

16th July 2020

Dear parents/carers

This final update letter of the academic year must begin with my sincere thanks to all those who have worked so hard for our school community during these past testing months. I include in this staff, governors, students and you, the families, who have done so much to support your children in their education.

As we draw towards the end of term, I can confirm that our live lesson programme will end on Friday 17th July. Online materials, work and staff support will continue until term ends on Tuesday 21st July.

The main content of my update is to outline our provisional plans for the summer and especially for welcoming students back in September. We are all aware that we have been asked by the government to plan for students in all year groups to return to school full time. We know that it is vital for their educational progress, for their wellbeing, and for their wider development.

To effectively manage the risks that remain, things will be quite different when students return. This letter details the changes and protective measures that we have been asked to plan. It explains what parents and students will need to do to help ensure school is as safe as possible for everyone.

These arrangements are correct at the time of writing. I am sure you will understand that they may change again before the start of term. They will also be subject to weekly review on our return. Ultimately, we will be moving towards our normal school arrangements as soon as possible.

How everyone can help make school as safe as possible

We have completed detailed health and safety risk assessments across the school. Parents and carers can support this by:

- Ensuring that anyone who has COVID-19 symptoms, or has someone in their household who does, does not attend school.
- Engaging with the NHS Test and Trace process so that cases can be identified, and action taken.

Alongside this, the government is asking us to ensure that:

- We have plans to manage any confirmed cases of COVID-19 in school.
- Everyone cleans their hands more often than usual.
- We promote good hygiene with the 'catch it, bin it, kill it' approach.
- We have enhanced cleaning, including regular cleaning of frequently touched surfaces.
- We minimise contact and maintain distance as far as possible by asking students to stay in separate groups (or bubbles).
- All of our school community maintain distance between individuals as far as possible.

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In line with the guidance that we have been given we will be:

- Staggering school start and finish times
- Organising students into year group bubbles and minimising contact with all other year group bubbles while in school
- Insisting on safe distancing and health precautions detailed above

Arriving at and leaving school in September

In September we will slightly adjust start and finish times to help keep 'year group bubbles' apart, both on the way to and from school and on arrival and departure. Students will be asked to arrive as close as possible to their allocated year group time. On arrival they will be directed straight to their year group bubble zones in the school. Students who arrive earlier will have a longer registration period with their tutor.

Year group	Arrival time	Entrance and exit	Base	Finish time
7	8.15am	Gate 3	Lancaster – Maths	2.55pm
8	8.15am	Gate 1	C Block	3.05pm
9	8.40am	Gate 7	Science	3.05pm
10	8.40am	Gate 1	Humanities	3.15pm
11	8.25am	Gate 3	English	3.15pm
12/13	8.25am	Gate 7	Lancaster - Business	3.20pm

Where possible, students are encouraged to avoid public transport, particularly at peak times, and to walk or cycle to school. Students arriving by bicycle will be supervised in storing their bike in one of our cycle stores. They will then be directed to enter the school by their designated entrance.

If you drive your child to school, please be aware that there will be no pull-in facility at the school. We request that you drop off and pick up your son/daughter in a safe place away from the school, allowing them to walk to school. This will lessen congestion and delays for everyone in The Greenway.

Parents collecting students on foot are asked not, under any circumstances, to congregate around our gates. Please arrange to meet students at a location a short walk from the school.

Where your child relies on public transport to get to school, and cannot walk or cycle, the [safer travel guidance for passengers](#) will apply. We are aware that the government is currently working with TfL and that these guidelines may be changed. TfL now has a dedicated [webpage for education](#) which will be regularly updated. This webpage also has some useful resources. TfL's school travel guidance will be updated in the coming weeks in line with the emerging guidance from the government and they will provide updates during the summer as the situation develops, so please keep checking the website.

The first day of term in September

We will adopt our staggered start to the academic year as usual. This will help us to familiarise students with our new working arrangements.

Thursday 3rd September – Year 7 at 8.15am

Friday 4th September – Year 7 at 8.15am and Years 11, 12 and 13 at 8.25am

Monday 7th September – All year groups at the times in the table above

A typical day in September

On arrival students will be directed straight to a base room. To support our staggered start times some students will spend longer in tutor time than others.

Students will then typically spend the day in one part of the school in their year group bubble zone. They will receive most of their lessons in a base classroom. Where they are in sets or different groups, they will change rooms, but this will still be within their bubble zone. In some cases, classes will be able to move to some of our specialist accommodation, for example to study art or drama.

During morning break and over the lunch period students will be allowed only in an outside area allocated to their year group bubble. There will be a 'split lunch' system meaning that bubbles enjoy their lunch break at different times.

Students will have dedicated toilet facilities for each year group bubble. We are currently investigating bringing extra temporary toilet facilities onto the site to support this.

The government has set out clear expectations on what schools are expected to teach when students return. We fully embrace this and will continue to provide an ambitious and broad curriculum in all subjects. There will exceptionally be some changes to some subjects – such as PE, music, drama and design technology – to ensure they can be delivered as safely as possible.

Learning at home is an important aspect of every child's education. It not only gives students the opportunity to share their learning with their family members, but it also allows children to feel more confident and independent with their learning tasks. We have developed a study portal over the course of this term to support students. This resource will officially be launched in September when students return, however they will also have access to it over the course of the summer term so that they can continue to develop their independent learning skills. The portal can be accessed [here](#).

We will not be bringing students together for traditional assemblies, even in bubbles. This will remain the case until we are advised otherwise. In the autumn term, we can resume educational day trips and extra-curricular activities, in line with health guidance. However, in the first instance, we are not planning trips in the first few weeks. Extra-curricular clubs will be offered in year group bubbles when we know that we can do this safely.

Separate arrangements will still exist for a few students who receive extra support from our flexible learning centre.

Special arrangements for our new Year 7 students

We are thrilled to be welcoming all our new Year 7 students in September. We understand that their first day will be the first time that they have had an opportunity to experience a typical day at Uxbridge High School. To support a smooth transition into school, Year 7 will start school on Thursday 3rd September and will be the only year group present in school on this day.

On arrival to school, they will be met by their head of house and their form tutor, who will show them to their base room. They will spend an extended period with their form tutor who will take them on a tour of the school and answer the many questions that they will have. As part of the induction process, all students will have their photographs and thumbprints taken. During the day they will also have an opportunity to meet some of their subject teachers and participate in activities which will help them to build relationships with peers.

The sixth form

The sixth form will start on Friday 4th September.

Our sixth form students can expect to be met by their guidance leader, head of sixth form and head of Year 12 who will show them to their base room. They will spend time with their form tutor who will be able to answer any questions and will explain the areas of the school that are within the sixth form bubble. Students will be allocated 'study spaces' when they are not in a lesson. Students should bring work to complete during these times. Students are also encouraged to bring their own devices such as laptops or tablets if possible.

Exams and results and sixth form enrolment

Following the cancellation of summer 2020 GCSE and A level exams, the exam boards will be providing students in Years 11 and 13 who were due to sit exams this year with calculated grades.

Exam results will be available in school on the following days:

Year 11 on Thursday 20th August strictly by appointment time

Year 13 on Thursday 13th August from 8.30am

We will contact students in Years 11 and 13 in a separate letter to offer appointment times and to give more details. In most cases, students will use the grades they receive in the summer to move onto their next step. If students do not attend to receive their grades, they will be emailed to their UHS email account.

The government has announced that there will be an opportunity for students to resit exams in the autumn if they are unhappy with their grades. These resits would be supported by self-study and will be at their own cost.

For students going into Years 11 and 13 from September, the government is planning that GCSEs and A levels will take place in summer 2021 as usual. There are likely to be some adaptations and we are waiting for updated information on this.

Working with parents

Our house team staff will still be your first point of contact in school. If you have any queries with any of the arrangements discussed in this letter, please feel free to contact them during term time.

House	Year group	House leader	Email address
Lancaster	Years 10 and 11	Mrs Fisher	nfisher@uhs.org.uk
Stuart	Years 7 and 8	Mrs Herbert	sherbert@uhs.org.uk
Tudor		Mrs Herbert	sherbert@uhs.org.uk
Windsor		Mrs Fisher	nfisher@uhs.org.uk
York	Year 9	Miss Watson	gwatson@uhs.org.uk
Sixth form	Years 12 and 13	Mrs Le-Gall	alegall@uhs.org.uk

During the summer break, emails to the school office will be directed to a member of staff who can help you.

Initially in September we will not be accepting any visitors into school except by strict appointment. This means that email, telephone and online communication with our staff will become even more of a feature of our working together.

Again, in the early weeks, we will not be planning any mass participation or parents' events such as parents' evenings, etc. For your information this is highly likely to include our normal open evening in October.

Having not seen students in school for such an extended period we feel it would be unfair and difficult to offer end of term grades or reports. However, when we return in September we will, as a priority, assess all students in several areas to find out what they have achieved since lockdown, what they have missed and how best we can develop our curriculum to support their return to normal school study. We will be reporting aspects of this work back to parents as soon as we are able.

Behaviour

We have updated our behaviour policy to reflect any new rules or approaches that are needed from the autumn term. We will be explaining these to students as they return to school in September. We will expect our normal exemplary standards in all aspects of school life.

Uniform

In September students will return to school wearing their normal uniform. Uniforms do not need to be cleaned any more often than usual or any differently due to COVID-19. We offer families on low income and free school meals some support with school uniform. You will be able to request this support by completing an online form on the school website at <https://tinyurl.com/uhs-uniform-assistance>. You will need to fill in a form for each of your children. Uniform items from approved requests received by 21st July will be available to collect from the school in mid-August. Please note that we cannot guarantee delivery of uniform items if requests are made after these dates.

Equipment

Students are asked to provide their own equipment as usual. Lists are provided on our school website [here](#). Students will be continually reminded that they must not share equipment. To support our safety measures, they will not be allowed to borrow any equipment from the school and discouraged from borrowing from each other.

Unfortunately, we will not be able to offer our on-site equipment shop in school. This will reopen when conditions are relaxed further.

School food

At the start of term our catering will be limited. You may choose to send your son/daughter to school with a full packed lunch, snack for morning break and a full refillable water bottle.

Our school kitchens will be partially open and will be able to provide some food. In the first instance this will be limited to cold packed lunches. We are investigating a system that will allow these to be pre-ordered as students arrive in school. Meals chosen will then be delivered to your child in their bubble area. You will be able to place funds for food bought in school in the normal way using ParentPay. Please ensure that appropriate funds are on your son/daughter's ParentPay account before they arrive at school on the first day. Unfortunately, we will not be able to safely operate a break service, hence the suggestion that students bring a snack for break time. Free school meals will be provided as usual for those who are eligible. Again, this provision is likely to be a cold packed lunch.

We will not be able to offer water fountains and so every student must have their own personal water bottle with them at all times. We will though provide stations where bottles can be refilled.

We understand that the circumstances of some families may have changed during COVID-19. This means that you may now also be eligible to claim free school meals. If you think this could be the case, please complete the application form on our website [here](#).

Please do not ask your child to buy snacks from the shops opposite the school in preparation for the school day. We will be unable to supervise appropriate social distancing if this occurs. Rather please use shops more local to your home. Staff will support you and your child's

safety by ensuring that students do not go into the shops situated on The Greenway before or after school.

Personal hygiene and face coverings

Face coverings are required at all times on public transport (for children over the age of 11). If your child has been wearing a face covering before arriving at school, it will be important that they understand how to remove it. The government has asked us to have a process for ensuring face coverings are removed when students and staff who use them arrive at school. They will be disposed of in a covered bin or placed in a sealed plastic bag that can be taken home at the end of the day.

Public Health England does not recommend the use of face coverings in schools. They are not required as students are mixing in consistent groups and because misuse may inadvertently increase the risk of transmission.

We would recommend that every student brings their own personal hand sanitiser from home to supplement their hand cleaning regime. Their own supply of wipes and tissues will also be helpful.

Attendance

The government has asked us to be very clear that most students must attend school from September.

Shielding advice for all adults and children will pause on 1st August, subject to a continued decline in the rates of community transmission of COVID-19. This means that the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See the [guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for the current advice.

A very small number of students may still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has COVID-19. Additionally, some students who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).

If your child is unable to attend school for these reasons, please let us know through the house contacts listed above.

Many families will want to take a holiday over the summer period, which may involve travelling abroad. As ever, parents should plan their holidays within school holidays. Please do not plan to visit countries that will require quarantine on your return if this quarantine period will be during school time.

Process in the event of a COVID-19 outbreak

If the school experiences an outbreak, either because we have 2 or more confirmed cases of COVID-19 among students or staff within 14 days, or we see an increase in students or staff absence rates due to suspected or confirmed cases of COVID-19, we will contact our local health protection team. This team will advise us if additional action is required, though the closure of the whole school will generally not be necessary.

Where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school, if necessary.

If our local area sees a spike in infection rates, resulting in localised community spread, decisions will be made on what measures to implement to help contain the spread. The government will be involved in decisions to help inform our actions and will support us in following health advice.

In all cases, where groups of students need to self-isolate or where a larger restriction of attendance at school is needed, the school will seek to ensure education can continue online.

Finally

If required I will update parents further towards the end of the summer.

If you need to contact us, voicemails are being monitored during normal opening hours. When calling please leave your name, the nature of your enquiry and a return contact number. Or please feel free to email the school on office@uhs.org.uk. We will endeavour to respond where needed as quickly as we can. Please also tell us if your email, phone number or any personal details have changed so that we can keep our records up to date.

May I wish your family a very pleasant and safe summer enjoying some of the new freedoms that we are now allowed. We look forward to September and receiving all our community back to school.

Yours faithfully

A handwritten signature in black ink, appearing to be 'N B Clemens', written in a cursive style.

N B Clemens
Principal