

Monday 10th August

Dear Students, Parents and Carers,

In order to reopen Langtree School safely, we have had to make some significant and important changes to normal school routines to ensure social distancing and good hygiene control.

Please ensure your son or daughter is fully aware of these arrangements and understands the consequences of not following them - whether accidentally or deliberately.

These consequences could include:

1. Unknowingly causing the virus to spread - potentially to somebody with, or living with a family member who has an underlying health condition.
2. The school having to isolate large groups of students and staff for up to 14 days if good hygiene and appropriate social distancing practices are not maintained.
3. Having to ask students who fail to comply with these expectations to isolate in school, and ultimately in our having to exclude them from school.

Our expectations are that:

1. All parents will screen their sons or daughters for any signs of the coronavirus before they attend school each morning. Anyone displaying any of these symptoms should not attend school. Instead, they should isolate for 10 days and seek a coronavirus swab test.

Currently the main symptoms are:

- a. high temperature – this means you feel hot to touch on your chest or back.
 - b. new, continuous cough – this means coughing a lot for more than an hour, or having three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
 - c. loss or change to your sense of smell or taste – that you've noticed you cannot smell or taste anything, or that things smell or taste different to normal.
2. In addition, if any member of your household, or someone the student has been in close contact with, displays any of the above symptoms, the student should not attend school. Instead, the student (along with the rest of your household) should isolate for 10 days and seek a coronavirus swab test.
 3. Please ensure that we have current contact details for parents and other emergency contacts. It is vital that someone is available to collect your son or daughter at short notice in the unlikely event that they, or anyone within their teaching group, starts displaying symptoms of Covid-19.
 4. Any one who displays symptoms of Covid-19 will be immediately isolated and their parents contacted.
 5. No visitors will be allowed onto school premises at any time. This includes parents, siblings or friends. If parents are collecting their child, they should remain in the car.
 6. The start and finish of school and sessions will be staggered to ensure that drop-off, breaks and lunches can be conducted safely. The timetable on the next page indicates the likely structure of the school day for the two waves of students. Details of amendments to the school transport timetables are available [here](#).

Staggered Timetable

The school will be divided in 2, with three year groups having different timings to the other two.

This is to reduce contact during non-lesson time.

The timings will be as follows:

Years 7, 9, 11			Years 8 & 10	
8:50	Tutorial		8:50	<i>Students not yet arrived</i>
9:20	P1		9:25	P1
10:10	P2		10:10	P2
11:00	Break		11:00	P3
11:20	P3		11:50	Break
12:10	P4		12:10	P4
13:00	Lunch		13:00	P5
13:50	P5		13:50	Lunch
14:40	P6		14:40	P6
15:30	Home		15:30	Tutorial
16:00	<i>Students have left</i>		16:00	Home

7. Students should not arrive too early for their session or hang around after they have been dismissed.
8. Students are encouraged to walk or cycle to school where possible.
9. All students attending school should maintain the recommended social distance (currently 2 metres) where possible while in school and on the way to and from school.
10. Entry and exit from lessons will be strictly controlled, and students will be expected to follow all instructions without question or delay.
11. Students will be expected to wash their hands on arrival, before departure, and at regular intervals throughout the day.
12. Students will be expected to sanitise their hands at the start of every lesson and on entry and exit from the school toilets.
13. Anti-viral sanitiser and wipes will be available in all areas, and students will be expected to use these regularly to protect themselves and others.
14. All windows and doors will remain open at all times in order to ensure a good flow of fresh air and reduce the viral load students and staff are potentially exposed to. While having to wear full school uniform, students are advised to dress appropriately for the weather and ensure they are able to work effectively in the cold (or hot) environment.
15. Doors will be wedged open, and students asked not to touch any surfaces other than their own workspace.
16. There will be no loaning or borrowing of equipment, stationery, books or other equipment. Students must bring everything with them that they will need for the day.
17. Lunch will be provided for FSM students and others who want to buy it. This will be provided in the

areas where students are expected to stay during their break and lunch times. The biometric system will not be available, but students will be able to access funds in their account. However, students are advised that they can bring in their own packed lunch, snacks and appropriate drinks (not energy drinks) in order to minimise contact with surfaces that may have been touched by others.

18. Students will not be allowed off-site during the school day.
19. In the event of wet weather, students will stay in their class room for break and lunchtimes. They will be allowed out at staggered intervals to enable them to go to the toilet but they must then return immediately to their classroom, or if directed, go immediately to their next teaching room.
20. Students will not be able to mix with students in other year groups, even at breaks, lunchtimes, or before / after school. This is to minimise the chances of cross contamination.
21. Staff and students will be allowed to wear any personal protective equipment (PPE) they choose, providing this does not interfere with their ability to carry out their jobs or work. PPE cannot be provided to students. Students should be aware that the use of masks is mainly to protect others, rather than themselves, and that there are risks associated with utilising PPE if this is not done correctly.
22. We expect students to be in the correct school uniform and not wearing jewellery - apart from one stud in each ear. Any jewellery confiscated will be returned at the convenience of our staff allowing them to take due regard of their safety.
23. Mobile Phones may only be used outside in the designated area for each cohort or inside at the direction of the teacher (in lessons for learning purposes or during wet breaks/lunchtimes). Any mobile phone confiscated will be returned at the convenience of our staff and in a way that ensures they are not taking undue risk. **This may mean students' mobile phones are not returned on the day they are confiscated.**
24. The Behaviour Policy has been amended to respond to the needs of the current climate and will be reviewed approximately every 4 weeks. It is saved on our school website.

We recognise that the process of lifting the lockdown will cause anxiety for many students, parents and staff - but we would like to assure you that we have given this a great deal of consideration, and have done everything we feel is possible to reduce this worry. The school nurse will be available to meet with students to discuss any concerns students may have, and to address any medical questions. The school nurse can be contacted on: sam.gould@oxfordhealth.nhs.uk

The pastoral team will also be available to help support your child's reintegration to school.

Please do contact me if you have any questions or concerns about these arrangements, or if you do not intend to send your son or daughter into school for any reason.

We are very much looking forward to welcoming your son or daughter back to Langtree, seeing how they are doing and ensuring we can provide the best education for them, even under these very difficult circumstances.

Kind regards

Simon Bamford
Headteacher