



14th July 2020

Dear Parent/Carer

I hope that you and your families are all safe and well and that you have coped well with the extraordinary events of the past few months.

I am now writing to you to confirm the arrangements we have made to welcome all of our pupils back to full time education at Swakeleys in September. The safety of our staff, pupils and their families is our top priority. We have carefully read the government guidance for full opening of schools and intend to implement everything that is reasonable and practical. We have taken account of potential concerns of pupils, parents, staff and households who may be anxious about returning and put in place plans to address these. Having said this, the government has asked me to tell parents that return to full time education for all pupils in September is compulsory.

Some of our pupils will not have been in school for a period of more than five months. We have therefore decided that it is important to have a phased reopening to reintroduce pupils to school one year group at a time. **On Friday 4th September Year 7 will attend for their induction day. They will have a staggered start and finish time as outlined below. On Monday 7th September Year 7 will continue to follow an induction programme and will start and finish at the time outlined below.**

The timings for Friday 4th and Monday 7th September are:

Form	Arrive	Depart
7AF and 7FN	8.30am	1.40pm
7EB and 7DS	8.45am	2.00pm
7MC and 7MY	9.00am	2.20pm
7RP and 7JA	9.15am	2.40pm

Please make sure that pupils arrive in the correct times slot. Ideally they will walk or cycle to school. If you are driving please be aware that the site becomes very congested and we would suggest that you drop pupils off a distance away and ask them to walk in.

If do have to drive onto the site, please do not park in the turning circle or wait there for pupils. It is a zone for drop offs only and you must then move your vehicle. We recommend that you avoid coming onto the school site.

Please see diagram below.



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We regret that parents are not allowed to walk onto the school site beyond the car park barrier. Please do not wait by the school building for pupils.

During Year 7 induction, we will go through all the adjustments we will be making to our daily arrangements. Lessons will begin on **Tuesday 8th September**.

We have been asked to minimise the number of contacts that pupils have during the school day and put in place measures to reduce the risk of transmission of the virus. This means that we need to limit mixing of different year groups. With this in mind we will do the following things:

- have staggered starts and finishes to the school day and a rota of single year group assemblies (attached)
- open the Highfield gate from 7.30 am
- keep pupils out of the building in the mornings, in a designated year group area, until we are ready to invite them in one year group at a time
- send pupils to their designated areas at both break and lunchtime. The only canteen service available (hot and cold) will be at lunchtime for those entitled to free school meals. These pupils will have different sittings and allocated areas of the canteen. **All other pupils will need to bring a packed lunch and year 7 FSM pupils will need a packed lunch for the first week until their ParentPay account is set up.**
- introduce a one- way system for corridor movement
- allow pupils to go straight into lessons to avoid queuing in the corridors
- allocate toilet blocks to different year groups (they are allowed to share) and introduce a one way system through them
- restrict access to lockers for the first half term

We will reinforce strict hygiene/health and safety measures. We will:

- make sure that school staff and parents/carers understand that they must book a test if they or their child are displaying symptoms. They must not come into school if they have symptoms, they will be sent home to self-isolate if they develop symptoms in school. Anyone who displays symptoms of Covid-19 can and should get a test. These can be booked on line or via NHS 119. Pupils and staff must self-isolate if they have been in close contact with someone who develops Covid-19 symptoms or someone who test positive for Covid-19 (see attached flow chart)
- allow pupils and staff to wear face masks if they choose to do so and can do so safely
- reinforce the message – ‘catch it, bin it, kill it’
- remind pupils of the importance of proper handwashing and sanitising. All staff and pupils will need to wash hands/sanitise on entry to the building and to all lessons. We will provide dispensers/bottles of sanitiser at doors but please **make sure that your daughter also has her own bottle of hand sanitiser.**
- not be able to share equipment with pupils so each must have their own pencil case with calculator etc.
- sanitise keyboards between lessons and arrange extra cleaning of rooms, toilets and equipment during the school day
- reinforce social distancing measures where we can with classrooms set up with this in mind

What you must do now

Please make sure your daughter has her full school **uniform and equipment including sanitiser.**

Please plan the journey to school walking, cycling for all or part of the journey and only using public transport as a last resort.

Please make sure your daughter has a **waterproof coat and/or umbrella** for when she has to wait outside at the start of the day.

Make sure you know what time your daughter should come in on Friday 4th September and Monday 7th September. There will then be a rota for staggered starts that begins on Tuesday 8th September until further notice. Please also note finish times (attached for your year group). **Please talk through these arrangements with your daughter.**

Be prepared to provide a **packed lunch** every day from September 7th unless your daughter is entitled to free school meals. If so, Year 7 FSM pupils will only need a packed lunch for the first full week. Pupils must wear full school uniform every day.

Please do not send your daughter to school if she is displaying symptoms of Covid-19 or if she has been in close contact with someone who develops these symptoms or who has tested positive.

I hope that all of this makes sense and look forward to welcoming your daughter back in September. I also hope that you and your family stay safe, healthy and have a good summer break.

Yours sincerely



Sue Pryor (Mrs)

Headteacher