



## Kirkburton Middle School

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**Enjoying, Achieving, Succeeding Together**

1<sup>st</sup> March 2021

Dear Parent/ Carer

It is with great pleasure that I write to inform you of the arrangements for the full return to school from Monday 8<sup>th</sup> March. We are delighted that all pupils will soon be returning to school however it is vitally important that this is done safely. There is a lot to tell you so please accept my apologies about the length of this letter; if you are unsure about any of the content, please contact school. The good news is that many of the measures for the safe return to school are unchanged from the autumn term. As such, a lot of our school operations will remain unchanged. There are some key differences in relation to face coverings, testing and school lunch arrangements.

### Return to school

- All Year 6 pupils should return to school on Monday 8<sup>th</sup> March along with the critical worker and vulnerable pupils in Year 7 and 8 who normally attend on a Monday.
- The return of all other Year 7 and 8 pupils will be staggered in order to facilitate the asymptomatic testing.
- Pupils will once again be grouped into 'bubbles' to minimise contact between individuals. Initially, pupils will have all their lessons as tutor groups. The only exception will be PE where two tutor groups will combine to allow for separate boys and girls groups. As such, our initial bubble size will be approximately 60 pupils. PE lessons will be predominantly taught outside.
- We will review our bubbles at Easter and hope to be able to return to our original maths and English banded groups in the summer term. This will be dependent on community transmission rates.
- Pupils will remain in one classroom with the exception of Art, Technology and Computing and will have a designated seat. When moving to specialist rooms, we will aim to mirror tutor room seating plans in order to reduce pupil contacts.
- We recognise the consistent seating plans has been, and will continue to be, a challenge for some pupils however this forms a key part of our risk assessment with regards to reducing pupil contacts.
- Pupils must remain socially distanced wherever possible including travelling to and from school.
- Everyone must clean their hands thoroughly and often. There are outdoor hand washing facilities outside every pupil entrance, hand sanitiser is available at every entry point to school and outside every classroom.
- Tissues and lidded bins can be found across the school and in every classroom in line with the 'catch it, bin it, kill it' approach.
- The school building will be well ventilated at all times.
- Each bubble will have their own social space and pupils must not cross into another bubbles area.
- Face coverings must be worn inside the building including classrooms (a temporary additional measure until Easter when it will be reviewed nationally)
- We will continue to teach pupils about how they can protect themselves and others from the virus. Now is not the time to get complacent.



## Face Coverings (new)

The updated guidance we received this week states that as we have Year 7 and 8 pupils in our school, face coverings should now be worn in classrooms as well as in communal areas of the school. We are therefore asking that pupils wear face coverings whilst inside the building as social distancing cannot always be maintained in corridors or in classrooms. Visors may be worn in addition to face coverings but not instead of. Face coverings do not need to be worn in PE lessons or when pupils are outside. Some pupils may be exempt from wearing a face covering for example pupils with a physical impairment or disability, an illness or mental health difficulties. If your child cannot wear a face covering for one of these reasons please could you email your child's Head of Year so they can make all staff aware of this, **even if you have done so previously.**

**Year 6** [i.parker@kirkburtonmiddleschool.co.uk](mailto:i.parker@kirkburtonmiddleschool.co.uk)

**Year 7** [t.clark@kirkburtonmiddleschool.co.uk](mailto:t.clark@kirkburtonmiddleschool.co.uk)

**Year 8** [j.james@kirkburtonmiddleschool.co.uk](mailto:j.james@kirkburtonmiddleschool.co.uk)

We recognise wearing a face covering for long periods of time may be uncomfortable and as such we will look for ways to support pupils with this e.g. 'mask breaks' between or even during lessons if necessary. This is an additional precautionary measure that has been introduced by the government; it will be reviewed nationally after the initial three weeks back in school, at Easter.

Teachers are also required to wear face coverings unless they can socially distance from pupils. If classrooms allow teachers to be 2m away from pupils, they are allowed to remove face coverings for teaching. We are aware that this is going to be very challenging for pupils with a hearing impairment and we are currently trying to source face coverings with a transparent panel.

Please could you ensure that your child has a face covering every day in school. Pupils may also require a spare face covering during the day as they should not be worn if they become damp. Pupils should sanitise their hands before and after the removal of a face covering and should store them in a sealable plastic bag with their name on when not in use. Please see the end of this letter for further details about the safe use of face coverings.

Should your child forget their face covering we have masks available to purchase from the school office at a cost of 20p. This will be deducted from your child's ParentPay account. We have had to adopt this approach as too many pupils have been forgetting face coverings.

## Testing (new)

The government guidance states that pupils in Year 7 and 8 should be offered three lateral flow tests in school and must have received a negative result from their first test before joining their class and resuming face to face lessons. Pupils do not need to take a lateral flow test if they have tested positive for coronavirus within the last 90 days prior to returning to school. Whilst testing is voluntary, **we would ask that all pupils take up this opportunity as in doing so, they will be doing their bit to make the school and the wider community a safer place for all.** As such testing is widely encouraged for all. We recognise some pupils may be worried about the tests however staff will be on hand to offer guidance and reassurance. Those pupils who have been working on site have been taking twice-weekly tests with little or no problem. We will write separately to year 7 and 8 parents with full details about the testing process including the move to home testing from the week commencing Monday 22<sup>nd</sup> March.

In order to facilitate the initial testing programme, we will be operating a staggered return for Year 7 and 8 pupils as below. Pupils should return with their form group regardless of whether or not they are taking part in the testing programme, which we hope they are. Pupils should continue to attend live lessons from home whilst waiting to return to school.

	Arrive in school at 8.55am	Arrive in school at 1pm
Monday 8 <sup>th</sup> March	7A & 7B	7C & 7D
Tuesday 9 <sup>th</sup> March	7E & 7F	8A & 8B
Wednesday 10 <sup>th</sup> March	8C & 8D	8E & 8F

**All pupils must go straight to the hall to wait for their test.**

Pupils will stay in school for the remainder of the day following a negative test result. Should your child receive a positive test result, they will need to be collected from school immediately.

I would like to thank all those parents and members of the community who volunteered to assist with our testing programme. We were inundated with offers of help which was fantastic. This week will be spent training our new testing teams ready for next week.

### **School lunches (new)**

We will once again be serving a full school lunch menu however, in order to allow us to keep a consistent seating plan in the hall, we ask you commit to a full week of lunches for your child each week. **We will send a weekly booking form and ask that this is completed by 4pm on Thursday each week.** This will allow us to produce seating plans for the week ahead which will remain constant for the full week. Pupils will sit in bubbles in the dining room. We are aware that some pupils like a mixture of school lunches and packed lunches during the week however we do not feel we can offer this safely at this moment in time. We will review this arrangement at Easter.

### **Attendance**

After your child has returned to school during the week commencing the 8<sup>th</sup> March attendance once again becomes mandatory. Please report absence for any reason in the usual way; phone school as soon after 8am as possible to report a pupil absence and daily thereafter.

**Please could I remind everyone that pupils must stay at home if they or anyone in the household, including people in a support bubble, have any symptoms of coronavirus. If a pupil subsequently receives a positive test result please contact school as soon as possible. If a household member subsequently tests positive the whole household should self-isolate.**

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. If your child has been issued with a shielding letter, we ask you share this with the school and keep them at home until further notice.

### **Coming to and from school**

- Pupils should arrive on site from 8.40am and be in their tutor base by 8.55am at the latest.
- Year 7 and 8 pupils should wash their hands and go straight to their teaching base.
- Year 6 pupils should line up at the front of school observing social distancing at all times.
- We encourage pupils to walk or cycle to school wherever possible.
- **If travelling by car, please drop off and collect your child away from the school site. There will be no parking available on site for parents. The bus turning circle will once again be very busy and so we ask this isn't used as a drop off point.**

- Pupils will once again be seated in year groups on the school buses and we ask wherever possible that pupils sit with somebody from their tutor group. Face coverings must be worn at all times on the buses by all year groups, unless exempt. We reserve the right to enforce bans where pupils fail to act safely on the buses.
- At the end of the day, pupils must wait for their bus on the all-weather pitch, observing social distancing.
- Pupils will be dismissed from school at the following times-
  - Year 6 – 3.30pm
  - Year 7 – 3.33pm
  - Year 8 – 3.36pm

Whilst the gap between these times may seem small, we found last term that as long as pupils leave the school site promptly, we will not have too many pupils around exit points at any one time. I understand that some pupils do not wish to walk to and from school alone but please could I ask that pupils do not walk in large groups.

### **Risk assessment**

We have updated whole school Covid-19 risk assessment in line with the latest guidance and this can be viewed on the Covid-19 section of school website.

### **Equipment**

It is important that all pupils use their own equipment and do not share items with others. We do ask that pupils limit the amount of equipment they bring in to school each day to the essentials such as; lunch box, coat, books, stationery, mobile phone. Bags are allowed. **It is also essential that all pupils bring a book to read every day.**

### **Uniform**

Pupils will be expected to wear full school uniform except on days when they have PE lessons when they should attend in their school PE kit. **If wearing tracksuit bottoms, they must be plain black. Pupils do not need a school PE hoody if they do not have one, they should wear their usual school sweatshirt instead.** Rooms in school need to be well ventilated, if we experience any inclement weather (hopefully not) pupils are encouraged to wear an extra layer under their t-shirts. If the need arises, pupils will be allowed to wear extra layers, coats etc. in the classroom if they feel cold. We are aware that pupils may have outgrown shoes or items of school clothing during this period of closure and that as shops currently remain closed they can be hard to replace. If this is the case, please contact your child's Head of Year and we will try to help in any way we can. All our school uniform suppliers are currently offering both delivery services and click and collect from store.

### **Laptops**

Please could I ask that all pupils who have borrowed a laptop or tablet from school return this on the day they initially come back to school along with the cover and the charger. If any pupil has to self-isolate in the future we will be able to supply a device if needed.

### **Extra-curricular and Enrichment**

We are delighted that our Musica Kirklees colleagues will be returning to school from Monday 8<sup>th</sup> March to deliver instrumental and singing lessons. The sound of music drifting down our school corridors once again was one of my fondest memories from the autumn term. We are also hoping to be able to resume a limited offer of extra-curricular activities over the coming weeks, as and when we deem it is safe to do so.

## **Remote Learning**

We will continue to provide remote education for those pupils who are shielding or who are self-isolating as a result of being identified as a close contact of somebody who has tested positive for coronavirus. This will be coordinated by your child's Head of Year and may be a mix of live lessons and independent study. We will not be providing a remote education for pupils who are absent for any other reason.

## **A Community Effort**

Whilst we are all very much looking forward to the return to school, we are very aware that the virus has not gone away and it is essential we continue to work together to reduce any potential transmission. In particular-

- If your child has any symptoms please keep them off school, get them tested and keep the school informed. They must also self-isolate if a household member has tested positive.
- Ensure your child is following all government guidance outside of school in order to minimise the chances of the virus being brought into school.
- Please be understanding if you are asked by school to come and collect your child due to illness.

Once again, can I apologise about the length of this letter, I hope I have covered everything. These remain unprecedented times and we are working hard to develop and implement a wealth of new routines and ways of working – all aimed at providing the best possible school experience we can whilst keeping everybody safe. We will continue to provide updates via the usual channels however if you do have any questions please contact school.

On Friday this week, the final lesson of the day will be a lesson with form tutors. This will give the class a chance to all be together whether in school or at home, pupils will be given updates and reminders about social spaces, bubbles, entry doors etc. and this will give them an opportunity to ask any questions they may wish. We hope this will make our pupils feel more confident about their return.

Thank you as always for your continued support and we look forward to seeing all pupils at some point next week. Finally, please see below for further general information and guidance about the return to school.

Yours sincerely,



Mr C Taylor  
Headteacher

## **Useful information and guidance**

[What parents need to know about early years providers, schools and colleges during COVID-19](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

[Testing and tracing for coronavirus](#)

[How to wear a fabric mask safely](#)

[Information about school buses](#)

[KMS school bus timetables](#)

[Guidance for clinically extremely vulnerable people](#)

[COVID-19 section of the school website](#)

## **Safe use of face masks**

### **When putting on your mask:**

1. Clean your hands with soap and water or hand sanitiser before touching your mask.
2. Sanitise any surface prior to placing your mask on to it.
3. Remove your mask from its box or bag and make sure there are no obvious tears or holes in it.
4. Determine which side of the mask is the top (on disposable masks this will be the side that has a stiff bendable edge).
5. Determine which side of the mask is the front (on disposable masks this will usually be the coloured side of the mask, with the white side being the side that touches your face).
6. Hold the mask with the ear loops/ties/band and secure around your face.
7. Mold or pinch the stiff edge to the shape of your nose.
8. Pull the bottom and top of the mask to ensure it covers your mouth and nose.

### **When taking off your mask:**

1. Clean your hands with soap and water or hand sanitiser before touching your mask.
2. Avoid touching the front of your mask as this is contaminated, only touch the ear loops/ties/band.
3. Place the face mask in a resealable bag (such as a zip-lock sandwich bag). Please remember, you should never share your face mask with another person. Should you forget your face covering we have masks available to purchase at a cost of 30p.

## **Pupil equipment list**

- A pencil case
- A Black & Green ink pen (ballpoint, cartridge, fibre tip or roller ball)
- A glue stick
- Pencil, pencil sharpener and rubber
- Pencil crayons
- Felt-tip pens
- 30cm ruler
- A pair of compasses
- Calculator
- Small pair of scissors
- **Reading book**
- **Apron for DT**