



24th August 2020

Dear Parent/Carer

I hope that you have had a restful and enjoyable summer holiday? As promised, I wanted to write to you with an update of processes, procedures and changes we have had to make in response to the ongoing pandemic situation. Again, I apologise in advance for the length of this letter.

I want to try and make the return to school as normal as possible, but I do need to advise that there are changes which students need to become familiar with and how we operate is different to how we have done so previously.

After nearly 6 months of not being at school, I understand there will be mixed feelings about a return; our job over the first week or so, is to provide a thorough induction to this new world we find ourselves in. It would be of great benefit if you could discuss the points in this letter in advance of the students' return. We will supplement this with more detail over their first few days back and support them to become acclimatised.

It is really important for students to understand that these changes are in line with national Government guidance and we must ensure that students are following the new rules and systems explicitly to protect their health and safety and that of others.

As always, this letter and these systems and processes are based on the most recent guidance. These will remain subject to change as and when local or national situations change but I will keep you regularly informed.

At Garibaldi, students will operate in Year Group bubbles. As far as possible, students will have limited contact with students in other year groups and breaks and lunches take this into account. When moving between lessons, students should have limited contact with other year groups and move swiftly to their next lesson. Students will be issued with a wrist band which must be worn to allow students and staff to distinguish between bubbles and aid students to remain in their bubble only. This will become part of standard uniform which must be worn until further notice.

Returning to School

Not all students will return on the same day. We will slowly reintegrate students back into school over a couple of days, in order to ensure effective induction takes place and students are supported with their transition back to school.

Students will have dedicated entry and exit points to school which must be adhered to. Students **MUST** not use any other entrance unless arriving late to school which must be through the main entrance.

- Year 7, 8 and 9 will use the main school pedestrian entrance
- Year 10 and 11 will use the driveway next to the Hub
- Year 12 and 13 will enter through the 6th form block

The return days and dates are as follows:

- Year 7 Induction day - Friday 28th August
- Year 7 and 11 return to school - Tuesday 1st September
- Year 7, 10,11,12,13 in school - Wednesday 2nd September
- All Year Groups in school - Thursday 3rd September

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
Start time	8:35	8:45	8:55	8:45	8:35	8:35
Finish time	2:50	2:55	3:00	3:00	3:50	3:00
Friday Finish Time	1:35	1:40	1:45	1:40	1:45	1:45

Mentor room locations are indicated below:

7LR 7CR 7DG 7ML 7AJB 7CM 7EW	Miss L Richards Mrs C Ratcliffe Mr D Gray Dr M Levitt Mr A Brimelow Miss C Mitchell Miss E Watts	Room 25 Room 20 Room 15 Room 3 SC2 Art 1 Room 29
8DW 8JC 8RH 8DB 8JH 8SO 8NF	Mr D Wright Mr J Connolly Mr R Haywood Miss D Bartley Miss J Humphries Mrs S O'Brien Mr N Fayers	Room 26 IT2 Room 1 Room 36 Room 6 SC6 Room 14
9KL 9WR 9GS 9DB 9MB 9BH 9DM	Mrs K Lever Mr W Rae Miss G Smedley Mr D Brown Mr M Ball Miss B Hough Mr D Mogg	Room 12 SC3 Room 18A Room 32 Room 9 Room 2 SC1
10KO 10SC 10FG 10RB 10LR 10HP 10VT	Mr K Orme Mr S Chapman Miss F Gibbs Miss R Biggs Mrs L Robinson Mrs H Pilmore Mrs V Taylor	ML1 Room 24 ML3 Room 28 Art 2 Room 13 Room 4
11KH 11KC 11RR 11CH 11MS 11CR	Mrs K Hudson Mr K Chatten Mrs R Rawson Mrs C Hutchinson Miss M Scott Ms C Reinspach	Room 37 IT1 ML2 SC4 Room 38 Room 22
6KB 6LP 6JL	Mr K Brennan Ms L Purdy Mr J Lane	Room 40 Room 16 Room 19

In order to keep the required social distance and for students to remain in year group bubbles, the start and end times will also be staggered. Students should come straight on to site at their start time and go straight to mentor rooms. Likewise, at the end of the school day, students should leave at their time and exit point. Students must not arrive on site beforehand, congregate at the front of school or in school. As soon as they arrive, they must go immediately to mentor rooms.

I understand that this may seem very prescriptive but it is essential that I keep students in year group bubbles as far as practicably possible, reducing contact with students in other year groups. Breaks and lunches will be taken in dedicated spaces again, preventing contact with other year groups.

Format of the School Day

Monday – Thursday

	Arrival & Study Time	Period 1 9:10-10:00	Period 2 10:00-11:00 Inc 15 Min Break	Period 3 11:00-11:50	Period 4 11:50-1:20 Inc 30 Min Lunch	Period 5 1:20	Period 6 2:10	Period 7 3:00
Year 7	8:35	50 Minutes	Break @10:00 (HUB)	50 Minutes	Break @ 11:50 (HUB)	50 Minutes	50 Minutes	Leave @ 2:50
Year 8	8:45	50 Minutes	Break @10:20 (HUB)	50 Minutes	Break @ 12:20 (HUB)	50 Minutes	50 Minutes	Leave @ 2:55
Year 9	8:55	50 Minutes	Break@10:20 (Hall)	50 Minutes	Break@ 12:20 (Hall)	50 Minutes	50 Minutes	Leave @ 3:00
Year 10	8:45	50 Minutes	Break @10:45 (Hall)	50 Minutes	Break @12:50 (Hall)	50 Minutes	50 Minutes	Leave @3:00
Year 11	8:35	50 Minutes	Break at 10:45 (HUB)	50 Minutes	Break @ 12:50 (HUB)	50 Minutes	50 Minutes	Leave @ 3:50
Year 12	8:35	50 Minutes	Break @10:00 (Hall)	50 Minutes	Break @11:50 (Hall)	50 Minutes	50 Minutes	Leave @3:00
Year 13	8:35	50 Minutes	Break @10:00 (Hall)	50 Minutes	Break @11:50 (Hall)	50 Minutes	50 Minutes	Leave @ 3:00

Friday

	Arrival & Period 1 8:35-9:40	Period 2 9:40-10:30 Inc 15 Min Break	Period 3 10:30-11:20	Period 4 11:20-12:50 Inc 30 Min Lunch	Period 5 12:50-1:45
Year 7	8:35	Break @ 9:40 (HUB)	50 Minutes	Break @ 11:20 (HUB)	Leave @ 1:35
Year 8	8:45	Break @ 9:55 (HUB)	50 Minutes	Break @ 11:50 (HUB)	Leave @ 1:40
Year 9	8:55	Break@ 9:55 (Hall)	50 Minutes	Break@ 11:50 (Hall)	Leave @ 1:45
Year 10	8:45	Break @ 10:15 (Hall)	50 Minutes	Break @12:20 (Hall)	Leave @ 1:40
Year 11	8:35	Break @10:15 (HUB)	50 Minutes	Break @ 12:20 (HUB)	Leave @ 1:45
Year 12	8:35	Break @ 9:40 (Hall)	50 Minutes	Break @11:20 (Hall)	Leave@ 1:35
Year 13	8:35	Break @ 9:40 (Hall)	50 Minutes	Break @11:20 (Hall)	Leave @ 1:35

Year 7 Induction Day

Students must wear full school uniform and arrive to school by 8:40. Students will be given guidance on entering site as to where to meet their mentor, who will then move to mentor bases for the day. They will spend the full day with their mentor, becoming orientated with the school including a tour of the site and familiarisation activities amongst other planned activities.

The format of the school day for this day only is that students will be on site for 8:40 and the school day will finish at 1:45.

This very much isn't the norm, but I must ask parents to wave their children in to school, well away from the premises.

Visitors to School

The number of visitors to school has to be limited as much as possible. I must respectfully ask parents to not enter the school site unless attending a pre booked meeting or collecting a child by arrangement. All visitors must report to the main reception upon arrival.

Lunch Provision

Our catering service will resume from when students return, including the Year 7 induction day. Choices will be limited to "grab and go" style food. Hot and cold food is available but there will be a limited selection. Students will not be able to use the Cash Payment Points to add funds to their account. A further letter will be sent to all parents with details on how to add funds electronically. If this presents a real problem, please contact Mrs Ireson sireson@garibaldischool.co.uk to discuss this further.

Students will be able to mix within the bubbles they are part of (Year Groups). There will be no contact with other year groups other than crossing in communal spaces. Students will need to move swiftly to their next classroom. Students will have staggered breaks and lunches. Students are allocated a dining room, either the hub or hall, to use and will stay there for the duration of their 25 minute lunch break before returning to class. There will be an outside space and toilets allocated also.

Personal Hygiene

Students must use hand sanitise and wash hands on a regular basis. There is sanitiser on entry to school, in corridors and in all classrooms. Students will have to sanitise on entry to all classrooms, dining rooms and returning from toilets. Tissues will also be provided in classrooms. If students wish to bring their own hand sanitiser / tissues then this is fine but must be used in view of the teacher on entry to rooms.

I am aware that there is renewed information and discussion in the media about the use of face masks, by students in a school. However, as of writing this section today, **face masks are not permitted to be worn by students**. This is not our guidance but statutory guidance issued by Government. The use of facemasks and the guidance given on this is regularly updated so again, if this changes, I will keep you informed.

Classrooms have been reformatted to ensure that they are spaced out from staff. Current scientific advice suggests that transmission between school aged children is low and that by effective systems and processes in school will continue to keep transmission low.

At times, staff will be wearing face masks, again in response to the most recent Government guidance. This will not currently be the case when teaching.

The School Site

There are certain one way systems in operation particularly in the main block which have been clearly sign posted. Fortunately, most blocks are accessed via external doors. Students must move promptly between lessons and go directly to the lessons without hesitation. There will be staff assigned to particular locations to ensure a swift changeover between lessons and break times.

We have employed additional cleaners who will circulate the site, cleaning regularly throughout the day. Deep cleans will also occur on a regular basis.

All toilet blocks will be re-opened in September and will be cleaned regularly.

Bikes and Scooters

There have been some substantial building works over the past year. Part of which has resulted in a relocation of the bike storage to outside the hub via the hub car park. The bike shed is no longer a bike shed but bike racks. There is no fencing to this facility any longer. Any student wishing to bring bikes and scooters does so at their own risk. Students must bring a suitable lock to secure their belongings to the racks. Students must wear a helmet if using cycling or scooting to and from school.

Incidents of Suspected COVID symptoms or Confirmed Cases in School

If any student or staff member displays suspected symptoms of COVID 19, this must be reported to Mrs Stocks, our Business Operations Manager who will oversee the school's response. Anyone displaying symptoms should book a test at the nearest test centre and notify the NHS test and trace mechanism. Details are available on the internet or available from Mrs Stocks on how to do this. We have a range of protocols and processes in place should your child display symptoms at school.

It is important to note that incidents will be dealt with on a case by case basis and upon guidance from the health protection team. There may be incidences of negative test results and general un-wellness and we do not want to cause undue worry. We will notify parents and the school community accordingly as and when a positive case is confirmed.

It may be worth considering contingency plans at home, in advance if students need to be sent home or need to self-isolate.

Uniform and Equipment

It is expected that upon return, students must wear full school uniform from the outset. Physical, PE lessons will not commence until Monday 14th September at the earliest so there is no need for any student to bring their PE kit into school. We will not be able to lend students basic equipment. When students return, we will issue students with a basic stationery kit of pencil case, pens, pencils, ruler, whiteboard pens, board rubber and mini whiteboard.

I would encourage you to top this equipment up with other items to ensure sufficient supply. In most other subject areas, specialist equipment may be provided. It would be of great benefit for students to invest in a scientific calculator which are available now from as little as £5.

We will not be able to lend other items of equipment.

Students will be given a coloured wristband to wear which is a compulsory part of uniform to ensure they remain as part of this bubble. Students must wear them at all times. Not having a wristband may cause delay and inconvenience when accessing social spaces or obtaining food in the canteen, for example.

Conduct

We will provide a thorough induction on return and will educate students on re-engagement with school. We will support students with this transition. I must, however, insist on high standards of behaviour, conduct, attitude to learning, engagement with learning and basic expectations as these standards will be upheld at all times. It is even more crucial at a point of re-engagement and induction and after such a lengthy spell away from school that students have clear boundaries and parameters to operate within to support them and to ensure the school is a positive learning environment.

I am really looking forward to welcoming students back into school and visiting classrooms to personally say hello.

I am hopeful, it won't be too long until I can welcome parents into school too.

Please can I encourage parents to keep in touch with their child's mentor with any questions you may have. We will endeavour to reply as swiftly as possible when it is possible to do so.

Best wishes for now
Yours faithfully



Mr J Aldred
Head of School