

10 July 2020

Dear Parents and Carers

We have been busy planning for September and how we will manage the return of all students. The government guidance is clear in that it allows schools to consider their own context in deciding how to offer the broad and balanced curriculum that students need in order to enjoy school and succeed. Throughout our planning we have taken into account the need to keep everyone safe: students, staff and parents. Students have been away from school for a long period of time and our desire is for them to return to as normal a school experience as possible; this is important for both their well-being and education.

As suggested by government guidance, our model treats each year group as a 'bubble'. Students will be able to work alongside and mingle with anyone in their year group. We do, however, need to minimise contact and interaction between members of different year groups. We want all students to access the full range of subjects, be able to move between specialist areas, take some fresh air between lessons and enjoy the 'normal' school curriculum. From the perspective of teachers, they will be kept safe and well by teaching in their own classrooms, managing the hygiene, student flow and learning in a familiar and consistent environment. With all this in mind, we have decided to operate a curriculum and school day very close to what students are used to. There will be staggered starts and finishes to the school day, to lessons, breaks and lunches to ensure a safe, calm and ordered environment.

The safety and hygiene aspect is clearly vital. Students will be required to sanitise their desk and chair before leaving a learning space, one way systems will be in place, plenty of hand sanitisers will be available at entrances to buildings and in classrooms, and supervision will be in place to ensure everything operates smoothly and safely. There will of course be challenges and we will be working hard over the coming weeks to ensure that systems and processes are in place to facilitate all of the above. Even with all the best planning, there will be unforeseen difficulties that will arise and so we will review and amend over the first few days and weeks back.

For now, I think it is important for you to have an overview of our approach, which I have provided above, and some of the practical elements which I will lay out below:

The summer break

The school has been open every day since lockdown, operating through the holidays. I need to ensure all staff have a break, recuperate and be ready for the year ahead. The school will be closed to the majority of students. The week beginning the 10th August, the school will be preparing for A level results on the 13th August and in the following week, GCSE results on the 20th August. We will be writing separately about the arrangements for results days. With regards summer learning (the year group refers to the current year students are in):

- Year 12 students will be allowed and encouraged to use school facilities from 17th August for independent learning in preparation for September. Hannah Khan will write with further information on Monday.
- For Year 10 students we will be providing supervised study opportunities during the last week of the holiday from the 24th August. Detail will follow in August. Summer home learning activities will also be provided and will be emailed out next week.
- In readiness for Sixth Form, Year 11 students have already been issued with their transition tasks to be completed in time for September.
- Year 9 students will be provided with summer learning activities from their different subjects. This will be emailed to students, with guidance, next week.
- Students in current Years 7 & 8 will not receive any further work to do over the summer.

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The first week

Clearly we cannot start the year with all year groups in straight away. The first day on the 2nd September will be for Years 7 and 12 only. We will then add year groups on Thursday and Friday, as below. By doing it this way, we will test our systems and processes as more year groups are on site. We would like to get back to 'normal' as soon as possible. Students will wear normal school uniform.

Monday 31 August:	Bank-Holiday
Tuesday 1 Sept:	Inset Day
Wednesday 2 Sept:	Y7 & 12 only
Thursday 3 Sept:	Years 7,11,12,13
Friday 4 Sept:	All students

Transport

- We are currently expecting buses to run as normal. Students will be required to sit in their year groups as far as possible. We are staggering the end of the day to ensure students arrive at the buses in year groups to facilitate getting on the buses.
- We encourage, where at all possible, for students to walk or cycle to school to reduce traffic congestion.
- If travelling by car we will have staggered starts and end to the day, but taking into account that students from multiple year groups may be dropped off/picked up at the same time.

Start of the day

- Tutors will be in their classrooms from 8.10am. We do not wish for students to arrive earlier than this. On arrival, students will go straight to their tutor base, sanitising hands at the entrance to the building.
- Years 12 & 13 to arrive at 8.10am.
- Year 10 & 11 to arrive at 8.15am.
- Year 7,8 &9 to arrive at 8.20am.
- Where you are dropping off children in more than one year group, please do so at the earlier time.
- It will be important, traffic permitting, that you aim to drop off children as close to their time as possible.

The school day

The school day will be similar to what students are used to with some adaptations.

- Morning tutor time and registration is extended to 15 minutes. This will provide a calm, consistent and reassuring start to the day, enable messages to be given out and for any tutor work to take place.
- Break and lunches are staggered – Years 7,9,11,13 have different times to Years 8,10,12. This enables us to provide zones for different year groups and for some break and lunch service to be provided. We will be limited for inside space so, other than for heavy rain and other extreme weather, students will be mainly outside for these times. Good coats, with hoods, are advised. We are currently looking at erecting some temporary shelters to help with accommodating students.
- To reduce circulation there will be no afternoon registration. This will be taken by the Period 5 teacher.
- The risk assessment will determine how we manage the practical subjects: PE, DT, art, music, drama, science. There will be restrictions in what we can do and how we manage the use of equipment. This detail will be worked on over the coming weeks.
- Managing lesson changeovers is important. The staggers will help but we will be requiring students to be patient and to follow instructions quickly and responsibly.
- In order to have the staggered lessons, breaks and lunches and for teachers to have a 15 minute break and 30 minute lunch there are some variations in lesson lengths. We are pleased, however, to be able to offer an extended period 5 of 75 minutes to provide more teaching time for exam groups in Years 11 & 13.

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End of the day

In order to relieve some of the traffic congestion and allow for buses to fill by year group, we are staggering the end of the day. This will ease student and hopefully traffic congestion. Please arrive as close to the pick-up time as possible.

- Years 7 & 9 finish the day at 2.35pm.
- Years 8 & 10 finish at 2.40pm.
- Years 11,12 & 13 finish at 2.45pm. It isn't a problem, and is possibly advisable, if you choose to pick up after the buses have left after 2.50pm.
- If you are picking up children from different year groups, for example in Year 7 and 10, please aim to arrive at the later slot.

Y11 supervised study / Y13 independent study

- For Year 11 students we will be offering the opportunity for supervised study from the start of the second week (Monday 7 Sept). We are working on how this will operate in practice but is likely to include supervision and support from high achieving ex KLB students, and teachers. This will help students recover some of the learning time lost this year.
- We will be encouraging Year 13 students to adopt the habits of extremely successful students of the past by staying at school and studying until 4.30pm and beyond. We are also aiming to schedule a number of after school lessons to further supplement their learning.

The school day for different year groups – 2020/21

<p>Year 8/10</p> <p>8.15: Year 10 arrive. Go to tutor base. Independent study 8.20: Year 8 arrive. Go to tutor base 8.25: Registration / notices / tutor work 8.40: Period 1 9.40: Period 2 10.40: Break 11.00: Period 3 12.00: Period 4 1.00: Lunch 1.40: Period 5 2.40: Home/Bus 2.50: Buses leave</p>	<p>Year 12</p> <p>8.10: Arrive. Go to tutor base. Independent study. 8.25: Registration / notices / tutor work 8.40: Period 1 9.40: Period 2 10.40: Break 11.00: Period 3 12.00: Period 4 1.00: Lunch 1.40: Period 5 2.45: Home/Bus 2.50 Buses leave</p>
<p>Year 7/9</p> <p>8.20: Arrive. Go to tutor base 8.25: Registration / notices / tutor work 8.40: Period 1 9.35: Break 9.55: Period 2 10.55: Period 3 11.55: Lunch 12.30: Period 4 1.30: Period 5 2.35: Home/Bus 2.50: Buses leave</p>	<p>Year 11/13</p> <p>8.10: Y13 arrive. Go to tutor base. Independent study. 8.15: Y11 arrive. Go to tutor base. Independent study. 8.25: Registration / notices / tutor work 8.40: Period 1 9.35: Break 9.55: Period 2 10.55: Period 3 11.55: Lunch 12.30: Period 4 1.30: Period 5 2.45: Home/Bus 2.45: Year 11 supervised study. Finish at 3.30. 2.45: Year 13 independent study 2.50: Buses leave</p>

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I do appreciate that there is much information to take on board but I thought it best to provide you with some detail as soon as possible to help you plan ahead. There will be more to follow during the second part of the summer holidays, so please do not worry for the moment if you have some unanswered questions. However, if you do need urgent clarification on anything, please get in touch on info@klbschool.org.uk , otherwise please wait until all the guidance is sent out later in the summer.

Of course, the situation may change again and plans need to be rewritten, but for now this is how we intend to open up the school for every student in September. I am really excited about the prospect of having a school full of students, studying a rich and challenging curriculum, and the return to some form of normality.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'T.Rand', with a long horizontal stroke extending to the right.

Tim Rand
Headteacher

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