

15<sup>th</sup> July 2020

Dear Parent/Guardian

### **Re: Year 7–13 September Re-opening Plans**

Following the government's announcement on 2<sup>nd</sup> July that all schools are to re-open for all year groups in September, we are delighted to share with you our re-opening plans.

#### **Bubbles**

Each year group is a bubble in its own right and the aim of our plan is to keep year groups separate. To achieve this we have established strict one-way systems around the school with very clear signage and queuing markers.

#### **Arrival to school**

We recognise that many of our students arrive to school using school or public transport as well as on foot/by car and this therefore naturally presents a staggered arrival to school.

On arrival at school, students are to head to the area nearest their form room but remain outside until they are called in by their form tutor for registration at 8.40am.

Assemblies will still be held in the usual venues, and will be one year group at a time only in order to preserve the bubbles. However due to logistics of demand on these spaces, students will need to sit on the floor in the hall as they do currently in the sports hall.

#### **Travel to school**

The government advise that students should walk or cycle to school. However, if this is not possible we ask that parents drop off their son/daughters as usual in Jubilee Avenue to avoid congestion and help maintain social distancing along Holt Lane. If your son/daughter takes the school bus, please follow the attached link to complete a short survey which is aimed at parents of both primary and secondary aged children, and looks to understand how children plan to travel to school in September.

<https://forms.gle/Mv2Uq6Ya3hipwx7a7>

#### **Lessons**

As our approach is about strict one-way systems, we are able to keep to our timetable and rooming plan, which enables us to teach specialist subjects in specific teaching rooms.

In order to minimise bottlenecks further at change over time we are staggering our break and lunchtimes. We are temporarily moving to two half hour breaks and a shortened day as follows.

## Key Stage 3

Time	Session
8.40am – 9.00am	Registration
9.00am – 10.00am	Period 1
10.00am – 10.30am	Break
10.30am – 11.30am	Period 2
11.30am- 12.30pm	Period 3
12.30pm – 1.00pm	Lunch
1.00pm – 2.00pm	Period 4
2.00pm – 3.00pm	Period 5
After school from 3pm –clubs by year group, catch up sessions or detentions	

## Key Stage 4

Time	Session
8.40am – 9.00am	Registration
9.00am – 10.00am	Period 1
10.00am – 11.00 am	Period 2
11.00am – 11.30am	Break
11.30am- 12.30pm	Period 3
12.30pm – 1.30pm	Period 4
1.30 pm – 2.00pm	Lunch
2.00pm – 3.00pm	Period 5
After school from 3pm –clubs by year group, catch up sessions or detentions	

## Key Stage 5

Time	Session
8.40am – 9.00am	Registration for Year 12 (compulsory for Autumn term) and personal tutor sessions for Year 13
9.00am – 10.00am	Period 1
10.00am – 11.00 am	Period 2
11.00am – 11.30am	Break - students can use the sixth form centre
11.30am- 12.30pm	Period 3
12.30pm – 1.30pm	Period 4
1.30 pm – 2.00pm	Lunch - students can use the sixth form centre
2.00pm – 3.00pm	Period 5
Students can choose to work from home in their study periods or use the sixth form study room. Sixth form kitchen facilities will be closed apart from the hot water urn. Students needs to bring their own utensils, cup etc. and take home each day. The study room in sixth form will be open as usual until 5.50pm.	

### **Lunch and Break Arrangements**

Government advice is that students should be outside as much as possible to reduce community transmission. This will be the case for both break times. Students will be allocated break zones whilst we have favourable weather. However, we have arranged for marquees after half term when the weather turns cooler and wet. Your daughter needs to have a good coat/umbrella for inclement days but in extremely wet conditions, we will arrange a wet break classroom.

Chartwells, our catering provider, will be providing a 'grab and go service' and we will set up a year group rota for each day for both break and lunch. Breakfast will not be provided in the first few weeks – we will let you know when this changes.

For sixth form students, Chartwells are looking to provide a pre order app service for deliveries direct to the sixth form centre. More details to follow.

### **Toilets and cleaning**

There is ongoing cleaning of toilets and contact points (e.g. handles and doors) on a rolling programme throughout the day. There are also hand sanitiser stations installed throughout the school.

### **Equipment**

Staff will be unable to lend stationery and students should not share equipment. Therefore, your son/daughter needs to come to school with a suitably stocked pencil case with the following items:

- Pens/ pencils
- Highlighter
- Rubber
- Sharpener
- Glue stick
- 30cm ruler
- Protractor
- Compass
- Calculator
- Colour pencils
- Books for the day
- Whiteboards (we will be providing all students with a personal mini whiteboard and pen)
- Headphones for MFL and music lessons. They need to be wired with a standard 3.5mm audio jack. Airpods are not compatible with the school computers.

### **Lockers**

- In order to avoid bubbles mixing, we are unable to allocate lockers for now. Students need to make sure they have the correct equipment for the day including PE kit and technology equipment/food ingredients where applicable.

### **Behaviour**

- Students will return in September in full uniform – see attached as a reminder. This includes rules for hair, make up and jewellery. We will confirm whether students can return in ankle socks on Wednesday 2 September – when we have seen the weather forecast.
- Students are permitted to wear face coverings if they wish but must take particular care with removal and disposal. Should the government guidance change on this we will let you know.
- Our behaviour for learning chart has been updated to reflect Covid measures – please see attached.

- **Detentions**
  - All detentions will be after school at 3.00 pm due to the reduced length of lunchtime.
    - No detentions for Year 7 as usual for the first half term.
    - 15 mins detentions for forgotten equipment
    - 30 mins detentions for forgotten PE kits and food tech ingredients.
    - One hour detention for forgotten home learning
    - One hour detention if your daughter is sent to the silence room.
  - Attendance late detentions – after school 10 mins

### **Extra-curricular clubs, trips and visits**

- There are no PE fixtures planned for at least the first term and some music clubs will be limited. However, some bubble based extracurricular activities will still run but these will be after school due to the shortened lunchtime. The extra-curricular timetable will be on the website in the Autumn term.
- Sadly we are unable to run our usual Autumn term trips and visits, however, we will accommodate the curriculum based field trips for biology and geography as these are currently mandatory for the A level course.

### **Attendance**

Attendance to school is compulsory with the usual arrangements in place; if your son/daughter is unwell please email [absence@holt.wokingham.sch.uk](mailto:absence@holt.wokingham.sch.uk).

### **Test and Trace and Managing Confirmed Cases**

- In the event of a suspected/Covid outbreak, we will follow all directions from Public Health England who will be notified immediately as per government guidance.
- Should any of members of your household need to have a test, then please inform the school immediately of the result, either negative or positive.

Please refer to the guidance for parents and carers.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

### **Visitors on site**

Unfortunately, we are unable to accommodate visitors/parents on the school site at any time unless invited by the School.

### **Exam Results Days**

- If your son/daughter is in Year 11 or 13 please refer to the letter sent out on Friday 10<sup>th</sup> July to clarify the procedures for the distribution of results.

### **Year 7 and 12 Induction Days**

- We welcome Year 7 and 12 by 8.40am on Thursday 3<sup>rd</sup> September for their induction day. All the other year groups return on Friday 4<sup>th</sup> September. Period 1 and 2 will be tutor time and will include a health and safety briefing of the measures we have put in place.

### **Parent Information Evenings/Parent Evenings**

- We have several events scheduled for the Autumn Term and we will be in touch nearer the time but mostly likely, they will have to be delivered through TEAMS.

### **Risk assessment**

- The current Covid-19 risk assessment is on our website and will be updated for September by Friday 20<sup>th</sup> August.

### Contingency planning

- In the event of a local, regional or national lockdown that requires school to close, we will revert to live and remote lessons following the September timetable. More guidance will follow if this situation is likely to happen.

We recognise there is a lot of information here for you to process so we will send a parent/student handbook on 2<sup>nd</sup> September as a further reminder of procedures when school opens to students. In the meantime, everyone deserves a good rest over the holidays and we will see you in September. We thank you all for your support over the last 16 weeks of lockdown – we have appreciated it.

Yours sincerely

*A Kennedy & Pearce.*

Anne Kennedy and Katie Pearce  
Co Headteachers