

16th July 2020

Dear Parent/Carer

WSE full opening, September 2020

As you know, the government has announced the very good news that all schools will be fully open and that all students are expected to be at school from September 2020. We are delighted by this and can't wait to welcome your children to WSE. This letter outlines the measures that we are taking for full school opening for September. We understand that some of you are new parents and that your child may be the first in your family to attend WSE. Therefore some things in this letter won't make total sense or be very clear, but we promise that your child will be fully briefed on their induction day. We will all be out the front of school and on hand on that first morning to guide your child to where they need to be: so please don't worry too much about sharing the detail regarding entrances and year group bases with them: we will do all that!

We have studied the full government guidance in detail and have come up with a plan that puts the safety, health and well-being of students and staff at the forefront. We will work hard over the summer break to make sure that everything needed will be put in place. Please forgive the serious tone of this letter, but we must make sure that everyone is absolutely clear on what schools and students can/can't do. We appreciate that the following does not have our usual warm tone, but obviously this is an incredibly serious matter and we must ensure that we are following the guidance to the letter and that our expectations are clear in order to keep everyone safe.

As with all documents that have been produced in recent times, the plan for how we operate in September is subject to change over the summer holiday if we receive any further local or national guidance. Similarly, in September we will assess the logistics of the whole school operation and make any necessary amendments in order to keep the organisation working efficiently whilst maintaining safety standards at all times. We will, of course, communicate any changes with you.

In order to induct staff and students fully and brief them properly, we will conduct a staggered start to their return in September:

- Tuesday 1st September – Staff Training Day – no students in school
- Wednesday 2nd September – Year 7 students only
- Thursday 3rd September – Year 7, 8 and 9 students only
- Friday 4th September – all students return to school: Year 7, 8, 9, 10 and 11

The changes that students will see in September are associated with the 'systems of control' (protective measures) that we must put in place to minimise any risks from coronavirus (COVID-19) to children and staff. In short, the systems of control (which we will outline in this letter) broadly fit into two categories:

1. **Hygiene:** ensuring hands are thoroughly cleaned regularly; ensuring a 'catch it, bin it, kill it' approach to respiratory hygiene; activating an enhanced cleaning regime to ensure that all surfaces, text books etc. are cleaned regularly and dealing effectively with children who are unwell and are showing symptoms.

2. **Minimising contact:** maintaining distance between individuals; year group bubbles which are separate from each other as much as possible; avoiding gatherings with different year group bubbles.

In accordance with the guidance, we aim that all students will be provided with a full educational experience and high-quality teaching across all subject areas to enable them to thrive and progress. The way schools implement some of the requirements will differ based on their individual context, for example, their site and buildings.

Some key decisions that we have made as a school based on our context are:

- Students will be taught the **full breadth of the WSE curriculum**. We will not be ‘dropping’ any subjects. It is vital that our students get access to a full and total curriculum and it is at the core of our philosophy as a school: we recognise that students have different talents and passions, and to remove subjects from the curriculum would be detrimental to students’ experience at school. We also feel that the mental health of students will benefit tremendously from the wide and varied curriculum opportunities that we can offer.

A key principle from HM Government is that *“the curriculum remains broad and ambitious: all [students] continue to be taught a wide range of subjects, maintaining their choices for further study and employment”*.

- Students will **not be taught by non-specialists**. We will ensure that our excellent subject experts, who know their curriculum best, teach your children their subjects.
- **Year group bubbles will be kept in specific zones** at break-time, lunch and will have separate bus queueing areas
- We will have a **split lunch-time** so that year group bubbles are kept separate.
- **Students will only be taught in their year group bubble**
- **All students will start and finish school at the normal times of 8.20am and 2.50pm**. We know that staggered start and finish times are difficult for families, and we are able to ensure that year groups don’t mix through social distancing and having year group entrances and areas for the start of the day
- **A one-way system** will be in operation across the site to allow students to flow freely around the site without congestion in the corridors and **social distancing** will be expected in order to keep students from different year groups mixing. The DfE has stated that students briefly passing each other in a corridor is a ‘low risk’
- Some secondary schools have taken the approach that year groups stay in the same place for most of the day, only moving for subjects where specialist equipment/classrooms are needed. Our site is at full student capacity and **we do not have enough spare classrooms to create designated year bases and keep specialist areas free and available**. If we were to do use a ‘year group base’ approach, students would not be able to fully study subjects which require specialist classrooms or equipment e.g. Science, Art, Technology, Computer Science and Music. We would also have safeguarding concerns as students would be left unattended as teachers travel from one area of the school to another
- **We expect all students and all members of staff to follow all of our rules regarding maintaining distance at all times**. It is imperative that parents/carers and staff impress the importance of full compliance at the start of term. We would have to apply the usual WSE sanctions if a student wilfully refuses to follow the rules, which are in place to keep everybody safe, although we are sure that this is unlikely to happen
- **It is extremely important that you keep us updated with any changes to your contact details**. We require at least two reliable day-time phone numbers. Please do let us know if this information needs to be changed from when you filled in your admission forms. (If you are feeling technically able – please see the attached letter on how to download our SIMS parent app; changes to your details can be made on the app)
- **Students will be expected to wear full school uniform** – please contact us if you foresee issues with this

The appendix attached to this letter will provide you with additional information about how the school will operate in September. It is a detailed document, but well worth a read if you are able to, as it will you understand how things will work in September. We wanted to try and give you as full and complete an idea of the measures that we will be putting in place: it's the least we can do to allay any fear or concerns. Our full risk assessment for September will be available on our websites over the coming week as we put the finishing touches to it.

We know that the last few months have been really tough for students: their end to their primary education has obviously not been as normal and we know that it has been tough for parents and carers too: balancing working from home as well as home-schooling your children! Please don't worry though – we will ensure Year 7 are making the progress they should be, and we are sure they will settle quickly and be happy at school. Please don't worry if your child is feeling nervous or has some tears over the summer and into September – it is perfectly normal (especially after the last few months) and we have now extended our pastoral care team to make sure we have an even bigger team of staff to support your child through this transition.

Yours sincerely



Nicola Bull
Headteacher

1. Minimising contact- systems of control

1.1. The school day

Years 7, 8	AM Reg 08:20- 08:30	Period 1 08:30- 09:30	Period 2 09:30- 10:30	Break 10:30- 10:50	Period 3 10:50- 11:50	Period 4 11:50- 12:50	Lunch 12:50- 13:20	Tutor 13:20- 13:50	Period 5 13:50- 14:50
Years 9, 10, 11	AM Reg 08:20- 08:30	Period 1 08:30- 09:30	Period 2 09:30- 10:30	Break 10:30- 10:50	Period 3 10:50- 11:50	Period 4 11:50- 12:50	Tutor 12:50- 13:20	Lunch 13:20- 13:50	Period 5 13:50- 14:50

- Students will go straight to their year group base (not tutor room) if they arrive before 08.10, or, if they arrive after 08.10 they will go straight to their tutor room. Students normally arrive in a staggered way throughout the morning (buses arrive between 07.45 and 08.15). By having students walk straight to their year base/tutor room it will mean that students are never in a mixed year group area. **Year bases for arrival before 8.10 are:**

-  Year 7: St Edmund's Main Hall
-  Year 8: St Edmund's Dining Hall and Garden Room
-  Year 9: Wyvern Main Hall
-  Year 10: Sports Hall
-  Year 11: Wyvern Dining Hall

- We ask that students who are dropped off by car, students who cycle and students who walk to school **do not arrive on the school site before 08.00** as we will not have the required supervision in place before this time. The only students who are allowed on site are the 80 students who arrive on designated school buses at 07.48. We will direct these students to their year group bases where they will queue outside the base in a socially distanced manner before they are allowed into the room at 08.00. At 8.10am students will be able to move to their tutor group rooms
- Students arriving by bus will enter the site via their **allocated year group entrance**. Markers will be in place to remind students to maintain social distance from one another. Please note that if at all possible, students should avoid travelling by bus to school
- Students who walk to school, are dropped off by car off-site, or who cycle, will enter the school site via the allocated year group entrances
- There is a **split lunch time** to enable all students to buy lunch from the dining hall safely and without mixing year groups. The dining halls will only serve a packed lunch for term 1
- Year assemblies will go ahead, but they will be **split-year assemblies** in order to allow students to keep more of a distance. The whole year group will not have an assembly together initially.
- Some students in particular geographical locations will be asked to leave slightly before the end of the school day (14.48) in order to reduce congestion
- Students who catch a bus at the end of the day will go to the following places:
 - Year 7: St Edmund's Hall via the side entrance.
 - Year 8: compound in front of the PE corridor via the exit in the SES PE corridor.
 - Year 9: Gateway between Drama and the bungalow via the SES tennis courts.
 - Year 10: bus compound- big gate via the SES tennis courts.
 - Year 11: bus compound- Drama steps via the SES tennis courts.

- Parents and carers must follow to the guidance regarding not dropping off or picking up their children on the school site: **'Coming onto the school site without an appointment is not allowed'** (DFE Guidance). Initially we will conduct any necessary parent conversations by phone
- We also ask, for the sake of our local residents, that you avoid whenever possible, driving down or parking on Church Road or residential side roads. Many students are dropped at the park and ride site on London Road or near 'the cut' and they finish their journey to school on foot. We are keen to keep positive relationships with our local residents and so would ask that you respect their wishes – it will make life much easier for us!
- **Staff will be on duty to make sure that students are maintaining safe distance** when getting on and off the bus or entering/leaving year group entrances. There will be a strong staff presence before and after the school day as well as during social times

1.2. Teaching groups

- **In years 7, 8 and 9 most lessons will be taught in either tutor groups or mixed ability teaching groups.** Therefore students will spend most of their lesson time in Key Stage 3 with the same children.
- **In Years 10 and 11, students will be taught in ability-based sets for core subjects or their GCSE option subject groups** to enable students to have full access to their chosen curriculum.
- All teachers and other staff are allowed to operate across different classes and year groups in order to facilitate the school timetable and to give our students access to the best possible teaching from subject specialists.

1.3. Moving around the site

- We will create **one-way systems** around our site and buildings to minimise congestion in corridors and to enable social distancing. The way that students circulate around buildings will be different from what they are used to. New signage, entry and exit points will be clearly visible to the students. The staggered start at the beginning of term is designed to give students the opportunity to fully familiarise themselves with the new system.
- **Staff members will be present in corridors during all lesson changeovers** to ensure that students are moving swiftly and safely.

1.4. Break and lunch time

- Each year group will have a **designated space for socialising at break times** (there will be a designated large indoor space when it is raining). Students will be able to eat and drink their own snacks, but they **won't be able to buy food from the dining halls at morning break time.** Students should bring a healthy snack with them. **Please note: we are a nut-free school.**
- At lunch time we will have a **split lunch.** Year 7 and 8 will have lunch first and the older students will have a later lunch. Students will have a designated dining hall where they can eat their packed lunch or buy a packed lunch. We will evaluate at the end of term 1 whether or not we can offer hot food in the dining halls, but for term 1, we are likely to offer healthy packed lunches only so that students can take them outside to eat and so that we don't have large gatherings of students in the dining halls.
 - Year 7 have Wyvern dining hall from 12:50-13:20
 - Year 8 have St Edmund's dining hall from 12:50-13:20
 - Year 9 have St Edmund's dining hall from 13:20-13:35
 - Year 10 have St Edmund's dining hall from 13:35-13:50
 - Year 11 have Wyvern dining hall from 13:15-13:50
- There will also be **designated outside and indoor spaces** for each year group at lunch time to avoid year group bubbles from mixing. Large indoor spaces will be used which allow students

to spread-out as much as possible. When it is not raining, we will ask students to be outside as much as possible to minimise the risk of transmission. **It is really important that students bring appropriate outer wear to keep them warm and dry throughout the changing seasons.**

- **Lockers will not be in operation this year.** Due to the locations in which the lockers are positioned, they would cause significant bottle-necks as well as cause students to come into very close proximity in order to use them

2. Hygiene- systems of control

Some of the hygiene measure that we will be putting in place are outlined below. It does mean that there will be changes to what students are used to doing, but this is in accordance with the guidance that schools must follow. An increase in cleaning capacity will take place in order to implement a rigorous cleaning programme and the recommendations which Public Health England stipulates

- **Regular careful cleaning of all toilets** throughout the day
- **Students will have to bring their own pens, pencils, ruler, calculator and other equipment. (Checklist is attached)** They can't share equipment, clothing, food or drink with others.
- **Students will leave their exercise books in class** and not take them home. All homework set will not require the use of student exercise books
- Classrooms will have **forward facing desks** wherever possible
- Students, staff and other adults cannot come into school if they have coronavirus symptoms or have tested positive in the last 7 days
- Anyone developing coronavirus symptoms during the school day will be sent home and told to isolate for 7 days and should arrange to have a test for coronavirus. Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms
- Students who have developed symptoms during the day will be isolated from other people in the first aid room until they can be collected. PPE will be worn by staff caring for the child. **It will be essential that we can make immediate contact with you**, or someone you have nominated, in case this happens. If you need to update your contact details (remembering that we need at least two emergency phone numbers) please complete the contact details form attached and send to school. Alternatively, you can update your details on the SIMS Parent App as detailed in the attached letter
- When students come off the buses they will need to **remove their face covering** (if they are wearing one), **put it into a sealable bag and then sanitize their hands** (disposable masks must be thrown in the bin). Wiltshire Council have stipulated that student travelling on designated school buses do not need to wear face masks. It is advisable for students travelling on public buses to always wear a mask. Students will be asked to put face masks on before boarding a bus and then to sanitize their hands
- There will be hand sanitisers in each classroom. **Students will clean their hands at the start of every lesson before learning begins**
- At the end of each lesson **the desks (and text book, if used) will be sprayed with a cleaning solution and students will be given a blue paper towel to wipe their own station** before disposing of the towel in a lidded bin. **Students will then clean their hands using sanitizer before leaving the lesson.** Teachers will adapt their lesson plans accordingly
- Windows and (non-fire) doors will be open in classrooms to improve ventilation.
- Surfaces such as **teacher desks and shelves will be de-cluttered** to allow for efficient cleaning of areas which students may touch
- There will be **mobile hand basins and hand sanitisers positioned around the site** for use at break and lunch time if students wish to clean their hands again. For example, if they have touched a banister and need to sanitize before eating
- Students will be encouraged at all times to **maintain distance and not to touch staff or other students.** Floor markers and strategically positioned posters will be a constant reminder.
- Students will not be able to **play contact sports**
- Students are **not allowed to take place in group singing or choir practise**

- Resources and equipment that are shared between year groups will be **cleaned meticulously** before they are used
- Staff will be **distancing themselves from one another** during the school day. The staff room will only be used to heat food and make drinks
- **Staff meetings and Governors' meetings will usually take place via video conferencing** to reduce contact

We would like to encourage students to do the following where possible:

- To avoid using buses and public transport wherever possible.
- To walk or cycle to school
- To bring in their own hand sanitiser for emergency use.
- To ensure that they have appropriate outer-wear. We will be expecting students to be outside as much as possible at social times
- Go through with parents/carers the rules regarding distancing and hygiene before returning to school
- Bring enough food and water to last throughout the day; it is especially important to make sure that water containers are large enough to hold at least a litre of water per day. There will be designated taps on the site which students can use at break and lunch to fill up bottles if required, although we would prefer students to bring in sufficient supplies to last the whole day

Equipment Checklist

Item	Tick
Two black pens	
Ruler	
Pencil and sharpener	
Coloured pencils	
Coloured highlighter	
Maths Equipment	
Scientific Calculator - We recommend the Casio Classwiz FX-83GTX (or FX-85GTX is the solar powered version) https://www.amazon.co.uk/s?k=casio+classwiz+fx-83gtx&ref=nb_sb_noss_1	
Ruler	
Green Pen	
Pencil	
Eraser	
Pen	
A compass and protractor is not essential, as we do not use these often we keep stock in school for class use.	
Other	
Warm, waterproof coat for social times outdoors	

Update to contact details

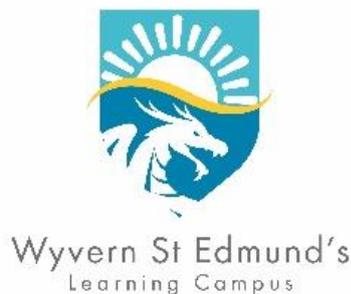
Please do let us know if this information needs to be changed from when you filled in your admission forms.

To: Mrs Lennard, Student Support Services

Email: llennard@wyvernsted.org

Name of Student:		Tutor Group:	
Emergency Contact: Yes <input type="checkbox"/> No <input type="checkbox"/>		Please indicate priority: 1 <input type="checkbox"/> 2 <input type="checkbox"/>	
Name: Mrs, Mr, Miss, other (<i>please circle</i>)			
Address:			
Home Telephone No.:			
Mobile No.:			
Home Email address:			
Relationship to student:			

Name of Student:		Tutor Group:	
Emergency Contact: Yes <input type="checkbox"/> No <input type="checkbox"/>		Please indicate priority: 1 <input type="checkbox"/> 2 <input type="checkbox"/>	
Name: Mrs, Mr, Miss, other (<i>please circle</i>)			
Address:			
Home Telephone No.:			
Mobile No.:			
Home Email address:			
Relationship to student:			



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July 2020

Dear Parent/Carer

The SIMS Parent App

The SIMS Parent App is a convenient way to share information with you about your child's school life. The SIMS Parent App allows you to access our student data system from a smartphone, tablet or PC – anytime, anywhere. It is easy to set up and convenient to use. You can even use your preferred social media login to access the app. In the SIMS Parent App you will be able to access:

- Important information such as attendance, behaviour, achievements and timetables
- Term dates and teacher training days
- Your child's school reports
- Notifications to remind you about important information such as key dates for your diary
- Your contact details, which you can change and update at your convenience, so we always have the most up-to-date information in case of emergencies

Please note: If you have more than one child at Wyvern and/or St Edmunds, you will have access to information for all your children, from the same app.

The information that you receive through the app will help you to stay up-to-date with your child's school life as well as support your child's development and progress. If you require further information about SIMS Parent, please go to www.wyverncollege.wilts.sch.uk/simsparent or wwwst-edmunds.eu/

To get started with the Parent App all you will need to do is follow the instructions below.

1. Please make sure the school has your updated email address, if you are unsure or would like to give the school your email address, please email office@wyvernsteds.org.
2. We will shortly be sending you an activation email, simply click on the link from your tablet, PC or smartphone to activate your account.
3. You can then login using your normal Facebook, Twitter, Google or Microsoft username and password.
4. From your smartphone or tablet, download the app from the Google Play or Apple App store - search for SIMS Parent (it's free!).
5. From a PC or Windows phone, login online at www.sims-parent.co.uk.

Please note: Your activation email is unique to you and should not be used by anyone else. If you have not notified us about others requiring parental responsibility, simply make the request within the app and we will issue an activation email. Your activation email will expire after 14 days if it is not used, please contact office@wyvernsted.org if you require a replacement after this date.

We hope you will enjoy using the new Sims Parent app.

Yours sincerely



Mr N Martin
Assistant Headteacher