



Tuesday, 09 March 2021

Dear Parent/Carer

Thank you for your continued support over this difficult period. The cyber-attack on our trust's IT infrastructure required us to delay the return to school by a couple of days but we are now ready and looking forward to welcoming our students back on Thursday 11th March. As promised, I wanted to write to you with an update of processes, procedures and changes we have had to make in response to the ongoing pandemic situation.

Whilst I have done my best to ensure the return to school is as "normal" as possible, I do need to advise that there are a number of changes which students will need to be familiar with from Thursday.

After nearly 8 weeks of working from home, I understand there will be mixed feelings about a return; our job over the first week or so, is to provide a thorough re-introduction, reminding students how the school operated before Christmas. It would be beneficial 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, 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 your regularly updated.

At Meden, students will continue to operate in **Year Group bubbles**. As far as possible, students will have limited contact with students in other year groups and breaks and lunches reflect this. When moving between lessons, students should have limited contact with other year groups and move swiftly to their next lesson.

Returning to School

Students will continue to 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

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

7A	Mr Plumbley	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 Wallett	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	K13
College students to go straight to the hub as per email sent by Mrs CORNS		

In order to keep the required social distance and for students to remain in year group bubbles, the start and end times will also remain staggered as before and are shown below for your reference. 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.

	Year 7	Year 8	Year 9	Year 10	Year 11	College
Start time	8:30	8:35*	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

*Revised time for Y8 to allow them time with their tutor. Details communicated by letter Dec 2020.

I understand that this may seem very prescriptive, but it is essential that students remain 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.

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 and must wear a face covering (unless exempt).

Lunch Provision

Our catering service will resume from when students return. Students will be able to mix within their Year group bubbles only. 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 as before and 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 as before. Tissues are also provided in classrooms. If students wish to bring their own hand sanitiser / tissues then this 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 and they will be required to wear a face mask in the following areas:

- Corridors
- In lessons
- 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

Exemptions to this policy

Any student presenting appropriate medical evidence will be exempted from wearing face masks and can obtain an exemption sticker from their Head of Year. This is the guidance from the government and we as a school community want to keep everyone safe and the masks help us with this.

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

Please can you ensure that you provide masks for your child, we will be able to replace any damaged or lost one throughout the day. It is expected that students have their own mask each day.

The School Site

There continues to be one-way systems in operation, particularly in the main block which 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.

As before Christmas we continue to employ 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 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 using 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 including Lanyards

It is expected that upon return, students will wear full school uniform from the outset. Physical, **PE lessons will not commence until Monday 15th March**, so there is no need for any student to bring their PE kit into school before that date. We will not be able to lend students basic equipment. When students return, we expect them to bring a stationery kit of pencil case, pens, pencils, ruler, whiteboard pens, board rubber and mini whiteboard which we supplied them with in September. I would encourage you to top this equipment up with other items to ensure sufficient supply.

Students were 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. If students have lost their lanyard tutors will have replacements.

Conduct

We will provide a thorough reminder of all of these procedures upon their return to school, supporting students with the transition. I must, however, continue to 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 this time, that students have clear boundaries and parameter, allowing them to operate effectively and ensuring the school is a positive learning environment.

Once again, 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 Jim Smith
Head of School