

SCA/GFI

21st August 2020

Re: Parent/Carer and Student Covid-19 Handbook

Dear Parent/Carer

As the first week of school approaches, we have now finalised and completed all of our planning for September and very much look forward to welcoming students back to school.

To give everyone in the school community full information on how school will work in September, we have produced a covid-19 handbook which I include with this letter. This is an extensive guide of how school will run during the pandemic and I hope that this comprehensive guide will go some way in showing everyone how school will work in the new academic year.

It is absolutely vital that all parents, carers and students read this in full. It includes important information on the following areas:

- The school day
- Uniform, equipment and behaviour
- Student medication and first aid
- Adjustments in school due to coronavirus
- What school will do if someone becomes unwell
- What parents/carers must do if someone in the household becomes unwell
- Our contingency plan
- Key contacts in school

It is particularly important that parents/carers understand their responsibility with regards to communicating with school if anyone in the household has a suspected or positive case of covid-19. It is therefore vital that the sections on what parents/carers must do in this situation is read carefully and that communication with school is open and timely.

It is also vital that any changes in contact details for parents/carers are up-to-date. If you have a change of address, telephone or email address then you must contact school in the first week back to update these on our system.

It is important to note that there are separate handbooks for the lower school and the upper school as arrangements for students in Years 7 and 8 (pink cover) are different for those in Years 9, 10 and 11 (yellow cover). Please ensure you are reading the correct guide if you have students in both the upper and lower school.

Steve Campbell Principal

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I'd like to again remind you that the first week back in September is a bit different this year and involves year groups coming in on specific days for their 'covid-secure induction'. The first week back is scheduled as below:

- **Monday 31st August** - Bank Holiday
- **Tuesday 1st September** - Teacher training day - school closed
- **Wednesday 2nd September** - Year 7 only in school
- **Thursday 3rd September** - Years 7, 9 & 11 only in school.
- **Friday 4th September** - Years 7, 8 & 10 only in school.

All students will then return to school full time on Monday 7th September.

I really hope that this information provides reassurance to students, parents and carers about the return to school in September. We feel well placed to hit the ground running, having met over 75% of students in the summer term and gained a clear picture about what we need to do to support students both academically and pastorally. It will be lovely to have some normality around the school building and we are excited to do what we love doing; teaching students and giving them a rich experience in school.

You will appreciate that staff will need extensive training on the teacher training day to prepare for students to return. With that in mind, I ask that if you have anything you wish to discuss that you wait until after your child has had their induction as this may answer the questions you have.

Until then, please enjoy the final week of the holidays and stay safe.

Yours faithfully



Mr S Campbell
Principal