



9 July 2020

Dear Parent/ Carer

I hope that you and your child are well. I am delighted to inform you that following recent government guidance **we are able to open the school to all year groups from September**. Here is the link to the guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The guidance outlines a hierarchy of controls. What this means is that some controls are mandatory and others have to be considered but are not mandatory. Here are the essential controls:

- minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- clean hands thoroughly more often than usual
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introduce enhanced cleaning, including cleaning frequently touched surfaces often
- using standard products such as detergents and bleach

Here are the controls that must be considered by schools and adapted to fit the circumstances of each school:

- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

In line with the above guidance, we will implement enhanced infection control procedures throughout our school. We will aim to keep children in year group bubbles where possible and we will aim to minimise close contact where possible. As HNS is a small school, we are aware that our year groups are considerably smaller than other larger schools which allows us more flexibility. Therefore we will be putting in the following measures and controls:

From September we plan to:

- Stagger start and finish times - we will finish earlier each day
- Stagger break and lunch times
- Keep year groups in separate locations for lunch and break time
- Control movement around the building
- Continue deep cleaning at the end of each day and throughout each day.

### **Start dates and times for year groups September 2020**

**Year 7: Friday 4th September** between 8:10am and 8:20am

**Year 11: Monday 7th September** between 8:30am and 8:40am

**Year 8: Tuesday 8th September** between 8:10am and 8:20am

**Year 10: Wednesday 9th September** between 8:30am and 8:40am

**Year 9: Friday 11th September** between 8:10am and 8:20am

## A. Changes to the school day

1. We will stagger the start of the school school day. Please see the start time for your child.

Year	Arrival time	Entrance
7	8:10-8:20am	Downham Road
8	8:10-8:20am	Downham Road
9	8:10-8:20am	Kingsland Road
10	8:30-8:40am	Kingsland Road
11	8:30-8:40am	Downham Road

2. Students in Key Stage 3 (Years 7, 8 and 9) will be considered late if they arrive after 8:20am. Students in Key Stage 4 ( Years 10 and 11) will be considered late if they arrive after 8:40am. All late arrivals will have to come in through the Downham building entrance and will be escorted to class. They will be issued with a late detention.
3. We will stagger break times and lunchtimes so year groups are in their own areas.

The staggered break time is detailed here:

	Lesson 2	Break Location	Break time
Year 7	10:00- 10:50	Downham	9:40-10:00
Year 8	10:00-10:50	Canal	9:40-10:00
Year 9	10:00-10:50	Playground	9:40-10:00
Year 10	9:40-10:30	Downham	10:30-10:50
Year 11	9:40-10:30	Canal	10:30-10:50

The staggered lunch time is detailed here:

	Lesson 4	Lunch Location	Lunch time
Year 7	12:10-1:00	Downham	11:40-12:10
Year 8	12:10-1:00	Canal	11:40-12:10
Year 9	12:10-1:00	Canal	11:40-12:10
Year 10	11:40-12:30	Downham	12:30-1:00
Year 11	11:40-12:30	Canal	12:30-1:00

4. Students can bring in packed lunch or can queue up for a school meal if they are free school meals or their account is in credit. All food will be served with disposable packaging.
5. Lunchtime will be shortened by 20 minutes. This will allow for effective deep cleaning and will mean an earlier finish to the day.
6. Students will finish school at different times each day according to our timetable. They will be dismissed in a staggered, safe way by a senior member of staff according to location.
7. Approximate school finish times are:

Monday	Tuesday	Wednesday	Thursday	Friday
3:30pm	2:40pm	3:30pm	2:40pm	12:30pm

### **Movement around the school and supervision**

8. Students will be supervised by staff at all times in their movement around the school.
9. Students will be encouraged to wash their hands at regular intervals.
10. Students will be taught explicitly how to move around the school following social distancing measures and ensuring a safe environment for all students
11. Any student who does not follow the instructions will be followed up using our school behaviour policy.
12. There will be no breakfast club any day or after school clubs on Monday to Thursday. We will run a homework club from 12:30 -2:30 on Fridays. Please book your child's place by emailing [info@hackneynewschoolcst.org](mailto:info@hackneynewschoolcst.org) if you would like them to attend.

### **Hygiene measures**

13. All students will be taught good hygiene rules explicitly around social distancing, handwashing and infection control.
14. All students should have their own core equipment everyday. This includes a pen, pencil, ruler, rubber and pencil case. It will not be possible to borrow equipment so please ensure your child has everything they need.
15. Every student should have their own hand sanitizer and tissues with them. There will be some provided in school.
16. Physical contact of any kind is strictly prohibited. Handshaking is no longer appropriate.
17. Students should bring their own bottle of water. It will not be possible to fill up in the day.
18. Students who wish to wear a mask around the building during break times may do so.
19. The use of masks is a complex area. If they are going to wear a mask around the building, they should avoid touching their face when they put it on.
20. The school will be deep cleaned each day and high touch surfaces will be cleaned throughout the day. Students will be asked to clean some equipment before and after use to maintain good hygiene.

## **PE arrangements**

21. If a student has PE, they can come to school in the regulation PE kit. They should also have their uniform with them to change into if they get wet during PE.
22. If your child does not have the regulation items they should come to school in their uniform and we will lend them the regulation items. They will also be issued with a detention. Please contact us if you have any issues.

## **Health considerations**

23. Please let us know if your child has any health issues that we may not be aware of immediately. We will also be sending you a medical questionnaire to check we have the correct information.
24. If your child keeps medication in school, please provide us with a fresh supply on the first day they return to school.
25. If your child displays symptoms of infection when they are in school, we have a robust response plan which will include separating them from others in an isolation room and contacting you. Please ensure we have the most up to date phone numbers for you.
26. Your child will need to undergo a test. Please inform us of the outcome as soon as you know.
27. If a member of our school community test positive for covid-19, we will contact Public Health England and follow their advice

## **Attendance**

28. Unless a student is unwell, they should attend school.
29. Please follow our usual absence procedure by calling the school on the first day of absence. This is particularly important at this time.
30. Attendance procedures will be followed as usual and fines will still be applied where appropriate.

## **Uniform**

31. Uniform should be worn as usual ( please see comments about the days when your child has PE ).
32. There is no specific need to wash the uniform every night other than as required for usual hygiene practice.
33. Any missing uniform will be sanctioned by a detention in the usual way.

## **Behaviour expectations and sanctions**

34. Students are expected to follow instructions first time every time. This is always important but especially important at this time.
35. We will continue to award merits, golden tickets and other awards as we are aware students will need lots of encouragement at this time.
36. Students will be explicitly taught behaviour expectations. They will be supported to follow them. Students who do not follow the rules will be sanctioned using our behaviour policy. Please see our parent and student guide for a detailed explanation of the expectations.
37. We will run detentions and the behaviour improvement room in key stage bubbles following social distancing guidelines.

38. Detentions will take place at the end of the day. You will be notified the day before of your child's detentions. Each detention is 20 minutes and students will be kept up to 80 minutes on any day. Any accrued detentions will be completed on a Friday afternoon in Headteacher's detention.
39. We have adapted our behaviour policy in light of covid. We will no longer be able to accommodate internal exclusions or alternative school based exclusions at this time. Students instead will be given a fixed term exclusion.

### Parents coming to school

40. If you usually bring or collect your child from school please arrange to meet or leave them at least 200 metres from the school gate to avoid congestion. Possible meeting places are outside Tescos, near Haggerston station or on the corner of Enfield Road and Kingsland Road.
41. All meetings at the school will be appointment only. Please telephone or email the school to request one. Usually the meetings will take place over the phone or virtually. **Please do not come to the school without an appointment for any reason.**
42. If your child forgets an item, please contact the school and we will make alternative arrangements.
43. If your child has an appointment during school time that can't be rescheduled, please meet your child outside of the Kingsland entrance to the school at the appropriate time. If you would like your child to go unaccompanied please contact their Head of Learning in the first instance.
44. Sometimes parents will be required to come to school to collect their child if they are ill. This will be managed following social distancing rules.

### Well-being

45. We are planning for all students to be back in school and learning. We know there has been some disruption and many students will need help and support easing themselves back into school life. We have planned for this through a series of different measures. If you are worried about your child coming back into school, please contact their student manager in the first instance. Contact details are on our website.
46. If you or someone else in the family is experiencing difficulties, please contact Laura Purcell, our Family Support Worker, who will be happy to offer you advice and guidance.

### So what about the future?

47. Included at the start of this letter are the arrangements for the day your child returns to school in September. We will be staggering this process to ensure all students are inducted appropriately with particular focus on safety. Please make a note of the start dates for your child/children.
48. We are conscious that your child has missed out on the amount of learning they normally would have covered. We are busy making plans to ensure that there are catch up opportunities. We will communicate these in due course.
49. We will continue to do all we can to ensure that school remains open for all year groups and learning happens.
50. We are aware that there may be the possibility of closing the school due to a case in school or a local lockdown or similar. We will of course continue to communicate with you in a timely manner around this and we will switch to online learning again.
51. We will be asking you to complete an IT survey so we know what access your child has to computers and

the internet at home. If your child has borrowed school IT equipment they should keep it safe for now at home in case it is needed. We will inform you of when we need it returned.

52. We will review our arrangements every half term and when it is safe to do so revert to our usual school day. The current measures will remain at least until October half term.

Please let us know if you have any questions, comments or suggestions. Our risk assessment is on our website should you wish to see it. I look forward to seeing your child in September. My staff and I have missed them.

Kind regards,

**Charlotte Whelan**

**Headteacher**