

July 2020

Dear Parents and Carers

I hope this letter finds you well.

I am sure you were equally relieved to hear of the government's intention to have all students return to school in September. Whilst the guidance provided poses some logistical and organisational challenges, we have undertaken substantial planning and consultation to ensure the high-quality provision you would expect for the start of the new academic year.

As I am sure you will agree, now it is safe to do so, it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Nevertheless, the guidance provided to schools has meant we have had to make some substantial and temporary changes to the routines, systems, and organisation of the school, which are outlined in the detailed information below. I apologise for the depth and detail contained in the letter but hope you appreciate the need to convey this essential information before the commencement of the summer break.

### **Hygiene, Health and Safety**

As you will hopefully be aware, any person showing signs of Covid-19 must strictly follow the government guideline and advice, which is available by clicking [here](#).

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website ([click here for information](#)) or ordered by telephone via NHS 119 for those without access to the internet.

Good hygiene routines remain the most effective way of limiting the spread of infection. For all students and staff attending school, specific protocols will be in place including:

- A requirement that people who are ill stay at home
- Grouping children together and avoiding contact between groups
- Frequent cleaning of communal areas
- Social distancing where and when possible
- Where possible, classroom layouts have been amended to be forward-facing
- Robust hand and respiratory hygiene
- Regular sanitisation of equipment
- Full engagement with NHS test-and-trace protocols

Students will be expected to follow and fully participate in the hygiene measures we have implemented. This will include students being responsible for sanitising their work areas before and after use as well as sanitising specific equipment before and after use. For example, in an IT lesson, every student will be expected to wipe down the mouse and keyboard before and after use. Such measures allow us to run our full curriculum and support every student and member of staff in the school.

## **Face-coverings**

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as students and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and, thus, education.

However, face coverings are required at all times on public transport for children over the age of 11. If a student uses a face covering on their way to school, there will be a specific protocol to be followed on arrival:

- Students must not touch the front of their face during use or when removing a face covering
- Dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them and then clean their hands again before entering a classroom
- They must then wash or sanitise their hands immediately on arrival – as is the case with all students

## **What happens if my child becomes ill with symptoms of Covid-19 whilst in school?**

Your child will be kept isolated at the earliest possible opportunity and you will be informed to enable immediate collection. It is therefore vital that we have 2 emergency contact details for you in school. Please email the enquiry line to update your details if these have changed.

Upon collection you should arrange for a test at the earliest opportunity and the school will engage fully with the NHS test and trace system.

## **Attendance**

There has always been a clear link between good attendance and good progress in school.

In the current context, this is more important than ever before. In accordance with the government guidance, it is important for me to emphasise that, whilst we will provide support where needed, attendance is compulsory for all students and it is the parents' or carers' duty to ensure their child attends regularly.

## **Students who are self-isolating or following formal clinical shielding advice**

Where a student is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education.

Where children are not able to attend school as parents or carers are following clinical and/or public health advice, absence will not be penalised.

## **Students and families who are anxious about returning to school**

Whilst all other students must attend school, we will naturally bear in mind the concerns of students, parents and households who may be reluctant or anxious about returning and put the right support in place to address this.

This may include students who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

Whilst I hope the information in this letter provides reassurance around the measures we are taking,

please contact the relevant pastoral manager at the earliest opportunity if there is a specific issue or concern you would like to discuss.

### Curriculum 'bubbles'

One of the most significant measures for the school is the creation of curriculum 'bubbles', which allow students to be maintained in specific groups, limiting interaction with other 'bubbles' as much as possible.

We have organised students into year-group bubbles. Each year-group bubble will be allocated a set of 'home-rooms', which is, effectively, an area of the school in which the vast majority of their lessons will take place.

For example, Year 7 students will predominantly be housed in the Maths block. All lessons, which do not require a specialist room, will take place within this area. Students will move between rooms where, for example, different ability setting is required but will still remain in the 'home area'.

Where specialist rooms are required, for example, in DT, Art, Music, PE, IT or Science, these are not always allocated to a specific year group and will be available for use as required in the timetable. However, specific cleaning protocols will be implemented in between use by different groups.

Importantly, student movement around the school site will be minimal and teachers will move to the students, rather than the traditional movement of students from room to room.

### Curriculum content

We are pleased to confirm that students will continue to follow a broad and balanced curriculum in all year groups.

Teaching staff have worked hard over recent weeks to adapt planning for September and to ensure that learning time is maximised and focused on essential teaching to build new knowledge, understanding and skills. No student will be disadvantaged, or sanctioned, as a result of the work not completed during lockdown.

### Student arrival at school

Students should arrive at school at the normal time and wait on the school playground. Areas for each year group will be clearly signed. Entrance into the building will need to be slightly staggered to allow us to manage students effectively and to minimise potential mixing between different bubbles. The table below sets out the arrangements:

Year	Arrival Time	Entrance Route
7	9:00	Maths block top entrance by undercover area
8	9:00	Music entrance from the back of the music block
9	9:10	Humanities door
10	9:10	Music entrance from the back of the music block
11	8:50	Music entrance from the back of the music block
Sixth Form	8:50	Go directly to the sixth form centre on arrival, via the PE entrance.

Please note, except for on the first day for Year 7, there is no access to the school building from the front of school. Students should use all entrance gates into school and congregate on the playground, except for sixth form who can go directly to the sixth form centre on arrival. Students will not be allowed into the school building before the allocated times above. **End of School**

To facilitate the smooth end to the school day, and to provide a distinct gap between different bubbles,

leaving lessons, students will be dismissed from their lessons at staggered times and through different entrances.

Year	Dismissal Time	Exit Route
7	3:00	Door 7 exit
8	3:10	Door 7 exit
9	3:10	Humanities exit and student exit front of school (dependent on nearest exit to form room and one way system)
10	3:10	English car park exit
11		English car park exit and student exit front of school (dependent on nearest exit to form room and one way system)
Sixth Form	2:45	Technology exit

Students should leave the school site as quickly as possible or join the bus queues on school site in the usual places. If parents are planning to meet Year 7 students, they should park away from the school site and agree a prearranged meeting place with their child. There is insufficient space at the front of the school for everyone to park and/or stand to greet their child as they leave.

### **Tutor Groups**

Students will remain in their tutor groups as normal and form time will take place within the bubbles as described previously. There will therefore be form room changes which will be communicated on the first day for all students.

### **Breakfast, Break and Lunchtimes**

Each year group bubble will have a separate break and lunchtime. For example, when Year 7 are on their lunch break, all other year groups will be in lessons. There will be 15mins break in the morning and 30 minutes at lunchtime.

As lessons will be continuing for all other year groups, students on lunch will be restricted to specific areas of the school, namely the hall, PE toilets and the playground.

We are working with our catering provider Chartwells, to ensure appropriate menus and availability at lunchtime. There will not be a break time provision available until further notice. We have secured funding from The Magic Breakfast company and as a result all students in school will be offered a free breakfast of toasted bagels during their period 1 lesson until the end of March 2021.

### **Equipment**

It will be essential for us to significantly restrict and limit the amount of shared resources and equipment. Accordingly, it is important for all students to have the following:

- Black pens (at least two)
- Green pen
- Pencil(s)
- Ruler
- Scientific calculator
- Knowledge Organiser. The Knowledge Organiser is provided by the school, but it is essential equipment for every day and all students must have it with them. It is their responsibility to maintain and keep safe. Whilst not compulsory items of equipment, we also strongly advise that all students have their own hand-sanitiser and tissues every day, though, naturally, we will also be providing them in school.

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### **Behaviour Policy and Expectations**

As I am sure you appreciate the arrangements outlined within this letter are for the safety and security of all students and staff. As a school, we have always expected the highest standards from our students, and this will remain the case. We also recognise that the overwhelming majority of our students meet our high standards for conduct and behaviour every single day.

It is essential and right that our focus is on excellent teaching and learning. Students, therefore, will be expected to abide by the full remit of the behaviour policy; the new guidance; and especially follow all health and safety expectations.

Given the time already missed, we absolutely cannot allow individual students to risk any further disruption to learning.

However, we also fully understand and appreciate that a great many students will have faced a diverse range of personal, social and emotional challenges during this period and we are committed to providing the right support.

Our policies, approach and curriculum in the first term, and beyond, will have an explicit and consistent focus on well-being to ensure that students are able to access the support they need.

The core elements of the behaviour policy will remain in place and an appendix outlining the minor adjustments for September, will be made available on the website. The use of rooms 81 and 86 for support and intervention will remain as part of our policy and the operation of both areas will adhere to social distancing guidance.

### **Uniform expectations**

In accordance with government guidance, the uniform policy will remain in place in September and all students will be expected to fully respect the policy.

We thank you, in advance for your support and recognise that the vast majority of our students report to school every day looking smart and proud to wear the uniform. However, we also request that, if you feel there will be a specific barrier to meeting the uniform policy, or if you are facing particular hardship, you should contact your child's pastoral lead at the earliest opportunity to discuss the support we can provide.

It is important that students have an outdoor coat as outside shelter is very limited on the school site and the start of day arrangements mean that students will be waiting on the playground until they can enter the building at their allotted slot.

### **Adjustments for days on which students have timetabled PE**

Please note: on the days which students have a timetabled PE lesson, they are able to come to school in their PE kit for the day to avoid any need to use the changing rooms. We would advise that students also bring their school jumper, blazer and / or PE fleece with them on these days. PE will not take place outside on days when the weather is poor.

### **Specific arrangements for the first week of term only**

The schedule for the return of students in the first week of term is as follows. Please note Year 7 will be

in school Wednesday, Thursday & Friday. Year 8 & 9 will be in school on Friday only. Year 10 & 11 will be in on Thursday & Friday. Year 12 & 13 will be in by appointment only on Wednesday, Thursday & Friday.

Date	Arrangements
<b>Monday 31 August</b>	Bank Holiday – school closed to all
<b>Tuesday 1 September</b>	Staff Training
<b>Wednesday 2 September</b>	<p><b>Year 7</b> Students should report to the main visitor entrance for 08:45 and they will be directed to the hall. To support with this important transition, parents may escort their child to the door on the first day but must then directly leave site.</p> <p>At the end of this day students will be dismissed at 2:45. Parents must wait off the school premises. Please do not park in the layby as this is needed for the school buses and you will be blocked in.</p> <p>If Year 7 students are expected to catch school buses home parents should ensure that they know which bus they are catching and are able to get home.</p> <p><b>Year 12</b> Enrolment will take place by appointment only. Please check your individual appointment time and contact the sixth form if there is a problem.</p>
<b>Thursday 3 September</b>	<p><b>Year 7</b> Wait on the playground until they are called to their rooms at 9:00.</p> <p><b>Year 10</b> Students wait on the playground until 9:10 when they will be called to their rooms.</p> <p><b>Year 11</b> Students should wait on the playground until 8:45 when they will be called to the hall.</p> <p><b>Year 12</b> Enrolment will take place by appointment only. Please check your individual appointment time and contact the sixth form if there is a problem.</p>
<b>Friday 4 September</b>	<p><b>Year 7</b> Wait on the playground until they are called to their rooms at 9:00.</p> <p><b>Year 8</b> Wait on the playground until they are called to the hall at 8:45.</p> <p><b>Year 9</b> Wait on the playground until they are called to their rooms at 9:10.</p>

<b>Friday 4 September</b>	<p><b>Year 10</b> Students wait on the playground until 9:10 when they will be called to their rooms.</p> <p><b>Year 11</b> Students should wait on the playground until 8:50 when they will be called to their rooms.</p> <p><b>Year 13</b> Enrolment will take place by appointment only. Please check your individual appointment time and contact the sixth form if there is a problem.</p>
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Part of the planned reintegration programme for all students will include detailed guidance around the new routines and expectations as well as an opportunity to revisit our core values and expectations for teaching, learning and good student conduct.

#### **Extra-Curricular Activities and Visits**

Extra-curricular activities will be able to take place with year-groups and small consistent groups. Such activities will not begin immediately, and updates will be provided at the start of the academic year. We very much value the opportunities and experiences that trip and visits provide, especially in the current context. We will continue to act in accordance with government guidance and advice and will provide information when available and relevant.

#### **Parent and Carer: Access to School Site.**

In accordance with the measures above, we will need to carefully control visitors to site. Whilst we continue to highly value the parentship between home and school, parents or carers must only come into reception or onto school site with prior agreement or for a pre-arranged appointment.

#### **Use of the public bus services**

I have been in touch with the bus company with regards to the 838, 839, 815, 71s and 71a services. At present, they are only able to confirm they will operate services in line with the government guidance in place at the time. This may well change between now and September and we will provide updates when we have them. We have maintained our start and end times of the day to ensure that students using these services are able to do so.

I would like to thank you for taking the time to read the information contained in this letter. We are very much looking forward to welcoming back students to school and we eagerly look forward to seeing them all in September. Further government advice and information for parents is available by clicking [here](#).

Please also take some time to ensure we have the right contact details for your child. This can be done at [enquiry@jws.bham.sch.uk](mailto:enquiry@jws.bham.sch.uk).

In the meantime, if you have any queries that are not specifically addressed in this letter or in the information on the government website, please contact school through the usual channels.

Yours faithfully

**Mrs T Peters**  
**Headteacher**