



27 August 2020

## **CORONAVIRUS (COVID-19): SCHOOL REOPENING LETTER TO PARENTS**

Dear Parents/Carers,

I am writing to inform you of the steps S. Peter's Collegiate School will be taking in line with the DfE guidance to fully reopen to all students this September and share what you need to know to help your child prepare for their return to school in the new academic year.

We recognise that the return to school is vital for your child's education and wellbeing; therefore, we will ensure that all students can return in the Autumn term and do so safely. While the risk to children becoming severely unwell due to coronavirus is considered to be low, we will continue to maintain our social distancing and infection control measures in place, in line with the results of the relevant risk assessments, to help keep all members of our school community safe.

Should you have any queries or concerns after reading the information in this letter, please contact the school office via email at [speters@speters.org.uk](mailto:speters@speters.org.uk) to discuss these as soon as possible.

**The school will reopen the week beginning 31 August for ONE induction day per year group.**

- **Thursday 3<sup>rd</sup> September 2020 to students in Years 7, 8 & 12 – ONLY these students are to attend on this day**
- **Friday 4<sup>th</sup> September 2020 to students in Years 9, 10 & 11 – ONLY these students are to attend on this day**

Any previous DfE arrangements to limit school places during the coronavirus pandemic will no longer be in effect.

### **Attendance**

Attendance for all students is mandatory from the beginning of the Autumn term, including for students who have, so far, been advised to shield at home. Students who are self-isolating due to presenting with symptoms of coronavirus, or have been exposed to somebody presenting with symptoms of coronavirus, **MUST NOT** attend school until the self-isolation period has passed or they test negative for coronavirus. If your child presents with coronavirus symptoms, the self-isolation period is 10 days; if a member of your household presents with coronavirus symptoms, the self-isolation period for your child is 14 days or until they present symptoms and then it reverts back to seven days from that day.

Students who cannot attend school at the start of the Autumn term due to sickness or self-isolation requirements will be educated remotely. If this circumstance arises, the school will discuss with you how your child can access remote education.

## Getting to school

The school will be using staggered starting and finishing times to allow for effective social distancing and infection control. Please see the table below for information on when we expect groups of students to arrive at school during **the induction days** and when they will be leaving the school site, thereafter the **staggered END TIMES will continue**. However, from the week beginning **Monday 7 September**, **ALL STUDENTS** will be expected to be on site by no later than 08:45.

**ALL STUDENTS ARE EXPECTED TO ENTER AND LEAVE BY THEIR DESIGNATED GATE EACH DAY.**

Students are expected to bring to school, stationery and books required for each individual day's teaching.

Thursday 3 <sup>rd</sup> September	Group	Gate	Start time	Leaving time
Thursday 3 <sup>rd</sup> September	Year 7	Millennium pedestrian gate	08:45am	14:45pm
Thursday 3 <sup>rd</sup> September	Year 8	Main entrance by reception	09:45am	14:45pm
Thursday 3 <sup>rd</sup> September	Year 12	Through main reception	To be invited into school with staggered appointments	

Friday 4 <sup>th</sup> September	Group	Gate	Start time	Leaving time
Friday 4 <sup>th</sup> September	Year 9	6 <sup>th</sup> Form entrance by the visitor car park	08:45am	14:45pm
Friday 4 <sup>th</sup> September	Year 10	6 <sup>th</sup> Form entrance by the visitor car park	09:45am	15:00pm
Friday 4 <sup>th</sup> September	Year 11	Main entrance by reception	10:45am	15:00pm

Year 13 students will receive further information from the Sixth Form team in due course.

All students from Years 7 -13 will be expected to be in school by 7 September 2020 by 08:40 and will enter and leave school by their designated gates. On arrival, students will be directed to their allocated year group zones as follows

Year Group	Zone
Year 7	Millennium Block & Theatre
Year 8	Ginever Block
Year 9	A Block, MFL, DT & Business Studies
Year 10	Music, Sixth Form study rooms, A15, A16, A17 & A18, A13, A27 & the Learning Centre
Year 11	B Block Maths classroom, B41 and Science labs
Year 12 /13	F Block, Dance Studio, Classrooms above the dining room & two dining room spaces

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If you have any concerns regarding these timings overleaf, please let us know via the school office. Each student will be issued with a coloured pin badge which must be worn at **ALL** times.

## Parking

Please be aware, parking for **Years 7 – 13** will not be permitted past the entrance gate to the Wolverhampton Wanderers Training ground in order to safeguard the health & safety of all students.

## Infection control and social distancing measures as of September

It is important that we maintain proportionate infection control and social distancing measures when we welcome back all students and staff from the start of the Autumn term. To ensure everyone's safety, we will be enforcing the following as part of our risk management plan:

- Anyone who is unwell and displaying symptoms of coronavirus will be asked to stay at home for seven days.
- Robust hand and respiratory hygiene practises will be encouraged and enforced.
- Enhanced cleaning will be undertaken as necessary. All classrooms will be issued with antibacterial spray, blue paper rolls and pedal bins. All teaching blocks will have antibacterial spray placed around each year group zone.
- The NHS 'Test and Trace' system will be actively used and followed.
- Large gatherings will be avoided, e.g. assemblies, collective worship and meetings in the staff room.
- Students will be grouped together and asked to remain in these groups.
- Contact between year groups will be avoided.
- Classrooms will be arranged to allow for social distancing and desks will be faced forwards to minimise face-to-face interaction between students.
- Students will be asked to remain at least one metre plus away from members of staff, where practicable.
- Students are not to enter the zone marked out for teaching staff in classrooms
- All teaching blocks will operate a one-way system which must be adhered to by both students and staff alike.
- In the event of fire evacuation, students will be informed of current fire evacuations procedures in place.

Should any of the above protective measures change at any time, including the need to close the school due to a local lockdown, we will contact you via email as soon as possible.

## If your child becomes unwell

If your child becomes unwell at school and develops a new, continuous cough, a high temperature, or a loss of, or change in, their normal sense of smell or taste, parents will be contacted for arrangements to be made for the immediate collection of your child. They will be told to self-isolate within the school (conservatory by

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Food Technology) and supervised, as necessary, until they can be collected. The school will contact you via **telephone** as soon as possible to make arrangement for your child to go home.

The school will be issuing you with your data collection sheet containing your contact details on the day your child is attending their induction. Please check and sign the sheet, returning it to the **school office** as soon as possible to notify us of any changes.

If your child becomes unwell at home and is presenting with symptoms of coronavirus (listed previously), we ask that your child does not attend school and instead stays at home for the next seven days or until they test negative for coronavirus. We encourage all parents whose child is presenting with coronavirus symptoms to get their child tested and, where required, their family.

Please contact the **school office** via **telephone** before **8:30am** to notify us that your child will not be attending. We also ask that you notify the **school office** as soon as possible with the results of any coronavirus tests your child has undertaken.

### **How students will be grouped**

Consistent year groups will be enforced when students return to school at the start of the Autumn term. We aim for this arrangement to help reduce the risk of coronavirus transmission by limiting the number of people students encounter throughout the school day. Enforcing strict group arrangements will also help us reduce the number of people who will be asked to self-isolate should a member of the group become ill with coronavirus. Virtual tours of each year group block will be put on the website by 14 August 2020.

From September, students will be grouped using **year groups** until further notice. Year groups will not be permitted to mix at this time, including during break and lunchtimes. We will continually review the effectiveness of enforcing these year groups, as we understand this arrangement may present educational and logistical challenges. Teaching blocks for each year group are as stated previously.

Each Head of Year, Assistant Head of Year and the Senior Leadership Team will have a base office in the relevant year group zone. First aid resources will be located in each HoY base and Mr Franklin will be available to administer first aid.

Should any of the above group arrangements change at any time, the school will notify you via **email** as soon as possible, as this may affect your child's arrival and departure times.

### **Supporting students with Special Educational Needs Department**

We understand that some students with complex needs may find this transition back into school and a new routine challenging or stressful; however, we are committed to supporting each individual pupil fully as they return to school. To help support students with SENDCO transition back into school, **SENDCO** will discuss any additional provision that may be required. Should you wish to start these discussions now, specific to your child's needs in preparation for their return in the Autumn term, please contact Ms K Glover via email on [kqlover@speters.org.uk](mailto:kqlover@speters.org.uk)

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We also understand that some of the protective measures identified in our risk management plan may not be suitable or practical for all students. We are, therefore, committed to helping all students stay safe as best we can and working with your child to help encourage good hand and respiratory hygiene and social distancing practices.

### Supporting Student’s Mental Health & Wellbeing

All student responses to the Wellbeing Survey completed in June 2020 have been analysed. In conjunction with Base 25, the Safeguarding team have devised a support package for students over the Summer break. Any students currently receiving counselling support from Base 25 will continue over the Summer. Any student wishing to make a new referral must contact Mr G Holmes on [gholmes@speters.org.uk](mailto:gholmes@speters.org.uk) where appointments may be made.

Base 25 have also produced some short clips to address issues raised by students in the wellbeing survey. These will be posted in the Safeguarding area on the school website advising on issues such as bereavement, anxiety, depression and sleep matters. A full programme of support with those issues raised in the survey will be addressed and linked within the PSHE programme the Autumn term and beyond with all year groups.

We will continue to provide educational and care support as normal to students who require it.

### Catering arrangements

Students will be expected to bring in their own packed lunches and drinks for the day. All water fountain facilities will be out of action to limit infection control. The school kitchen will be providing packed lunches for Free School Meal and Pupil Premium students as well as a packed breakfast for Pupil Premium students.

The above students will be asked to complete their lunch bag requirements once per week, this will commence on their induction days. Packed lunches will consist of a drink, sandwich, crudités, a piece of fruit and a tray bake.

Students will be asked to remain in their designated year groups at lunchtime and will eat their lunches in their year group classroom. Infection control and social distancing measures will be enforced during lunchtime and are directed not to share food, or cups at this time. Lunches are staggered for eating and recreation time.

Year 7 Break out space	Exterior by Millennium block
Year 8 Break out space	Pond quad area & green area by the Sports Arena
Year 9 Break out space	Sixth Form quad
Year 10 Break out space	Lower cage
Year 11 Break out space	Upper cage

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## School uniform

As previously stated, all students are expected to bring to school, stationery and books required for each individual day's teaching. At this present time there will be no facility to purchase stationery from the school office.

The school expects all students to wear school uniform from the beginning of the Autumn term – students' compliance will be managed in line with the **School Uniform Policy**.

It would be advisable to purchase a school tracksuit as students will be expected to arrive in their tracksuits on days when they have PE.

I would like to thank you all for your continued hard work and co-operation during the coronavirus pandemic. We are committed to supporting you and your child as they transition back into school routine. Should you have any queries or concerns about your child returning in September, please contact the **school office** via email at **speters@speters.org.uk** and we will be happy to discuss these with you.

We hope you and your family are safe and well.

Yours sincerely,



Acting Principal,  
Mr D Cooke.

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