice - What parents need to know about schools reopening](#)

[Most recent advice to schools](#)

Proposed Arrangements for students onsite

Please be advised that we will have our usual timetable, Plan A, in place but anticipate that we will have to resort to plan B for at least the first half of the autumn term in the first instance. This means we have planned for a range of different circumstances.

Arrival and Exit Gates

In order to alleviate numbers at entrances and exits and enforce social distancing,, we will be expecting year groups to access and exit the school site via five different points. Please remind students that they must not loiter around exits at the end of the school day and that they are expected to make their way home immediately, quietly and calmly, without leaving **any** litter. We must remain mindful that our school is in a residential area. Entrances will be closed at 8:30am.

Year 7 and 8 Elder Road car park entrance

(please be advised that there will be NO parking on site and that any parents wanting to pick up their child by car are asked to park away from the site and walk to the gate)



Year 9 Woodvale Estate /Tivoli Road Entrance Pic 1 into what was the Yr 7 playground behind science. Also accessed via Elder Rd St Luke's School bus stop 432 **Pic 2**



Pic 1



Pic 2

Year 10 and Year 11 Crown Dale

Year 12 and 13 Unity Close (Crown Dale Side entrance, opposite Crown Dale Medical Centre)



Timings of the School Day

Yr 7 - 11 children will be asked to attend at 8.30am and leave at the end of the day (unless they have a detention). They should go straight home. Remember that, as parents, you have signed our Home School Agreement and are expected to support us by discouraging your child from loitering at Crown Point or other local areas at the end of the school day. Students should not arrive any earlier on site than 8am.

Sixth Form

ALL Year 12 & 13 will come into school as normal, will register, have tutor time and remain on site until lunchtime. Only those who **DO NOT** have lessons in the afternoon will be given permission to leave at the start of lunchtime. Students will

NOT be allowed back onsite once they have left. Sixth Form will **NOT** be permitted to go offsite for refreshments during the day.

Lower School (Y7-9)	
Arrival	08.30 - 09.00
Session 1 09.00 - 10.30	
Break	10.30 - 11.00
Session 2 11.00 - 12.30	
Lunch	12.30 - 13.20
Session 3 13.20 - 14.50	

Upper School (Y10-13)	
Arrival	08.30 - 09.00
Session 1 09.00 - 11.15	
Lunch	11.15 - 12.00
Session 2 12.00 - 14.15	

In school arrangements

Social distancing will remain important, but group sizes can now include a whole year group as an operational unit. We are therefore expected to set up arrangements to ensure that students in each year group form their own protected bubble/pod in order to reduce the extent of any transmission risk and to enable quick and decisive action to be taken in the event of any member of a year group testing positive for the virus. There will still need to be social distancing measures in place within that protected unit where possible, as there are in the world outside of school. In addition, we have confirmed the following;

- Year groups will form 'mega bubbles'
- Bubbles will stay in allocated zones to minimise transitions and travel around the site
- The zones will have designated school entrance/exit, outdoor space, toilets & classrooms
- Staff will move to zones to teach; students will stay in zones throughout
- We are doing what we can to make arrangements for students to move to access specialist teaching rooms
- The whole school will follow a two week timetable. Upper school (6th form, Yr 11 & Yr 10) will have two triple lessons per day -lunch but **no** morning break. Lower school (years 7, 8, 9) will have three double sessions per day with break and lunch
- Handwashing will take place regularly through the day - clean hands will be emphasised with the use of sanitisers across school site
- We will introduce phased lunch times that will allow for deep cleaning between each year group's useage.
- Students will be allowed to take books home from school

- Students MUST take responsibility for their books and belongings
- Students will be seated facing forwards in rows. Staff will teach from the 'teacher zone' at the front of the classroom

Equipment

Please ensure that your child is fully equipped for school with a proper school bag. Their pencil case must include;

- A calculator
- Black, red and green biros
- A ruler
- Glue Stick
- Colouring pens/pencils
- Rubber
- Pencil sharpener

If needed, the school will provide scissors and compasses.

Curriculum

As you would expect, the curriculum will be broad and ambitious from September, but with flexibility to create time to cover the most important missed content. Staff will be preparing to make adjustments that will address any shortfalls in learning that have arisen as a result of the lockdown and engagement in remote learning. We will be providing a full daily timetable for your child which will cover all the subjects relevant to their year group/pathway/programme during the course of each week. We will also be looking at our pastoral programme so that we can support the rebuilding of friendships and social engagement and support students with approaches to improving their physical and mental well-being.

Extra Curricular

We think that it is very important to start simply on our return, giving us the opportunity to gradually, over time, introduce many of the extra curricular aspects of the school that we feel so passionate about. For example, initially we will not be able to offer Breakfast Club, early morning and afterschool library sessions, trips and visits or after school clubs.

Pastoral Support and Wellbeing

We recognise the importance of providing support for more vulnerable students or those who have had a difficult lockdown. Please be assured that staff are currently undertaking training and will continue to do so into the new term. We will be working

with families to help identify students and provide the most appropriate support. Please make us aware of any personal circumstances that might make your child's return to school particularly difficult.

Registration in year group zones will happen daily from 8.40-9am. We know that activities such as our LTAs, equipment, uniform and welfare checks are going to be very important and will set the correct tone for the day.

Regular assemblies will be shared via video links in form rooms to all students.

PE and Dance

Students will come into school in their proper PE kit on those days to avoid having to change in small spaces. Please see the correct PE kit in the student handbook on the website.

[Student Handbook PE Dance kit p16](#)

PE will take place outside wherever possible. We will not be teaching any contact sports. Students may choose to wear a plain waterproof cagoule in the event of wet weather outside. Dance spaces will be ventilated and social distancing observed.

Catering

On our return, we anticipate that our lunch menu will be limited, at least for the first few weeks of term. **Please encourage your child to bring in their own snacks, packed lunch and a refillable water bottle.** We will allow students to use the water fountains to fill bottles but **NOT** to drink from. Lunch will be mostly takeaway. Lunch arrangements will be staggered. We will **NOT** be offering breakfast club, morning tuck or afterschool snack facilities.

Year Group Timings for Lunch

Key Stage 3

Year 7 12:20- 12:40

Year 8 12:45- 1pm

Year 9 1:05 - 1:20

Key Stage 4 and Sixth Form

No mid morning break for Key Stage 4 and 5

Year 10 11:40-12pm

Year 11 11:15- 11:35

Year 12/13 11:15 - 12pm (ONLY - If they are remaining on site for afternoon lessons)

Travel to and from school

In line with TFL and government guidance, any student who chooses to use public transport to get to and from school **must** wear a face mask. It will be parents'

responsibility to ensure that their child has a face mask to wear to and from school. Spaces on buses will also be very restricted, with a max of passengers at any one time - currently 20. Even though the local authority is working with bus companies, we know that this will potentially cause issues for many students. We would like to encourage students to walk whenever possible, building in time for possibly a longer journey to and from school to avoid lateness. We anticipate more students wanting to cycle too. If coming to school by bike, students should be encouraged to wear a helmet and must bring a lock to secure their bike safely in the school bike sheds. Even though the government is proposing to introduce a trial for 'hired' electric scooters, they are **not** allowed on school site as there is increased risk associated with their batteries and we do not have the capacity to charge or store them on site. Please note that TFL are planning on phasing out free bus travel for children.

Wisepay

We will be asking parents to top up their Wise pay accounts remotely from home. There will not be the opportunity for them to use cash in school to top up. This means parents should ensure there is money on their child's account before they come to school.

Uniform

Not surprisingly, we have experienced issues with the supply of some items of uniform with restricted sizes in blazers at the moment. We are hoping that this will be resolved by mid August.

Our Provisional Opening Times for the Uniform Shop this summer will be;
w/c Monday 24th August Monday, Tuesday, Wednesday, Thursday and Friday.
w/c Monday 31st August (**NOT** Monday Bank Holiday) Tuesday and Wednesday.

Please check the school website to confirm opening times. We will be using a 'School Cloud' booking system for pre arranged appointments. There will **NOT** be the opportunity to try garments on or pay by cash. Sizing and pricing information will be on the website under the Parent Tab - Uniform. Parents are advised to purchase non specific items, white shirts, black trousers or skirts, black shoes etc from the usual outlets.

We will be operating card/Wisepay systems only - **there will be NO cash transactions.**

Please remember our expectations for uniform and jewellery. Students may wear a watch and **one pair of small stud earrings.** Hair ornaments should be black or purple and small. Multiple ear piercings, nose studs, lip studs or tongue studs are

NOT allowed. Please follow the link below for clarity on uniform expectations with regards hairstyles, colours, nails and shoes.

[Uniform P12 - 17 of Student Handbook](#)

Start of term

Finally, just to confirm that term will start on **Friday 4th September 2020 for all students. Please be advised that there will be NO ONSITE CATERING on Friday 4th September - all children must bring their own water bottles and snacks.**

Reminders will be sent to families with details of the year group orientation sessions that they will attend at the beginning of September. We will be adding updates to our behaviour policy which will be communicated to students with regular reminders during registration. Lesson time will also reinforce this. **Please check your emails and the school website towards the end of the holiday for more information.**

	Arrival	Leave site	Via entrance
Year 7	8:30am	12pm	Elder Road
Year 8	8.30am	10.30am	Elder Road
Yr 9	10:45am	12:45pm	Woodvale Estate Tivoli Rd Elder Rd <i>Please see pics</i>
Yr 10	10:45am	12:45pm	Crown Dale
Yr 11	1pm	3pm	Crown Dale
Yr 13	1pm	3pm	Unity Close

Please note - Yr 12's first day will be Monday 7th September at 8:30am. Entrance via Unity Close.

GCSE Results Day and Sixth Form Enrollment

In light of current guidelines, we will be introducing new arrangements for GCSE Results Day. This along with information about A Level Results Day can be found on the school website.

[Please follow this link for GCSE Results and Sixth Form enrolment info](#)

Free School Meal Vouchers

Vouchers will continue to be issued electronically over the summer to those who qualify.

Many of you will have heard on the news that there is emerging new data about how COVID is being spread. Please rest assured that our planning will continue to adapt to any new guidance that comes out.

On behalf of us all at the Norwood School, may I wish you and your families all a safe and happy summer.

With kindest regards,
Mrs Webster