



Wednesday 15<sup>th</sup> July 2020

Dear Parents and Carers,

## Arrangements for September 2020

Whenever we approach the end of an academic year our attention naturally turns to the beginning of the next and never more so than now. In this letter I will outline, in broad terms, the principles that will guide our provision in September. The guidance from the government is clear, we must strike a balance that allows us to teach the full curriculum entitlement to every student in a way that ensures a safe environment for staff and students.

It is our intention to have every student return full-time in September and to undertake the full curriculum experience. Clearly there will have to be some changes, notably guidelines for PE and music mean that necessarily the students will have an altered experience in those lessons.

The guidance recognises that each school will have a unique set of circumstances and therefore headteachers have a great deal of flexibility to implement measures that will be practical and effective for their school. Crucially, the government acknowledges that schools will not be able to implement all possible measures but must do everything that they can to mitigate risks.

Below is a brief summary of the key steps that we will be taking in September to mitigate risks to students and staff. More detailed plans will be shared in August.

Mitigation Measure		Our principle for September
A	Students with COVID-19 symptoms at home	Student must remain away from school for 7 days from the start of symptoms and arrange to have a test.
B	Student lives with a symptomatic person	Student to self-isolate for 14 days from when the symptomatic person first had symptoms.
C	Students who develop COVID-19 symptoms during the school day	Student will be collected from their lesson and will wait in the main meeting room to be collected. PPE will be used by staff if 2 metres distance cannot be maintained. Then, as point A.
D	Clean hands thoroughly and more often	Morning registration and every lesson will begin and end with all students using hand sanitiser (which will be provided, though they may use their own). Hand sanitiser will be available in the canteen, hall and library at all times and from wall mounted dispensers located at the entrances to all buildings and on main thoroughfares.
E	Ensure good respiratory hygiene.	All classrooms will display 'catch it, bin it, kill it' posters and will have tissues available for students. The message will be reinforced in lessons and through assemblies.



F	Introduced enhanced cleaning	<p>The on-site janitor will be deployed to clean key areas (such as the hall) during the day at each change of use.</p> <p>At the start and end of every lesson all students will wipe down their desk and chair with sanitising wipes as a matter of routine.</p>
G	Minimise contact between individuals and maintain social distancing wherever possible	<p>All adults will be required to socially distance from students and other adults at 2 metres wherever possible.</p> <p>The students will be divided into six 'bubbles':</p> <ul style="list-style-type: none"> <li>▪ Year 7 bubble</li> <li>▪ Year 8 bubble</li> <li>▪ Year 9 bubble</li> <li>▪ Year 10 bubble</li> <li>▪ Year 11 bubble</li> <li>▪ Sixth Form bubble</li> </ul> <p>Within these bubbles there will be no requirement for students to socially distance from each other (i.e. students from the same year group do not need to socially distance from each other).</p> <p>Students will be required to socially distance from students in other bubbles (i.e. during the school day students from different year groups must socially distance from students in other year groups).</p> <p>During the school day, contact between year group bubbles will be limited by:</p> <ul style="list-style-type: none"> <li>▪ Having off-set break and lunch so that concurrent year groups will not be out of lessons at the same time.</li> <li>▪ Year group zone system will operate at break and lunch.</li> <li>▪ Year groups will enter and register in different buildings.</li> <li>▪ Year group assemblies only.</li> <li>▪ Introduction of a strict one-way system for all corridors and stairways to manage the flow of students around the site. This will include designated entrance and exit doors for all buildings.</li> <li>▪ Where possible, adjusting the timetable to minimise movement around the site.</li> <li>▪ Designate classroom resources for specific year groups and, where this is not possible, to ensure resources are cleaned before they are moved between bubbles.</li> </ul> <p>Students who walk/cycle/are driven will be released at 2.50pm to clear the site so that students who catch the bus can queue in a managed way at 2.55pm.</p> <p>Students must not congregate at the school gates or at the shops.</p>



H	Use of Personal Protective Equipment	Students may wear face masks on the journey to and from school and will be required to follow our protocol for the safe removal and storage of masks as they arrive in the morning. Suitable PPE will be available for staff when dealing with students reporting COVID-19 symptoms during the school day.
---	--------------------------------------	--

Over the summer you can support your child by ensuring that they are fully equipped for September. In addition to the usual list of equipment (pen, pencil, ruler, rubber, calculator) we suggest that they come fully prepared in order to minimise the need to borrow equipment. This should include colouring pencils, a purple pen, a maths equipment set and a glue stick.

I will write to all parents again in mid-August with the detailed protocols that we will use in September to support the measures in the table above, along with confirmation that appropriate site modifications have been completed. We will also include the answers to a range of FAQs. I want to wait until August to ensure that these measures reflect the most recent advice from government.

In September we will be working with local health authorities and the NHS Test and Trace process. A vital aspect of the support that we need from September is for all members of our community to engage with testing if they develop COVID-19 symptoms and to share the results with us.

For each year group's first day of term (dates published in last week's newsletter) the day will start with the students attending year group assemblies. In these assemblies the new rules and protocols will be carefully explained and our high expectations for student conduct reaffirmed.

I recognise that there will be a range of feelings regarding September. I hope that you will find the measures introduced here reassuring and, as always, I welcome the feedback of all parents ([nmcsweeney@emmbrook.wokingham.sch.uk](mailto:nmcsweeney@emmbrook.wokingham.sch.uk)).

Best wishes,

**Nick McSweeney**  
Headteacher