

# September 2020

Information for Parents & Students

Dear Parents and Students,

I do hope that you are well and that you and your family have enjoyed a pleasant summer so far. I wrote to you on the 17<sup>th</sup> July with our plans for the return to school (the letter can be found on the website). As it stands, the model detailed in that letter is still very much what we intend to do. You may wish to re-read that letter as a preface to this one, however, I will be repeating some of the key points.

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 first week

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 – Heads of Year will be providing further information for these days
Thursday 3 Sept:	Years 7,11,12,13
Friday 4 Sept:	All students

## Getting to and from school

- Buses will run as normal. We are staggering the end of the day to ensure students arrive at the buses in year groups to facilitate getting on the buses.
  - On both Gloucestershire and South Gloucestershire bus routes face coverings must be worn. On the Gloucestershire routes, the bus drive will give 2 washable face masks during the first week, but they can wear their own if they wish.
  - Frustratingly, where students sit will differ between South Glos and Glos buses. On Glos buses students will be grouped by year group but on South Glos they will be grouped by where they get on / off.
  - Buses will be thoroughly cleaned each day.
  - You can find timetable for Gloucestershire using this link <https://www.gloucestershire.gov.uk/transport/school-and-college-transport/school-bus-timetables/>
- 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.

## Attendance

We expect all students to return to school in September.

- Please let us know using [attendance@klbschool.org.uk](mailto:attendance@klbschool.org.uk) if there are any family health concerns that might affect attendance.
- We are keen to support all students in their return to school and appreciate that some may feel anxious having not been in school for several months. If you need support please contact the relevant Head of Year.
- If your child is unwell and unable to attend please follow the normal school procedures and phone school or email [attendance@klbschool.org.uk](mailto:attendance@klbschool.org.uk) . It is especially important for you to inform us if the absence could be Covid-19 related.

## Start of the day

- Tutors will be in their classrooms from 8.10am. Students should not 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.
  - Years 10 & 11 to arrive at 8.15am.
  - Years 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 are currently erecting 5 large marquees that will provide some shelter from inclement weather, however, coats are still advised for protection against both rain and the cold.
- To reduce circulation there will be no afternoon registration. PM registration will be taken by the Period 5 teacher.
- 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.

## 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.

## After school homework club in A1

We are currently planning to run homework club in A1, Monday to Thursday 2.45-4.00pm.

## Y11 supervised study / sixth form 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 still working on how this will operate in practice but is likely to include supervision and support from high achieving ex KLB students. This will help students recover some of the learning time lost this year. We will write to you with further detail when known.

- We will be encouraging sixth form 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 Year 13 learning.

### Student behaviour

We will be reinforcing with students, on their return, the need for exceptional levels of behaviour. We will not tolerate students putting others at risk through inconsiderate and poor behaviour. We will, of course, let you know using the usual channels if your child is not meeting the expected standards.

### 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            2.45: Year 12 independent study            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>

### **Practical information**

#### Equipment

In order to reduce possibility of transmission it is really important that students come to school with all the necessary equipment. We are adding some key bits of equipment that students must bring. We will not be able to lend pens, calculator, glue sticks etc as they would all need to be sanitised after use which just isn't practical. With that in mind please could you ensure that your child comes to the school with the items below. Those in bold are new to the essential item list.

- Essential items: **Plain face covering/mask** and plastic bag to put it in, **personal hand sanitiser**, pencil case, pen (black ink), pencil, pencil sharpener, rubber, ruler, calculator and **glue-stick**, green pen
- Non-essential items: coloured pencils, felt-tip pens

We are purchasing essential items such as pens, masks and glue sticks that can be bought at all the food outlets using their canteen account if students have not got them.

### Face coverings

The face covering/mask is an item that we currently believe should be carried by students. They may be required to put them on in certain situations. For example, we have members of staff who have been shielding and are potentially more vulnerable than others; in order to protect them it may be that students in their classes are required to wear a mask. There are also some learning activities such as language speaking where they may be asked to put them on. The mask should be carried in a plastic bag for hygiene reasons.

### Personal hand sanitiser

We have purchased a large amount of hand sanitiser and we will have stations outside buildings, in washrooms etc. There may be occasions, however, when there is not easy access or there may be queues. Students carrying their own personal sanitiser could help alleviate some of these situations.

### Lunch and Break

Students in all year groups will have both an appropriate length break and lunch every day. Students will have specific zones they can use including both covered and uncovered areas. These zones will be made clear to them on their first day. As mentioned earlier, however, a coat will be essential in poor weather

### Catering

Over the summer, work has begun to modernise and upgrade the school kitchen. Whilst inconvenient, we are really pleased that we have secured the £500,000 funding for this to happen. This project is due to complete in December and we are expecting the Kitchen to be operating at normal capacity from January. In the short term, the impact of this project is that we will not have the ability to prepare hot meals for students. We will, however, continue to provide a food offering for students which initially will consist of a wide range of prepacked foods such as: sandwiches, salad pots, pasta pots, crisps, biscuits and cakes, drinks. We hope to expand this list over the coming weeks. Be assured that we will ensure that we continue to offer food that is suitable to meet all nutritional and dietary requirements, e.g. vegetarian, gluten free, vegan etc.

Over recent years, students have been able to pay for items using their fingerprints. In the current environment we have taken the decision that this payment method is not in line with current Public Health England (PHE) guidance and so on their first day of school students will be issued with a contactless card linked to their canteen account. This can then be used for payment in a safe manner. Each year group will have their own serving area and break / lunches are staggered to minimise any congestion. All serving areas will have protective screens and the staff will wear gloves when serving. Initially there will be no breakfast service with food only available at morning break and lunchtime.

At this time, to protect staff we are positively discouraging taking cash and encourage parents to use the secure online Scopay system available via the school website. There is information on the school website about who to contact should you have mislaid your access details. Students will therefore **not** be able to top up their canteen accounts with cash in school until further notice. All payments must therefore be made online.

As you will have read, the Canteen will also be selling items such as glue sticks, pens, masks etc. Be assured that these will be sold at cost price to support the students at this time.

### **Teaching and Learning**

In many ways learning will be very similar to before. There are some things to note:

- Learning time in lessons may be a little shorter as we manage the circulation of students around the school and ensure equipment and work spaces are sanitised before leaving.
- We will minimise risk of transmission by adapting the way we use textbooks, exercise books, handouts etc.
- Given what we have learned through lockdown we may be requiring more work to be submitted through SMHW and providing feedback in a greater variety of ways.
- We are intending to issue new exercise books to students in their subjects so please don't worry overly if they cannot be located after all these months.

- Please be reassured that we have given much thought to how we get started again in the classroom and being appreciative and sensitive to the varying amounts of home-learning that might have been done during lockdown.

## **The curriculum**

Across the school we are looking to offer the normal range of curriculum activities from the start of term. Whilst in many subjects there will be little difference there will be some subjects where we need to change the arrangements to help minimise the level of risk. In summary, the subjects in which students may notice a difference are:

### PE/Extra-curricular clubs

Lessons will continue as usual. Students will change as normal (with the changing rooms thoroughly sanitised in-between each lesson as will any equipment used). At this time we will not be able to loan PE clothing to students so please ensure that all bring the correct clothing for the lesson. We will be limiting the number of students in exercise areas and wherever possible lessons will be outdoors. The school is closely monitoring sport national governing body guidance for each sport to ensure that any recommendations made are incorporated into our teaching methods. Extracurricular clubs will not start initially in September until we have confidence that the arrangements in place are suitable for our activities.

### Food Technology

The setup of our rooms are suitable for this subject to continue in its normal manner. Students will not be sharing aprons or head coverings but will be required to use disposable items which will be provided by the school. Additional technician support will be provided in the classroom to minimise student movements around the classroom during practical lessons.

### Resistant Materials

This will continue to be taught as a practical subject. Students will be provided with a disposable apron when necessary and any safety glasses used will be sanitised by staff before they are next used. Tools / equipment will be sanitised between each user and at the end of the lesson.

### Art

As with Resistant Materials we will continue delivering a full art experience for students. Disposable aprons will be used when necessary. Student movements around the rooms will be limited but access to computers etc. and the use of printers will be as now.

### Languages

Whilst not a practical subject, effective learning relies on listening in our audio lab (and also from the computers) as well as the spoken word in which full pronunciation is necessary. To enable this to continue and to avoid the sharing of headsets, we are asking for students to bring to school a pair of headphones / earbuds with a 3.5mm jack on. We hope you will be able to support us with this. In addition, in practising the spoken word we will be asking students to wear a mask at times for the safety of those around them.

### Science Experiments

We will continue to ensure that the normal levels of safety are adhered to during practical lessons. Students will be required to wash their hands before and after handling any equipment (or sanitised). All equipment will be sanitised after use or quarantined for the recommended period.

## **Other information**

### Assemblies

Normal physical assemblies will be replaced by MS Teams / Zoom style assemblies delivered to tutor bases.

### Detentions

We of course hope that your child will not receive any detentions, but we are currently working on a new model that will enable a single year group approach. Information on this will be provided at the time of issuing detentions.

### Parent visits / meetings

As much as we like seeing you in school, we are having to limit these occasions for obvious reasons:

- Students should double-check they have everything they need for the day. Parents will not be able to drop off any forgotten kit/lunch etc other than essential medication.
- We will be limiting physical meetings with parents and carers to the minimum. Of course, where it is necessary we will arrange and welcome you into the school.

### Reception phone

We are moving the 'communal' phone from reception. If it is essential for a student to make a phone call, a member of staff will make it for them.

### Uniform

We continue to strive for improved standards across the school and school uniform is an aspect of this. I have included a reminder of our school uniform at the end of this document. There is no change to uniform as a result of Covid-19.

### Calendared events

We have some events in term 1 that may not happen in the usual way. It is highly unlikely, for example, that we will host information evenings in the same way. We are likely to use a greater range of technology including recorded content and use of video-conferencing. Information will come out as and when you need it.

I do hope that this answers any queries you may have. If you do have further questions please feel free to contact us on [info@klbschool.org.uk](mailto:info@klbschool.org.uk). We are ready and excited about welcoming students back from the 2<sup>nd</sup> September.

Best wishes.



Tim Rand  
Headteacher

# School Uniform

School uniform is not designed to be fashionable and cannot keep in step with the rapid changes in fashion each year. The aim is that students look neat and tidy and that all extremes are avoided.

## General Rules

1. All items should be clearly labelled.
2. Blazers must be worn by all students in years 7 to 11.
3. Only one stud per ear, in the ear lobe, can be worn. Stretchers should not be worn. Other forms of jewellery are not acceptable other than a watch.
4. Hairstyles should be tidy and inconspicuous. Extremes of fashion are not acceptable. No artificial hair colour e.g. pink, blue streaks.
5. White T-shirts and vests may be worn under shirts but should not be visible. Coloured T-shirts or vests should not be worn.
6. Hoodies are not allowed.
7. Nail polish should not be noticeable. Nail extensions are not allowed.
8. Outdoor clothing: Coats may be worn over blazers. Denim and leather are not allowed.

## Students in years 7 to 11

1. School Blazer – maroon, with school badge.
2. White shirt or blouse with collar button which can be fastened. There should not be a gap between the bottom of the shirt and trousers/skirt.
3. Optional V-necked pullover in school maroon with embroidered logo (available from Initially Yours).
4. School tie with house colour stripe.
5. Trousers should be smart, black, full length and of reasonable width. They should not be jeans, chinos, leggings, jeggings or treggings. (See b for acceptable styles)
6. Skirts must be black in a simple style with plain weave material. Skirts must not be tight, stretchy or very short. (See below for acceptable styles)
7. Shoes: Black or brown, suitable for school. Shoes should be leather or leather look. They must be polishable. Logos or markings must be the same colour as the shoe. (See below for acceptable styles)
8. Tights and ankle socks should be plain black.



