

2<sup>nd</sup> September 2020



# Saffron Walden County High School

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Dear Parents/Carers and Students

We hope you have had a restful summer break and are looking forward to the start of term. As you prepare for the new academic year, we would like to inform you of the numerous safety measures we are putting in place for the return of all sixth form students.

## Face Masks

Responding to the recent guidance, we strongly recommend the use of face masks for Sixth Form students in communal spaces and in corridors. Students may also wear their face masks in lessons if they wish. These should be of plain and appropriate design. Students need to use hand sanitiser when entering a classroom or eating area. As infection levels are currently low in this area, we are not making masks compulsory at this stage but will continue to monitor the situation and follow the latest guidance.

## Buses

We are still awaiting final information from some of the bus companies, but our understanding is that students travelling by bus should wear face masks and follow the instructions of the bus driver, which may include sitting in year group sections of the bus.

## Drop off and pick up

Parents are asked not to leave their vehicle while dropping students off by car in the Sports Hall car park at the beginning of the day. At the end of the day, to ensure all students can leave the site quickly to avoid crowding, **we will not allow any cars onto the site until AFTER students walking home have left.** The Copperfields gate will, therefore, only be opened at 3.30pm. Students needing to be collected should wait in their classroom until that time and then go to the Sports Hall car park to be collected. To avoid traffic entering Copperfields and thereby slowing the exit of students, and to avoid disruption to local residents, **we would ask parents not to arrive before 3.30pm.** As always, parents are **not permitted** to either drop off or collect their children at the main school entrance.

## The school day

Students will be required to move straight to their period 1 classroom in the morning to avoid crowding in the corridors. If you are free period 1, you do not have to be in school for 8:40 am but can arrive in time for your first lesson. If you travel by bus and need to be in school, Year 12 students have access to the Study Centre, balcony and Saffron Hall to work.

Where students can work from home, they are encouraged to do so and should only be in school for their timetabled lessons and tutorials. At the end of the day the school will operate a staggered finish time system to reduce the number of students at the school gate. Year 12 students will finish at 3pm and will need to leave the school site at this time unless they have

been asked to attend a tutorial with their Form Tutor; in which case they will need to move straight to their tutor room at 3pm to meet their tutor.

Our weekly briefings in Saffron Hall will unfortunately not be taking place for the first half term, but weekly briefing information will be delivered via video recordings. Students will not be attending a daily form time but will be registered in their lessons instead, which means that attendance and punctuality are more important than ever and therefore will now be reported to both students and parents on a weekly basis. We will be disabling the fingertouch system previously used to sign in and out and will be replacing this with paper folders in reception that you must use to sign in and out of the school site. Students will also have Academic Enrichment time on their timetable to meet with their form tutor.

Students will be required to wash their hands regularly and use the hand sanitising stations provided when entering their classrooms. It might be useful for students to bring their own hand sanitiser gel for ease before and after eating etc. We also ask that students remember to bring their own classroom equipment such as pens and calculators as we will be unable to lend out school items as usual.

### **Break and lunchtimes**

Year 12 and 13 have been placed in separate year group bubbles as far as possible and break and lunch times will be staggered. This allows Sixth Form to be quieter during these non-lesson times and for any shared facilities to be deep cleaned before use by another bubble. The Sixth Form building now has a one-way corridor system to reduce cross bubble contact in the changeover between lessons. We have introduced two new outside catering provisions (Saffron Café and Pavilion Café) for students and all school provided food provisions will sell the same range of 'grab-and-go' foods. As the Saffron Café will be run by external agencies, please note that this will not have the finger touch facilities as the other cafes and students will therefore need cash or cards. The local café, Deja-Vu will be on site on Monday-Wednesdays and RoadDogs will be serving on Thursdays and Fridays.

**Please do also remember that the dropping or leaving of litter anywhere on the school site is strictly prohibited.**

The year 12 times of the day are as follows, along with allocated facilities during these times:

<b>08:40 - 09:40</b>	<b>Period 1</b>	<b>Study: Saffron Hall, Study Centre or balcony</b>
<b>09:45 - 10:45</b>	<b>Period 2</b>	<b>Food: Sue's Café or town.</b>
<b>10:45 - 11:00</b>	<b>BREAK</b>	<b>Food: Sue's Café/Saffron Café/Pavilion Café or town</b>
<b>11:05 - 12:05</b>	<b>Period 3</b>	<b>Study: Saffron Hall, Study Centre or balcony</b>
<b>12:10 - 13:10</b>	<b>Period 4</b>	<b>Food: Sue's Café or town</b>
<b>13:10 - 13:50</b>	<b>LUNCH</b>	<b>Food: Sue's Café/Saffron Café/Pavilion Café or town</b>
<b>13:55 - 14:55</b>	<b>Period 5</b>	<b>Study: Study Centre, balcony or common room</b> <b>Food: Sue's Café, common room or town</b>
<b>15:00 - 15:15</b>	<b>Registration</b>	<b>End of day for year 12 at 15:00. Tutors to physically be in tutor bases to hold tutorials.</b>

### **Reducing transmission of infection**

1. We will have the expectation that all staff and students are vigilant about any symptoms that could indicate a Covid-19 infection
  - **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

**We require individuals with any of these symptoms to stay at home and seek a test and share the outcome of that with school.**

**If the test result is negative, the student can return to school immediately.**

2. There will be additional cleaning in place (especially for high risk areas such as toilets, eating areas and doors).
3. Where it is safe to do so, doors will be propped open to reduce touch points.
4. Doors and windows will usually be left open to improve ventilation.
5. Students will be instructed to use alcohol gel at the start of each lesson and before eating. We would ask parents to equip students with their own alcohol gel to make this process more efficient, but we will also provide it in school in case anyone forgets or runs out.
6. Equipment will be cleaned more frequently and between uses by different year groups.
7. Students will be regularly reminded of the importance of “Catch it, bin it, kill it” and tissues will be placed in all classrooms.
8. Students will be regularly reminded of the importance of hand hygiene, including how to wash hands effectively.
9. Teachers will be kept safe by being advised to keep at 2 metres social distance from students and other staff wherever possible. They have the option of wearing face shields.

#### **Keeping the school community safe through following Track and Trace**

1. Should we get a positive test in our school we will contact our local Public Health advisors and we will follow their instructions as to which students, classes or even year groups will need to self-isolate for 14 days.
2. Should any students have to work from home, we will set work on TEAMS for them and we will expect this to be completed in the usual way

#### **Temperature taking**

We will not be taking the temperature of students on arrival at school in the morning, but we would urge parents to be vigilant and to check temperatures at home if you think your child shows any sign of being unwell.

**It is vital that students remain at home if they display any of the coronavirus symptoms and notify the school of any absence at [6formabsence@swchs.net](mailto:6formabsence@swchs.net).**

We look forward to meeting our new Year 12 students from other schools on Friday 4<sup>th</sup> September at 8:30am, meeting in the main reception, and those from SWCHS on Monday 7<sup>th</sup> September for an 8:40am start.

Yours sincerely,



**Anna Bendall  
Deputy Director of Sixth Form (Year 12)**