

26th August 2020

Dear Parents and Carers,

Our plans for a full re-opening to all pupils in September:

I hope that you have had a good summer break and that everyone in your family is keeping safe and well.

I am writing to update you on the arrangements for the start of the new school year and the safety measures and systems that we have put in place ready for our **full reopening to pupils next week**. As you will already know from my previous letters, the safety and wellbeing of everyone in our school community is our number one priority. Whilst we have tried to maintain a strong sense of normality, routine and business as usual, we are also very aware that **there will be lots of different routines and measures in place to ensure that we limit the risk of an outbreak of Covid-19 within the school community**.

It is absolutely critical that we have the full support of all of our pupils so that we can effectively implement these new systems and routines and ensure the **segregation of year groups into their respective bubbles**. My key request for the autumn term is that we display our school values, particularly our value of **respect** even more strongly than before as we seek to reengage with learning in the classroom, re-establish our routines and expectations, and reconnect and support one another.

Below is a summary of the main changes that will be implemented from this September to ensure that the school can reopen fully to all pupils. As you can imagine, the information that we are given as a school changes on a regular basis and so we will aim to keep you updated with any changes as they occur.

A summary of the changes that will be implemented from September:

The overarching aim of our full re-opening strategy is to ensure that year groups are operating in 'bubbles' and that there will be no mixing of year groups within the school grounds. Fortunately, here at The King's, we have a large school site with plenty of indoor and outdoor space and many different entrances. We are also one of the smallest-sized secondary schools in the city with just over 700 pupils on roll and this means that there is plenty of space for pupils to return safely.

Below are some frequently asked questions that will hopefully give you all the information that you need.

Does my child need to come back to school?

The Department for Education is clear that they expect all children to attend school from the start of the autumn term. On Sunday 23rd August, the chief medical officer issued the following statement.

<https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-schools-and-childcare-reopening>

Here at The King's we are very pleased to be welcoming everyone back to school as we know how important this is for their personal development, academic progress and emotional wellbeing.

When does school reopen and when does my child need to come back to school?

We are aware that some pupils may feel anxious about returning to school and that all pupils will need time to get used to the new ways of working and the safety measures that are in place. As a consequence we are **phasing year groups into school throughout** the first week back in September. The timetable for next week is as follows:

Monday 31st August:

Bank Holiday Monday – school closed

Tuesday 1st September:

Teacher Training Day – school closed to pupils

Wednesday 2nd September:

Years 7, 8, 10 and 12 only to attend school – all other year groups will be working remotely at home.

- Year 7 & 8 to start at 9.15am
- Year 10 to start at 11.40am
- Year 12 to start at 2.00pm for induction and enrolment

Thursday 3rd September:

Years 9, 11 and 13 only to attend school – all other year groups will be working remotely at home.

- Year 9 to start at 9.15am
- Year 11 to start at 11.40am
- Year 13 to start at 2.00pm

Friday 4th September:

All year groups will be in school following the revised school day timings (see below).

What are the new timings of the school day?

The school day will begin at the later time of 9.15am for all pupils. This is to allow plenty of time for pupils to get to school and avoid overcrowding on public transport, particularly along the Tettenhall Road.

The new timings of the school days will be:

Form Time:	9.15 – 9.30
Period 1	9.30 - 10.20
Period 2	10.20 – 11.10
Break Time	11.10 – 11.40
Period 3	11.40 – 12.30
Period 4	12.30 – 1.20
Lunch Time	1.20 – 2.00
Period 5	2.00 – 2.45
Period 6	2.45 – 3.30

Can my child arrive at school at an earlier time as I need to drop them off on the way to work?

Unfortunately we will not be able to allow pupils onto the school site until 9.00am. Therefore we would ask that you do not drop them off before this time. One suggestion, particularly whilst the days are still light, could be to drop them off within walking distance of the school and allow your child to walk the remainder of the way to school.

Which entrance to school do they use?

Each year group bubble will have their own entrance to the school. This will be explained on their first day back in school. When pupils arrive in school next Wednesday or Thursday they should come into school through the main pupil entrance which is at the back of the canteen.

Are there any changes to school uniform?

We are asking pupils to ensure that they are wearing our full school uniform (details on our website). As you are aware we have high expectations with regard to this. **We are aware that at least one of the school uniform shops in the city**

is having great problems sourcing elements of the uniform, particularly blazers. Please do not worry about this if your uniform order has not been delivered by the start of term.

Our new systems and routines will involve pupils going outside at break and lunchtimes unless there are extreme weather conditions. With this in mind **an outdoor coat is essential.**

We will be running our PE lessons as normal in relatively small groups. We have facilities for socially distanced changing and therefore pupils should bring their PE kit in their bags on the days that they have these lessons.

In order to quickly identify which year group each child belongs to, we will be issuing different coloured lanyards to all pupils on their first day in school. It is very important that this lanyard is worn at all times and, for the foreseeable future, this will become part of our school uniform.

Will staff and pupils be wearing face masks?

At the time of writing this letter to you, the government has stated that the wearing of face masks is not compulsory in schools. **Here at The King's, the wearing of a face mask for pupils and teachers is strongly recommended but remains optional at this stage.** Please note that face masks should be plain and care should be taken to ensure that they are worn correctly and hygienically.

If a partial lock-down is announced for the Wolverhampton area then the current government directive is that wearing face masks will become mandatory in communal areas. A further update will be given in the event of this occurring.

It is important to note however that face coverings are required at all times on public transport for children over the age of 11 and so we will be expecting all pupils to wear a face mask on their journeys to and from school.

Is there anywhere that my child can store their belongings during the school day?

We would recommend that you do not sign up for a locker for at least the first couple of weeks. This will allow your child to see which area of school they will be based in and then to choose the most appropriate location. Please ensure that your child brings a bag to school containing all the equipment that they need for learning. Pupils in Years 7 and 8 will be based in the same classroom every day and so can use this as a place to leave heavy items if they wish to do so.

Will there be sanitising stations and areas for my child to wash their hands?

Hand sanitiser, tissue and bins will be located in all classrooms, in food zones, school entrances and communal areas.

Will there be a system in place if my child wants to go to the toilet?

Each year group bubble will have their own designated toilet block. These will be cleaned on a regular basis and extra cleaning rotas are in place throughout the day.

Will there be a one-way system in school?

Pupils will be based in year group zones around the school and there will be separate, and clearly identified, staircases to access these areas. Specific year group routes around school will be in operation meaning that different year groups will be segregated at all times. We will require pupils' full cooperation in order to strictly implement this system.

Will there be access to drinking water?

Our water fountains will no longer be in operation and so we would request that all pupils bring their own water bottle with them for the day. It is best if water is brought into school in a proper drinking bottle rather than a single-use bottle that has been refilled. Bottled water will also be available to purchase in our canteen as usual.

How will my child get to school?

For the period of the Covid-19 pandemic we are looking to reduce the number of pupils who travel to school on the buses. We are encouraging as many pupils as possible to walk or cycle to school. As parents and carers, you will be

best placed to assess the risks involved with crossing roads and cycling from your house to school and back, including insisting that helmets are worn by anyone cycling to school.

A **revised school bus service (763, 784, 1) timetable will come into effect from the start of term**. These new timings have been posted on social media feed and are available on the school website: (<https://www.kingswolverhampton.co.uk/busroutes>).

If you are dropping your child off in the morning or collecting them in the afternoon, please can I ask that you do this as far away from the school gates as possible. It would be much safer for everyone if you could arrange to drop off/pick up at a considerable distance away from school so that the amount of traffic on the roads immediately outside school is significantly reduced.

Will visitors and parents be allowed into school?

Visits will be through pre-arranged appointments only. All visitors will be asked to adhere to our strict hygiene and distancing policy. We are aiming to significantly limit the number of visitors to school and to ensure that visitors remain in our meeting rooms only and do not enter the main school building unless this is an essential part of their visit.

What food will be available for my child during the school day?

At break time, a small selection of individually wrapped snack bars/cookies and bottled water will be available to purchase in the year group zone areas. However we would strongly recommend that pupils bring in their own healthy snacks (including drinks) for break time.

At lunchtime, a limited selection of hot food will be available each day along with a range of sandwiches and wraps for pupils to purchase. Pupils will eat their lunch with their designated year group bubble within separate areas of the school, including a temporary outdoor marquee for one year group. As usual, pupils are free to bring in their own lunch from home if preferred. This will still be eaten within the designated year group area.

6th Form students are not required to stay in school when they do not have lessons. They must, however, ensure that they are signing in and out of school using our official registration system.

How will teaching and learning be organised?

In line with government guidance we will be providing our full curriculum to all pupils with a timetable that is as near to normal as possible. Teaching spaces and social areas will be zoned into year group 'bubbles' so that different year groups will not be moving around the school and mixing with one another. The only exception to this will be creative and science lessons where pupils will move to specialist classrooms and areas of the school building, but again, there will be no mixing of pupils in different year groups. All lessons will be taught as double periods in order to minimise pupil movement around the school. As much as is practically possible, pupils will remain within their allocated area of school for all of their lessons and it is the teachers who will move to different classrooms according to the timetable.

Staff are working hard ensure that they adapt and focus their teaching in September so that they are building on the work that pupils have completed over the last few months and addressing the areas of greatest need as a priority. Clear planning will allow opportunities for pupils to revisit prior learning and fully reconnect with the skills and knowledge within each subject area.

In order to maximise teaching time throughout the year we will, for one year only, be **removing the early closure on Week 2 Wednesday**. School will now finish at 3.30pm on all days of the week.

Teachers will continue to set extended learning for all pupils from September in order to complement the work that is being completed in school.

What equipment does my child need to bring?

Being equipped for learning is more important than ever given the restrictions on sharing and loaning resources that will be in place. All pupils must have their own basic equipment as outlined on our school website. Where shared equipment will be used, in lessons such as music, PE and ICT, we are implementing enhanced cleaning procedures between lessons to ensure that it is safe to use.

Is school attendance important?

Full attendance will be expected from all pupils unless they are ill or self-isolating. Please call the school to report an absence in the usual way if your child is ill.

What should I do if my child is showing symptoms of Covid-19?

Please do not send your child into school if they or someone in their family is displaying symptoms of the virus or have tested positive in the last 7 days. We will ensure that anyone developing those symptoms during the school day (including a new, continuous cough or a high temperature, or a loss of, or change in, their normal sense of taste or smell), is sent home as soon as we have made contact with you as parents and carers to arrange this.

Once a pupil has been sent home with coronavirus symptoms they **must** self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

NHS Test and Trace:

We are expecting all members of the school community to be ready and willing to fully engage with the NHS Test and Trace process. This includes:

- booking a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.
- providing details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- self-isolating if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

The general guidance is that 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](#), or ordered by telephone via NHS 119 for those without access to the internet.

Further information:

We will be following the [guidance issued by the Department for Education](#) and ensuring that all the systems of control are in place.

For further information please visit our school website or, if you have not done so already, please sign up to our Twitter and Facebook accounts for all the latest information and updates.

We have arranged Parent Information Evenings during the first few weeks in September for all year groups and this will be a good opportunity for you to come into school and ask any questions and meet with school leaders. Details of these meetings will be posted on our website and through our social media.

What should I do if my child is very anxious about coming back to school?

Please do not hesitate to get in touch with us through our designated email address and we will contact you to offer support.

covid19enquiries@kingswolverhampton.co.uk

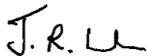
And finally...

I hope that you are fully reassured by the measures that we are taking to prevent the risk of spreading the virus. We are really looking forward to seeing everyone next week as we begin what we hope will be another very successful year for everyone associated with The King's.

On a completely separate matter, a further letter will be sent out to all parents and carers shortly, with the exciting news that **we are looking for a new Parent Governor to join our Governing Board**. If you feel that you have the time, energy, skills and passion to support our school through the role of a Governor I would be very pleased to hear from you. The closing date for expressions of interest is Monday 7th September and our first full governing body meeting of the year is on Monday 21st September.

On behalf of all the staff and governors at the school, I wish you a very healthy, happy and successful new school year. Thank you for your on-going support and I am confident that through our strong, unified and collaborative approach we can overcome the challenges that we are all facing at this very challenging time.

Yours faithfully,



James Ludlow