

Our ref: PJS/DKP

16 July 2020

Dear Parent/Carer

As you may be aware, the government guidance for return to school in September was issued ten days ago and we have been reading it and formulating a response as a school. We have had to re-timetable the classes around rooming and we are confident that we can meet all the guidance to ensure school is safe but also gives the students an experience of school that isn't too wildly different to what they're used to.

I have summarised the plans below and then provided you with an A-Z of information. This is a week's thinking (in between running exams, Year ten lessons, preparing for activities week and KS3 interviews!). As ever, this is all subject to change as the guidance evolves over time. We will be working over the summer to enact and amend the plan as things change.

## Summary

The top priorities in making school a safe environment are:

- **HEALTH**: any staff or students exhibiting even mild illness will be asked to stay away from school until all their symptoms have disappeared.
- **INFECTION CONTROL**: students will be expected to wash/sanitise their hands before each lesson.

The principles underlying our approach (in priority order)

- Basic safety of staff and students (health and infection control measures as above)
- Zoning to minimise cross-contamination
- Maintaining curriculum provision
- Use of specialist facilities

The school will be in ZONES which will provide the base for year group bubbles. In accordance with the guidance, students will be able to mix in their bubbles (a year group) but will not be allowed to mix with other year groups. The zones will provide a clear area of the site where the students will have the vast majority of their lessons. Where subjects rely on specialist rooming, then students will be accompanied to the specialist rooms with a member of staff. In order to facilitate this, other students may be moved out of their zone for a lesson to free up a room, however they will not be able to move freely about the site as previously and can only move out of their zone under the accompaniment of their teacher. Students will be collected by teachers to go to specialist rooms and will be taken back

before change of lessons to avoid any overlap in corridors. Staff moving students around the school will have planned routes to avoid accidental overlap. There will be designated breaktime areas and food purchasing facilities for each year group. Students will be staggered in arriving and leaving school.

You will find a comprehensive guide to aspects of the school on the attached document. This will be revised in late August in accordance with the latest guidance but hopefully provides a helpful guide to the procedures and approaches, as well as reassuring you quite how much we have considered already.

Best wishes.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P Jenkins', written in a cursive style.

**Mr P Jenkins**  
**Headteacher**

## Attendance to Zoning

### Provisional arrangements for September

**Arrival/departure:** we will have staggered arrival and departure times but students will have the same length school day as previous years. An email will be sent to all parents advising the exact room students should report to on their first day, an overview on the general arrangements for each year group is:

- Year 7 will arrive through the rear entrance of the school at 8.40am, following the signs turning right and going directly to Winchester block. Any students arriving early are to wait in the Year 7 break time area at the side of Winchester. Students arriving by bus will be dropped off at the rear entrance and follow the same directions. Students arriving by bike can use the bike shed on the way past.
- Year 8 will arrive through the rear entrance of the school at 8:50am and go to Salisbury block, via the main playground following the signs. Any students arriving early are to wait in the Year 8 break time area which is the main playground. Students arriving by bus will be dropped off at the rear entrance and follow the same directions. Students arriving by bike can use the bike shed on the way past.
- Year 9 will arrive through the front entrance of the school at 8:50am. Students walk towards the main reception, where they follow the signs through the external LRC (Library) door into Portsmouth corridor. Any students arriving early are to wait in the Year 9 break time area which is the Main Hall. Students arriving by bus will be dropped off at the front entrance and follow the same directions. Students arriving by bike go to the bike shed via the side entrance by the old Drama Studio, then return to the LRC entrance again via the side gate.
- Year 10 will arrive through the rear entrance of the school at 9:00am and go to Dartmouth block, entering the building through the door by the Performance Studio. Year 10 students will go straight to lesson one. Any students arriving early are to wait in the Year 10 break time area which is the top playground. Students arriving by bus will be dropped off at the rear entrance and follow the same directions. Students arriving by bike can use the bike shed on the way past.
- Year 11 will arrive through the front entrance of the school at 9:00am, walking through the side gate by the old Drama Studio and into either Dartmouth or Bolton blocks dependant on their timetable lesson and straight to lesson one. Any students arriving early are to wait in the Year 11 break time area which is the canteen. Students arriving by bus will be dropped off at the front entrance and follow the same directions. Students arriving by bike can go to lesson one via the bike shed.

Year 7 will leave the site at 2.50pm via the rear entrance, they will be directed off site by their classroom teacher. Any students travelling by bus will be supervised while waiting at the bus stop at the rear of the school.

Year 8 will leave through the rear entrance at 2.55pm. Any students travelling by bus will queue while waiting at the bus stop at the rear of the school.

Year 9 will leave through the front entrance at 2.55pm. Any students travelling by bus will queue while waiting at the bus stop at the front of the school. Students needing to collect their bike may do so and then leave via the front entrance.

Year 10 will have their tutor registration at 2.55pm, then leave the site at 3.05pm through the rear entrance. The bus will leave at a later time of 3.15pm to accommodate these timings. Any students travelling by bus will queue while waiting at the bus stop at the rear of the school.

Year 11 will have their tutor registration at 2.55pm, then leave the site at 3.05pm via the front entrance. The bus will leave at a later time of 3.15pm to accommodate these timings. Any students travelling by bus will queue while waiting at the bus stop at the front of the school. Students needing to collect their bike may do so and then leave via the front entrance.

**Assemblies:** assemblies will be cancelled to begin with. We may experiment with virtual assemblies which are streamed into tutor rooms if the situation continues for any length of time.

**Attendance:** all students will be expected to attend from September unless they have specific reasons to shield which should be confirmed by a doctor. If you, or your child is suffering from undue anxiety about returning to school then please contact the school to discuss the situation.

**Behaviour:** behaviour will continue to be a priority. Matters of safety will be given a priority, so students who ignore social distancing with teachers, or deliberately cough over others will be subject to sanctions. Any student who is found in the wrong zone unaccompanied should expect a serious sanction as it compromises the safety of all others in school.

**Bereavement:** if you have lost members of your family during the pandemic please let the pastoral team know, who will be able to support your child through the process of bereavement.

**Breaktime arrangements:** each year group will have a designated recreation area distinct from other students and close to their 'home block'.

**Bubbles:** in line with government guidelines, students will be kept in year group bubbles. This means they will be able to freely associate within their year group with no social distancing between them. Staff will need to move between year groups but will observe the 2m social distancing which means they will not be able to circulate round the classroom in lessons.

**Buses:** one school bus will run. Passengers will be required to wear facemasks on board and sanitise their hands before boarding. Students will be sat in year groups, as far as possible. The bus will pick up years 7, 8 and 10 from the rear of the school and then go round to the front to pick up years 9 and 11. The bus will leave Aldworth at the later time of 3.15pm to accommodate these arrangements.

**Classroom layout:** in accordance with the guidance rooms will be set up in lines facing the front wherever possible. There are some classrooms with fixed tables in different arrangements which will need to be used due to a limit on rooming.

**Cleaning:** we will introduce day cleaning to keep the toilets and selected multi-use spaces clean.

**Closure (partial/temporary):** in the event of an outbreak of coronavirus within the school we will take advice from Public Health England who would make the decision about whether to close down the entire school or ask the 'bubble' (i.e. a year group) to stay at home. In such an instance we would have the home learning up and running within 24 hours. We would use the tried and tested method of setting work at the start of the week for the students to work through and use SMHW as the main means of communication and feedback for students. A team of staff would be allocated to be available to support students online with any work issues.

**Communication:** please keep checking your emails over the summer, especially as the guidance changes. However please be mindful that we need some time away from work as well, there have been instances where something has been announced at a daily briefing and before we have finished work (and become aware of the policy change) we have parents emailing asking how we are responding. We will inform you in good time when we have formulated a response but please refrain from harassing staff over the holiday and trust that we will keep you informed as soon as any plan has been agreed.

**Computers:** students will have access to computers for their computing lessons and other lessons where necessary. At the start of each lesson students will be given an anti-bacterial wipe to wipe over the keyboard, mouse and workstation, as well as having sanitised their hands, to ensure safe use.

**Curriculum:** the aim is for the full curriculum to continue uninterrupted, with the full range of subjects on offer. Some subjects may have to adapt their curriculum if they are not able to have access to specialist facilities but the aim will be for all practical lessons to have access and to retain the spread of subjects. Students will not drop any subjects.

**Duke of Edinburgh Award:** D of E will be running within year group bubbles from October if government guidance allows it, using the year group's allocated classrooms/toilet. There won't be group activities which involve sharing equipment. Decisions regarding running expeditions will be made in-line with government guidance.

**Enhancements:** the previous system of compulsory additional after school lessons for all will be discontinued. It has been very time consuming and not proved effective in the long-run (please see Revision section for how we will approach this in the future).

**Equipment (school):** equipment and resources will be kept in zones and restricted to a year group. We are looking at buying additional resources where necessary but equipment will only be moved between bubbles once it has been cleaned and/or left for 72 hours.

**Equipment (student):** the school will not be able to lend equipment to students so it is essential that students come properly equipped because issues such as forgetting a calculator could hold back their learning substantially. Smaller items will be available to purchase from the school and this will be the default method of re-equipping students rather than loans.

**Extra-curricular activities:** there will be a very limited range of Extra-Curricular Activities (ECAs) available and they will be based on year group bubbles. They will start in October once we have established how the main school is functioning.

**Fire Drill:** practice fire drills will take place with a year group at a time to maintain social distancing. In the event of an alarm or real fire then the focus will be on evacuating the building speedily over keeping the year groups apart. Staff will be told to be mindful of trying to respect the bubbles and the arrangement in the buildings means it will be largely simple to keep most students apart, however in a potential emergency situation the focus will be on speedy evacuation.

**First Aid:** students requiring medical attention will have to inform a teacher who will contact the first aider who will collect the child. A specialist isolation room will be set up within the school to isolate any individual who develops symptoms during the school day.

**Games Club:** because of the need to remain in year group bubbles Games Club will be suspended. Pastoral staff will ensure however there is some support for students that require it at breaktimes and lunchtimes.

**GCSEs (Year 11):** there is currently a consultation underway around changes that may be made to GCSE specifications for next year only. This includes possibly reducing the content in history, taking the examined element out of art and not requiring students to see a live performance for drama. The current proposals are fairly limited and are often around coursework based subjects, with no modifications being proposed for English, Maths and Science. We will work on the basis that most GCSEs will remain the same and inform you when Ofqual have made a decision

**Illness:** usually we would be encouraging children and staff who are mildly ill to come in to school and see how the day goes. In September we need students to be kept off if they are exhibiting any signs of being unwell that are linked to Coronavirus. We will ask the same of staff and therefore it could prevent a significant challenge in terms of covering lessons at moments. We will establish whether a student is ill and unable to work or unable to come in, but fit to work. In this second case we will provide some home learning – which will be available to students who are quarantining but are otherwise well. Students who are clearly unwell will not be provided with work.

**Latecomers:** students arriving late at school should report to Reception and they will be escorted to their zone by a member of staff. This is very labour intensive and if students are regularly late we are likely to call a meeting with their parents in order to resolve this issue.

**Leaving during the day:** if a student needs to leave during the day for an appointment, they will need to bring a note into Reception in the morning. A member of staff will collect them from their zone and take them to be collected.

**Lockers:** will not be available from the start of the year because of the zoning. We will organise lockers when the zoning system is ended and students are able to access the lockers across the school.

**Lockdown:** if the country or area goes back into lockdown again, we will resume our home learning using the same patterns as before, with Microsoft Teams for the upper school initially and hopefully utilising it for lower school as time goes by. Should we be locked down for another substantial period the school will review how it runs home learning and revise as necessary but will start using the previous tried and tested model before branching out into new territories.

**Lunchtime arrangements:** each zone will have a dedicated food point, we are working with the new catering company to work out the practicalities of this at the moment. Food service arrangements are:

Year 7 food will be served in the Winchester Hall

Year 8 food will be served from the Snack Tardis in the lower playground

Year 9 food will be served from the Main Hall hatch

Year 10 food will be served in the prefect area in Dartmouth

Year 11 food will be served from the canteen.

**Medication:** parents need to email the Student Support Officer (Medical) (kerry.o'sullivan@aldworth.hants.sch.uk). Students on medication need to bring it in to reception where they will be given a consent form to take home and have signed. This then needs to be returned to reception the following day.

**Mock Exams:** Year 11 will not have mock exams in the traditional November slot as they will not have covered enough content to make them meaningful. We will be running exams in February when students should be almost through the course so the experience will be more valid. This is working on the basis that the GCSE exams are likely to be pushed back into June/July to allow for more curriculum time.

**Movement about site:** students will largely stay in their own zones and will always be accompanied by a staff member when 'out of zone'. It will be treated as a major issue if any student deliberately moves into another zone. The site will be sufficiently signposted and barriered to avoid this happening accidentally. Corridor movement will be minimal and when classes are moved around the site by a staff member it will be coordinated so that there is no crossing of year groups.

**Music lessons (individual):** we are likely to resume peripatetic lessons although they will be in rooms which are large enough for social distancing to take place. However it may be restricted by the rooms available – so we will update parents in September about our plans.

**Music lessons (general):** music lessons will continue but will not include singing which is seen as a risky activity.

**Open Evening:** it is unlikely we will be able to offer a traditional Open Evening. This is a real shame because it was an opportunity to share the new vision for Aldworth with the community. Parents can help out here by talking up Aldworth. We are creating various video resources ready for next year to try and sell the school, but we would appreciate parents putting out the word that it's not the school it was a year ago.

**Parental Meetings:** we may well conduct parental meetings via Zoom to avoid additional people on site, however there may be times where a face-to-face socially distanced meeting is appropriate. Parents should phone for face-to-face meetings and must not arrive at school unannounced unless there is a genuine emergency situation.

**Parents' Information Evenings:** at the moment we are unlikely to host the Parents' Information Evenings. We will look into whether these will be zoom meetings or some videos. We are keen to keep up the dialogue with parents and it's very frustrating that I've had very limited opportunities to talk to parents as a whole, but we will find some way to keep connected. If we get to the point where traditional parents' evenings are due then we might look to do these via zoom so you can have your 5 minute slots with a teacher but virtually. This is new territory for us, but if we get to that situation we will try and ensure that you still get that personal contact with your child's teachers.

**Pastoral:** the pastoral team will be available for children although they cannot just drop into pastoral. Heads of Year will be based in the zone with their year groups to deal with problems when they're available. Otherwise students who require pastoral support will be asked to request some support from a staff member who will contact the pastoral team and they will come to the student.

**PE:** we are creating temporary changing facilities in the gym to allow students more space in the changing areas. There will be a careful choice of sports and no sharing of equipment between year groups. We are awaiting guidance on team sports which is coming out soon with the resumption of club sports.

**PPE:** staff and students will not be expected to wear PPE routinely however they are free to make that choice. It is up to the individual to provide any PPE they require.

**Registration Period:** formal registration periods will be split. Years 7 will register at 8.40am, Years 8 and 9 register at 8.50am, Year 10 and 11 go straight to lesson one at 9.00am then register at 2.55pm. Students who don't have a registration period at the start of the day will be registered by the teacher of their first class and meet their tutor at the end of the day. This is to ensure tutors retain contact with their tutees and we are able to stagger the start and ends of lessons.

**Revision:** the Year 11 revision programme will be based around revision workshops which are targeted at certain types of students or topics, with the idea that rather than passive 'general revision' students will get more bespoke revision to meet their needs – be that 'Getting an 8/9 in English' or around a specific topic. More details will follow.

**Resources:** resources will not be shared between year groups without being cleaned first.

**Risk assessment:** the school has undertaken a detailed risk assessment for Covid19 and departments are producing their own around the specifics of their subjects and rooms to ensure all risks have been considered.

**Safeguarding:** through PSHE and tutor work we will work to ensure that safeguarding our students is a key function of our role. The pastoral team will support students who have struggled during lockdown and/or in the return to school.

**Sanitising:** each day will include numerous planned moments where students are required to wash their hands or sanitise in order to reduce the opportunity for transmission of infection. It will be a condition of entering the classroom that students sanitise their hands and any students who refuse to follow cleaning protocols should expect there to be a consequence.

**SEN support:** LSAs will be assigned to year groups and become part of that bubble. We will need to explore ways of supporting students without breaking the social distancing. Where students have individual lessons we will run that in a socially distanced way where there are appropriate rooms free.

**Shielding:** students who are shielding will be set home learning with a mentor to support them and ensure they keep up with their peers.

**Staffing:** we are fully staffed for September which is good that we will not rely on supply staff. However, if the virus hits there may be an increased pressure on staffing and we may have to move our existing staff around in order to protect the GCSE students. Hopefully this won't be a problem but there is a chance students may have a change of teachers if long-term absence becomes difficult.

**Start of term arrangements:** the first day of term for all year groups is Monday 7 September. Students should arrive in school as per the arrangements detailed under the arrivals section above. Parents will be emailed during week commencing 31 August with details of the room they are to go to at the start of the day. The first period will be with their tutor going through timetable, break, lunch and other arrangements. Students will have a video style assembly and a full induction regarding the arrangements for keeping all member of the school community safe.

**Teaching & Learning:** teaching will look slightly different. Students are less likely to be involved in group work and teachers will not be circulating the room. There will be more of a focus on direct teacher instruction and there will be limited opportunities for practical work in subjects like science.

**Toilets:** each year group has designated toilets and will not share with other year groups. We are cleaning toilets and surfaces after break and lunch to reduce any transmission risk.

**Tutoring:** the government have announced there will be money for some individual tutoring to make up for deficits following the home learning but the details of the funding and expectation have yet to be clarified. Individual or small group tutoring will take place in school, possibly after school but in a socially distanced space.

**Trips:** we have made some tentative bookings for next year but these are typically postponed trips from this year. We are unlikely to organise many residential trips until the situation is clearer because of the financial implications for parents and the school if they are cancelled.

**Uniform:** students will be expected to arrive at school in full uniform and normal sanctions will apply to those who fail to follow the rules.

**Unit:** Unit students will have a meeting to clarify arrangements before the end of term. Registration will take place in the unit at 9.00am, students are to report directly there.

**Visitors:** we will be discouraging unannounced visitors to school. We will have limited spaces for waiting in reception and when visitors arrive they will be expected to sanitise their hands.

**Zoning:** students will be given 'base rooms' where they will have many of their lessons. They will switch classrooms for specialist lessons and set lessons but always within their year group bubble. Teachers will move to classes to avoid any unnecessary movement by students.

#### **For most of the day:**

Year 7 will be zoned in Winchester block, with their break area being to one side of the Winchester building. Food will be served in the Winchester hall. Students will be shown exactly what to do and where to go on their induction day.

Year 8 will be zoned in Salisbury block, with their break area being the lower playground. Food will be served from the Snack Tardis. Their break area will be the lower playground.

Year 9 will be zoned in Portsmouth block, with their break area being the Main Hall and the field at the front of the school. Food will be served in the Main Hall.

Year 10 will be zoned in one half of Dartmouth block, the end nearest the rear entrance to the school. Food will be served from the prefect area on the bottom floor of Dartmouth. Their break area will be the top playground.

Year 11 will be zoned in one half of Dartmouth block, the end near the canteen side. Food will be served in the canteen, this will also be their break area along with the covered walkway between Dartmouth and Portsmouth.