



21 July 2020

Dear Families

Full September Opening and Return to School

The last few months have presented us all with a series of challenges that are unprecedented in our lives. As a staff body we are incredibly proud of the efforts of all of our young people at Hayesbrook who have adapted brilliantly to their own specific challenges throughout this period. We also appreciate the effort that you as families - have made to support your son/daughter, often whilst managing your own work commitments. Thank you for all that you have done.

I would also like to thank the whole staff team at Hayesbrook, who have proven to be adaptable and pragmatic in their approach during this period of time, whilst also often juggling their own challenges and family life. Their level of commitment to your child has been incredible but not surprising.

We appreciate that for some the return to school may be a challenging and anxious time. So that we can continue to offer the correct support for your son/daughter, I would be very grateful if you would complete a short [online questionnaire](#) by Friday 7 August - The results of these questionnaires will further help us shape the best provision for your child in September and beyond.

We are incredibly excited about the opportunity to return to school in September and cannot wait to be back to face- to-face interaction with our pupils. In order for us to achieve this we will be bound by the advice issued by the Government and this will mean that our return to school will look very different to our normal return. Whilst we will continue to regularly update you on the changing circumstances, we envisage that these changes are likely to remain throughout terms one and two. Please find below a brief outline of how Hayesbrook will operate on our return in September:

First Week Back and Uniform

We have made some small changes to our previously advertised schedule to the start of term one. Phasing the return in the manner shown below is designed to ensure that we establish the clear expectations of being in school during the ongoing pandemic, as well as practising and understanding some of the structural changes that do need to take place to the timings of our day.

All pupils will be expected to return to school in their correct uniform and we will continue to have high expectations regarding this. As normal, pupils are also expected to arrive to school with a pencil case containing pens, pencils and ruler. This is especially important as we need to minimise the sharing of stationary, as well as setting an expectation of what a successful pupil needs to access their learning. If you have concerns regarding purchasing uniform prior to the new term and are in need of support, please contact the school to discuss your needs.

Date	Description
Tuesday 1 September	INSET Day – No students in school
Wednesday 2 September	Year 7 and Year 12 Induction Day
Thursday 3 September	Year 7 and Year 12 in school. Year 10, 11 and 13 return to school.
Friday 4 September	Year 7, 10, 11, 12 and 13 in school. Year 8 and 9 return to school.

In-School Bubbles

Hayesbrook, like many other local schools, will operate a bubble system to ensure that contact with others is minimised. Each year group will be based in a separate zone of the site, with set areas for their free time. All lessons across the whole curriculum will be staged in these zoned areas and we will continue to offer the full range of subject areas previously on offer to our pupils. Breaks and lunch times will be staggered between Key Stages to further minimise contact outside of a pupil's bubble. Students will NOT be able to socialise with students in other year groups throughout the school day.

Timings of the Day

To minimise time on the school site we would encourage parents to ensure that pupils do not arrive at the school site before 8.35am. All pupils will however be expected to have arrived at school by 8.45am at the latest. Year groups will access the site at clearly identified entrances to also ensure that bubbles are separate from the start of the school day. I would ask that you speak to your son/daughter and encourage them to endeavour to restrict their interaction with pupils outside of their bubbles before and after school, as much as is reasonably possible.

There are some internal changes to the timings of the school day that will be explained to pupils on their return. One key change that I would like to communicate here is a slight change to the ending of the day shown in the table below. We have introduced this in order to create some space between year groups leaving the site and also to enable us to create catch up study groups through the government funded tutor programme once it becomes available to us.

During this period and initially during term 1, we have suspended our Thursday enrichment programme. This will return during the school year and we will make parents aware of the reintroduction to the 3.50pm finish on Thursdays as the school year develops.

Morning Break and Lunchtime Arrangements

To reduce contact outside of your son/daughters bubble we have temporarily shortened the length of unstructured time. We are hoping that our catering contractors will be able to offer multiple service points at morning break in order for students to purchase snacks, however in the first few days and until this is in place we recommend students bring their own snacks from home. The staggered lunchtime means we will continue to offer the opportunity for a hot meal service during the lunch break. Each year group will have a pre-arranged time in which they can access the canteen and all food will need to be 'taken away' to their designated free time space to consume. There will be no facility to remain and eat in the dining room. Students can of course, elect to bring a packed lunch. Students eligible for free school meals will still be able to access that facility at lunchtime.

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
8.45 – 9.45	Lesson						
9.45 – 10.45	Lesson						
10.45 – 11.00	Break	Break	Break	Tutor Time	Tutor Time	Tutor Time	Break
11.00 – 11.15	Tutor Time	Tutor Time	Tutor Time	Break	Break	Break	Tutor Time
11.15 – 12.15	Lesson						
12.15– 12.45	Lunch	Lunch	Lunch	Lesson 12.15- 13.15	Lesson 12.15- 13.15	Lesson 12.15- 13.15	Lunch
	Lesson 12.45- 13.45	Lesson 12.45- 13.45	Lesson 12.45- 13.45				Lesson 12.45- 13.45
13.15 – 13.45				Lunch	Lunch	Lunch	Lesson 12.45- 13.45
	Lesson 13.45 - 14.40	Lesson 13.45 - 14.40	Lesson 13.45 - 14.40	Lesson 13.45 – 14.45	Lesson 13.45 – 14.45	Lesson 13.45 – 14.50	Lesson 13.45 – 14.50

Hygiene and Behaviour

Pupils will be encouraged and directed to follow all existing advice to do with hygiene and social distancing. Sanitiser will be available in every classroom to support these measures and an enhanced cleaning regime will be in place. Pupils will also be expected to enter and leave buildings through designated access points to ensure bubbles remain separate. We will take breaches of these expectations seriously and as a breach of the school's behaviour policy. This will be reflected in the revised Behaviour Policy for September and would encourage parents to discuss this with your son/daughter prior to their return in September.

Lockers

Pupil access to lockers will be limited at the start of the term, due to the zoned/bubble system. If your son has a locker and requires access to items still within the locker could they please make a member of the pastoral team aware so temporary access can be allowed.

We would hope that once we are able to transition the school to a more 'normal' way of working, lockers would be made more accessible and also offered to our new Year 7 pupils.



Transport to and from School

The Government guidance (in the wider public transport section) states that 'schools should encourage parents, staff and pupils to walk or cycle to school if at all possible'. Specific guidance on safe traveling can be found here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

If it is not possible for your child to walk or cycle to school, please read the guidance above carefully on the use of public transport and private cars. Please ensure your child follows the law and that you keep to the guidance on bubbles in cars if using them.

Students using public transport will need to wear a face covering whilst on the bus. The government has stipulated that face coverings need not be worn in school and students will be asked to place their face coverings in their school bags when they arrive.

KCC Transport have confirmed that they are still looking at how they will increase capacity on public services whilst still adhering to social distancing measures. All seats will be forward facing with no standing passengers.

Visitors

As per Government guidance, anyone visiting the school (including parents and carers), must book an appointment via the school phone number or general enquiries email. In order to maintain safety, no one will be able to visit the school without an appointment. We wish to remain a school that has an open door policy, but in the short term these measures are purely to keep everyone safe. I hope you will understand that it will not be possible for us to make any exceptions to this.

We understand that there will be mixed emotions about students returning to school in September. We are very much looking forward to having everyone back in school – a school is simply not the same without our students here. I hope that this letter provides a brief outline of the measures we have taken to ensure that your son/daughter will be kept as safe as possible, whilst also allowing us to deliver a high-quality curriculum.

There has been much talk about the lost educational time for school age children during this year. I would encourage you to speak positively with your son/daughter, as I will encourage our staff to, and reflect on the positive lessons in life they undoubtedly will have picked up in the last four months. I am also heartened by research based on the education systems in New Zealand that highlighted the lack of impact school closures had on final outcomes after the Christchurch earthquake caused school closures of up to six months in 2011. One reason for the minimised impact was due to the resilience of school aged children and the adaptability and reflection of teaching staff regarding curriculum. I am confident that your sons/daughters have resilience in abundance and know that our staff have already spent time in term 6 reflecting on their return to school curriculum and how they can best support your children.

I wish you a peaceful and restful summer.

Yours sincerely



Sebastian St. John
Head of School Designate