

6 March 2020

Dear Parents/Carers,

School Reopening March 2021

I do hope you and your families are well. I am very pleased to confirm that we are ready to progress with the full reopening of our school from Monday 8th March.

As was explained in my letter of 24th February, the DfE has advised that children are expected to take a lateral flow test before they return to lessons. The purpose of the lateral flow test is to check for asymptomatic coronavirus. If a child has asymptomatic coronavirus they are highly likely to pass the virus to others without realising they have the infection. Children are expected to take three lateral flow tests in the first two weeks of their return to school. In order for us to conduct the test we will need you to complete a COVID Test consent form. The link to the consent form can be found in the student section of the MyEd app. If you do not complete the consent form your child will not be allowed to take the test. You can find more information about lateral flow tests [here](#). Please note that the lateral flow testing system is not in any way related to the vaccination programme and therefore does not involve injections.

Please note that different form classes will return at different times. Please take a few minutes to check through the schedule below which sets out the different times for each form class. All classes must go to the Ealing Road site on the first day of their return. Children will go straight to lessons once testing is complete. Lessons will continue on Google Meet for children who remain at home for the whole day e.g. Year 7 on Monday and Tuesday.

MONDAY 8th MARCH

Year 13 and Year 12: Lessons as normal

Year 11 NPQR arrive at 8:30am; 11 STVX arrive at 9:30am (both at Ealing Road site)

Year 10 LNPQR arrive at 10:30am; 10 STVWX arrive at 11:30am (both at Ealing Road site)

Year 9, Year 8 and Year 7: Lessons Google Meet

TUESDAY 9th MARCH

Year 13, Year 12, Year 11 and Year 10: Lessons as normal

Year 9 KLNP arrive at 8:30am; 9 QRST at 9:30am; 9 VWXY at 10:30am

Year 8 KLNP arrive at 11:30am; 8 QRST at 12:30pm; 8 VWXY at 1:30pm

Year 7: Lessons Google Meet

WEDNESDAY 10th MARCH

Year 13, Year 12, Year 11, Year 10, Year 9, Year 8: Lessons as normal

Year 7 KLNP: arrive at 9:30am; 7 QRST at 10:30am; 7 VWXY at 11:30am



It is extremely important that you **DO NOT** send your child to school if they are showing any symptoms of coronavirus. The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

You **MUST NOT** send your child to school if you or anyone in your household has tested positive for coronavirus in the last 10 days. Please contact the school and we will determine how many days your child will need to self-isolate.

You **MUST NOT** send your child to school if they have returned from overseas within the last 10 days.

The other significant change the DfE have made in their [guidance to schools](#) is to ensure face coverings are used in recommended circumstances e.g. that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. There are a number of [exemptions](#) which may apply to your child. If this is the case, please contact your child's Pastoral Manager who will issue an Exemption Card.

I have attached two further documents. The first document is a reminder about key changes to our normal procedures including: Health; Equipment; Uniform and PE Equipment; Travel to School; End of Day Procedures; Arrival to School; Social and Play Areas; Registration; the School Day; Term Dates; Lessons; Personal Equipment and Specialist Teaching Rooms; Break and Lunch Time Arrangements; Leaving the School Site; Cleaning Arrangements; Parent Events and Visiting the School; Clubs, Extracurricular Activities and Visits.

The second document is intended for the parents of children in Year 11 and Year 13 and it provides information about the procedures Ofqual has put in place for grading the summer 2021 examinations.

I would like to take this opportunity to thank all parents and carers for your tremendous support over the last few months. We are really looking forward to seeing your children back in school next week.

Yours sincerely,



Gerard McKenna
HEADTEACHER

Information for Parents and Students for the March 2021 Return to School

1. Health

It is extremely important that you **DO NOT** send your child to school if they are showing any symptoms of coronavirus. The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

You **MUST NOT** send your child to school if you or anyone in your household has tested positive for coronavirus in the last 10 days. Please check with the school for further information.

You **MUST NOT** send your child to school if they have returned from overseas within the last 10 days. Please check with the school for further information.

2. Equipment

Children will not be allowed to share equipment. Every student must bring their own basic equipment:

- Pencil case with black pens, a green pen, pencils, eraser, ruler, sharpener, colouring pencils
- Glue stick
- Calculator
- Reusable water bottle

3. Uniform

Full School uniform is compulsory on the days your child **does NOT have a Sports lesson:**

- **Black** blazer with Alperston logo
- **White** school shirt
- School tie
- **Grey** jumper with school logo
- **Grey** tailored trousers (boys and girls) *OR*
- **Grey** tailored skirts (“tube skirts” are not permitted). Skirts must be longer than knee-length and shorter than ankle-length)
- **Black** leather polish-able shoes (No trainers)
- **Grey** hijab
- **Waterproof Jacket/Coat** (for outdoor wear at break and lunchtime)

Children are allowed to wear PE kit on the days your child **has a Sports lesson:**

- **Green** polo shirt with the school logo
- **Black** jogging bottoms or plain black sports leggings with the **school logo**
- **Black or white** sports socks
- **White** trainers: with non-marking sole. No other trainers are allowed

4. Travel to School

We strongly encourage all children to walk or cycle to school. Please note that if your child travels to school by bus, TfL currently limits the number of passengers allowed on each bus. This means students are likely to wait longer than normal. We strongly recommend that all students commuting

by public transport set off earlier than normal in the morning. If you are considering driving your child to school, please be aware that traffic enforcement regulations are in place at Alperton underground station. Please note that all students are expected to be **on site and ready for registration at 8:30am.**

5. End of Day Procedures

We now have a staggered end to the school day so that different year groups leave school at different times. This will not impact on the amount of learning time children receive. We have introduced this change to ensure that children from different year groups do not mix on the way home. These rules apply to Year 10 and 11 students at Stanley Avenue as well as Key Stage 3 students at Ealing Road.

Students **MUST** go straight home and must not loiter. They are **NOT** allowed to go into any of the local shops at the end of the school day. If students are visiting shops they will mix unnecessarily in indoor spaces with adults as well as children from other year groups. This will put them, and other children, at risk of coronavirus.

Please **DO NOT** give your child cash to bring to school to buy food. All purchases in school are made through the online parent pay system. Please note we commissioned a new catering company called Innovate and they began working with us in September. We have been very positive about the food they have provided so far. You can find [more information about this company and their menus](#) on our website.

We have also introduced a queuing system for the bus stop outside the school on the Ealing Road. Children travelling home by bus will **no longer queue at the bus stop on Ealing Road**, instead they will queue inside the school grounds and will be escorted to the bus by a member of staff. We have done this to improve social distancing on the pavement outside the school, to minimise any possibility of road accidents at the bus stop and to prevent queue jumping at the bus stop.

Please inform your Pastoral Manager if you would like an older child to wait for a younger brother or sister at the end of the school day. Your Pastoral Manager will provide the older child with a special pass and explain where they need to wait inside the school grounds for younger siblings.

6. Arrival and Social/Play Areas

At Ealing Road, each year group has a separate entrance. Year 7 students will continue to enter the school premises by the gates next to the Children's Centre. Year 7 will have access to the canopy area to the rear of the building as well as the Middle and Upper MUGAs. Year 8 and 9 will enter through the main gates on Ealing Road but will follow different paths through the Plaza area. Year 8 will have access to the front of the school building and the Lower MUGA at social times. Year 9 will move along a separate path to the main playground. This means all three year groups will have distinct and separate social spaces.

At Stanley Avenue, Year 10 and 11 students will enter the school premises by the main student entrance, but will follow separate paths to the two distinct playground areas.

Sixth Form students will be able to enter the Ealing Road building at the start of the day and will be able to use the new Sixth Form Cafe area on the ground floor. Similarly, Sixth Form students arriving early at Stanley Avenue will be able to use the new Sixth Form Cafe in T007.

9. Lessons

Every classroom will have a hand sanitising unit. All students are expected to sanitise their hands on the way into class and on their way out of class. We have been advised that all student tables should face the front of the class with a gap of at least 2 metres to the teacher.

At Ealing Road, most lessons will take place in the form room (English, maths, science theory, history, geography and religious studies). In other words, the teacher will come to the form room, rather than the students move around the building. This means that students will be expected to stand in silence when their teacher enters the room. The teacher will indicate when it is appropriate for the children to sit and the lesson to begin. For some practical lessons, the teacher may decide to take the class to a specialist practical room e.g. art, computing, drama, music, practical science and sport. In these lessons, students are expected to wait in their form room until they are collected by their teacher and then follow the clearly labelled one way system. Students will be taught languages in specialist groups, but students will not be allowed to move around the Ealing Road site unaccompanied. Year 7 will be based on floor 3, year 8 on floor 2 and year 9 on the first floor and ground floor.

At Stanley Avenue students will also follow a one way system when they move around the building. At lesson changeover, Year 10 students will move on the first bell and Year 11 students will move on the second bell. This means the two year groups will be kept apart during lesson changeover.

Year 12 and 13 students will be allowed to move around the building, provided they follow the one way system and maintain appropriate social distancing.

10. Personal Equipment and Specialist Teaching Rooms

Students will not be allowed to share basic equipment, so it is very important for parents to regularly check their child's equipment. Specialist equipment e.g. paints and brushes in art, laboratory equipment in science, keyboards in music will be distributed to individuals and not shared by classmates. Specialist equipment will be thoroughly cleaned at lesson changeover if it will be used by a different class. In some subjects we will modify the curriculum to adhere to Government guidelines e.g. singing and choirs are no longer permitted and most sport lessons are likely to take place outdoors.

11. Break and Lunch Time

We will continue to offer a range of food for all students at both break and lunchtime, including drinks, snacks and hot meals.

At Ealing Road, each of the three year groups will have their own serving and seating arrangements. Year 7 students will have exclusive access to the serving outlet in the canopy area and have access to the canteen, Year 8 will be the only year group purchasing food from the JBIC. Year 9 will have access to the canteen.

At Stanley Avenue, each year group has a separate queue and seating arrangement in the canteen at Stanley Avenue. We are pleased to say that we have recently expanded the size of the Stanley Avenue canteen so that it has a much greater capacity.

At Ealing Road, each year group has been allocated the toilets nearest to their form rooms. The Year 7 toilets are on floor 3, Year 8 on floor 2 and Year 9 on floor 1. Strict social distancing arrangements will be in place for students using toilets at Stanley Avenue.

We recommend that students have a warm, waterproof jacket ready for cold and wet days. This is because it will be much safer for students to be outside in slightly colder or damper conditions than they would be inside the building.

12. Leaving the School Site

The end of the day has been staggered to ensure that students leave the school site at different times and therefore do not mix.

At Ealing Road, students will follow one of three routes to leave the site. If students are walking home or collecting a bicycle to ride home, they should leave through the main entrance and plaza regardless of year group. If they are waiting for younger siblings or are waiting to be collected by car, they should wait in the designated zone in the plaza area. Children catching a bus northwards towards Wembley will be required to queue for the bus **INSIDE** the school site alongside the Children's Centre. When the bus arrives at Alperton Stop B they will be escorted to the bus stop by a member of staff. Children catching a bus towards Ealing and Perivale will need to wait inside the main entrance until they are ushered across the Ealing Road by the School Crossing Guard to access Alperton Stop A.

Year 10 and Year 11 students will also leave the Stanley Avenue site at different times. Year 10 and 11 students must use the Clayton Avenue (Stop S) outside the Post Office on the Ealing Road if they are commuting towards Wembley. Year 10 and Year 11 students commuting to St Rafael's must use the Mount Pleasant Bus Stop (Request) to catch route 224.

A reminder that students are no longer allowed to enter or loiter around any of the local shops at the end of the school day in order to make sure students from different year groups do not mix and put each other at risk of contracting coronavirus.

12. Cleaning

The school has arranged for additional cleaners to work during the school day. As well as the whole site being cleaned overnight, a number of cleaners will be working throughout the school day on both sites to clean high contact points e.g. door handles, stair rails. The cleaning products used are of the same standard as those used in hospitals and are antibacterial and antiviral.

13. Parent Events and Visiting the School

All parent meetings, such as Academic Review Meetings, will continue to be held remotely. We will review the situation as the term progresses. Please be aware that parents will now need to contact the school to make an appointment to meet a member of staff. You can either use the Year group tabs on the right of the school home page (<http://www.alperton.brent.sch.uk>) or call reception on 020 8902 2038 to make appointments.

14. Clubs, Extra-Curricular Activities and Visits

Breakfast Club will resume on Thursday 11 March on both sites.

Regrettably, we will not be able to run any after-school activities or take students on trips for the foreseeable future. We will keep this decision under review as the term progresses.

15. Term Dates

Term dates are available on the school website: <http://www.alperton.brent.sch.uk/our-school/key-information/school-times-and-dates/>

Information to students and parents on grading of GCSEs, A-levels and other qualifications in summer 2021

How will grades be awarded this summer?

Grades for GCSEs, A levels, and most other qualifications including applied generals will be based on a process involving teacher assessment against national standards, internal quality assurance, and external quality assurance by the exam boards.

The national process defined by the Department for Education and the exams' regulator, Ofqual is as follows:

1. Teachers will **assess students against a national standard**, which will be defined by the exam boards before the Easter break.
2. Departments will submit grades which will be **quality assured by the school / college**. This internal quality assurance process will have to be signed off by the exam board to ensure it is rigorous and in line with national standards.
3. Our school or college results will be **quality assured externally** by the exam boards, which may include random sampling of our school or college's evidence.
4. If the exam boards are confident in our submitted results, **then the exam boards will award students their final grades**.
5. If students do not think their results are accurate, they will have the right to **appeal**.

So, do teachers award the grade?

Simply: no. The grade students achieve will start with their teacher's assessment of their performance across a range of evidence. This is against a nationally-defined standard, not the teacher's own opinion. This assessment is then subject to both internal and external quality assurance before the final grade is awarded by the exam body as usual.

Does this mean grades are decided by an algorithm?

No, unlike last year, students' grades will not be changed by a formula. The internal and external quality assurance measures will all be done by humans, not an algorithm. There is no limit on the achievement of students, providing they have evidence that they are working at that grade.

What about loss of learning / impact of Covid?

This year, teachers will only assess students on content they have been taught – because of the continued disruption of the pandemic. This means students will not be disadvantaged if they individually, their whole class or whole year group have been unable to complete their full course. However, grades can only be submitted on the basis of the evidence we have of students' performance, even if that evidence covers less of the course than usual. Students who would usually have extra time in the exams will benefit from the same arrangements in teacher assessment.

Will grades be different between different schools and colleges?

No, the standard against which teachers will be assessing students is set nationally by the exam boards. This is the standard that will be used during external quality assurance and appeals to ensure consistency and fairness across the system.

What evidence will be used?

Teachers are able to draw on a range of assessment evidence from across a student's study of the course, up until Friday 28 May. This may include homework tasks, mock exams, and papers set by the exam boards. This may include evidence from before the second lockdown, as well as evidence from March – June. The exam boards are producing assessment materials that will be sent to us before Easter. Different departments may use different sources of evidence, and there is no requirement for any one type of assessment to be used – it's about a performance across a range of evidence.

The exam boards are only giving out past papers, how is this fair?

Most of the assessments provided by the exam boards will be drawn from past papers, although there will be new questions as well. There is significant research that even if students have seen assessments questions before, it does not reduce the validity of the assessment. Furthermore, exam board questions are only one of the many pieces of evidence we will use to assess students this summer.

Can students and parents make the case for why a student should get a higher grade?

Our teachers are already using their professional expertise to assess students on the content they have been taught. Teachers are unable to submit higher grades for students unless they have the evidence that they are consistently working at this level. If teachers submit higher grades without evidence they are committing exam malpractice.

In 2020, any undue pressure by student or parent who placed undue pressure on teachers to increase grades was also considered exam malpractice. It is likely to be the same for 2021. If students or parents are found to be putting teachers or leaders under undue pressure to increase grades, then this matter will be referred to the exam boards and an investigation into malpractice may ensue. This may result in the student's certificate being removed entirely if malpractice is deemed to have taken place.

Can students discuss their grades with teachers?

Teachers will be able to discuss which evidence they are using to inform their judgement with students, including marked or graded pieces of work.

However, we are not allowed to disclose their final submitted grade we give to the exam board.

Students should not attempt to second-guess the grade submitted, as teachers will be using a range of evidence to inform their final judgement. Students must not pressure teachers to reveal the grades they are submitting, or to increase the grades, as doing so may be considered exam malpractice.

What should students do to improve their grades?

The best thing students can do is to continue to attend classes, learn, act on feedback from their teachers, revise, and read around their subject. Their grade will be based on their performance, and so their outcomes are ultimately in their hands.