

Dear Parents and Carers

Details September 2020

Please find below details of our plans for the re-opening of the school in September. We have taken into account the guidance from Government, as well as the Health and Safety Executive to minimise, where possible, the risks as we see them in welcoming back the whole school community. The guidance document from the Government can be found here <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> should you wish to refer to it. Also attached to this letter is our risk assessment in relation to COVID-19. This is used in conjunction with the standard assessments we have in place as a matter of course and addresses additional measures in place. I would like to apologise for the length of this communication, whilst not wishing to over-burden you with information, I do think it is vital that you have as much information as we are able to provide you with. If you have any questions, please direct them to Mr Dorrian, gdorrian@wealdgs.org so we can get back to you.

Key dates for September:

Tuesday 1 September: Staff training day (no students to attend school)
Wednesday 2 September: Induction day for Year 7 and Year 12 (students in Year 7 to attend their normal campus)
Thursday 3 September: All students return to school (all students to attend their normal campus)

Attendance at school

- If your child is unwell, do not send them to school.
- If anyone in your household has symptoms of COVID-19, you must all isolate and then contact NHS test and trace without delay. Please ensure you contact the school.
- If your child develops symptoms at school, they will be isolated, and you must come immediately to collect them.

Please see the following link for government guidance on COVID-19 symptoms:
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

As I explained in my letter last week, aside from students isolating or shielding (where advised to do so by a doctor) in response to COVID-19, all students are expected to physically attend school.

Test and Trace

The school will provide, if asked, contact details of students or staff that NHS Test and Trace believes may have come into contact with COVID-19. We will comply fully with any instructions given by Test and Trace and/or Public Health England. For example, in relation to closing the school campuses or restricting access to certain year groups.

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Weald of Kent Grammar School Academy Trust

Charity, incorporated in England and Wales
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Uniform

All students in Years 7-11 are expected to attend school in full school uniform from the start of term. For full details of uniform expectations please see the school website <https://www.wealdofkent.kent.sch.uk/about/uniform> (please ensure you are using the information for September 2020).

6th form students should take note of the 6th form dress code.

Students should wear their PE kit to school on the days they have core PE lessons, and for GCSE and A Level PE on the days when they will be undertaking practical PE. Kits should not be left at school. Students should bring a change of clothes in their school bag in case they need to change after PE (for example in the event of rain). We do not expect all students to change after PE lessons. For details of the PE kit please click [here](#).

The guidance from government states:

“Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal”

Lockers and bags

In order to reduce movement around the school site and congestion in key areas, we will not be using lockers when we return to school in September. Students will need a sensible, waterproof bag to carry their books and lesson materials in.

In order to manage the weight of the bags (especially amongst our Key Stage Three students who do tend to carry everything with them) we suggest you set aside an area at home where school things can be kept and encourage your child to get into the habit of sorting out their bag the night before school, leaving behind anything they do not need.

Timing of the school day

The school day will run as normal, with students expected to be in their form bases by 8.40. The school day will end as normal at 3.40pm.

Transport to and from school

The Government guidance asks us to *“encourage parents, staff and pupils to walk or cycle to school if at all possible”*. The aim of this is to reduce the number of users of public transport.

We appreciate that for many of you, public transport is the only viable method of getting to and from school, so we would ask you to read and be aware of the guidance in relation to this. You can access this information here <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>. Please note that anyone using public transport will need to wear a face-covering, parents and carers will need to provide these. Masks will need to be removed before entering the school building and stored in a plastic bag for the duration of the day, with another available to wear home again. This means students using public transport will need at least two masks per day.

If you are able to make alternative travel arrangements, we would encourage you to do so.

PPE

The guidance from Government states that face coverings and other PPE equipment are not necessary in a school setting (other than in first aid situations). However, we recognise that some families, and staff, may prefer to wear masks and/or visors to school. This is a decision that each family needs to make, however, the school is not able to provide these. Please note the guidance above in relation to masks worn on public transport, these particular masks must be removed for the duration of the school day to minimise the risk.

Delivery of the curriculum

We are committed to delivering a full, broad and balanced curriculum to all students from September, but are also mindful of the need to protect our students, staff and families as far as we are able. Therefore, we will be operating the school in five main bubbles, designed to reduce the contacts that students and staff have during the school day.

These bubbles are:

Year 7, 8 and 9 Tonbridge
Year 7, 8 and 9 Sevenoaks
Year 10 and 11 Tonbridge
Year 10 Sevenoaks
Year 12 and 13 Tonbridge

Within bubbles, specialist spaces will be shared (for example the use of computer, Science and Art rooms). Lessons will all be delivered by subject specialists. We have reduced as much as possible staff movement between bubbles in order to minimise the risk of potential transmission between these groups and campus locations. This does mean that in a few cases lessons will be broadcast between the two campuses via Teams, on these occasions the students will have a teacher physically with them to support them to complete the work as directed by the subject specialist on Teams.

Each bubble will be allocated a group of rooms to use and, in the case of Key Stage Three (Years 7, 8 and 9), the vast majority of lessons will be delivered in the same base room. Students will need to leave their bubbles to use subject specialist spaces in DT, Drama, Computing, Science and PE. The details of the areas of the school building allocated to each of the year groups are detailed on the following page.

Tonbridge Campus:

Year Group	Teaching Space	Food Collection Point	Outside Space	Toilet Block
7	G floor & D8	Dining Room	Netball Courts	G Floor/A Floor behind the stage
8	H Floor	The Mezz	Field Area adjacent to Netball Courts	Dining Room/ A Floor behind the stage
9	F Floor & Main Hall	Main Hall	Courtyard	F Floor Toilets & Student Services
10	E Floor, D9, E7, A floor science Labs, Music rooms, Computing and Technology	Under the Canopy	Field adjacent to Sports Hall	Tech Department/ D Floor
11	D Floor, E Floor, D9, E7, A floor Science Labs, Music rooms, Computing and Technology	Sports Hall	Field adjacent to Sports Hall	Sports Hall/ D Floor
12	Main Block, B floor Science Labs, Library, Music rooms, Computing and Technology	Sixth form Café Hatch	Outdoor Seating Area/Lower Field	A floor Behind the stage
13	Main Block, B floor Science Labs, Library, Music rooms, Computing and Technology	Sixth form Café	Outdoor Seating Area/Lower field	B Floor

Sevenoaks Campus:

Year Group	Teaching Spaces	Food Collection Point	Outside Space	Toilet Block
7	1 st Floor	Dining Room Area A	MUGA	A Floor
8	1 st Floor	Dining Room Area B	Courtyard	A Floor
9	1 st Floor	Main Hall Area A	AWP Area A	B Floor
10	2 nd Floor, SB12 & Specialist Spaces including DT, Computing and Science	Main Hall Area B	AWP Area B	C Floor

Timetables

Students will be given their timetables on their first day back to school in September. They will also be available via Edu-link once the term has started.

Lunch and Break arrangements

Students will have allocated food collection points from which they can purchase food made by our dining room. Fingerprint scanners will not be used, instead students will give their names at the till. Food is to be taken away from the collection points and eaten either in form bases (which are listed below) or in the designated outside spaces when weather permits.

First day back for Year 7 and 12

Year 7 and Year 12 will return to school on Tuesday 2 September and should go directly to the following rooms (there will be staff and signs to show the way):

Tonbridge

Year 7		Year 12	
7A	G1	12A	A1
7B	G2	12B	A2
7C	G3	12C	A3
7D	G4	12D	B1
7E	G5	12E	B2
7F	G6	12F	B3
7G	D8	12G	B4

Sevenoaks

Year 7	
7H	SB5
7I	SB6
7J	SB7

First day back for Year 8, 9, 10, 11 and 13

Year 8, 9, 10, 11 and 13 students return to school on 3 September and should go directly to the following rooms (there will be staff and signs to show the way):

Tonbridge

Year 8		Year 9	
8A	H1	9A	F1
8B	H2	9B	F2
8C	H3	9C	F3
8D	H4	9D	F4
8E	H5	9E	F5
8F	H7	9F	Main Hall

Year 10		Year 11	
10A	E2	11A	D1
10B	E3	11B	D2
10C	E4	11C	D3
10D	E5	11D	D4
10E	E6	11E	A4
10F	E7	11F	A5
		11G	D5
		11H	P1

Year 13	
13A	B11
13B	C1
13C	C2
13D	C6
13E	C7
13F	C5
13G	B7

Sevenoaks

Year 8		Year 9	
8G	SB10	9G	SB3
8H	SB11	9H	SB4
8I	SB2	9I	SB8
8J	SB1	9J	SB9

Year 10	
10G	SC1
10H	SC2
10I	SC3
10J	SB12

Marking and feedback

The guidance we have seen suggests the risks associated with students taking exercise books home, handing them to staff and receiving written feedback is low, therefore we expect that in most cases this will continue as normal. However, we are also allowing staff to request photographs of class work or homework be emailed if staff or students are concerned. This will be dealt with at a class level. For written assessments, we do require the original written copies to remain in school, therefore these will all be physically marked.

Wellbeing

We are aware the period of shutdown, and the return to school, has resulted in anxiety and stress in some members of our community. Our counselling team are working with Student Services and the head of year teams to ensure any student needing support can access it. If you have concerns about your child, do please contact their form tutor.

Consultation Evenings and other meetings

We will not be physically welcoming parents, carers or other visitors onto the school site in person, unless there is an imminent safeguarding reason to do so.

Consultation Evenings will be suspended, with subject teachers emailing parents and carers an update on the progress of their child. We anticipate that in most cases any questions from parents and carers can be answered by email, however, if there is a particular need to meet, this can be facilitated via Teams. The school can invite parents and carers to attend Teams meetings without the necessity for parents and carers to have the programme installed on their device as it can be accessed via a web browser.

Information Evenings will be operated using the webinar software within Teams, with invitations sent to parents and carers. This system enables live attendance, where questions can be texted in, but will also offer a recording of the session which can be accessed at a later date.

Cleaning

We have reviewed our cleaning contract, and in light of the requirements have employed a new cleaning company who will be onsite from August. In addition, we are in the process of recruiting a housekeeper for each campus, who will work with the site team to ensure regular cleaning during the day and replenish soap and sanitiser. In addition, we are investing in an anti-viral fogging machine to be located on each campus, in order for us to clean areas of the school accessed by multiple bubble groups.

Clubs and societies

We will not be running any extra-curricular clubs or societies during the first half-term of the new academic year whilst we establish any catch-up provision and re-engage with students in the physical classroom. We intend to review the feasibility and viability of clubs and societies as the term progresses and hope to be able to operate these later in the school year, with respect to the bubbles students will be based in.

Open Events

We will not be hosting physical open events this year, instead we will be creating recorded information and making this available online for any prospective parents and carers.

External Lettings of the School Campuses

Any external lettings will be subject to risk assessment and will only take place if allowing them maintains the health and safety protocols in place for our students and staff during the normal school day.

Risk Assessment

If you would like to read our risk assessment in relation to re-opening the school in September, it is on our website and can be accessed by clicking [here](#). Please be aware, our risk assessment is an evolving document and our assessment of risks, plus actions required will vary as further information comes out from the government.

Finally, I would like to offer some thanks. Thank you to the amazing staff team at Weald, who have without exception supported our students during this challenging time. Thank you to our wonderful students, if ever we needed proof of the strength of character, reliance, kindness and perseverance of Weald students, we have this in abundance now. And last, but by no mean least to you, our parents and carers. This has been an extraordinary time which the school has been able to negotiate as a result of the support of parents and carers, thank you. You have been the linchpin in ensuring the progress of students and we could not have weathered this storm without you.

We are now looking forward to working, face to face with the students again from September in an (almost) normal way. The school will be closed from Wednesday 22 July at lunch time until 13 August, when we have staff onsite to support students receiving their A Level results. I do hope you have the opportunity to rest and relax over the summer break. Do take care.

Mrs Bone

Headteacher