



Holly Lodge High School

College of Science

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Headteacher: Mr Paul Shone BA (Hons) MA

Dear Parent/Carer,

I hope that you and your family are all safe and well. I am sure you are now aware that schools will be fully open from this September. I wanted to write to you to share with you the preparations we have been making in school. In the strategic planning my priority is the health, safety and well-being of staff, students, and parents. Consequently, measures will be in place to maintain a COVID-free environment. In doing so we have taken into account the Government guidance documents relating to the reopening of schools:

- [NEW Guidance for full opening schools](#)
- [Preparing for the wider opening of schools from 1 June](#) (Primary and Secondary specific guidance)
- [Planning guide for early years and childcare settings](#)
- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Guidance for further education and skills providers](#)

These have been used to plan the operation of the school moving forward with all preparations having been shared and discussed with the Governing Body of the school.

In developing a safe environment a number of different routines will need to be followed that may seem a little strange to start with but students will get used to the changes. The changes will guarantee your child a full curriculum in all year groups. The changes are:-

The preparation of buildings and student 'Bubbles'

To keep your child as safe as possible, as class sizes will now be full groups, schools have to 'Bubble' students. A 'Bubble' is simply a whole year group who will only come into contact with that year group of students. For example a year 10 student will have lessons in an area of the school or 'Bubble Zone' that will only have their year group in, their meals and break times will also be separate and within their 'Bubble' To allow students to access the whole resource of the school from IT rooms to Science labs etc; at the end of every day all rooms in the the whole school will be sanitised and the 'Bubble' will use a different area or 'bubble zone' on the next day and so on. By moving zones each day after sanitisation your child is able to have a full curriculum delivered in the appropriate environment. Students will notice that there are a few more double lessons on their timetable but this has been done to reduce movement during the day. Their teacher will be their subject teacher they would have had, so they will be taught by subject experts as is the norm at Holly Lodge High School.

All students will be fully briefed on their first day about their 'Bubble zones' as they go through their new timetable for this year.

Expectations for students

- Attendance will be **mandatory** again from the beginning of the autumn term (September 2020). This means from that point, the usual rules on attendance will apply. [Please see enclosed letter from the Local Authority]
- Students **must wear full uniform** at all times (refer to our website for further details). However, PE kit is to be worn on days when PE is timetabled.
- Students need to bring with them and wear at all times their lanyard and Card. If this is lost it has to be replaced. This will be the only way students can buy food within school as I explain in the section on lunch times below.
- Students will not be able to borrow any uniform from the school or other students.
- Students will need to bring their own pens, pencils, ruler, calculators, etc as students cannot share equipment.
- Students must stay within their 'Bubble Zone', toilets are within each 'Bubble Zone' and will be continually cleaned throughout the day.
- It is important that students respect the 'Bubble Zone' and adhere to the rules in place as we are reducing the risk of COVID-19 transmission. Any wilful breaking of these arrangements will be treated seriously.

Lunches

- Each student 'Bubble' will have a dining area of their own and a corresponding social area. These will be thoroughly sanitised at the end of each lunch session.
- Students will need to use their card to buy lunch on a daily basis.
- For the first two weeks we may have issues with students being able to top up their cards as there are limited points and we need to avoid contact with cash. It will be possible to top up in the Library and Canteen, but an additional dining area in B Block Hall will not have the card top up machines available.

Break times

- Students will **NOT** have access to any canteen facilities during break time so they will need to bring a bottle of water and any snacks with them. This is because within the 15 minutes break there is not sufficient time to provide socially distanced canteen access.

Parents, your support is needed with the following:

1. Students can bring cash for the week in an envelope with their name and tutor group written on and our catering company will credit the money on your child's card. They should put a weeks' worth on at least, not daily as this will take additional time.
2. All free school meals will automatically appear on your child's card so there will be no issues here.
3. **If your child is entitled to Free School Meals** and has been receiving vouchers they **need to keep on** taking up their free school meals in school. Should any further lockdown occur I would **not want any future vouchers to be denied** to you as they have not continued with taking their free meal within school. In addition your child taking up the free meal increases school funding that I may use to further support your child, it is very important they take their entitled meal.
4. A hot meal service will be provided but all will be boxed at this stage to reduce contact. The menu will be up on the website, and although reduced choice is offered on a daily basis, there will be variety.
5. I would like to be able to run Parent Pay, this would allow you to put money on your child's card from home or your phone. This also allows you to check what they have spent and what on. Additional benefits is that any school activity needing payment can be paid in the same way. We will be putting details out in the first week. **To make this happen I need to make sure we have an up-to-date mobile number and email address.** Students will be given a data checking sheet on the first Friday back, 04.09.2020 and this must be checked, updated and returned on the following **Monday 07.09.2020** with your details so I can send you all the details for Parent Pay. The data checking sheets need to be accurate so please help the school and ensure that this is done.
6. You can update your phone number and email address by sending the details with your child's full name and date of birth to pupildata@holly-lodge.org.

Dates and times

Thursday 3rd September 2020

- New Year 7 10am – 2pm (Parents are not allowed on site)
- New Year 12 registration 10am to 2pm
- Year 8, 9, 10, 11 and 13 are not to attend school.

Friday 4th September 2020 (All Year Groups in School)

- 8.45am Year 7 arrive
- 9.05am Year 8 arrive
- 9.25am Years 9, 12 and 13 arrive.
- 9.45am Year 10 arrive.
- 10am Year 12 Induction begins
- 10.05am Year 11 arrive.
- 13.00 Year 12 will have completed their induction
- 15.00 Year 7 will be dismissed.
- 15.10 Years 8, 9, 10, 11 and 13 will be dismissed.

Friday 4th September 2020 (All Year Groups in School)

Please see the enclosed first week back at school document.

Please note: Parents/carers and/or family members are not allowed on school premises.

Entering and exit

Information is on the enclosed first week back in September document

Additional points to be considered by parents

1. Drop off and pick up is **not** possible on the main school car park as the numbers of students make this impossible to maintain a safe passage for all students.
2. Students to make their own way off site and should make their own way home directly and not be gathering in the community.
3. The main pathway has been clearly marked with tape/paint down the main pathway to encourage social distancing rules.
4. Students will be encouraged to walk/cycle if they cannot be dropped off by parents near to the school.
5. For those that have no choice but to get public transport you are reminded that they will need to follow all the guidance on use of public transport.
6. Guidance in the form of 'student protocol' issued to all students and parents highlights the need not to socially gather on the way in or out of school.
7. Parents will not be allowed into the building or on the school site unless they have an appointment.
8. If it necessary that a parent needs to accompany their child this will be to the entrance only.
9. If a student is ill at school or shows any signs of COVID-19 symptoms, parents will be asked to collect their child.
10. It is important as parents that you make sure your child understands social distancing and that their behaviour must NOT put others at risk.
11. Please read through the 'Student Protocols' with your child.

These procedures have been discussed with the school's Governing Body who approve all policies and procedures in school. All of our new Covid-19 related policies, including our risk assessments, will be uploaded onto our website from July 21st 2020.

We will continue to act upon the guidance from the Government and Local Authority to ensure all necessary steps can be taken to ensure a high quality experience for students

We are looking forward to achieving a step towards normality. We hope that you are able to embrace your child's re-integration into school life but understand that you or your child may have some anxieties at this time. If this is the case, please do not hesitate to contact the school so that we are able to answer any questions or concerns you may have.

I hope that you and your family remain safe and well.

Yours faithfully,

P Shone
Headteacher