

Dear Parents and Carers,

Thank you for your patience and understanding over what has been an unusual and challenging year. The pupils have adapted to the changes brilliantly. On the run up to Christmas we want to ensure everyone has the best opportunity to enjoy a safe break that is truly deserved. In order to do this, we have developed a plan of stricter bubble measures from **Thursday 10th December**. This would allow a 2 week period up until Christmas Eve where all staff and students have interaction with a reduced number of people. This would mean any outbreaks are much easier to contain and any disruption is kept to an absolute minimum.

As well as our usual measures we will have the following measures in place from Thursday 10th December:

- Teachers remain with tutor groups
- Shared rooms for specialist subjects will no longer be used
- No cross over between bubbles at playtimes
- Lunches will be delivered to classrooms
- Trips must be carefully considered and must be nowhere with risk of contact with the public
- Masks to be worn in all corridors and staff rooms by adults

We understand that there may be some individual pupils who will find this really challenging, we will work with class teams and families to support this. If there are pupils that cannot or choose not to follow the new measures we may ask you to collect them or keep them at home.

We are putting these measures in place to try to reduce risk for all pupils and staff, if you'd like to help reduce risk for everyone further you are welcome to transport your child to and from school, if you do not already do. We are able to minimise cross bubble mixing within school however there are a lot of transport vehicles that bring children from several bubbles. If you decide to transport your child yourself please remember to notify your usual provider.

The following page has more information about measures already in place and procedures for potential Covid cases.

With a few minor changes we are hoping to ensure families can get together and enjoy a lovely Christmas.

Yours sincerely,



Natalie Hanna
Headteacher

Additional Information

If a child displays symptoms in school we will isolate them and ask you to collect as soon as possible. The child will need to access a COVID Test and will need to remain in isolation until a negative result is received (we can support this if needed).

Current symptoms remain:

- **a high temperature**
- **a new, continuous cough**
- **a loss of, or change to, your sense of smell or taste**

We know that there can be many reasons that a child displays a temperature, especially in winter, so we will only let you know if we have a confirmed case.

A reminder of other measures already in place

- All rooms are well ventilated and doors and windows will remain open where possible.
- For pick up and drop off please remain in your vehicle, school staff will support pupils with transitions.
- For pupils arriving at school after normal drop off or before normal pickup, please ring the main office and they will notify the class team of your arrival. Pupils will enter and exit school through the side gates.
- Visitors to the school site will be limited to those where it is deemed by the Headteacher to be necessary.
- On school transport face masks are not mandatory although they are being widely used.
- In the Secondary department school will encourage the use of face masks for pupils in communal areas.
- There will be an additional one-way system in place. Pupils and staff will be encouraged to use outside entrances and exits and when this is not possible secondary pupils/staff will be encouraged to wear masks.

Hand Washing and Hygiene Measures

Control measures will be the key to our risk assessments and management during this time. Hand washing, Good Hygiene and distancing where possible will be a priority in all classes throughout the day and we would appreciate your support with this at home.

- We will continue to have an increased focus on hand washing and good hygiene. Students will wash their hands on arrival to school and will clean their hands regularly at key points throughout the day.
- Hand sanitiser will be available around the school and in classrooms.
- Posters will be displayed around the school reminding students and staff about the key hygiene messages, such as hand washing, and staff will regularly remind pupils and students about the importance of good hygiene.

Start and End of Day Routine

- Parents can drop off between 8:50 and 9:00.
- Parents can pick up between 14:50 and 15:00.
- Please use the layby and we will support pupils in exiting and/or entering the vehicle.
- At the end of the day students will be called to the various exits from their classrooms so please be patient and follow the directions of the duty staff to ensure everything runs smoothly and safely.
- Please let us know if you will be providing transport for your child (if they usually get a bus) so that we know to expect you and don't send your child on their usual bus.