

24th February 2021

Dear Parents/Carers,

I apologise in advance for the length of this letter, but I would ask that you read it carefully in full as it contains important information regarding the return of students to school from this third national lockdown. We are very much looking forward to welcoming students back onto site and need your support to ensure we can do this efficiently and safely.

Lateral Flow Testing and Return Dates for Students

The government has asked secondary schools to offer all students three 'lateral flow' tests for covid on their return from this lockdown. All testing remains voluntary, though it is strongly encouraged. Parental consent is required for testing; we cannot complete any testing without your written consent. You will be sent an email regarding consent and we would urge you to respond to this ASAP to aid us in the administration of the testing programme. Participation in the testing is not a prerequisite for your child/children returning to school.

Offering three tests to all of our students on site is a significant logistical undertaking. We are setting up a mass testing centre in the Sports Hall and recruiting temporary staff to enable the testing programme. The tests that we will be completing are nasal swab only (there will be no tonsil swabbing). The tests are not painful to undergo and students will be guided through the process sensitively. Tests are processed on site and results take 30 minutes. The three tests must be offered with a 3-5 day gap between each test and we have scheduled our testing with this in mind.

Testing will commence on site from Wednesday 3rd March. Students will be offered tests according to the programme below. All students will then return to school for face to face teaching on Monday 8th March. They should arrive at school for the normal 8:30am start on 8th March and will follow their usual timetables from day 1. Second and third tests will be carried out on site, by taking students out of lessons. Please note that no remote teaching will be offered to a year group on the day on they have their first test.

DATE	WHO IS BEING TESTED?	WHO IS IN SCHOOL?
Wednesday 3 rd March	Test day for Year 11 and Year 9 – test 1	Keyworker provision only on site Remote provision for Years 7, 8 and 10
Thursday 4 th March	Test day for Year 10 and Year 8 – test 1	Keyworker provision only on site Remote provision for Years 7, 9 and 11
Friday 5 th March	Test day for Year 7 – test 1	Keyworker provision only on site – off screen day
Monday 8 th March	Test day for Year 11 and Year 9– test 2	ALL
Tuesday 9 th March	Test day for Year 10 and Year 8– test 2	ALL
Wednesday 10 th March	Test day for Year 7 –test 2	ALL
Thursday 11 th March	Test day for Year 11 and Year 9 – test 3	ALL
Friday 12 th March	Test day for Year 10 and Year 8 – test 3	ALL
Monday 15 th March	Test day for Year 7 – test 3	ALL

Students attending our keyworker provision can continue to attend according to their usual schedule if they need to, including on 5th March. They will be tested on site alongside their year group.

You will be sent an appointment time for your child's **first** test. **Students must only come onto site for testing if they are asymptomatic.** Please ensure they arrive on site 3-5 minutes before their appointment. They must wear a face covering (unless they are exempt) and they must observe social distancing on the school site at all times. They should enter through the normal student entrance and they will be directed from there. Students will be kept on site, in a socially distanced way, awaiting their test results. When they have their result they will be asked to return straight home.

Off Screen Day

All students will have an 'off-screen' day on Friday 5th March. No live lessons will take place on this date and no assignments will be set. Instead, students will be given the choice of a range of off-screen activities to complete. This day away from screens will enable staff to set up for on-site teaching from Monday 8th March.

Volunteer Support with Testing

Staffing our testing centre is a significant challenge. If you are able to support our testing programme as a volunteer please email head@kingsschoolhove.org.uk as soon as possible. We would particularly welcome support from parents/carers who would be able to commit to more than one shift for testing.

Attendance

The government has made clear that school attendance will again be mandatory for all students from the date they are able to return to school which will be 8th March at King's. The usual arrangements for reporting student absence will apply, i.e. use the 'Studybugs' app (a link to download the app is available from our website) or leave a message on the student absence line by calling 01273 840 004 and selecting option 1. Please follow this link to our webpage for more information on the school's approach to attendance matters:

<https://www.kingsschoolhove.org.uk/attendance.php>

Compliance with Test and Trace

Students exhibiting symptoms of coronavirus (high temperature; new continuous cough; loss of sense of taste and smell) should not come to school. Symptomatic students should be taken for testing as soon as possible. Please notify us (via email to admin@kingsschoolhove.org.uk) if you are taking your child for a test and inform us of the outcome as soon as it is available. Families should follow government guidance on isolating if a member of the household is symptomatic or tests positive. We have clear processes in school for safely isolating anyone who becomes symptomatic on site and will contact parents/carers immediately to request removal from site for any such students.

Face Coverings

In line with recent government guidance, students should wear face coverings at all times indoors on the school site, this includes in classrooms. The only exceptions to this are when they are seated in the canteen and when they are participating in indoor PE lessons. Students need not wear face coverings outdoors on the school site. We will, of course, allow exemptions for students who cannot wear face coverings. Please email us via admin@kingsschoolhove.org.uk if your child needs an exemption. Teachers are able to socially distance from classes and so do not need to wear face coverings though some may choose to do so. Where teachers wish to wear face coverings, and are teaching students with hearing impairments, they will wear masks with clear mouth panels. The government has said that it will review its guidance on the use of face coverings in school at Easter.

Further Control Measures on Site

We will continue to follow government guidance related to limiting the risk of coronavirus transmission on the school site. We are reviewing and revising risk assessments as necessary for this re-opening.

The following control measures will apply:

Enhanced Hygiene Measures

We will be maintaining enhanced cleaning measures, including more frequent cleaning of commonly touched areas during the school day, and more frequent cleaning of toilets. All students will be required to sanitise their hands on entry to site and on entry to each lesson – this will be supervised. Hand washing facilities will be available to all students and routine hand washing will be frequently promoted.

Travel to and from School

Students are encouraged to avoid public transport for their journeys to school wherever possible. As ever, we encourage walking and cycling to school as green modes of travel with clear health benefits. However, we recognise that it will not be feasible for some students to walk/cycle to our site. School bus services will operate full services from 8th March. Students will need to wear face coverings when travelling by bus. Face masks used on public transport should be removed before entering site and disposed of or stored securely (students should use a fresh face mask on site).

If you are planning to drop your child at school in a car we respectfully ask that you avoid driving them up to the school gate as Hangleton Way is a bus route and becomes very congested. We would strongly recommend dropping your child a little distance from the school and allowing them to walk the final stretch into school. Good drop off/pick up points to use are: the parade of shops on Hangleton Way, Amberley Drive, Barnet Way and St Helen's Green.

Arrival at School and Dismissal from School

Students will arrive at school between 7:45 and 8:30am. All students will enter through the pedestrian entrance off Hangleton Way. Students will be supervised sanitising their hands on arrival onto site and they will then go directly to their tutor base.

Year 7 students will continue to be dismissed at 2:50pm. Year 8 and 9 students will be dismissed at 2:55pm and Year 10 and 11 students will be dismissed at 3:00pm.

Break and Lunch Times and Catering

A reduced catering service will be available to all students from the date of their return. Students will be able to use cashless catering accounts to pay for food and drinks as usual. Students in

receipt of free school meals will be able to use this service in the way they normally do. We will continue to run staggered break and lunch times.

Uniform, Equipment and PE Changing

Students are expected to wear full school uniform in line with government guidance. We have doubled our changing room capacity on a temporary basis to allow for students to change safely on site for practical PE lessons. Students should bring their own stationary and classroom equipment with them as normal for their personal use.

School Routines and Procedures

We will continue to operate a one-way system around the school site and will be emphasising to students the need for them to consistently comply with this. Non-compliance will be a disciplinary matter. Students will be required to sanitise their work space at the end of a lesson, this process will be supervised by classroom teachers and materials will be provided for this purpose.

Extracurricular Activities

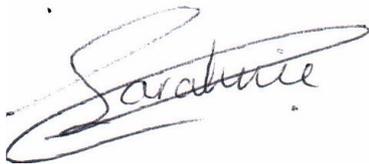
We will not be running any after school clubs this term. We will review this at Easter. Though we fully appreciate the importance of extracurricular activity our priority in the run up to Easter is to get students safely back onto site and settled into school routines again.

Year 11

I will be writing to Year 11 parents shortly when government plans for Teacher Assessed Grades this year are published. Meanwhile Year 11 students and parents/carers should be reassured that we will not be asking Year 11 students to undertake any formal assessed work before the Easter breaks which would be used as evidence for Teacher Assessed Grades.

We look forward to welcoming your child/children back onto the school site very soon; thank you for your support as we manage their return and settle them back into school routines.

Yours sincerely,

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

Mrs S Price
Headteacher