

16<sup>th</sup> July 2020

Dear Parents and Carers,

I hope that the final letter of this academic year finds you well. What an academic year it has been! Thank you for all your support of our school through the site challenges we have encountered, and the recent months of the coronavirus pandemic. There is no doubt that the past six months have been incredibly challenging for staff, students and parents; I have remained grateful for the firm grounding the school has in our Christian values and ethos which has seen us through the storms, as usual. The main purpose of this letter is to set out for you our plans for September, though I am also including a round up on a range of other issues. I have also recorded videos for parents and students which set out our plans. They can be viewed via the following links:

- Video for parents: <https://www.youtube.com/watch?v=lsYNMZl4wFE>
- Video for students: [https://www.youtube.com/watch?v=egpXtGv\\_7PU](https://www.youtube.com/watch?v=egpXtGv_7PU)

### September Return to School

The government set out its guidance for schools on the September return on 2<sup>nd</sup> July. The guidance document is lengthy and necessarily complex. In summary, the guidance requires secondary schools to:

- Welcome all students back to school in September for a full curriculum – attendance will be mandatory again for all students.
- Review all risk assessments currently in place (generic and specific for individual staff members and students) to ensure that they *“implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.”*
- Ensure those with COVID-19 symptoms (or with symptoms in their household) do not attend school.
- Promote good hygiene, ensuring frequent hand washing, and use of the ‘catch it, bin it, kill it’ approach to tissue use.
- Introduce enhanced cleaning measures.
- Consider measures to minimise contact between individuals and maintain social distancing wherever possible - *“schools must put in place measures that suit their particular circumstances.”*
- Ensure personal protective equipment (PPE) is available for use in specific circumstances.
- Ensure that staff and students engage with the NHS Test and Trace process.
- Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice.

As you would expect the senior leadership team has carefully considered this guidance, and has consulted extensively with the Trust and with other local secondary schools. The health and safety of everyone in our community remains our priority, and we are of course very mindful of the need to offer our students as rich an experience of school as possible, given their very disrupted 2019-20 academic year. To that end we are putting in place measures to protect our community, whilst making school 'as normal as possible' for our students and staff. Please read the following information carefully and share it with your children:

- Following three INSET days on 3<sup>rd</sup>, 4<sup>th</sup> and 7<sup>th</sup> September (which will enable us to properly induct staff) Year 7 will return on Tuesday 8<sup>th</sup> September for the usual tutor start time of 8:30am. Year 7, 8, 9, 10 and 11 students will all be in on Wednesday 9<sup>th</sup> September. There will be a staggered start on this day to allow for proper induction of students into COVID-secure routines as follows:
  - Year 7 and Year 9 students should come to school for an 8:30am start.
  - Year 8 and Year 10 students should come to school for a 10:40am start.
  - Year 11 students should come to school for a 12:50pm start.
- Students will be required to sign a Code of Conduct before returning which outlines our expectations around conduct and the steps required to keep everyone safe. Parents/Carers are also required to sign a Home-School Agreement. A letter from Ms Lowney is being sent to you along with this letter which outlines how these documents can be accessed and electronically signed and returned over the summer break. The deadline for their return is the 1<sup>st</sup> September.
- Students must not attend site if they, or anyone in their families, is displaying any COVID-19 symptoms. 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. Students who are symptomatic should be taken for testing and the school should be informed immediately of the result. All staff and students must comply with NHS Test and Trace processes. We will notify all parents/carers and staff if a student or member of staff receives a positive diagnosis of COVID-19.
- We are not staggering the start and end times of our school day. Many of our students come from outside of the local area and a staggered start and end would be impractical. From 10<sup>th</sup> September all students will therefore be starting their days with tutor time at 8:30am as normal and all will be leaving at 3pm as normal.
- On arrival at school students will go straight to their tutor bases. Although the school site will continue to be open from 7:45am it would be very helpful if students could arrive later, by 8:25am latest for a prompt 8:30am start.
- Students are strongly encouraged to walk or cycle to school wherever possible. We are in conversation with Brighton and Hove buses and other local secondary regarding bus travel to school and will of course work co-operatively on this, but there is no doubt that it will be challenging. Currently buses are only able to operate at significantly reduced capacity and this is likely to be the case in September also. We have notified the bus company of our need and they are working on timetabling. Parents and carers are advised to check their website through the summer for updates (<https://www.buses.co.uk/>).
- Students will be required to wear a face covering if they take the bus to school. They should take care to remove this face covering before entering the school site. The government guidance makes clear that face masks are not required in school.

- All students will follow their usual timetable and will study all subjects. They will move around the school to attend lessons with subject specialist teachers. Equipment shared across student bubbles in lessons will be thoroughly cleaned between uses. We will be introducing a clear one-way system in the corridors which all students must adhere to.
- In classes all students will face forwards, towards the teacher and the interactive board. Teaching staff will remain at the front of the room throughout lessons to lessen their close contact with students.
- Staff will wear PPE in school in specific circumstances, in line with government guidance. PPE will be worn: when dealing with symptomatic individuals on site; and when administering close personal care or first aid.
- We will be introducing staggered break and lunch times to preserve student 'bubbles'. Secondary schools have been advised to consider bubbles of year groups. As we have smaller year groups we will be bubbling Year 7 students with Year 9 students and Year 8 students with Year 10 students. Year 11 will be their own bubble. Students will have a 20 minute morning break and a 30 minute lunch and will be given clear guidance on which areas of the school will be open for their use during these times. Students will be given their timetables on the first day of term and the staggered break and lunch times will be explained to them.
- A reduced catering service will be available to all students. 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 be maintaining enhanced cleaning measures including more frequent cleaning of commonly touched areas during the school day and more frequent cleaning of toilets. Hand washing facilities will be available to all students and routine hand washing will be frequently promoted. Hygiene stations will be available around the school, including hand sanitizer and anti-bacterial wipes. Lidded bins will be available, along with a supply of tissues for all.
- Extra-curricular activities will not take place at lunch times, due to the shortened lunch break and the adaptations to staff timetables required to make the staggered break and lunch system work. After school extra-curricular activities will not take place during September. From October 5<sup>th</sup> we hope to introduce some after school extra-curricular activities which will be offered in year group bubbles.
- Year groups will not gather for assemblies. As an alternative, assemblies will be filmed and shown in tutor times.
- Students are expected to be in full uniform, in line with government guidance.

The above measures are of course subject to change as the national and international situation continues to unfold. We are mindful that we may be asked to return to remote learning, or to 'blended learning' at some point during the academic year due to a second wave of the virus or a local outbreak. We have plans in place for a range of contingencies from groups of students self-isolating to local or national lockdown. Whether in school or working from home, at school or a "blend" of these, students will have a structured timetable each week and access to direct support and feedback from teachers.

## **INSET Dates in the 2020-21 Academic Year**

We have now finalised our INSET dates for the new academic year. These are published on our website and are as follows:

- 3<sup>rd</sup> September 2020
- 4<sup>th</sup> September 2020
- 7<sup>th</sup> September 2020
- 23<sup>rd</sup> October 2020
- 4<sup>th</sup> January 2021
- 19<sup>th</sup> April 2021
- 21<sup>st</sup> July 2021

Please note that the school will be closed to all students on these dates.

## **Summer work**

We have no doubt that both parents and students are looking forward to a break from work over the summer as this has indeed been a most unusual year. We are not setting additional summer work for students in Key Stage 3 but students who have fallen behind on their studies are strongly encouraged to ensure that they do use the summer as an opportunity to catch up on incomplete work on the VLE so that they return to school in as a good a position as possible as regards their academic work. They will retain access to this year's work on the VLE until they return to school in September. Year 10 students will be returning to their final year and so to support them in preparation we are setting optional Summer work which will be available through the VLE in a folder referenced summer work in each course. In addition to this work it is strongly recommended that any work that remains incomplete from term 4,5 and 6 of year 10 is completed over the summer. The initial public consultation by Ofqual suggests there will be little adaption to next year's GCSEs to account for the period of school closure and so there won't be sufficient time to reteach any missed work at any depth to students who have not completed it. There still remains significant amounts of course material to cover in year 11 and so little classroom time will be able to allocated for full re-teaching although of course our teachers are planning to do what they can with the time left.

## **Staff Changes**

We are fortunate to have very little staff turnover this term. As you know, Deputy Headteacher Mr Cooke is leaving us to train to enter ministry in the Baptist Church. Mr Cooke has been instrumental in seeing the school through the last two years of great change and challenge. I have personally appreciated his wisdom and his calm approach to steering the school in curriculum matters. We wish him well in his new path and are praying for him as he starts his training. Mr Fox, science teacher, is also leaving to join Steyning Grammar School. We are grateful for his service to the school over the last two years and wish him well in his new setting. I am also sorry to announce that Ms Lowney, Deputy Headteacher – Pastoral, will be leaving the school at the end of December this year. Ms Lowney has been appointed as the new Headteacher of St Andrew's Church of England school in Worthing and takes up post there in January 2021. Whilst we are very sorry to be losing Ms Lowney, we are delighted to see her promoted to headship in another Church of England school. We will be advertising for her replacement in September.

We have four new members of staff joining in September: Mr Stevenson who joins us as Deputy Headteacher – Curriculum; Ms Reid who joins the science department as a replacement for Mr Fox; Ms Tamplin who joins the RP department as an additional member of staff under Ms Dendy; and Ms Madders who joins the Maths department as an additional member of staff under Mr Knowles.

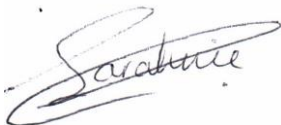
Mr Stevenson has written a short profile to introduce himself to the school community:

*"I've been a History teacher for 20 years in schools in Croydon and South London and I've been an Assistant Headteacher for the last five years. I've been proud to teach at some fantastic schools in my career and I'm really looking forward to coming to work at King's in September - I have been particularly impressed so far by the positive values and relationships that I have seen in my visits. In my spare time I like doing lots of things, but the one that brings me most pain is supporting Aston Villa football club. I look forward to meeting you all soon."*

Staff will be taking some much needed time off over the summer break (though the senior team will of course continue the planning work needed for September) and we hope that students and parents are able to have some holiday time too. If you do need to get in touch with us for any reason email remains the best method of making contact - [admin@kingsschoolhove.org.uk](mailto:admin@kingsschoolhove.org.uk)

I wish all students and their families a good summer break. I very much look forward to welcoming students back in September when we will continue to work in partnership with you, in line with our values, to ensure that they are happy in school and able to reach their full potential in the coming academic year.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sarah Price', with a large, sweeping flourish underneath.

Mrs S Price  
Headteacher