

1 March 2021

Dear Parent/Carer,

I am so proud of the resilience our pupils have displayed during this time and grateful for all the parent and community support and recognition of our remote teaching provision, but I am delighted to be writing to you today with our plan for pupils returning to school and can't wait to welcome them back. In week 1 we will aim to test all pupils who consent and year 11, 12 and 13 will return on Thursday the 11th for Face to Face teaching. The week beginning the 15th of March all pupils will return to face to face teaching.

In order to factor in the logistics of lateral flow testing, we are going to reintroduce pupils to school as per the below staggered start schedule:

Pupils in years 11, 12 & 13

- remote learning on MS Teams Monday 8th to Wednesday 10th March
- to be invited in for testing in allocated slots on Monday 8th March
- full return to face to face teaching on site at school Thursday 11th onwards (with 2nd/ 3rd test being administered within the school days thereafter)

Pupils in years 9 & 10

- remote learning on MS Teams Monday 8th to Friday 12th March
- to be invited in for testing in allocated slots on Tuesday 9th and Friday 12th March
- full return to face to face teaching on site at school Monday 15th March (with 3rd test being administered within the school day thereafter)

Pupils in years 7 & 8

- remote learning on MS Teams Monday 8th to Friday 12th March
- to be invited in for testing in allocated slots on Wednesday 10th March
- full return to face to face teaching on site at school Monday 15th March (with 2nd and 3rd tests being administered within the school days thereafter)

Testing

In order to administer the test, we need to know if parents consent to it. If you haven't already completed the form providing us with this information, please do so at your earliest opportunity: [LATERAL FLOW CONSENT FORM](#). Then, we will send out allocated slots inviting pupils in to be tested. We expect the process to last about 45 minutes and ask that you view this appointment as you would one from the doctor and adhere to the timings.

If your child has had COVID the school should have been made aware at the time and if the positive result was within the last 90 days, they will not be included in our testing programme. If this applies to your child you should select the 'I do not consent' box in the form.

Please be aware of the following expectations:

- **Pupils are to attend their appointment in full school uniform, please.**

- On days when pupils are invited in for their test, they are to attend their other lessons for the rest of the day remotely on Microsoft teams once they have returned home from their appointment
- Drop off and pick up points are clearly labelled, but please **do not use the main car park** as only pupils are allowed on site, to minimise risk.
- School buses will run a timetable according to the slots allocated, with detail to follow.
- Pupils must wear masks (unless they are medically exempt and we would expect to have already been notified of this).
- Pupils must socially distance.

Please be reassured, we have been conducting these tests in our testing centre since January 2021 very successfully and have a fantastic team of staff who are fully trained. We will shortly be sharing a video to reassure you further of the testing process.

After all pupils have been offered their 3 lateral flow tests at the Montsaye testing centre, testing will no longer be carried out in school and pupils will have the opportunity to self-test at home. More details to follow.

Return to school detail

The structure of the school day up to and including Friday 12th March continues as it currently is, and thereafter will return to the timings used at school beforehand, as detailed below for your reference.

Remote timings of the school day – until 12th March

Tutor time/assembly	8.40am - 9.00am
Period 1	9.00am - 9.50am
Period 2	10.00am - 10.50am
Break	10.50am - 11.20am
Period 3	11.20am - 12.10pm
Lunch	12.10pm - 1.00pm
Period 4	1.00pm - 1.50pm
Period 5	2.0pm - 2.50pm

Pod timings of the school – from 15th March until further notice

Year group PODs	Tutor time	P1	P2 / Break	P2 / Break	P2 / Break	Period 3	Period 4 Lunch	Period 4 Lunch	Period 4 Lunch	Period 5
Year 7	8.40 to 9.00 Tutor time	9-10.00	10-10.30	10.30-10.50 Break	10.50-11.20	11.20-12.20	12.20-12.50	12.50-13.20 Lunch	13.20-13.50	13.50-14.50
Year 8	8.40 to 9.00 Tutor time	9-10.00	10-10.30 Break	10.20-11.20		11.20-12.20	12.20-12.50	12.50-13.20 Lunch	13.20-13.50	13.50-14.50
Year 9	8.40 to 9.00 Tutor time	9-10.00	10-10.20 Break	10.20-11.20		11.20-12.20	12.20-12.50 Lunch	12.50-13.50		13.50-14.50
Year 10	8.20 to 9.00 Tutor time	9-10.00	10-11.00		11-11.20 Break	11.20-12.20	12.20-12.50 Lunch	12.50-13.50		13.50-15.00
Year 11	8.20 to 9.00 Tutor time additional tutoring intervention	9-10.00	10-11.00		11-11.20 Break	11.20-12.20	12.20-13.20		13.20-13.50 Lunch	13.50-15.00
Year 12/13	8.40- 9.00 Tutor time	9-10.00	10-10.20 Break	10.20-11.20		11.20-12.20	12.20-13.20		13.20-13.50 Lunch	13.50-15.00

We will continue to stringently adhere to our risk assessment measures to minimise risk with:

- Enhanced cleaning practices (protective measures, such as regular cleaning and handwashing)
- Staggered starts, finishes, breaks and lunches
- Cleaning stations in all rooms
- Minimal contact between year group Pods
- Wearing of masks
- Minimal visitors onto site (these will be authorised by the Principal).

Thank you for your support as we welcome pupils back. We are confident that everything is in place for pupils to return safely and very much look forward to seeing them all again.

Yours faithfully,



Mrs Meena Gabbi
Principal