

28th August 2020

Dear Parents and Carers,

I hope this letter finds you and your family well and that your son or daughter has had a restful summer break, ready to start back at TFS for the new school year! We are very excited about welcoming them in a few days' time.

I am writing to confirm the arrangements set out in my previous letter, so that you are fully informed about our arrangements. We have continued to ensure that we are up to date with the latest guidance and that all possible measures have been implemented to ensure the safety of our staff and scholars upon our return. We have also had an external risk assessment conducted in order to rigorously evaluate the steps we have put in place.

Whilst I am sure that you may have some anxieties about your son or daughter returning to school, please be assured that their safety is paramount and that we will continue to follow all government guidance. Please contact the Pastoral Team if you have any concerns or questions via tfspastoral@turnerschools.com.

Attendance

Attendance at school is mandatory from September and all scholars must return to TFS. Given the amount of time that children have missed in school, it is absolutely imperative that scholars are in school every day, ready to learn. Please contact our Pastoral Team for support if you have any concerns regarding your son or daughter's attendance via tfspastoral@turnerschools.com.

Bubbles

Scholars will be placed within year group bubbles so that lessons are able to be taught in their usual way. The timetable has been amended to reduce movement around the school, whilst still allowing scholars to access the full curriculum and receive the same amount of teaching as normal. It is therefore vital for the maintenance of these bubbles that scholars arrive at their designated time below.

Scholars will remain in one designated teaching room for the majority of the timetable, and year groups will be housed entirely in different buildings, wherever possible. Each bubble will have access to their own designated entrances, exits and toilets. **At no point during the school day will any bubbles mix, or come into contact with one another.**

Staggered Starts and Endings

Scholars from different year groups will arrive at separate times and enter the building via their allocated entrances. Please make sure that you are aware of the specific times for your child. **Children must be in their classrooms and ready to learn from the Lesson Start Time.** If you have children in different year groups, please ensure that all of your children arrive **at the earliest start time.** We will accommodate siblings safely until their own start time.

If you are collecting your son or daughter at the end of the school day, please also ensure that they are picked up at the specified time. Again, if you are able to consider meeting your child a little further away from the entrance, this would help alleviate congestion at the Tile Kiln Lane entrance.

At this time, we are **unable** to offer Breakfast Club, or after-school activities, but we will keep this under constant review as the government guidance is updated and review this decision at the end of September.

Year Group	Arrival Time	Lesson Start Time	Entrance	Assembly Point	Departure Time	Departure Point	Start Date
7	From 8.30am	8:45	Scholar Entrance	Sports Hall	3:15pm	Scholar Entrance	3rd or 4th September depending on House Group *
8	From 8.45am	9:00	Science Block Gate (by new modular building)	Straight to designated room **	3.30pm	Science Gate	7th September
9	From 9:00am	9:15	Scholar Entrance	Straight to designated room **	3.45pm	Scholar Entrance	7th September

* Parents/carers of new Year 7 scholars will have already received additional information regarding Transition Days.

** Staff will be ready to greet scholars on their first day back and will direct them to their designated rooms when they arrive.

Arriving at School

If a parent/carer needs to accompany their child to school, we ask that only ONE parent does so. **Please do not come on to the school site.** TFS staff will be waiting to greet your son or daughter at their year group entrance. Hand sanitiser will be available at each entrance and scholars will be supervised to ensure that they use this before going onto the site.

Please note that the Tile Kiln Lane Entrance does become very busy at drop-off and pick-up times, so if at all possible, please consider if scholars could be dropped off and picked up slightly further away from the main entrance in order to reduce congestion.

On-site Meetings

Unfortunately, we are not able to accommodate unplanned face-to-face meetings with parents and carers on site. Wherever possible, we will communicate with parents and carers through telephone meetings and your child's Pastoral Leader should be the first point of contact. We will only be welcoming visitors into the school building with a pre-arranged appointment, so that we are able to organise appropriately to ensure the safety of all visitors, staff and scholars.

Use of Masks

The guidance regarding the use of masks in school is changing on a regular basis. The latest guidance states: "In **local lockdown areas** children in year 7 and above should wear face coverings in communal spaces. Outside of local lockdown areas face coverings won't be required in schools, though schools will have the flexibility to introduce measures if they believe it is right in their specific circumstances."

Given that we are not in a local lockdown area and that our year group bubbles never mix during the school day, at this stage, we will not ask children to wear masks. This decision will be reviewed as necessary should the situation change.

However, should you wish your son or daughter to wear a mask whilst at school, in communal areas, i.e. during break times, they are free to do so. It is important to note that the wearing of masks in classrooms is not recommended. The latest guidance states that "face coverings will not generally be necessary in the classroom even where social distancing is not possible... Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided".

If you do decide that you wish your son or daughter to wear a mask, please ensure that they understand how to wear their mask safely throughout the day, as they will need to be responsible for using their masks appropriately. Further information can be found here:

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Use of Public Transport

The latest guidance is that face coverings are compulsory on public transport. Therefore, if scholars are using buses to get to school, please ensure that they have appropriate face masks.

If scholars choose to remove their masks once they are no longer on public transport, they will be required to safely do so before they enter the school site. Disposable masks will need to be placed in the lidded bins at the entrance points, whilst reusable masks should be stored safely in a plastic bag within the scholar's school bag throughout the day.

Uniform, Bags and Water Bottles

All scholars should return to school in full school uniform. Every child should arrive at school with a rucksack sized bag, which will enable them to keep their books, their own equipment (stationery etc.) and water bottle, which they must keep with them at all times. Our water fountains are currently turned off and will remain so in September. Please can you therefore ensure that your child arrives at school with enough water to last the day.

Please note that lockers will be unavailable at this time. However, as scholars will be in the same classroom for the majority of the day, they will not need to transport bags around the site.

Given that we have exceptionally limited indoor space, please ensure that your son or daughter has an appropriate coat for cold and wet weather conditions, as we will endeavour to ensure that they have fresh air outside during break times if at all possible.

PE

On the days that scholars have PE, they should come to school in their PE kit. They will remain in this all day as the changing facilities will not be open. On the first day all scholars should arrive in normal school uniform. In the winter months, please ensure that your son or daughter wears their hoody and their leggings or tracksuit bottoms.

Break and Lunch Times

All breaks and lunch times will be staggered, so that bubbles of pupils will be kept apart. Each bubble has access to their own separate toilets. Scholars will be able to pre-order lunch, but for the time being, only a cold packed lunch, or a hot jacket potato option will be available. I have attached the first menu with this letter. Please note that if a scholar chooses the jacket potato option, they will not also receive the item listed directly underneath, as this will accompany the cold lunch option, i.e. on a Monday, they will not receive a jacket potato **and** the pesto pinwheel, but would receive a baguette and a pinwheel. All scholars will receive the fruit, vegetable sticks and pudding.

As we are unable to provide Family Dining at this time, **for the duration of this period only**, we will allow scholars to bring in their own packed lunches from home. Please ensure that disposable bags are used for packed lunches wherever possible. Scholars may continue to bring in a snack to eat at break time, or purchase one from school for 50p. Scholars will be issued with swipe cards, as we will not be using biometrics at this time.

Due to the temporary nature of our site and the additional restrictions on our already very limited spaces, we are unable to utilise the Heart Space for dining. Therefore, the scholars will eat their lunches in their classrooms before being allowed outside for their break time.

Lunches and snacks will be charged for on your ParentPay account. If you are entitled to Free School Meals please note that snacks are not covered and will be charged for. Please activate your ParentPay account if you have not already done so.

Social Distancing

We will follow all relevant guidance with regards to social distancing and will require all scholars and staff to do their best to maintain their distance from others wherever possible. Whilst we appreciate that this will be difficult, and that mistakes will be made, any deliberate or wilful refusal to follow social distancing measures will be resolved through our Behaviour Management processes.

Cleaning

We have additional cleaning staff and a thorough cleaning and hygiene regime in place and have contracted external suppliers to carry out an up to date risk assessment ready for September. Our full health and safety protocol is on the website on the Coronavirus page so that you can see in detail the processes that have been put in place.

Pupils or Household Members Showing Symptoms

If your child, or any member of your household develops Covid-related symptoms, please ensure that your child is kept at home and does not return to school unless they receive a negative test result. Any scholar who tests positive, or who has been in contact with someone who has tested positive, should self-isolate as per the government's guidance. In order to ensure the safety of the whole school, it is vital that you inform us as soon as possible if your child is unwell and give an outline of their symptoms.

Further information can be found here: <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Our plans are subject to current government guidance, which is likely to change frequently. We will regularly review our decision and processes and will communicate any amendments to you as effectively as possible. There are likely to be challenges ahead, but please be reassured that we will

continue to do all we can to provide an excellent education for every scholar in our care, whilst keeping our school community as safe as possible.

If you have any queries, please do not hesitate to get in touch via tfsadmin@turnerschools.com.

Yours faithfully

A handwritten signature in black ink, appearing to read 'K Yates', with a stylized, cursive script.

Kristina Yates

Principal