

## **A Warm Welcome to All Students and Families**

### **September 1st 2020**

Dear Parents, Guardians, Carers,

Subsequent to our previous letters at the end of the summer term and following the belated advice from government issued late on Friday night, I am writing to share the comprehensive and carefully considered arrangements that Norwood has put in place to minimise risk for all site users and to, hopefully, continue to provide informed reassurance where this is still needed. We have been keeping up to date with current government guidance, although at the moment this does seem to be changing rather rapidly. We have also listened to feedback from parents and tried, where possible, to incorporate their suggestions into our planning.

Feedback from staff, students and parents was overwhelmingly positive with respect to our return to school planning, preparations and procedures in the Summer term 2020 for our current Years 11 and 13. We expect to build on that success when the school reopens to the entire school. As we approach the start of the new academic year, we would like to express our appreciation once again to so many wonderful parents and students for their incredible support since the outbreak of the COVID-19 pandemic. We especially wish to thank parents for all they have done to date to encourage their children to engage positively with the virtual delivery of educational provision.

[Most recent DfE updated guidance can be accessed here.](#)

We recognise that some parents and students have legitimate worries and anxieties regarding any full reopening of the school. We have endeavoured to address each and every concern, to the best of our ability, where possible. Whilst it is a mandatory national requirement that all students should return to school at the designated start of term in September 2020, we shall continue to work closely with families who, for specific reasons feel that their child may be unable or unready to return to school immediately without further discussion. We are committed to engaging in constructive dialogue to ensure that all parents have the confidence in the school to send their child back to on-site education with us and to explore every possible avenue prior to being compelled to consider more stringent statutory action in line with government expectations.

The purpose of this letter is to share with parents and students our reopening plans for September 2020, with the proviso that our approaches will almost certainly need to be reviewed and adapted at very short notice, depending on the developing national or local situation.

We also realise that there is a considerable amount of information provided in this communication but feel that this is essential to ensure that parents have the necessary information to make informed decisions on behalf of their children.

### **Arrangements for the Start of the Autumn Term 2020**

The school will reopen for all students at the start of the Autumn term in September 2020 with students arranged in distinct small mini-year group class bubbles for risk management, organisational and educational purposes. Student to student physical interaction will therefore be limited to within their own bubble, where possible, in line with the latest guidance for minimising transmission of COVID-19 within school populations.

The return of students to school at the start of the Autumn term will be staggered as outlined in our July letter and will include a reorientation session for all year groups focused on keeping themselves safe at and when travelling to and from school.

### **Staggered Return by Year Group for the Autumn Term 2020**

**Friday September 4th 2020**

**Please be advised that there will be NO ONSITE CATERING on Friday 4th September - all children must bring their own water bottles and snacks. Students will arrive via their designated entrance and will be directed to their year group bubble outside space to meet the tutor teams and Head of Year.**

**Yr 12 First Day of School will be Monday 7th September at 8:30am via Unity Close Entrance.**

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

Yr 13	1pm	3pm	Unity Close
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### **Outside/Break time spaces**

- Year 7 Lower Playground outside the Sports Hall.
- Year 8 Muga and New Playground outside T Block
- Year 9 Back Playground outside Science
- Year 10 Top Front Quad
- Year 11 Outside Theatre and Lower Dance Studio
- Sixth Form Outside Front Reception and Atrium

**Normal School resumes for ALL students from Monday 7th September at 8:30am**

### **Reorganisation of the School Day**

As we explained in July, during the school day, each year group bubble will largely remain in one designated area (zone) within the school. For many lessons and where possible, this will be in a fixed classroom base to minimise movement and contact. Student classrooms will be organised to ensure students are facing the front, rather than each other and maximum space has been created through the removal of non-essential furniture in each location.

In line with government guidance, we will be restricting any non-essential mixing of year groups and minimising cross bubble contact. Students will be able to make use of specialist teaching spaces on a rotational basis and areas will be thoroughly cleaned before any use by a different year group or other bubble during the day if appropriate and as necessary.

Year groups will be based in 'zones' allocated within the main school site. Further details on exact zonal allocations will be discussed further with the students during their reorientation sessions.

Whilst it will not be possible to enforce strict social distancing at all times, there will be a clearly articulated expectation that within bubbles, students & staff will maintain as much distance between each other as possible. As part of this approach, staff will usually seek to maintain a routine 2 metre distance from students at all times. Students should also seek to maintain this distance from each other. In addition, for students and staff, an even stricter 'no touching' policy will be in operation and enforced at all times with a ladder of sanctions applied as appropriate.

## 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**





**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.

Students will start and finish school each day as outlined below. This variation to the traditional times of the school day will be maintained until further notice.

### **Lower School Yr 7 - 9**

**Arrival 8 - 8:30am**

**Session 1 9 - 10:30am**

Break 10:30 - 11am

**Session 2 11 - 12:30pm**

Lunch 12:30 - 1:20pm

**Session 3 13:20 - 2:50pm**

### **Upper School Yr 10 - 13**

**Arrival 8 - 8:30am**

**Session 1 9 - 11:15am**

Lunch 11:15 - 12pm

**Session 2 12 - 2:15pm**

On arrival to school, students will proceed to a designated area of the school site and proceed directly to their lessons. Students are not permitted to move around the school into unauthorised areas to prevent mixing of year group bubbles. Each zonal area will be allocated toilets to be used by the designated year group bubble, including for regular hand washing in line with our new hygiene protocols.

Students who arrive late to school will be required to report to Reception at the front of the school. They will be registered and then guided by staff to their year group bubble zonal area.

Whilst we understand particular challenges students might face travelling to and from school in the Autumn term, we shall be raising our usual high expectations with regards to student punctuality even further. ***As such, we ask that students allow additional time for travelling to school each day, including time to enable them to access their designated entry points to the school site.***

## **Face Coverings**

This is probably the most fast moving discussion point at the moment. In light of the advice put out by the World Health Organisation on 21st August, our approach now is that, if students wish to wear face masks whilst in areas of highest student density, for example whilst arriving at school and in other communal areas, they may do so. Please be advised that systems will be in operation whilst moving around the school buildings and that we will recommend students wear face coverings, should they wish to, in communal areas in between lessons.

However the taking on and off of masks must be done properly or this process could itself raise the infection risk. We would encourage students not to wear masks in lessons as we think this will impede their learning. However, we do recognise that there are one or two vulnerable students who may prefer to keep their masks on in lessons and we will take a relaxed approach towards this, please communicate with your child's Head of Year if you think this might be the case for your son or daughter. Students wanting to wear masks everywhere except in class must have their mask on when they arrive at school. Students will then need to keep them on whilst lining up and whilst they are escorted through their building to their classroom. Students should then clean their hands using the sanitiser outside the classroom before and after taking off their mask, which must then be put in an individual sealable plastic bag inside their school bag. Masks should be **re-useable**, and sensible and appropriate for a school setting. Students should bring an appropriate face covering to school each day **along with a plastic bag for secure and safe storage**. We will keep a small number of masks for students if they arrive wearing a mask that we do not feel suitable for a school setting and we will ask them to exchange masks following the above health and safety routines. We will keep the situation under review and get back to you if there are further changes in the national advice.

## **Regular Hand washing and Sanitising**

We will continue to encourage students to wash their hands regularly and promote the 'Catch it, bin it, kill it' approach for any sneezes or coughs. These expectations will be reinforced during the initial reorientation sessions for all year groups at the start of term and regularly throughout the remainder of the academic year. Enhanced signage and information posters have been put in place across the entire school site for this purpose. We recommend that all students have their own small bottles of hand sanitiser in addition to those installed in school.

## **Uniform Expectations and PE/Dance**

Full school uniform should be worn by students at all times in line with the latest clinical evidence regarding minimal transmission rates from such items. To facilitate effective Health and Safety arrangements, students will be permitted to attend school in their official Norwood PE kit on days when they have PE lessons on their timetable. 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.

**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 Guidance on Website](#)  
[Students Handbook Behaviour. Safety and Conduct](#)

## **Educational Provision**

We are pleased to be able to inform you that students will continue to receive the full range of subjects on-site as part of their allocated timetable and our broad and balanced curriculum offer. This includes option subjects, including Languages for students in Key Stage 3 and GCSE/A Level option courses for students in Years 10-13. Students will be assessed on their return to school to identify gaps in their learning and to ensure that programmes of study address any areas where catch-up learning and a 'recovery curriculum' is required.

The school will use additional Catch-up funding and resources provided under the National Tutoring Programme from September 2020 to facilitate rapid student progress. Further details will be provided separately as and when provision is established.

Further information will be shared in due course with Year 11 & 13 students and parents regarding expected arrangements for the Summer 2021 examination season, as well as any national modifications to specifications, schedules and examination content.

Should provision for a year group bubble be suspended as a result of confirmed cases of COVID-19 at the school, or as part of a local lockdown, the school will

revert to online educational provision incorporating lessons delivered by Google Classroom/Zoom and student independent tasks communicated by SMHW. Again, this will follow the model used successfully since March 2020.

### **Music Instrumental Lessons**

We have yet to confirm arrangements for visiting Peripatetic music staff. Further details about instrumental lessons will be issued in due course by Mr Townsend Head of Music and Mr Crisp Head of Performing Arts. Thank you for your patience.

### **Extra Curricular**

Fixtures and sporting matches will not be played until permitted by government guidance but year-based teams may be allowed to train subject to health and safety requirements. Unfortunately after school clubs and extracurricular activities will be temporarily suspended until further notice.

### **Equipment Reminder**

In order to help lower the risk of contamination and infection, students will need to ensure that they bring with them the exercise books and lessons resources they will need for the day.

***Please also note that students are not permitted to share items of personal equipment, e.g. pens, pencils etc., with each other.*** Students will continue to have access to resources for learning within the classroom and their allocated bubble. These will be cleaned and appropriate steps taken to minimise risk.

### **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.

Key Stage 4 and 5 Visual Arts Sketchbooks can be purchased via the VA online Shop - using WISEPAY.

### **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 have undertaken 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 by contacting their Head of Year in the first instance.

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.

### **Catering Arrangements**

Students should bring with them to school their own personal water bottle each day which must not be shared with any other student.

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.

### **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.

Student lunchtimes will be staggered by year group bubble as displayed below.

### **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)

### **Travelling to and from School**

Students will be encouraged wherever possible to walk, cycle or be driven to school. If students must use public transport, they will be required to wear a face covering during their journey which would need to be removed and placed in a sealable plastic bag or container when they arrive at school. Students should use hand sanitiser after removing their face covering. An explanation as to how to safely apply and remove a face covering will be provided to students as part of the reorientation process.

Parents who are planning to drive or escort their children to school are asked not to congregate at the entrances to the school and instead to drop off their children a short distance from their assigned entrance. **PLEASE DO NOT PARK ON YELLOW ZIG ZAG LINES OUTSIDE THE SCHOOL.**

Staff will be on duty at the entrances to the school and in the local area, including bus stops, at key times to supervise student arrivals and departures.

### **Behaviour**

As you would expect, the school will have even higher expectations of student conduct in and around the school site during this indefinite period.

Accordingly, we have revised our school Behaviour Policy to reflect our increased expectations that students will fully comply with all health and safety requirements including social distancing. In addition, we have specifically identified actions which would be classed as serious breaches of the school's policies, such as deliberately coughing on another individual or seeking to cause distress by referring to Covid related matters.

[Behaviour Policy](#)

[The Norwood School Handbook Behaviour Safety and Conduct](#)

We fully understand that some students will feel apprehensive about returning to school after such a long time away. Our pastoral teams are therefore taking particular steps to further develop a programme of well-being within the pastoral curriculum and will also provide time and space for any worries or concerns to be addressed. We want each student to be able to enjoy being back at school.

Alongside this, we shall be continuing to offer enhanced counselling services and supportive therapies for our students as required.

### **Health & Safety Considerations to Remember**

Students who are unwell, display symptoms of and/or test positive for COVID-19 regardless of whether they demonstrate symptoms **must not** attend school. Symptoms include, but are not limited to, a high temperature, a recent loss of smell (anosmia) or a new continuous cough.

[Further information regarding COVID-19 symptoms can be accessed here.](#)

Affected students must isolate at home for 10 days from the start of their symptoms or receipt of a positive test.

*Please note that where a student tests positive for COVID-19 but is asymptomatic (displays no obvious symptoms) and then develops symptoms within the 10-day isolation period, they must begin a new period of 10-days isolation from the first day of symptoms.*

Where symptoms develop at school, affected students will be isolated and their parents contacted for them to be collected. Parents of such students will be required to arrange for their child to have a COVID-19 test as soon as possible, ideally on the same day and must inform the school of the outcome once it has become available by contacting [\*\*covidnotification@thenorwoodschool.org\*\*](mailto:covidnotification@thenorwoodschool.org).

[Further details on track and trace or how to arrange a test can be accessed here.](#)

Students who live in the same household as someone who displays symptoms of or who receives a positive test result for COVID-19 must not attend school. They will instead be required to isolate at home for 14 days from the start of the period that the person in their household began to display symptoms or from the date the positive result was received. Should they then start to display symptoms, they must isolate for a period of 10 days regardless of where they are within the 14-day initial period. In such situations, the school must be informed as soon as possible through the contact outlined above.

If a student tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self isolating until their

temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

[Guidance on self-isolation can be accessed here.](#)

If a student tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

Students who have been overseas during the Summer holiday to a country where a period of 14-days quarantine is required on return to the UK must not attend school until this period has elapsed. Where a student is quarantining as described above, the school must be informed as soon as possible via the school office and or your child's Head of Year.

The Norwood School will engage with the NHS Test and Trace system and will keep records of who students come in to contact with during their time at school to enable effective liaison with the authorities as required to ensure maximum protection for the school community. Details of all visitors to the school will also be captured and retained for such purposes.

In the event of students or staff at the school testing positive for COVID-19, the school will take direction from the appropriate authorities in regards to the next steps required. Parents are advised that in such cases, those individuals identified as having been in close contact with an individual who has tested positive for COVID-19 would be required to remain at home, undergo a test and isolate for a period of 14-days. If they then subsequently developed symptoms themselves or tested positive, they would be required to isolate for a period not less than 10-days.

All areas of the school will receive more frequent, enhanced and specialist cleaning in line with our enhanced Risk Assessments. This will include regular deep cleaning of the site, as well as wiping down of areas and any specialist equipment at the end of sessions.

A copy of the updated Risk Assessment and amended Behaviour Policy have been updated on the [school website here.](#)

We understand that whilst the national programme of 'shielding' for clinically vulnerable individuals has now been 'paused', they may be a very small number of

students who have a clinical diagnosis which prevents them from returning to school. In such cases, this should be communicated to us via your child's Head of Year. Where parents of students who were previously shielding remain concerned about their child returning to school, we would ask that they remain in communication with their Head of Year for guidance and support.

**You might also find the following resources helpful:**

[EBUG](#)

**A resource that helps explain to children of primary and secondary age about Covid 19 and how to keep safe.**

[Back to School Safely](#)

**Government guidance for parents on supporting your child's return to school**

**If you would like to find out more about preparations for school return**, Lambeth Council would like to invite you to an **online meeting** where you can talk to staff from Education, Children's Social Care and Public Health to hear about our preparation and answer your questions. This will be held on Thursday 3<sup>rd</sup> September between 2:00-3:00pm. There will be a live question and answer feature during the session, you can also submit your questions in advance.

[\*Book a place on the webinar here\*](#)

[\*Submit a question for the Back to School Webinar here\*](#)

***Parents are requested not to attend the school site during the Autumn term without an appointment.***

Everyone at The Norwood School is really looking forward to welcoming our students back. We accept that the academic year ahead may still be subject to some interruptions but we remain entirely focused on making sure that every student continues to learn and thrive.

Yours sincerely,

Mrs Webster

Head teacher