



**OLD BUCKENHAM
HIGH SCHOOL**

Achieving excellence together

10th July 2020

Dear Parents and Carers

I have been very pleased with the way our students have responded to the significant disruption to our school since late March. This has only been possible as a result of the enormous amount of hard work and dedication shown by our staff and the superb support given by our parents and carers. Our thoughts now turn to September and we are determined to ensure the reopening of our school will enable all of our students to flourish and thrive. Careful plans have been developed to help the transition back into full time education, making sure all students have access to our full and broad curriculum. We recognise that the start of the term will feel very strange and unfamiliar and there is detailed guidance of how our school will operate in the following pages. To help all our students settle into new routines we would like students to attend an additional shorter session in school on the days detailed below.

Students will meet with their form tutor who will guide them through the changes to the school site and the organisation of the school day, share their timetables with them, and answer any questions they might have. We hope that this will support students in feeling confident for the start of term on Friday 4th September. Students need to attend in full school uniform and all school rules will apply. School transport will be running on these days: further details will follow about pick up and drop off times.

Year 7	Year 8	Year 9	Year 10	Year 11
3rd September 2020	1st September 2020	2nd September 2020	1st September 2020	2nd September 2020
09:00am – 11:00am	10:00am – 12:00pm	09:00am – 11:00am	10:00am – 12:00pm	09:00am – 11:00am

In addition to my letter detailing our plans for September, you will find a range of supporting documents enclosed, including a student-friendly guide to share with your children. Please read the information carefully and refer to the DfE guidance and Frequently Asked Questions included with the letter in the first instance. If you have any further questions, please contact me in the usual way.



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Systems of Control in Place to Minimise Risks:

Measure 1. Our new timetable:

Timing	Year 7	Year 8	Year 9	Year 10	Year 11
8.45 – 10.25	Period 1 (100 minutes)				
10:25 – 10:45	Break	Tutorial	Break	Tutorial	Break
10:45 – 11:05	Tutorial	Break	Tutorial	Break	Tutorial
11:05 – 12:40	Period 2 (95 minutes)				
12:40 – 13:10	Lunch	Independent Study	Lunch	Independent Study	Lunch
13:10 – 13:40	Independent Study	Lunch	Independent Study	Lunch	Independent Study
13:40 – 15:15	Period 3 (95minutes)				

The rationale:

- Reduces the amount of student movement between lessons and the number of classrooms/ teaching spaces each student visits within a school day.
- Allows for a staggered lunchtime to reduce the number of students accessing communal spaces such as the school canteen and school field. See further information below regarding one-way systems and measures in place around the school site to support this.
- Extended lessons allow for a full broad and balanced curriculum to be delivered and, in addition to my experience of implementing it in previous schools, there is evidence from other schools within the Trust regarding their success.
- Our approach to the structure of the extended lesson will support any gaps in knowledge to be addressed in order to allow students to flourish.

Measure 2. Student Wellbeing Measure:

Students will be given 2 wrist bands in September which they can choose to wear to indicate how they are feeling each day when they are in school. We would like all students to wear a wrist band each day. However, if a student chooses not to, it will be assumed that they are comfortable with 'blue' contact as detailed below.

Orange: I am feeling worried and apprehensive about being back in school. Unless I approach you for a conversation during social time, please do not approach me.

Blue: I am okay, and happy to have conversations in line with the measures in place.

Measure 3. The Organisation of the School Day:

The Start of the School Day:

- Students travelling on buses will sit according to a seating plan which will organise the students by year group;
- Exit from buses will be according to seating plan and supervised by a member of staff;
- All students will be required to sanitise their hands thoroughly on entrance to the site. Any student who has chosen to wear a face covering to travel to school



- will be guided through the safe removal of their face covering in line with the guidance provided by the DfE and Public Health England.
- Students arriving by private transport or on foot should not be on-site before 08:40am.
 - When students arrive on site, they will be directed to their Period 1 classroom.
 - There will be hand sanitising stations at the entrance to every classroom and students will be required to sanitise their hands on entry and exit.

Lesson Time Arrangements:

- The school will group students in line with its existing policy to allow them to access the full curriculum. This will mean that students will move between different groups of children within their year group but will not be in close contact with students from other year groups. *See further information for guidance from the DfE.*
- In order for specialist subjects to continue to be delivered, students will move between rooms around the school site.
- Within classrooms, where possible, desks will be forward facing.
- Teachers will maintain a 2m distance from students wherever possible, in accordance with advice. This will mean they will generally 'teach from the front'.

Tutorial and Independent Study:

The school recognises that, in addition to continuing to ensure that all students have access to a broad and balanced curriculum, our two other priorities are student wellbeing and developing independent learning.

- **Independent Study:** The daily timetabled independent study session will be used to support students to complete homework and preparatory work for lessons, and to develop good learning habits. This session will be led by a member of staff.
- **Tutorial:** These sessions will focus on personal goal setting and the opportunity to review progress made.

The End of the Day:

- Students will be dismissed from their classes at staggered intervals between 3.15 and 3.25pm.
- Students travelling by bus will be seated according to year group seating plans already mentioned.
- For further details regarding travelling by bus, please see additional information attached (DfE guidance and FAQs).

Measure 4. The school site:

- To reduce the contact between students, where the site allows, there will be a one-way system in operation for travel between lessons. Any student moving around the site *during* lesson time (to the Medical Room, or toilet, for example) *will not need to* follow the one-way system.
- The school site will be divided into 3 zones for social times. Each with supervisory staff, a designated toilet and access to takeaway food and drink, and a hand-sanitising station.
- The only toilet access for students during lesson time is via Student Reception.

Additional Information:

Homework and Online Learning:

- Many of our students have responded extremely well to online learning, and we will continue to use online platforms such as Go4Schools and Microsoft Teams in terms of homework and to offer extended-learning opportunities.



Catering:

- The school intends to move to a cashless catering system where all financial transactions, including paying for school lunches, will be carried out through an online payment system. Further information will be sent to all parents and carers in preparation for September. Students in all 3 social zones will have access to a catering station to buy takeaway food and drink.
- Free School Meals will be accessed through online accounts which will be credited automatically.
- Students who would like to bring their own food will be able to eat in their designated areas. Sharing of food or drink is not permitted.
- We would encourage students to bring their own drinks to school as the water fountains will not be in operation. Students will be able to buy drinks from the catering stations during social time.

Uniform:

- Students will be expected to wear full school uniform, as per the information on the school website. A reminder of the school uniform expectations has been included with this letter.

Equipment:

- All students are required to have the correct equipment and their planner on a daily basis as staff will not be permitted to loan basic stationery items to students. A list of compulsory stationery items has been included on the uniform checklist.
- In order for students to share answers within lessons, we will provide all students with an A4 laminated white board and pen pack which they must bring with them to all lessons. Please ensure that students have a school bag/ carrier bag which means that they can bring this to school with them daily.
- Where specialist equipment is used by students within a lesson, cleaning protocols will be followed.

Behaviour Policy:

- The school's behaviour policy will be fully operational on return in September. There have been a few small changes made regarding the warning system and sanctions. Updated information can be found on our website, and all students will be informed on the first day back. The most significant changes are:
 - Any behaviour which increases the risk of contamination will be classified as C4 (serious) incident and dealt with accordingly. Examples of behaviour which would fall this category are spitting, close physical contact (e.g. fighting or 'play fighting'), deliberate actions which could transfer the disease (hand to mouth contact, for example).
 - Any student using language relating to COVID which might cause others to feel worried, anxious or victimised will be considered a serious (C4) incident.

Attendance:

- The government have stated that as of September, attendance to school is compulsory for all. They have outlined the following:
 - It is a parent's duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
 - It is a school's responsibility to record attendance and follow up absence;
 - Sanctions, including fixed penalty notices will be issued in line with local authorities' codes of conduct.



School Transport:

- School transport will run as normal in terms of the number of buses, bus routes and pick-up points.
- Students will be organised into seating plans based on their allocated group (Year group) for the buses. Information regarding the seating plans will be in place for the start of term.
- Students may choose to wear a face covering while travelling on the bus: there will be a hand sanitising and face-mask removal station outside Main Reception where staff will guide students through the safe removal of their mask and sanitising of their hands.
- Students will enter and exit the bus on the instruction of the duty member of staff and in year group bubbles. The staggered end to the day will ensure that only one year group is exiting the school site and accessing the buses at any one time.

Student Wellbeing:

- We are mindful of the need to take care of our students' mental health and wellbeing and we will continue to provide as much support and guidance as possible. We would encourage parents to share any important information about their child with us before the summer holidays to ensure that we can plan to support them on their return. Parents who have information they would like to pass on should email T. Picksley (tpicksley@obhs.co.uk KS3) or C. Wabe (cwabe@obhs.co.uk KS4). Any information shared over the summer holidays will be addressed in September.
- During the summer break, the OBHS safeguarding team will not be available. If you require any support the following services can be contacted. Children's Advice and Duty Service 0344 800 8020. For well-being support for your child to access, there is kooth.com and youngminds.org.uk or childline.org.uk 0800 1111.

Staffing Update:

Mrs Morgan will be starting her maternity leave at the end of the Summer Term and Mr Dwight will be acting Deputy Headteacher from September 2020. In addition, Ms Cooper (English), Ms Clark (Science) and Ms Woods (Technology) will join the SLT as Acting Assistant Headteachers from the start of term.

I am very pleased to say that we continue to be a popular school for recruiting high-quality staff and are fully staffed for September. We welcome the following staff:

Ms Read - Food & Nutrition and Design & Technology;

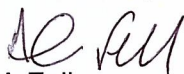
Ms Leavold – English;

Ms Greenland – English.

We wish both Dena Eden and Hugo McManus well in their new ventures.

Finally, can I take this opportunity to once again thank you for your help and support over this difficult time. The letters and calls of support have helped enormously and I very much hope that as the school reopens in September, we can continue to work together in such a supportive way.

Yours sincerely,



Mr A Fell
Headteacher

