

Our Ref: PJS/DKP

4 March 2021

Dear Parent/Carer

As promised, this letter gives you a little more detail about the return to school which is supplemented by the updated A-Z which is attached. We have amended quite a lot of the information since it was last issued in September, and all new bits are in red to save you reading over old information. Parental feedback on the A-Z has been positive and you should find most answers to your questions there. I appreciate there has been an avalanche of information over the last few weeks, and we've aimed to break it into chunks, with the broad overview, then details about the testing and hopefully this will be the last significant piece of information for you. Inevitably some people want everything at once, others prefer it broken down however we made the judgement that it was better to filter the information out because experience shows that too much information too soon overwhelms people and then we find ourselves answering many questions that we've already answered.

You will receive information regarding the testing time slots via email and text. Can I just remind you that on the first test students should only come in for their appointment and return home. For Years 10 and 11 they have two such days in the first week, whereas lower school just have one of these appointment days where they are at home otherwise. Students are not expected to be in uniform when they come in solely for their test. Home learning will continue over that week, however I have told staff to be less stringent about chasing attendance because students will be to-ing and fro-ing from appointments. All staff are in from Monday 8 March, and we're hoping our internet will be up to numerous live lessons being managed at the same time – if it becomes impractical we will have to change strategy. There will be no tutor sessions for KS4 next week but KS3 will remain until they have their first day back in school. Our complete priority next week is the safe and thorough completion of the testing, so could I ask for understanding if some of the live learning is interrupted, please just roll with it for that week. On that note, the Support Staff are all involved in the testing centre so please bear with us if things take a little longer to process in terms of response. Please only contact the school in urgent situations.

Next week will see a gradual return to school for year groups. Clearly this mass testing is new to us and we will have to have a degree of flexibility in our plans if things don't time as we have imagined they might be. If we have to reschedule then please be understanding – we simply won't have the time to deal with minor gripes about changed plans when we have the imperative to get the testing done. We hope that we've planned it in a manageable way, however until we run it for a few times we don't know exactly how long each aspect will take.

The government guidance is clear, that the school cannot force parents to consent to testing and students who aren't tested must not be punished or treated differently as a result of that choice. We have got the overwhelming majority of students being tested. This is another situation where the school simply can't please everybody, some people are passionately anti-testing and that is their right, equally others feel

passionately the other way. As a school we strongly encourage the testing because we believe in the power of community and that a small act can potentially protect a range of people within the town, however it is a matter of choice for individuals.

On their return to school we are keen to re-establish normality and routine for the students as soon as possible. The simple way you can assist in this is to make sure that their uniform is correct. We have a store of spare shoes for those who choose to wear trainers, but we will expect parents to source shoes from online stores rather than waiting until the shops open in anything but exceptional cases. Thank you in advance to those parents who battle their children to ensure that they do come properly attired, and it's for fairness and to support those parents that we insist on all students following the procedures. If students have adopted odd hair colours etc over the lockdown we will expect them to be altered to match the school rules as soon as practically possible. If there is a genuine reason why a student cannot wear full school uniform then please ensure they arrive with a note with a clear explanation and expected dates for the problem to be solved. Whilst uniform may seem petty, it's about students returning to normal and being treated the same, so I appreciate your support in this matter.

One of our major control measures is ventilation, so I would urge that you encourage your children to wear additional layers under their clothes if they feel the cold. Again, for the sake of normalizing their school experience students will only be allowed to sit in coats where the teacher decides the room is too cold, so if your child particularly feels the cold please ensure they wear a vest or plain t-shirt under their usual uniform to provide additional warmth rather than relying on a coat.

We have now formulated our approach to the GCSE grading after the guidance was issued last week. We are sharing the plans with the teaching staff today and then will send out a video guide to our approach before the end of the week.

Another issue arising is the use of masks in lessons. The government guidance says that masks should be worn where 2m social distancing is not possible, which is most classrooms for students. As part of our protection measures teachers' desks are usually at least 2m away from others so they will not have to wear masks, however in any classrooms where that distance cannot be maintained then they will wear them; others will choose to wear masks or visors anyhow. The government have again made it clear that a school cannot sanction any student who chooses not to wear masks in lessons, and we have some parents adamant that their child won't do so. I need to set the expectations very clearly on this because our hands are tied. Previously as a school we 'allowed' students to wear masks in lessons and perhaps 10% of students did. Now we 'encourage' students to wear masks in lessons, but we cannot and will not insist. Again, there are very polarized positions on this, however we do not have the power to insist and will not be doing so. I think masks in lessons all day will be a challenge and we will have to see how this plays out. We will be asking students to wear them in corridors where possible because that is where they are close to a range of people in unventilated corridors – but yet again we can't insist. If you are unhappy about the approach to masks (on either side of the debate) then please direct your ire at the Department for Education or the local member of Parliament because any complaints to the school will merely get the response above – we have limited choice in this matter.

There is a very simple way in which you can help teachers and ensure your child's learning is monitored well over this time. As teachers will be confined to the front of the class, our use of mini-whiteboards will be more important than ever in assessing what students are doing, so please check that your child has the relevant pen and if not please purchase one as part of their school equipment.

I appreciate you have been inundated with information and it will be an odd few weeks, but the promise of returning to school and face-to-face learning is something I know all our staff are looking forward to. If you are able to take note of the requests in this letter and understand the position the school is in, then we can focus on making this return as smooth as possible and re-establishing those routines which will give your children a sense of things returning to normal.

On a slightly different note, the INSET day planned for Wednesday 31 March will now be a normal day in school for all students and staff. Thursday 1 April will remain as an INSET day and students should remain at home.

Undoubtedly, it's been a difficult year and the next few weeks will bring its own challenges, however I am confident that we are on the path to normality. Thank you again for your support with the home learning, your patience as we try these things for the first time and the many emails of thanks that we've had which have been much appreciated by staff and fuelled them over this strange period.

Best wishes.

Yours sincerely

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

Mr P Jenkins  
**Headteacher**

## Acceptance to Zoning Arrangements for March 2021

**Arrival/departure:** we have staggered arrival and departure times but students will have the same length school day as previous years. An email has been 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 (back gate) 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 7** will leave the site at **2.45pm** via the rear entrance (back gate), they will be escorted 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 arrive through the rear entrance (back gate) 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 8** will leave through the rear entrance (back gate) at **2.50pm**, they will be escorted off site by their classroom teacher. Any students travelling by bus will queue while waiting at the bus stop at the rear of the school.

**Year 9** will arrive through the front entrance (front gate) 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 9** will leave through the front entrance (front gate) at **2.50pm**, they will be escorted off site by their classroom teacher. 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 arrive through the rear entrance (back gate) 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 10** will have their tutor registration at 2.55pm, then leave the site at **3.05pm** through the rear entrance (back gate). They will be escorted off site by their tutor. 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 arrive through the front entrance (front gate) 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 11** will have their tutor registration at **2.55pm**, then leave the site at 3.05pm via the front entrance (front gate). They will be escorted off site by their tutor. 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.

**Absence:** (non-illness) – for students who are quarantining as a precautionary measure but not ill, we will establish systems whereby work is emailed at the end of the day so the student is able to keep up with work. We will establish a study buddy for each KS3 student in each class as a contact to keep them up-to-speed with the work and any other important things that happen during their time off. Students who are ill will not be expected to do work. You will need to let the school know that your child is at home, but not ill, for this process to happen so please email [enquiries@aldworth.hants.sch.uk](mailto:enquiries@aldworth.hants.sch.uk).

**Acceptance:** we are hopefully towards the end of the pandemic and it's really important that students accept that there is one final push. Teenagers are reliably opinionated about things, but they need to realise their opinions about the restrictions are irrelevant – the rules need to be followed.

**Assemblies:** we will continue to use live streaming and videos for assemblies until the guidance suggests it's safe to have larger numbers of students together.

**Attendance:** all students will be expected to attend from 8 March, subject to the Covid testing schedule, unless they have specific reasons to shield which should be confirmed by a medical certificate or letter. If you, or your child is suffering from undue anxiety about returning to school then please contact the school to discuss the situation.

**Behaviour:** 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. The temporary additions to the behaviour policy are below:

BEHAVIOUR	DETAILS	LIKELY CONSEQUENCE
Being out of zone	Being in the wrong year group zone without an accompanying member of staff	Isolation Fixed term exclusion
Repeated failure to follow hygiene or social distancing measures	Includes deliberate physical contact	Isolation Restricted breaktimes and lunchtimes
Deliberate coughing or joking about coronavirus	Jokes include comments made generally as well as personally directed	Isolation
Failure to follow social distancing measures		Verbal reminder Litter picking

**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.

**Bikes:** students may bring bikes to school. Year 7 students should use the bike storage at the rear of the school near Winchester Block. Years 8, 10 and 11 should use the main bike store next to Bolton block. As they arrive at different times there should be no contamination between bubbles. Year 9 students should use the courtyard, access via reception (by prior arrangement). Helmets should be secured with the bike or carried with the student at all times.

**Breaktime arrangements:** each year group has a designated recreation area distinct from other students and close to their zone. We would urge students to bring a warm coat daily due to inclement weather.

**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 limited 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. It is compulsory for students to wear masks until they are inside the school gates. 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.

**Catering:** all payments to top up canteen accounts must be made online as the reval machine (cash machine) in the canteen will be unavailable. Finance have issued SCOPAY letters to anyone not currently registered.

**Classroom layout:** in accordance with the guidance rooms have been 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. **Teachers' desks are always 2m from the first set of student desks.**

**Cleaning:** **We have introduced an enhanced cleaning schedule. Areas such as toilets, food service points, changing areas and specialist rooms are cleaned throughout the day. More frequent cleaning of regularly touched and used surfaces also takes place throughout the day.**

**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. If the whole school is forced to close we will aim to have the previous combination of independent work and live learning up and running with 24 hours.**

**Collection of students in the day:** if your child has an appointment and you need to collect them during the day, please email [reception@aldworth.hants.sch.uk](mailto:reception@aldworth.hants.sch.uk) with 48 hours notice. If you need them urgently then please phone Reception. Please do not come to Reception, we will collect your child and deliver to the relevant gate within their zone to meet with you.

**Communication:** as the situation continually changes, with government guidance regularly being updated, we would beg your patience in terms of communication. Sometimes we will take a little more time to respond to a new directive to avoid us changing our message to parents – we are getting used to the changes of mind and guidance! To aid communication can you please ensure that we have your latest email contact.

**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.

**Equipment (school):** we have bought additional equipment and resources which 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. If a student comes to school without the basic equipment we will telephone home to request that either the parent brings in the equipment or purchase a filled pencil case (payment over the phone or using Scopay) and this will be delivered to the student in their bubble. The list of equipment is attached.

**Extra-curricular activities:** we will continue to monitor the guidance with regard to when we can re-start extra-curricular activities.

**Fire Drill:** Fire procedures have been reviewed, making the arrangements as Covid secure as is reasonable, given the priority of safe evacuation in the event of a fire. Evacuation points for bubbles now have increased distance between them and evacuation routes have been altered where possible to avoid bubbles crossing.

**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. Students who have regular medication will have separate bespoke arrangements.

**Homework:** we will continue take a cautionary approach to homework. Most homework will be in the form of quizzes on the computer or consolidation work due to the difficulties of feedback and exchange of books between students and teachers – and the risks of contamination between homes. We will review this as we proceed.

**Illness: STUDENTS MUST NOT COME TO SCHOOL IF THEY ARE UNWELL.** Usually we would be encouraging children and staff who are mildly ill to come in to school and see how the day goes. We now need students to be kept off if they are exhibiting any signs of being unwell that are linked to coronavirus, ie temperature, cough, etc. Students will not be allowed back to school unless we receive proof of a negative Covid-19 test. We will ask the same of staff and therefore it could prevent a significant challenge in terms of covering lessons at moment. 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.

**Lateness:** punctuality is more important than ever in order to maintain the year group bubbles with our staggered starts. If in the rare event your son/daughter should arrive late but before 9.00am, they need to use their designated gate and route to their year group block and report to their tutor. If they arrive after 9.00am, they must enter through the front gate and 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.

**Lockers:** We will organise lockers when the zoning system is ended and students are able to access the lockers across the school.

**Lunchtime arrangements:** each zone has a dedicated food point, we have worked 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.

**Masks:** guidance suggests that students should wear masks in classrooms where they can't maintain a 2m distance – which will be in most classrooms. We recommend as a school that they wear masks but don't insist – equally we strongly recommend they wear masks in corridors where we believe there is a higher risk due to increased numbers of students, less social distancing, a wider range of contacts and little/no ventilation.

**Medication:** parents need to email the Student Support Officer on the following email address [medical@aldworth.hants.sch.uk](mailto:medical@aldworth.hants.sch.uk) if their child requires regular medication. Mrs O'Sullivan will have emailed all parents where we are currently aware of medication requirements. Students on medication will be asked to leave medication in their tutor room from where it will be collected. A medical consent form will need to accompany the medication which is available on our school website under Parents – Medical – Administration of Medical Consent Form.

**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 is 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.

**Parental Meetings:** we will continue to conduct parental meetings virtually 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' Evenings:** parents' evenings will continue via the parent evening app until the guidance changes.

**Parents' Information Evenings:** at the moment we are unlikely to host the Parents' Information Evenings. 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.

**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.

**Phones:** the school policy remains on the use of mobile phones in school – they should not be seen or heard and if they are they will be confiscated. Parents will have to book an appointment to come in and collect the phone.

**Quiet Room:** a quiet room will be available within the year group zone.

**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.

**Resources:** resources will not be shared between year groups without being cleaned first or left for 72 hours in the case of items that are not easily cleaned.

**Risk assessment:** the school has updated the 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:** Anti-viral gel and wipes will be available in all rooms. We recommend that students sanitise their hands at the start and end of the lesson. It is also recommended that students avoid touching their face. Students are welcome to bring in their own sanitising gel if they wish - this might be particularly appropriate for students with sensitive skin who may wish to use a particular brand.

**SEN Support:** LSAs will be assigned to Year groups and become part of that bubble. LSAs will be able to work 1:1 with students in class for up to 10 minutes at a time, but the student and the LSA may be required to wear a face mask and/or visor. LSAs have been advised to **maintain 2m+** social distancing at all other times.

We will not be running small group interventions or after-school clubs initially but we hope to review this in October. Break and lunch clubs will also be suspended initially however students will have access to a quiet zone within their bubbles.

The flexi-zone will not be available for students during the school day and ELSA sessions will only be available to students who have a pre-arranged appointment. If your child has an ELSA session they will be collected from their lesson and will be escorted back to class at the end of the lesson.

**Social Distancing:** students are expected, as far as practicable, to socially distance on their way to school and at breaktimes. This is an individual responsibility and will be difficult to police. Students who repeatedly fail to socially distance may be kept in isolation in social times until they amend their behaviour. Equally, students who are particularly concerned about mixing within their bubble at breaktimes will be able to spend breaktimes in a 'quiet room' if required – either the child or parent needs to talk to pastoral in such instances to facilitate this.

**Staffing:** 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 that students may have a change of teachers if long-term absence becomes difficult.

**Suspected cases:** in the event of a student exhibiting signs of Covid-19 during the school day they will be kept away from others in a specified area and the first aider will be in PPE. **Their parent will be asked to collect them and they will be asked to remain at home until a PCR test has been taken and the result is known. This could mean remaining at home for 10 days to self-isolate.**

**Teaching & Learning:** teaching will continue to look slightly different. Students are less likely to be involved in group work. 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 routinely share with other year groups apart from in urgent situations in line with DfE guidance. We are cleaning toilets and surfaces after break and lunch to reduce any transmission risk.

**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. **Students are encouraged to wear a t-shirt or vest under their school shirt for an extra layer of warmth as coats will not routinely be allowed in lessons.**

**Water fountains:** water fountains will not be available due to the potential risk of transference of infection, therefore, please ensure your son/daughter has sufficient water for the day.

**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 have been 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.

## **EQUIPMENT LISTING**

### **Essential**

Pens (blue/black plus another colour)

Pencil

Ruler

Rubber

Highlighter

Pencil sharpener

Glue stick

Compass

Scientific calculator (we recommend the Casio Fx-83GTX range)

### **Optional/desirable items**

Colour pencils

Pocket dictionary

Protractor

Scissors