

## **Returning to School – September 2020 Advice for parents and students**

We look forward to welcoming all students back in September. Returning to school is vital for their educational progress, wellbeing and wider development. We understand that this will be a big step for students and staff alike and our primary aim is to reassure our whole school community and to support each other as we move forward.

To effectively manage the risks that remain, things will be quite different. This document details the changes and protective measures that we have planned. It explains what parents and students will need to do to help ensure school is as safe as possible for everyone. When students arrive, we will carefully explain to them our new arrangements. It would be helpful if you would also spend time with your son/daughter explaining the content of this letter before they arrive at school.

We are keeping everything under review and will change systems that we need to as term opens. We look forward to moving back to normal school arrangements as soon as we are able to safely do so.

### **How everyone can help make school as safe as possible**

We have completed detailed health and safety risk assessments across the school. Our planning is based on these assessments and clear guidance from the DfE. 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.

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 have slightly adjusted 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 are 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

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a longer registration period with their tutor. They will not be permitted to mix on our open playground areas.

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. TfL now has a dedicated [webpage for education](#) which will be regularly updated. This webpage also has some useful resources. We have been advised by TfL of the following interventions to bus routes serving Uxbridge High School:

Route with additional buses being provided between 0730 and 0930 & 1430 and 1630:	U3
Routes with school priority buses running between 0730 and 0930:	222, U4, U5
Routes with school priority buses running between 0730 and 0930 & 1430 and 1630:	U1, 427, 607
Route with an additional school priority bus running between 0730 and 0930:	A10
Route with an additional school priority bus running between 0730 and 0930 & 1430 and 1630:	U7

With regards to identifying school priority buses, these services will be clearly signed and information will be posted at bus stops and online. Government guidance allows for all seats to be occupied on these 'school services', doubling their capacity, which is currently limited due to necessary social distancing. These planned measures are subject to change – please continue to check [tfl.gov.uk/reopeningeducation](http://tfl.gov.uk/reopeningeducation) in the coming weeks for the latest information on TfL services and safer travel guidance

Students ages 11 and over are required to wear a face covering when using public transport services, unless they are exempt on health or equality grounds. Anyone exempt is advised to carry an exemption card. Further details can be found [here](#).

### **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 3<sup>rd</sup> September – Year 7 only will begin at 8.15am  
Friday 4<sup>th</sup> September – Year 7 at 8.15am and Years 11, 12 and 13 at 8.25am  
Monday 7<sup>th</sup> 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. They will not be permitted to congregate in our open areas. 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 their 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, drama or PE.

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 student bubbles enjoy their lunch break at different times.

Students will have dedicated toilet facilities for each year group bubble. We have brought in extra temporary toilet facilities 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. There will be some modifications to the content of examination courses for students in Years 11 and 13. These vary by subject and will be explained to students by staff where applicable.

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 lockdown which will officially be launched in September when students return. The portal can also be accessed [here](#).

For the first half term we will not be offering extra-curricular clubs, events or trips. We will review this after the start of term and will then gradually reintroduce them as it is safe to do so.

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 3<sup>rd</sup> 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 4<sup>th</sup> 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.

## 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.

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

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.

## Assessment

Having not seen students in school for such an extended period it would have been unfair and difficult to offer end of term grades or reports. However, on our return we will, as a priority, assess all students across the curriculum to find out what they have achieved since lockdown, what they have missed and how best we can develop our curriculum to support their catch-up and return to normal school study.

## Behaviour

We have updated our behaviour policy to reflect 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. A copy of the code is attached. We would appreciate you taking the time to work through this with your son/daughter before they return.

## Uniform

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.

## 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.

Students should particularly have with them a refillable clear water bottle, hand sanitiser and a face covering (see below on face coverings).

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 open but 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. Your son/daughter will need to pre-order these as they 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 will be a packed lunch in the first instance.

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**

In line with government advice students will not generally be required to wear face coverings in school. This is because at UHS they will be mixing only with students in their own consistent bubble.

We respect that some students may feel more comfortable wearing a face covering while moving around the school. We will support this. Students though will be required to remove face coverings before entering classrooms or when engaging in learning activities such as PE.

Parents should be aware that in the event of local lockdown or future mixing of bubbles the position on face coverings may change.

Taking all this into account we would ask that every student has an appropriate face covering and hand sanitiser with them at all times. This will enable them not only to wear the covering if required but also to use public transport and enter shops, etc.

## **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 1<sup>st</sup> 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.

## **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 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](mailto: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.

We look forward to September and receiving all our community back to school.

**N B Clemens**  
**Principal**