

28th August 2020

Dear Parents/Carers,

I trust that you and your children have had some time for rest and recuperation over this summer period. It has been a busy summer at King's with remedial works on our roof being completed on site, preparation for the students' return to school next month, and the national issues we saw related to GCSE results.

We are very much looking forward to welcoming your children back to school next month; please share with them our enthusiasm for seeing them again, we want them to know that we are excited for their return!

As communicated at the end of last term, 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.

On arrival to school (whether on Tuesday 8<sup>th</sup> or Wednesday 9<sup>th</sup>) students will be directed to their tutor bases. You will receive an email confirming your child's tutor group and tutor base before the start of term and duty staff will be on the gate as students arrive on these dates to ensure they get to the correct locations.

From Thursday 10<sup>th</sup> September all students should come to school ready for an 8:30am start. We appreciate that the staggered start on Wednesday 9<sup>th</sup> is not ideal for those who need to take public transport but we do need a staggered start on this date to ensure full induction for all students into our new COVID routines.

What follows below is a reminder of our plans for September, with some further detail added, following government announcements over the summer break. Please read this information carefully and share it with your children.

## **Attendance**

The government has made clear that school attendance will again be mandatory for all students. 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 [attendance@kingsschoolhove.org.uk](mailto:attendance@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.

## **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 – this will be supervised. Hand washing facilities will be available to all students and routine hand washing will be frequently promoted. Hand sanitiser will be available around the school and in each classroom, along with sanitiser spray and wipes. Lidded bins will be available, along with a supply of tissues for all. We are receiving no additional funding for cleaning and hygiene supplies so it would be extremely helpful if you could send your child into school with their own portable bottle of sanitiser for personal use.

## **Risk Assessments**

We have worked closely with The Russell Education Trust to update our general risk assessments for students, staff and visitors in readiness for the wider re-opening in September. We have also compiled risk assessments for our school specific arrangements. All our procedures are compliant with the national advice and we will continue to review and update them as the local and national situation develops.

## **Travel to and from School**

Students are strongly 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. Brighton and Hove City Council have worked together with Brighton and Hove Buses to

formulate plans for school bus services this term. The school has supported this process, for example by providing the timings of our school day, but we have not made decisions on the way in which services will operate.

- In the mornings routes 96/96A/98 will be for King's students only. These services are allowed to fill to capacity – 90 students. I am sending the bus timetable along with this letter so that you can see the timings of these services which all arrive at King's between 7:45 and 8:05am.
- In the afternoons Brighton and Hove Buses are putting on three exclusive King's services: a number 6 service will leave at 3:15pm, a number 5 service will leave at 3:05pm, and a number 5A service will leave at 3:09pm.
- The Big Lemon bus company have a new timetable: a number 47 leaves Seven Dials at 7.50am and arrives at school for 8.18am. A number 52 leaves Seven Dials at 7.47am and arrive at school at 8.15am. Please see their website for further information:  
<https://thebiglemon.com/>

We strongly encourage students to sit in year group bubbles at all times on bus services and we will be loading them onto buses in year group bubbles in the afternoons. Students should wear face masks when travelling on school buses and carry and use hand sanitiser. Face masks used on public transport should be removed before entering site and disposed of or stored securely (students can use a fresh face mask if they wish 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 8:00am. All students will enter through the pedestrian entrance off Hangleton Way. A member of the Senior Leadership Team will supervise students sanitising their hands on arrival onto site and they will then go directly to their tutor base.

Year 7 will students will be dismissed at 2:50pm. Their Period 6 class teacher will walk them downstairs and towards the site exit. Those walking/cycling or being collected will leave site immediately. Those waiting for a bus service will be corralled in their year group and the Senior Leadership Team will direct them onto the bus service at the correct time. Year 8 and 9 students will be dismissed at 2:55pm and the same routines will apply re: leaving site or joining corrals to wait for bus services. Year 10 and 11 students will be dismissed at 3:00pm and the same routines will apply. Students should have appropriate outerwear to enable them to wait outside for buses should the weather be inclement.

### **Break and Lunch Times and Catering**

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 are operating staggered breaks and lunches. Year 11 have a separate break time and lunch time. Year 7 will have break and lunch at the same time as Year 9 and Year 8 will have break and lunch at the same time as Year 10. However, year groups will be kept separate through these break and lunch times. We will operate separate canteen queues and there will be designated seating inside and outdoors for the different year groups. Separate outdoor play space will be made available and suitable arrangements have been made for wet days which will keep the year groups apart.

### **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 be operating 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. The one-way system will be explained to them on their first day back.

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.

King's students generally demonstrate excellent behaviour for learning. Our usual consequences ladder will apply for any behaviour which goes against our expectations and values. Short detentions will take place in year group bubbles at the end of each day (rather than our usual mixed year group detentions at lunch time) – the duration of these will be ten minutes. Students who receive a C3 isolation for serious breaches of our behaviour expectations will complete these with members of the Senior Leadership Team to ensure that bubble arrangements are not compromised.

### **Face Coverings**

In line with recent government guidance, students and staff can opt to wear face masks on site if they wish and we would encourage students to wear these in corridors as they move around the site. If they travel to school by public transport they must ensure they have a fresh mask to wear on site. Students wearing masks should ensure they are wearing them correctly. Face masks

(those which cover the nose and mouth and loop around the ears) are permitted on site but balaclavas, buffs and other face coverings should not be worn. We would ask that face masks are plain coloured.

### **Code of Conduct**

As I mentioned in my end of year letter, 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. I am re-sending these documents with this letter for you. Please find below the links to the electronic forms for the signing of these documents:

#### **For 2020 Year 7**

<https://forms.gle/7bPBAZiysr1CUefWA>

#### **For 2020 Year 8**

<https://forms.gle/NtzgwzdGqGzbshEk8>

#### **For 2020 Year 9**

<https://forms.gle/xRfMia3H4LBQy7c26>

#### **For 2020 Year 10**

<https://forms.gle/9sKvGxkpbBqZagS56>

#### **For 2020 Year 11**

<https://forms.gle/srK6xtg5xeqLUFr7A>

The deadline for their return is the end of the day on Friday 4<sup>th</sup> September. We apologise if some of our ICT improvement work over the summer prevented you from accessing these documents.

### **Extracurricular Activities and Year 11 Intervention**

We will not be running any clubs until the start of October at the earliest and will review the situation then. We intend to get afterschool intervention for Year 11 up and running during September and Mr Stevenson, our new Deputy Headteacher responsible for curriculum matters, will communicate to Year 11 parents on this in due course.

### **Curriculum Changes and Government Funding for Catch Up Work**

You may be aware that Ofqual have announced some changes to GCSE specifications to support students who will be taking exams in the summer of 2021 (i.e. our new Year 11). A link to their decisions can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/906173/Consultation\\_decisions\\_-\\_](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906173/Consultation_decisions_-_proposed_changes_to_the_assessment_of_GCSEs_AS_and_A_levels_in_2021.pdf)

[\\_proposed\\_changes\\_to\\_the\\_assessment\\_of\\_GCSEs\\_AS\\_and\\_A\\_levels\\_in\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906173/Consultation_decisions_-_proposed_changes_to_the_assessment_of_GCSEs_AS_and_A_levels_in_2021.pdf)

Subject teachers will be explaining these changes to students when they return.

You may also know that the government are giving all schools some funding to support students as they return to school after the COVID closures of 2019-20. We are currently undertaking a process of assessing students' needs and will then determine how this funding will be used; governors will of course review and approve our plans for this money.

### **Visitors to Site**

We are keeping the number of external visitors allowed on site to an absolute minimum. We respectfully request, therefore, that parents/carers do not enter the school building at all without an appointment. Teachers may seek to arrange online meetings with you, where appropriate, as an alternative to face to face meetings due to our current revised school procedures.

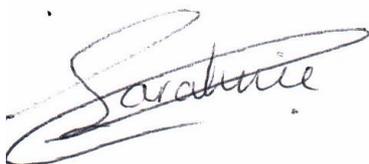
A reminder that we have now finalised our INSET dates for the new academic year. These are published on our website and are as follows:

- 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.

Although school will undoubtedly look a little different when your children return we are committed to ensuring that it remains the warm and nurturing place for students that it has always been. Thank you for your ongoing support as we work with you to navigate this most unusual start to a school year.

Yours sincerely,

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

Mrs S Price  
*Headteacher*