

SHOEBURYNNESS HIGH SCHOOL

A member of SECAT (Southend East Community Academy Trust)



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Headteacher: Ms. C. Costello

1st September 2020

Dear Parents and Carers of Year 7,

This letter confirms how our school will operate from September 7th and will hopefully answer any questions that still remain.

Our plans take full account of government guidance and in so doing aim to reduce the risks of infection from COVID-19 for students and staff whilst at school by minimising the movement of students around the school whilst still offering them the full curriculum. The guidance can be found here <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.

For the sake of completion some details are repeated here from my letter of July 21st.

The School Day for Year 7 students

In order to stagger breaks and lunches we have had to adjust the length of some lessons and so period 2 is longer than it would normally be. The teachers of Period 2 will use their discretion to provide small breaks within this session to support children with their concentration.

Start of the Day	8:30
Period 1 (Tutor Time)	8:30 to 9:00
Period 2	9:00 to 10:55
Break	10:55 to 11:25
Period 3	11:25 to 13:05
Lunch	13:05 to 13:35
Period 4	13:35 to 15:00
End of Day	15:00

Year 7 students are required to enter the school via an entrance on the Caulfield Road side of the school. **Their entrance is to the right of the carparks on Caulfield Rd and will be identifiable by a large red banner welcoming year 7.** We know that on the first day of secondary school parents like to drop their child off and watch them into school. However, we ask that in the current circumstances you **do not gather outside the school gates** and create a crowd.

If your child arrives by bus that stops on the Delaware Road, they will need to walk down Antrim Road which will bring them onto Caulfield Road. You will find a map in the transition materials on our website in 'What happens if I am late?' or alternative you can look on Google maps.

If your child is late, they will need to make their way towards the main entrance of the school where they will be met and escorted to their Bubble.

When your child arrives at school **on the first day** they will be directed down the side of the school and asked to gather in their designated space on the tennis courts until their tutors collect them and take them to their classroom. The procedure thereafter for **any child that arrives early** will be for them to gather in their designated outside area until they are allowed to enter the building at 8:20.

If your child is in our Achievement Pathway they should arrive at our main reception at 8:30 on their first day only where they will be met and shown to their classroom. Their teacher will then describe to them how the arrangements will work from then on; you will also be provided with this information.

For the first week of school there will be no after school provision whilst we review how the school has operated through that time. We do aim to allow students in year 7 to remain in school to make use of the after school homework club as soon as possible and will communicate arrangements for this separately.

Your child will leave site through the same point they entered and again, we ask that you try to avoid waiting for your child directly by their exit and arrange to meet them a short distance away.

Timetables

These will be **issued to your child by their tutor on their first day back** and will also be **available for you to view on the Edulinkone App**. It is important that you all **download this app** as it will be the main point of communication. Its use will depend on us having been given your correct email address; please ensure you send this into us if you haven't done so already.

Your child has not attended school fully for over five months and so we have taken the decision this year to provide your child with some settling in time with our staff and our curriculum before we start making decisions about ability setting. The only exception are those children who have taken up a selective place and those children who are in our specialist SEND pathway.

The decision to not yet set for core subjects means that **your child will be taught in one consistent group in one room for all of their lessons** thereby reducing mixing further and providing some extra security as they become familiar with their new surroundings. This will be reviewed at the end of the first half term.

Year Group 'Bubbles'

The only way we can offer the full curriculum taught by specialist teachers to your child is to organise the school into year group/ pathway sized bubbles. Within a school of 1800 students this vastly reduces the number of other students your child will be in contact with.

The Year 7 Bubble is located on the upper floor of our Singleton Centre with all 'F' classrooms able to be entered directly from outside. You will be able to find the Singleton Centre and classrooms starting with the code 'F' (ie F01, F02) on the map that was posted to you with your Return Pack. There is a lift to this floor. **Year 7 have their own toilets** that will not be shared with any other year group and these are located at the far end of this floor.

Your child will also remain in this Bubble for Breaks and Lunches.

Breaks and Lunches

Students in KS3 will have their breaks and lunches at a different time to students in KS4 & 5 with only two year groups being able to access the canteen at the same time. To accommodate this safely we have been able to divide the canteen into two halves each with its own entrance and staircase.

To create two break and two lunch periods **each year group will have two equal length breaks**. This does mean that the lunch period will not be long enough to accommodate home lunches. **Therefore no child will be allowed off site at lunch time.**

Students will visit the canteen to purchase their food and will have to eat it in their designated space outside; they can also eat packed lunches here. When the weather starts to deteriorate and this is no longer possible, we will make some spaces available inside the building. You will understand that it is preferable for children to remain outside in the big open spaces during their breaks wherever possible.

We are fortunate to have a large site and so we have been able to allocate outside areas to year groups and therefore **your child will remain in their year group bubble during their breaks** and will only be allowed to enter the building to visit the toilet.

Lessons

Every classroom has been rearranged to ensure that **desks are facing forward**, has a clearly identifiable bright red, lidded bin to be used for disposal of any tissues and at the entrance to every classroom is a wall mounted hand sanitiser station; we have purchased and installed two hundred of these across the school site. **Everyone is expected to sanitise their hands on entry and exit**. Every class will have a **seating plan** that is recorded, so that in the unfortunate event of a confirmed case within the school we can be clear on those individuals who have been in close contact and will be able to communicate this to the relevant Health Authority.

Students are not permitted to share equipment and so we strongly request that you **supply your child with their own basic stationary** including pen, pencil, eraser, sharpener, highlighter and calculator and if possible, a glue stick.

As already mentioned, your child will have their lessons on the upper floor of the Singleton Centre and **their teachers will come to them**.

When specialist rooms and equipment is used, for example in Art, the materials will have been organised into year groups and therefore only used by children within one Bubble.

Some of our specialist facilities such as D&T workshops and Art rooms will not be available for all lessons as we need time to thoroughly clean them between sessions with different year groups. This means that year 7 students may have many of these lessons in their Singleton Centre classroom as we have prioritised the use of specialist facilities for students in KS4 and 5; in particular, years 11 and 13 students who have exams this year.

On the day that your child has PE we ask that they come into school already wearing their PE kit. This can include plain black leggings or jogging bottoms as additions if the weather is cold.

Face Masks

Until very recently it has been consistently made clear by the government that the wearing of face masks in schools is not necessary and is in fact to protect others not the individual wearing the mask. However, the

narrative on this has shifted and we are aware that some you may wish your child to wear a face mask to school and **so the wearing of face masks in school will be permitted.**

If this is the case you must supply your child please with a plain mask or a disposable blue mask. **We will not allow the wearing of any substitute face covering such as a scarf or bandana or any mask that has images or logos.** If your child is to wear a mask then we rely on you to instruct them on how to wear it properly including putting on and taking off. If you wish your child to only wear a mask whilst traveling to school or moving around the school please provide them with a plastic bag that they can store their mask in at all other times.

If we are ever in a local lockdown situation then the guidance on masks will change to reflect that.

Support for Year 7

Your child's first point of support will come from their Form Tutor who they will see each morning; you will learn the name of your child's tutor on 7th September. In addition to the Form Tutor your child will have the three people below there to support them and you.

Year Manager (Pastoral Issues)	W Evans	wevans@shoeburyness.southend.sch.uk
Academic Year Leader (Academic Progress)	C Smith	csmith@shoeburyness.southend.sch.uk
Link Assistant Headteacher	M Cook	mcook@shoeburyness.southend.sch.uk

If you do have any queries as a parent please use the Edulinkone App to contact the relevant member of staff or email; we ask that you do not turn up at the school without an appointment. Face to face meetings will be kept to a minimum.

Normal procedures for **absence notification** still apply i.e. you are required to notify the school on the first day of any absence citing the reason for absence. When you call the school number you will be guided to the attendance line. It is understandable that there will be **anxieties around the return to school** but it is very important that where such anxieties exist that you make **contact with your child's Year Manager immediately** so we can hear your concerns, offer reassurance and get your child into school.

We will keep our arrangements under constant review and will of course abide by all Public Health Guidance on dealing with individuals who display symptoms and procedures if there is ever a *confirmed* case within the school.

How we might run normal, **calendared events** such as parents evenings is still under review and we are considering how we can maintain this important contact with parents but do it within safety guidelines; this will not be easy for year groups of over 300 students and we ask that you bear with us regarding these other aspects of school life.

Our most important priority is to help our students safely settle back into a routine and support them with any difficulties or anxieties that might arise from being back in school full time. This will be easier with their full adherence to the new systems and arrangements that we have in place. **On their first day back they will be taken through a presentation by their Form Tutor that will highlight key information and also tell them what we need them to do;** time will be given for full discussion and understanding.

We will also make this presentation available on our website on the 7th September so that you can view it and discuss its contents with your child. We understand that there is much to take in and that your child might feel

overwhelmed. Ultimately, all they really need to do on their return is listen to staff and follow all instructions; we will all then settle into our new routines quickly and safely.

We look forward to seeing our school community back together next Monday.

Kind Regards

A handwritten signature in black ink, appearing to read 'Clare', is displayed on a light gray, textured rectangular background.

Clare Costello
Headteacher