

Dear Parents, Carers and Pupils,

I am really pleased to be able to write to you to say that Kents Hill Park School will reopen fully to all year groups in September. I would also like to thank you all for your patience, understanding, support and hard work in what has been incredibly challenging times for us all. We have missed the children immensely.

We know that the reopening of schools across the country won't be exactly as we left it in March, but we have worked hard as a school to prepare for pupils and staff to return as safely as possible and to run the school as effectively as possible under the new guidelines.

The Department for Education Guidance for the September opening of schools can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

There is still much that we don't know about what September will look like, but we have an extensive plan and contingencies that will mitigate some of the worry that is understandably linked to reopening. In this letter I will set out some of those details so that you are as prepared as you can be and can discuss in your families how best to plan for your own family circumstances.

Towards the end of the summer break I will send out further guidance that will refresh our plans and allow us to update you with any amendments that happen between now and September. The Government is not due to sign off its wider reopening plans until mid-August once they have had the time to further assess the national picture and I fully expect there to be some amendments.

The details below explain how Kents Hill Park School (Secondary) intend to respond to the guidance within the context of our community and cohorts of pupils. Through the implementation of these controls the risk of transmission will be substantially reduced at the school, although we can never eliminate it.

Please take time to read through these details with your child.

We are really looking forward to welcoming everyone back as safely as we can and rebuilding our community and school.

Yours faithfully,



James Pilgrim
Headteacher.

Start and Finish Times

Year Group	Start	Finish
Year 7	8:30am	3:10pm
Year 8	8:30am	3:30pm
Year 9	8:30am	3:30pm

Travel to and From School

Milton Keynes has an excellent network of Redways and we encourage pupils to walk and cycle to school. The school car park should only be used if you have no other method of getting your child to and from school.

We will be operating a 'drop and go' system, so parents should not wait in the car park to see their child in as this will take up valuable space and cause additional congestion.

If pupils are using public transport, please follow the guidance of the individual travel companies.

Those not being dropped off by car should safely make their way to their year group entrances using the paths and crossing where possible, and when safe to do so. Pupils should try to join their entrance pathways as soon and as safely as possible.

Start of the Day: Morning Drop and Go

Parents must use the correct car parks for their child's year group in order to drop their child off then go without waiting. These details will be confirmed in August. Parents should not drop their child off before 8am. Any pupils arriving before 8am must line up on the designated yellow lines outside their entry points into school.

Pupil entrance into school

Each year group will use a separate entrance and Year 7 and 8 will also have specific stairwells to access their designated classrooms. These details will be confirmed in August.

End of the Day: Leaving the school and pick up locations

Pupils will be dismissed and walked to the main gate by their teachers. Once through the main gate on their exit route it is the responsibility of the pupil to leave the school site or follow the guidelines regarding pickups.

Those pupils walking or cycling home should leave and travel home immediately without waiting around with or for others. This is vital to ensure a safe exit for all pupils and parents at the end of the school day.

Parents should arrive no more than 10 minutes prior to the end of the school day for their child. This is to ensure we are able to manage the flow of traffic and pupils leaving.

Parents must use the correct car parking spaces whilst waiting for their child depending on their child's year group (confirmed in August).

Pupils waiting for parents should remain 2m apart on a yellow line and keep to the side of the path in single file. This will enable others to pass them on the other side of the path.

Timetable

Pupils will follow their normal timetable for the vast majority of the day. They will receive a broad and balanced curriculum. As pupils will be taught in form groups and kept on separate floors of the school, there may be some impact on the setting of groups and the ability to offer full provision, particularly in the practical subjects. Where it is not possible to offer full practical access, pupils will receive theoretical focus for their topics. When lessons return to normal, practical elements will be reinforced.

Attendance

DfE guidance states that school attendance is mandatory. Kents Hill Park School will be fully open in September and attendance is expected. The usual attendance processes will be followed.

Whilst we accept that all children should be back in school, we will make reasonable adjustment initially to ensure that the transition back in to school supports all pupils and their needs. We envisage that there will be a number of pupils who will need significant input to ensure their initial and continued attendance. Some of this work will take place over the summer so that they are prepared for September.

Emergency evacuation

Emergency evacuations are regularly practised throughout the year, but to reduce the number of contacts this will be adapted. Rather than a full practice evacuation, individual year groups will be evacuated and the procedure will be completed in this manner. If a real evacuation occurred normal procedures would be followed as year groups are registered and stood separately.

Classroom organisation

- Pupils will be assigned to one classroom and will receive all of their lessons there (except PE). Staff will change rooms, not the pupils.
- There will be 30 pupils in each form group.
- Pupils will store their bags in the classroom and remove all their own books and stationery.
- Pupils will be assigned a desk at which they will sit for all of their lessons. This will remove the need to move between classrooms during the day.
- Any coats and tops should be placed in their bags.
- No stationery will be handed out to pupils and they will be reminded to ensure that they have all the equipment they need.
- Books will be kept on the pupils' desks and will not be taken in by staff.
- There will be 2m distancing around the teacher desk which will be strictly adhered to.
- PE lessons will be conducted outside where possible and children will come to school in their PE kits that day. Activities will be distanced and non-contact.

Classroom Hygiene

- Every classroom will have a cleaning kit - anti-bac spray/wipes, sanitiser, and gloves.

- Tables and surface areas must be cleaned down as often as possible and definitely before and after lunch.
- Children will be encouraged to frequently wash their hands with soap and water for 20 secs and dry thoroughly, or to use a hand sanitiser station. This should happen on arrival at the setting, before and after eating, after coughing or sneezing and after being outside at play.
- Paper towels and tissues should be disposed of in bins in the classroom.
- Classroom windows and doors should be open where possible.
- No use of standing fans.
- Items to be cleared from surfaces in pod rooms and put into cupboards / spare rooms.
- Classrooms and toilets will be cleaned at the end of every day and deep cleaned on a Friday.

Lessons

Lessons will be delivered by subject specialists in each year group. A broad and balanced curriculum will be maintained. The same expectations of behaviour and standards will be in place from September and the induction process will focus on ethos and culture to help re-establish routines.

Learning

Work has been done with Heads of Subject before the summer break to identify key elements and concepts of the curriculum that will need to be taught to ensure pupils are secure in their knowledge and skills on their return. Staff have also planned for assessment arrangements and the calendar has been amended to build in additional data points and information for parents. Work has been prepared for online learning should a group/s of pupils be required to isolate at home. Subject teachers will monitor and provide feedback for pupils working from home.

Homework

Pupils will not take books or materials home for homework. Where homework is set this will be done online or will be reading – it will take the form of either quizzes on class learning or work that is read or submitted electronically. Provision will be made for those pupils who do not have access to online learning. Please be aware that there may be limited homework set in the first month until routines are established.

Signage

Handwashing posters will be in classrooms and toilets, 'sanitise your hands' notices will be at all entry points to the building / classrooms by the hand sanitisers, 'use your own equipment' posters in classrooms.

Movement around the school

Pupils will remain in the classrooms for all of their lessons and within their designated floor (except for PE). They will not move between floors except for arriving and leaving school, and at break and lunchtimes. Pupils will not line up outside classrooms but will go straight in and sit at their assigned desk. Year groups will be assigned a staircase that only they and staff will be allowed to use. It will be both up and down stairs. Pupils will only be allowed out of classes during lessons in case of emergency or medical requirement. Pupils must not be sent to the office or pupil services without prior communication.

Uniform

Pupils will be expected to be in full school uniform from September and the usual standards and expectations apply. Where pupils have a PE lesson, they will be able to come into school in their PE kit for that day. There will be no changing facilities available for them.

Break and Lunch:

These details will be confirmed in August, but pupils should bring their own drink/snacks from home or ask for fruit provided by the school.

At lunch times pupils will be taken to their year group dining area by their teachers of session 4. Pupils will have to sit at the tables provided for their class. All pupils will be required to come to school with a packed lunch for the first two weeks. We will review this provision in September.

Kents Hill Park School will have a new catering company from September – Innovate. Innovate has extensive experience of working with other schools throughout the COVID 19 outbreak and have practical solutions used in other school environments. We are able to offer a limited catering service initially and pupils will need to bring packed lunches and snacks for the first two weeks. We will look to increase the provision as routines become established in September. The schools Biometrics System will not be used in the first instance.

Outside space

It is important that pupils have the option to get some fresh air at break and lunch times. They will be designated an area of outside space and time that they can utilise it.

Hand washing and Hygiene

Pupils should be encouraged to frequently wash their hands with soap and water for 20 secs and dry thoroughly, or to use a hand sanitiser station. This should happen on arrival at the setting, before and after eating, after coughing or sneezing and after being outside at break and lunch times. Staff will monitor this process.

Toilets

Pupils will have a set of boys and girls toilets on the floor that their lessons take place on.

Pastoral support

In addition to normal pastoral support on returning in September all pupils will complete a questionnaire as an initial assessment of their mental health. We will also be releasing the ClassCharts wellbeing program to establish regular monitoring of pupils' mental health throughout the year. We will also be fully inducting pupils to ensure all new, existing and adapted procedures are communicated and understood by all.

Personal Protective Equipment (PPE)

If a child injures themselves and requires first aid, appropriate PPE is to be worn by staff member if they are nearer than 2m to a child. The child is also to wear a mask. Gloves, masks and first aid supplies will be kept in each classroom. Pupils may wear PPE if they wish but this is not the responsibility of the school. DfE guidance states that PPE is not required by staff or pupils.

Bags & Equipment

Pupils should bring their books and all equipment with them to school and may leave it on their desks in the classroom bases. There will be no access to lockers initially. It is essential that pupils come to school with all the equipment ready to learn so that all lesson time is fully utilised; this includes subject specific items such as calculators, but also generic equipment that cannot be shared, such as glue sticks and colouring pencils.

Behaviour & Expectations

The high standards of behaviour that are expected of all KHP pupils will be maintained from September. The Behaviour Policy explains that pupils can be sanctioned, up to and including exclusion, if they wilfully refuse to adhere to arrangements for social distancing and/or deliberately cough or spit at pupils, thereby putting them at risk.

The behaviour system using Classcharts will continue to operate.

Wider Curriculum

Initially, there will be no after school clubs or access to the Library. We will review this at the end of September. Similarly, there will be no trips, visits or fixtures for the first term. This will be reviewed in December.

Assemblies

Assemblies will be conducted remotely via Teams into classroom bases. A full schedule of year and whole school assemblies will be organised.

Visitors

- Visitors will be able to access the site so long as strict social distancing guidelines are followed. Specialists, therapists, clinicians and other support staff for pupils with SEND can provide interventions as usual. Parental permission will be sought for any face-to-face meetings.
- Parents should try to communicate with the school via email and telephone as far as possible.
- Where visits can happen outside of school hours, they should.

Intervention strategies and support

High quality teaching is the first step to support all children. Children will have had very differing experiences of learning at home and there will inevitably be gaps in children's education depending on levels of access and parental support. Teaching Assistants will be working within year group bubbles, but will still need to maintain social distancing.

SEND

The SEND team will assess children's learning on their return to school and implement interventions according to need. Each year group will have their own Quiet Room.

Injuries/First Aid

- If a child injures themselves and requires first aid, appropriate PPE is to be worn by staff member if they are nearer than 2m to a child. The child is also to wear a mask.
- First aid should be administered within the classroom and logged on medical tracker in the usual way.
- Gloves, masks and first aid supplies will be kept in each classroom.
- All medication is to be kept in the medical room.
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

Illness – suspected symptoms

Pupils and staff will not be allowed to attend school if they are displaying symptoms and will be asked to self-isolate until tested.

Government Guidance

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature (37.8C or above), or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If anyone develops symptoms, they should be tested.

Awaiting Collection – Isolation

If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms

must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Illness – School Procedure

- If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature (37.8C or above), or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
- If a pupil displays symptoms they will be removed from the classroom and sent to an isolation room.
- If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.
- The school will actively engage with NHS Test and Trace.
- If there is a confirmed case we will contact the Health Protection Team to carry out a risk assessment before advising staff, parents and pupils about next steps.
- If a group of pupils are required to self-isolate at home then we will provide online learning for them based on their classwork. These will not be live lessons.
- Schools do not need to request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Staff

Staff need to adhere to strict social distancing. Looking after our staff is an incredibly important aspect of our responsibility

We will constantly be reviewing the numbers of staff and pupils on site; should the numbers of staff fall below a minimum level we will look to restrict the numbers of pupils on site. This may involve year groups or part year groups being required to attend on a part time basis. These pupils will then move into remote learning whilst they are not at school.

Returning home from school

We would encourage all pupils to wash their hands immediately after returning from school and to have their uniform washed regularly. If your child/ren presents with any COVID 19 symptoms they should immediately tell an adult within the household and get tested. They should then inform the school.

Parents' Evenings

Our KS3 parents' evening will be conducted online.

Options Process

We are planning on conducting our Y9 Options process entirely online. This will be done through virtual tours and talks.

Communication with parents

We will continue to communicate with parents on a regular basis via email and newsletters generally, and on an individual basis via form and year group teams. We will be pro-active in contacting home with any issues to do with pastoral care and academic progress.

The school will continue to follow the latest government guidance. This is a very fluid situation and the school reserves the right to make changes to any of the plans outlined above. With any changes we make we will try to communicate these with parents, pupils and staff as quickly as possible.

All-through learning

Whilst we cannot move children and staff between the primary and secondary sites initially, we will continue to host joint events, learning and celebrations remotely so that we maintain the ethos and culture of our all-through education.