

2 September 2020

Dear Parents and Carers,

I hope this finds you all well having enjoyed a relaxing summer period, with your child looking forward to their return to us next week. We are looking forward to having them all back with us.

School Opening Times

In order to ensure the school can be properly cleaned and sanitised at the end of each school day, the following school opening hours will apply from 7th September until further notice:

08:30 Car park and site will open (students may be on site but will not be permitted access to the buildings and would be required to wait near their Year Group entrance)

08:45 School buildings will open and students will be allowed into school

09:00 Lessons start

15:00 Lessons end and students will begin to exit the building

15:15 All students will have left the building, but may remain on site awaiting collection

15:30 All students must leave site

16:00 All staff, apart from cleaning and site staff, will leave site by this time and site will be closed

Unfortunately, there will be no provision to have students on site apart from at the times shown above, please ensure you make adequate preparations to comply with this timetable. This will be reviewed with the hope of lightening some of the restrictions at the end of September.

The school day

As part of our new operating plan we have ensured that there is minimal movement for students through: the zoning of school, teaching students within year group 'bubbles' and carefully managed social times. This is alongside our increased provision and emphasis on hygiene and the importance of being aware of social distancing. Hand sanitiser will be available in all classrooms and many areas of the school, but we would encourage students to bring in their own personal sanitiser as this will help to ease congestion when moving around the school.

Following a review of our risk assessments, it has been decided that all students and staff will be required to wear facemasks or face coverings in all communal areas inside the school buildings and when entering or leaving the building, unless medically exempt. It must be suitable to be worn within school and not carry any kind of inappropriate design, logo or wording that may cause offence. Disposable face masks are not recommended due to their temporary nature and the need for their replacement during the school day. Facemasks may be removed in classrooms where students will be in Year Group 'bubbles', should the students wish to do so, but facemasks must be put back on when leaving classrooms and using the school corridors or other communal areas of the school. Students should wear facemasks when queuing for lunch and they may be removed when sat at the tables to eat in their Year Group bubbles. Please ensure your child is provided with facemasks to last throughout the school day. Facemasks will also be required to be worn on the entire journey of a school bus.

As our staff will now be moving between classrooms and year group bubbles, teachers and teaching assistants will also either be wearing face masks or visors as they move around school during lesson change over or are in a communal area with students. This is primarily to ensure they can arrive at their next lesson promptly and ensure the smooth running of the school. Staff will remove facemasks during lessons although some may still wear visors where this is a personal requirement.

If your child has PE on a day, they must attend school in their PE kit so that they do not have to use the changing rooms. It must be the school PE kit with no variation. They can stay in their school PE kit for the rest of the day. They may want to put their sweatshirt back over the top for lessons.

I would like to take this opportunity to remind you of our staggered start to the term from the 7 to 9 September. This means that:

- Monday 7 September – Y7 and 12 students only in school
- Tuesday 8 September – Y7-9 and all Sixth form students in school
- Wednesday 9 September – All students are back in school

The following items were also addressed in the letter “Full school reopening letter to parents” sent out at the end of the summer term. This is the best place to check for full details of our approach, but we will endeavour to support students in making a good and safe start to the term. Never before has the need to follow instructions and take personal responsibility for themselves and the care of others been more important. Changes to our behaviour policy will be circulated and explained to students and I hope that you can understand why a lower tolerance of disruptive behaviour or no compliance will be accepted. It is almost impossible to “internally isolate” students for more serious incidents and thus we could see a greater need for fixed term exclusions where student actions prevent us from keeping other members of the school community safe.

We are aware that there have been problems with school uniform arriving from suppliers so please can Y7 students wear primary uniforms if they do not have items including for PE. Please can they also bring in £4 for the cost of a tie which will be sorted during the morning session. On arrival on their first day, students should report directly to their period one teaching room via the year group designated route into school. For Y7 and 12, on their first day, they will be guided to their starting venue by staff on duty in the morning:

Year Group	Base area	Bubble size	Lunch order	Enter school via
7	London	Class	1	The fire door of studio 1
8	Beijing	Class	2	Main reception emergency stairs
9	Sydney	Year group	3	Student gates and ICT end stairs
10	Athens	Year group	4	Overflow car park to 1850 door using the middle staff stairs
11	Sydney	Year group	5	Student gates and DT end stairs
12	Beijing	Key stage	n/a	Main reception
13	Beijing	Key stage	n/a	Main reception

Our lunch arrangements will be ‘grab and go’ (sandwiches and pasta pots) and there will be no catering open at break. Students may wish to bring in their own lunches and snacks, together with a drink container with water. Lunch will be eaten in the canteen. Year 7 will be provided with a free lunch on the first day to get them used to the system. Can all parents, including the new Y7, please use the parent pay system to load your child’s account and avoid the need for cash to be handled in school.

Please can I take this chance to remind you not to send your child into school if they or another member of the household are feeling unwell. It is important that we can quickly isolate any possible source of infection to avoid the need for mass self-isolation (possibly an entire year group and staff). There is a clear protocol for getting tested now and we will support you to ensure that students can return to school once a negative test has been confirmed.

We do not want to use lockers at the start of term and so students need to attend with only a small bag containing the equipment required for the school day. This means that they should have the following items:

Essential Equipment List

Provided by student:

Black pen; Red pen; Scientific Calculator; Pencil (sharpened); Pencil eraser (rubber); Ruler; Glue stick; Protractor; Yellow Highlighter; Set of coloured pencils; French or Spanish dictionary (if owned); Personal hand sanitiser.

Please bring **an iPad** if you have one, especially if it was bought through the school scheme, although this is not essential.

Provided by school but must be brought to every lesson:

Exercise Books and Student Planner. We will, in time, add a reading book to this list.

A gentle reminder that parents will not be able to escort their child onto site. Please encourage them to cycle / walk / use the bus wherever possible. Use the drop off zones in the car park if you are driving them to school but please do not get out of the car with them.

The Government have produced a video about returning to school that may help with some further questions - visit gov.uk/backtoschool.

I will write to you again, at the start of term to formally welcome students back and update you on our start to the new, academic year. Please do keep in touch with us about any queries you may have. Your child's tutor is still the best first option along with the House Leader responsible for their year group at this time:

Year group	Co-ordinator	HUB
7	Mrs Longhurst slonghurst@williambrookes.com	PA base JKC
8	Mr Burrell aburrell@williambrookes.com	Tokyo JC
9	Mr Tipton btipton@williambrookes.com	
10	Mr Wilson mwilson@williambrookes.com	Rio SWB
11	Mrs Bennett rbennett@williambrookes.com	
Sixth Form	Mrs Spilsbury jspilsbury@williambrookes.com	Sixth Form CLM

Yours sincerely



Mr G Renwick
Headteacher