

12 June 2020

Dear Families,

Following the successful reintegration of Year 6 and Year 10 pupils over the last two weeks, I am writing to inform you of the arrangements for your child's return to school.

We are looking forward to the return of Year 8 and Year 9 pupils from Wednesday 17<sup>th</sup> June and Year 7 and Key Stage 2 pupils from Wednesday 24<sup>th</sup> June. They will then follow a fortnightly timetable where they are in school for two days or three days per week on rotation. Please find the details of when your child will be in school for weeks commencing 15<sup>th</sup> June, 22<sup>nd</sup> June and 29<sup>th</sup> June on the attached timetable.

We have updated risk assessments, rooming, staffing, specific, signed pedestrian routes, one-way routes, access to buildings and the timetabling of the school day to keep everyone safe.

All pupils will be expected to attend in school uniform, except for on the day they have PE on which they are encouraged to attend in their school PE kit. Your child's specific timetable will be given to them on their first day back so please send your child in school uniform on the first day back. Please send your child with coats and hats as appropriate and apply high SPF to your child in the morning as required. Your child can bring in a lunch box, but should not bring any bags, toys, games, or electronic devices into school.

Pupils will arrive and depart at staggered times as follows:

Year Group	Arrival Time	Departure Time
Years 3, 4, 5 and 6	09:10	14:10
Years 9 and 10	09:20	14:30
Years 7 and 8	09:30	14:20

Families need to make sure they have advised taxi companies of the revised timetable above. They will be expected to wait inside their taxis until collected by a member of staff who will take them to their designated classroom via their own allocated pedestrian route.

Pupils in Key Stage 2, Year 7 and Year 8 will be in small groups of 3-5, with one teacher and one member of support staff. Each group will have an allocated classroom base in the area specified on the attached timetable. They will remain in these groups throughout the day when working in the classroom; however, they will have the opportunity to see their friends from across their year group during break times in a designated area to promote social distancing. Pupils in Year 9 and 10 will have a similar set up, however, different teaching staff from the team allocated to this group will deliver their subject specialisms.

Pupils will be allocated a table, chair, access to a laptop and tray of equipment for their own personal use and will be expected to sit in their allocated place unless instructed to move by a member of staff. Pupils will be provided with all the equipment they need to undertake learning in the classroom. Please do not send in any

equipment from home. All pupils need to bring in their own, labelled, water bottle that will remain at school and be filled with clean water and sterilised each day.

All pupils will be having lunch in their allocated classroom. Those who have a school lunch will have it taken to them by a member of staff; in the morning they will choose their lunch from the menu.

A strict and frequent handwashing procedure will be in place for all pupils and staff. Pupils and staff will be expected to wash their hands on arrival in school and at set times throughout the school day, including when they have used a tissue in class. All tissues will be put into lidded bins in classrooms that will be emptied regularly. All pupils will be expected to follow our Social Communication Programme targets for COVID, a copy of which I am enclosing with this letter. Also enclosed is a welcome back letter to our pupils that details the changes and new rules that they must follow, highlighted by our 'Change Triangle', and introduces the 'Same Square' to reassure them that there are some things that will still be the same in school. It would be helpful if you could go through these with your child before they come back in to school.

If your child appears unwell, or is displaying any symptoms associated with Covid 19, please keep him/her at home and inform the school immediately.

When your child is in transit to, and in school it is vital that we can contact you at all times in case they become unwell; please ensure that we have up to date contact details for 3 named adults who can be called upon.

We have an isolation room in Phoenix House that a child can be taken to if they should become unwell. This room has ensuite facilities and will be monitored by surgery staff. However, the expectation is that you would collect/ arrange for your child to be collected from school and arrange a test as soon as possible.

If your child struggles to follow staff direction around strict Covid 19 measures, we will contact you directly.

At the end of the school day, children will be escorted to their taxis by staff. Please be aware, that if you transport your child into school you will be expected to remain in your car and there are no toilet facilities available on site for visitors.

**Pupils who have been attending the activities groups to date will have access to their current arrangements on Monday 15<sup>th</sup> and Tuesday 16<sup>th</sup> June. From Wednesday 17<sup>th</sup> June, this timetable comes into effect for all pupils. If you are a keyworker and therefore require more provision, please contact the school.**

Finally, please find attached the **Handbook for Returning to School** which outlines the full measures the school is taking to support pupils, staff and families to access school and education safely that have been summarised in this letter. Thank you for your continued support.

Yours sincerely



**Angela Drayton**  
Principal and Regional Lead for Surrey & Sussex Hub

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