



OLD BUCKENHAM  
HIGH SCHOOL

Achieving excellence together

25<sup>th</sup> August 2020

Achieving excellence together

Dear Parents and Carers

I hope you are having a restful summer holiday. I thought it important to remind parents of the opening arrangements for the coming term. I will continue to update parents should information and arrangements change.

Please find below a reminder of the arrangements for the start of term. We hope that this will support students in feeling confident for the start of term on Friday 4<sup>th</sup> September. Students need to attend in full school uniform and all school rules will apply. Please refer to the letter dated 14<sup>th</sup> July (available on the school website) for further details regarding transport arrangements.

Year 7	Year 8	Year 9	Year 10	Year 11
<b>3<sup>rd</sup> September 2020</b>	<b>3<sup>rd</sup> September 2020</b>	<b>3<sup>rd</sup> September 2020</b>	<b>2<sup>nd</sup> September 2020</b>	<b>2<sup>nd</sup> September 2020</b>
<b>09:00am – 11:00am</b>	<b>09:00am – 11:00am</b>	<b>09:00am – 11:00am</b>	<b>09:00am – 11:00am</b>	<b>09:00am – 11:00am</b>

### Systems of Control in Place to Minimise Risks:

#### Our new timetable:

TIMINGS	Year 7	Year 8	Year 9	Year 10	Year 11
<b>8.45 – 10.25am</b>	<b>Period 1 (100 minutes)</b>				
<b>10:25 – 10:45am</b>	Break (1) <i>Zone 1</i>	Base Time	Break (1) <i>Zone 2</i>	Base Time	Break (1) <i>Zone 3</i>
<b>10:45 – 11:05am</b>	Base Time	Break (2) <i>Zone 1</i>	Base Time	Break (2) <i>Zone 3</i>	Base Time
<b>11:05am – 12:40pm</b>	<b>Period 2 (95 minutes)</b>				
<b>12:40 – 1:10pm</b>	Lunch (1) <i>Zone 1</i>	Independent Learning	Lunch (1) <i>Zone 2</i>	Independent Learning	Lunch (1) <i>Zone 3</i>
<b>1:10 – 1:40pm</b>	Independent Learning	Lunch (2) <i>Zone 1</i>	Independent Learning	Lunch (2) <i>Zone 3</i>	Independent Learning
<b>1:40 – 3:15pm</b>	<b>Period 3 (95 minutes)</b>				
<b>3.15 – 3.25pm</b>	Student exit from classrooms and site will be staggered. Bells will ring and teachers will dismiss classes year group by year group. Students must be respectful to all other members of the school community when travelling around the site. Keep a sensible distance.				



## **The Organisation of the School Day:**

### The Start of the School Day:

- The existing arrangements regarding school buses will still be in place for September. However, we are awaiting further guidance regarding arrangements on the buses.
- 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.

### The End of the Day:

- Students will be dismissed from their classes at staggered intervals between 3.15 and 3.25pm.

### **Cleaning and protective measures:**

- A risk assessment has been completed under the direction of the Health and Safety Officer, SET to ensure all measures put in place by the school conform to all Government guidelines. These include:
- An enhanced cleaning rota involving regular cleaning of 'touch points' during the school day, equipment cleaning, hand sanitizing stations in all classrooms, cough screens, reorganisation of classrooms where needed.
- A one-way system around the site and 'zoned' areas for year group bubbles.

### **Face coverings:**

- The school is currently following the Government guidelines around the use of face coverings. Students are not permitted to wear face coverings around the school site unless the school has been informed there are specific reasons to do so. Teaching staff will not be wearing face coverings unless there are specific reasons to do so. Support staff who do not work directly with students are permitted to wear face coverings. Please note - this policy is under review as there is a great deal of uncertainty around the use of face coverings in school.
- Students travelling by bus will need to wear a suitable face covering for the duration of the journey to and from school and will need to remove it as they exit from the bus.

### **Catering:**

- We will be operating a cashless catering system in September as planned. Preparations are currently underway for this. We will be in contact with all parents with specific arrangements.
- 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 can be found on the website.

**Equipment:**

- All students are required to have the correct equipment on a daily basis as staff will not be permitted to loan basic stationery items to students. A list of compulsory stationery items is included on the uniform checklist.
- We would encourage all students to bring their own small bottle of hand sanitizer and a packet of disposable tissues.
- Students will be given exercise books in each of their subjects as usual.
- Please ensure that students have a school bag/ carrier bag which means that they can bring this to school with them daily.

I understand that children might feel apprehensive when coming back to school after such a long break. However, we are determined to ensure the very best arrangements are in place to welcome your child back.

Yours sincerely,



Mr A Fell  
Headteacher

