



Dear Parent/Carer,

I hope that you have had a restful and enjoyable summer holiday. As promised, I wanted to write to you with an update of processes, procedures, and any changes we have had to make, in response to the ongoing pandemic situation. I apologise in advance for the length of this letter.

I want to try and make the return to school as normal as possible, but I do need to advise that there are changes which students need to become familiar with and how we operate is different to how we have done so previously.

After nearly 6 months of not being at school, I understand there will be mixed feelings about a return; our job over the first week or so, is to provide a thorough induction to this new world we find ourselves in. It would be of great benefit if you could discuss the points in this letter in advance of the students' return. We will supplement this with more detail over their first few days back and support them to become acclimatised.

It is really important for students to understand that these changes are in line with national Government guidance and we must ensure that students are following the new rules and systems explicitly to protect their health and safety and that of others.

As always, this letter and these systems and processes are based on the most recent guidance. These will remain subject to change as and when local or national situations change but I will keep you regularly informed.

At Meden, students will operate in Year Group bubbles. As far as possible, students will have limited contact with students in other year groups and breaks and lunches take this into account. When moving between lessons, students should have limited contact with other year groups and move swiftly to their next lesson. Students will be issued with a lanyard which must be visible at all times to allow students and staff to distinguish between bubbles and aid students to remain in their bubble only. This will become part of standard uniform which must be worn until further notice.

• **Returning to School**

Not all students will return on the same day. We will slowly reintegrate students back into school over a couple of days, in order to ensure effective induction takes place and students are supported with their transition back to school.

Students will have dedicated entry and exit points to school which must be adhered to. Students **MUST** not use any other entrance unless arriving late to school which must be through the main entrance.

- Year 7, 8 & 10 will use the entrance at the front of school adjacent to the Eastwood block and Hetts Lane School.
- Year 9 & 11 will use the side entrance adjacent to the sports centre
- Year 12 & 13 will use the main reception entrance

The return days and dates are as follows:

- Year 7 Induction day - Friday 28th August
- Year 7 and 11 return to school - Tuesday 1st September
- Year 7, 10,11,12,13 in school - Wednesday 2nd September
- All Year Groups in school - Thursday 3rd September

Meden School | Burns Lane, Warsop, Mansfield, Nottingham NG20 0QN

Telephone: 01623 843517 | Email: office@medenschool.co.uk | Website: www.medenschool.co.uk

Executive Head Teacher: **Ryan Hawley** BSc (Hons), QTS, NPQH | Head of School: **Jim Smith** BSc (Hons), PGCE, MA

Meden School is a member of the **Nova Education Trust** | Registered in England and Wales—No. 7635510

Registered Office: C19, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, ENGLAND





On the first day back into school student must go to their Tutor Rooms. The Tutor Rooms locations are indicated below:

Tutorial	Teacher(s)	Room
7A	Mr Plumley	K6
7B	Miss Szabo & Miss Newby	A13
7C	Miss Wilson & Mrs Streets	B23
7D	Mr Stower	B11
7E	Mr Gibbison	E10
7F	Mr Upton	A20
7H	Mrs Archdale	K11
8A	Miss Singleton	B20
8B	Mr Bentley	B14
8C	Mr Oxford	K10
8D	Miss Crossland	B17
8E	Mrs Williamson	B19
8F	Mr McCartney	E8
8G	Mr Kendrick	A16
9A	Miss Coleman	A18
9B	Mr Sylvester	B1
9C	Mr Salway	B16
9D	Miss Coe	B8
9E	Miss Slack	A19
9F	Mrs Rowland	A10
9G	Miss Jones	B24
10A	Miss Johnson	A14
10B	Mrs Walleth	B22
10C	Mr Scarsbrook	K3
10D	Mr Hyatt	B5
10E	Mr Wraith	B7
10G	Mrs Zaccardelli	A6
10H	Mrs Ashley	A11
11A	Miss Clogg	B4
11B	Mr Byrne	B2
11C	Mr Bailey	K4
11D	Mr Limb and Miss Kinney	B9
11E	Mr Bird	B6
11F	Mrs Michell and Mrs Hind	K13
Post 16 Students	Mrs Gibney Miss Smith Mrs Coulson	College Block

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In order to keep the required social distance and for students to remain in year group bubbles, the start and end times will be staggered. Students should come straight on to site at their start time and go straight to tutor rooms. Likewise, at the end of the school day, students should leave at their time and exit point. Students must not arrive on site beforehand, congregate at the front of school or in school. As soon as they arrive, they must go immediately to tutor rooms.

Start & Finish times for all students						
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
Start time	8:30	8:50	8:40	8:40	8:30	8:30
Finish time	3:20	3:25	3:25	3:30	3:30	3:30
Friday Finish Time	2:30	2:35	2:35	2:40	2:40	2:40

I understand that this may seem very prescriptive, but it is essential that I keep students in year group bubbles as far as practicably possible, reducing contact with students in other year groups. Breaks and lunches will be taken in dedicated spaces again, preventing contact with other year groups.

- **Format of the School Day**

Monday – Thursday

	Arrival & Tutorial Time	Period 1 8:50-9:40	Period 2 9:40-10:40 Inc 15 Min Break	Period 3 10:40-11:30	Period 4 11:30-1:00 Inc 30 Min Lunch	Period 5 1:00	Period 6 1:50	Period 7 2:40
Year 7	8:30	50 Minutes	Break @9:40 (A1/Hall)	50 Minutes	Break @ 11:30 (A1/Hall)	50 Minutes	50 Minutes	Leave @ 3:20
Year 8	8:50 (Straight to P1 lesson)	50 Minutes	Break @10:00 (A1/Hall)	50 Minutes	Break @ 12:00 (A1/Hall)	50 Minutes	50 Minutes	Leave @ 3:25
Year 9	8:40	50 Minutes	Break@10:00 (Dining Room)	50 Minutes	Break @ 12:00 (Dining Room)	50 Minutes	50 Minutes	Leave @ 3:25
Year 10	8:40	50 Minutes	Break @10:20 (A1/Hall)	50 Minutes	Break @12:30 (A1/Hall)	50 Minutes	50 Minutes	Leave @3:30
Year 11	8:30	50 Minutes	Break at 10:20 (Dining Room)	50 Minutes	Break @ 12:30 (Dining Room)	50 Minutes	50 Minutes	Leave @ 3:30
Year 12	8:30	50 Minutes	Break @9.40 (Dining Room)	50 Minutes	Break @11:30 (Dining Room)	50 Minutes	50 Minutes	Leave @3:30
Year 13	8:30	50 Minutes	Break @9:40 (Dining Room)	50 Minutes	Break @11:30 (Dining Room)	50 Minutes	50 Minutes	Leave @ 3:30

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Friday

	Arrival & Tutorial Time	Period 1 8:50-9:40	Period 2 9:40-10:40 Inc 15 Min Break	Period 3 10:40-11:30	Period 4 11:30-1:00 Inc 30 Min Lunch	Period 5 1:00	Period 6 1:50
Year 7	8:30	50 Minutes	Break @9:40 (A1/Hall)	50 Minutes	Break @ 11:30 (A1/Hall)	50 Minutes	Leave @ 2:30
Year 8	8:50 (Straight to P1 lesson)	50 Minutes	Break @10:00 (A1/Hall)	50 Minutes	Break @ 12:00 (A1/Hall)	50 Minutes	Leave @ 2:35
Year 9	8:40	50 Minutes	Break@10:00 (Dining Room)	50 Minutes	Break@ 12:00 (Dining Room)	50 Minutes	Leave @ 2:35
Year 10	8:40	50 Minutes	Break @10:20 (A1/Hall)	50 Minutes	Break @12:30 (A1/Hall)	50 Minutes	Leave @2:40
Year 11	8:30	50 Minutes	Break at 10:20 (Dining Room)	50 Minutes	Break @ 12:30 (Dining Room)	50 Minutes	Leave @ 2:40
Year 12	8:30	50 Minutes	Break @9.40 (Dining Room)	50 Minutes	Break @11:30 (Dining Room)	50 Minutes	Leave @2:40
Year 13	8:30	50 Minutes	Break @9:40 (Dining Room)	50 Minutes	Break @11:30 (Dining Room)	50 Minutes	Leave @ 2:40

- **Year 7 Induction Day**

Students must wear full school uniform and arrive to school by 8:30. Students will be given guidance on entering site as to where to meet their tutor, who will then move to tutor bases for the day. They will spend the day with their tutor and some of their teachers, becoming orientated with the school including a tour of the site and familiarisation activities amongst other planned activities.

The format of the school day for this day only is that students will be on site for 8:30 and the school day will finish at 2:30.

This very much isn't the norm, but I must ask parents to wave their children in to school, well away from the premises.

- **Visitors to School**

The number of visitors to school must be limited as much as possible. I must respectfully ask parents to not enter the school site unless attending a pre booked meeting or collecting a child by arrangement. All visitors must report to the main reception upon arrival.

- **Lunch Provision**

Our catering service will resume from when students return, but not on the Year 7 induction day where a packed lunch is needed. Choices will be limited to "grab and go" style food. Hot and cold food is available but there will be a limited selection.

Students will be able to mix within the bubbles they are part of (Year Groups). There will be no contact with other year groups other than crossing in communal spaces. Students will need to move swiftly to their next classroom. Students will have staggered breaks and lunches. Students are allocated a dining room, either the hub or hall, to use and will stay there for the duration of their 30 minute lunch break before returning to class. There will be an outside space and toilets allocated also.



- **Personal Hygiene**

Students must use hand sanitiser and wash hands on a regular basis. There is sanitiser on entry to school, in corridors and in all classrooms. Students will have to sanitise on entry to all classrooms, dining rooms and returning from toilets. Tissues will also be provided in classrooms. If students wish to bring their own hand sanitiser / tissues then this is fine but must be used in view of the teacher on entry to rooms.

Classrooms have been reformatted to ensure that they are spaced out from staff. Current scientific advice suggests that transmission between school aged children is low and that by effective systems and processes in school will continue to keep transmission low.

At times, staff will be wearing face masks, again in response to the most recent Government guidance. This will not currently be the case when teaching.

- **Face masks for students**

Students will need to bring their own personal face mask, they will be required to wear a face mask in the following areas:

- corridors
- communal indoor spaces
- dining halls (when entering, queuing, and leaving)
- during changeover of lessons
- during fire evacuations
- any other area of the school where students may mix outside their bubble

Students are not required to wear face masks:

- during lessons
- in outside spaces if they are contained within their bubble
- whilst eating

Exemptions to this policy

Any student presenting appropriate medical evidence should be exempted from wearing face masks.

Types of face masks

Students should wear face masks that comply with the following requirements

- covers nose and mouth
- does not have any offensive or contentious words, patterns or images printed on it. Masks should be plain.

Students should not wear face coverings of the following descriptions:

- scarfs
- bandanas
- the pulling up of coats, hoodies or other clothing over mouths and noses

Wearing masks in lessons

Individual students may choose to wear a mask in lessons if they wish.



- **The School Site**

There are certain one way systems in operation on the school site, particularly in the main block. These have been clearly sign posted. Fortunately, most blocks are accessed via external doors. Students must move promptly between lessons and go directly to the lessons without hesitation. There will be staff assigned to particular locations to ensure a swift changeover between lessons and break times.

We have employed additional cleaners who will circulate the site, cleaning regularly throughout the day. Deep cleans will also occur on a regular basis.

All student toilets will be re-opened in September and will be cleaned regularly.

- **Incidents of Suspected COVID symptoms or Confirmed Cases in School**

If any student or staff member displays suspected symptoms of COVID 19, this must be reported to Mr Gibbon, our Business Operations Manager who will oversee the school's response. Anyone displaying symptoms should book a test at the nearest test centre and notify the NHS test and trace mechanism. Details are available on the internet on how to do this. We have a range of protocols and processes in place should your child display symptoms at school.

It is important to note that incidents will be dealt with on a case by case basis and upon guidance from the health protection team. There may be incidences of negative test results and general un-wellness and we do not want to cause undue worry. We will notify parents and the school community accordingly as and when a positive case is confirmed.

It may be worth considering contingency plans at home, in advance if students need to be sent home or need to self-isolate.

- **Uniform and Equipment**

It is expected that upon return, students must wear full school uniform from the outset. Physical, PE lessons will not commence until Monday 7th September at the earliest so there is no need for any student to bring their PE kit into school. We will not be able to lend students basic equipment. When students return, we will issue students with a basic stationery kit of pencil case, pens, pencils, ruler, whiteboard pens, board rubber and mini whiteboard.

I would encourage you to top this equipment up with other items to ensure sufficient supply. In most other subject areas, specialist equipment may be provided. It would be of great benefit for students to invest in a scientific calculator which are available now from as little as £5.

We will not be able to lend other items of equipment.

Students will be given a coloured lanyard to wear which is a compulsory part of uniform to ensure they remain as part of this bubble. Students must wear them at all times. Not having a lanyard may cause delay and inconvenience when accessing social spaces or obtaining food in the canteen, for example.



- **Conduct**

We will provide a thorough induction on return and will educate students on re- engagement with school. We will support students with this transition. I must, however, insist on high standards of behaviour, conduct, attitude to learning, engagement with learning and basic expectations as these standards will be upheld at all times. It is even more crucial at a point of re-engagement and induction and after such a lengthy spell away from school that students have clear boundaries and parameters to operate within to support them and to ensure the school is a positive learning environment.

I am really looking forward to welcoming students back into school and visiting classrooms to personally say hello.

I am hopeful, it won't be too long until I can welcome parents into school too.

Please can I encourage parents to keep in touch with their child's tutor with any questions you may have.

We will endeavour to reply as swiftly as possible when it is possible to do so.

Yours faithfully

Mr J Smith