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25<sup>th</sup> August 2020

Dear Parents/Carers

I am writing to let you know the arrangements for returning to school at the start of September. I am pleased that all students will be able to return full-time as infection levels are sufficiently low in this area for this to happen.

There are three sources of information available to you about the return. I would strongly advise you to read this letter and the attached information thoroughly. You may also wish to look at our risk assessment which is available on the school website.

#### When does school start?

We have staggered the start dates to ensure that the return to school is orderly.

Wednesday 2 <sup>nd</sup> September	Year 7 and 12 start
Thursday 3 <sup>rd</sup> September	Year 10, 11 and 13 return (with Year 7 and 12 still in)
Friday 4 <sup>th</sup> September	Year 8 and 9 return (therefore all year groups in school)

Students who have been quarantined due to travel abroad must not attend school until the period of quarantine has ended. Students must not attend school if they have coronavirus symptoms.

**On their first day in school, Year 7 students should assemble on the school field. All other students should go straight to their tutor room. A list of tutor rooms is included for your information.**

#### School day timings

Due to changes to break times (as explained in the attached information), the school day has been extended by 15 minutes on a Monday only. The start and end times of the school day whilst coronavirus restrictions remain in place are:

Monday	8.45am to 2.35pm
Tuesday to Friday	8.45am to 3.25pm

**Students must not be on site before 8.30am.**

#### Buses

All bus services will be running and are bookable in the usual way. Please make sure you have reserved a place if you require one.



Students will be required to follow the rules of the bus provider in relation to coronavirus safeguards, as follows:

- Bus services provided by the local authority or contracted on behalf of parents by the school (provided by Pulham's) will require students to sit in designated year-group areas on the bus. The government have asked local authorities to advise that face masks should be worn, but this is not a requirement.
- Public bus services will require students to wear a face mask, as per regulations which cover all public transport.

#### Uniform

Students must be compliant with the school's uniform policy upon return. However, we understand that it may be difficult to have shoes and blazers fitted, and there are likely to be delays at shoe shops given the current restrictions, therefore we will be flexible in our application of the rules for the first fortnight if you are having difficulties in this regard. If you are having difficulties in this regard please provide your child with a note.

We understand that some sizes of PE kit are currently difficult to obtain. The PE department will advise students about suitable alternatives. Students do not need to bring a PE kit on their first day in school unless notified by the PE department specifically.

#### Catering

We advise that students bring a bottle of water as drinks are only available during break times. The water fountains around the site are not operating.

Food will be available to purchase for take-away only, including hot meals. Students are able to bring a packed lunch where they do not wish to purchase food on-site.

#### Drop-off/pick-up

We are asking parents to drop off or pick up their children **at the end of the back drive** for the time being, and to avoid driving onto the school grounds at the start and end of the day. This change is to help us manage loading and unloading of buses better, and to protect students who will be using our new walkway at the front of school as part of our pedestrian one-way system.

Our main car park will also be closed from 8.45am to the end of the school day to enable this area to be used for students to move around the site. Parents will not be able to gain access to the main car park to wait for students. Those waiting in the sports centre car park or on the roundabout will be asked to move on. Thank you for your support in this matter.

We look forward to welcoming students back to school. If you have any questions or concerns, please contact your child's tutor.

Yours sincerely



Matthew Evans  
Headteacher