



LITTLE ILFORD SCHOOL

COURAGE • COMMITMENT • COMPASSION

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Dear Parent/Carer

We hope that you and your family are well. As you will already know, **school opens to all year groups from September**. Here is the link to the guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The guidance outlines a hierarchy of controls. What this means is that some controls are mandatory and others have to be considered but are not mandatory. Here are the essential controls:

- 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
- clean hands thoroughly more often than usual
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introduce enhanced cleaning, including cleaning frequently touched surfaces often
- using standard products such as detergents and bleach

Here are the controls that must be considered by schools and adapted to fit the circumstances of each school:

- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

In line with the above guidance, we will implement enhanced infection control procedures throughout our school. We will aim to keep children in year group bubbles where possible and we will aim to minimise close contact where possible. We will be putting in the following measures and controls from September:

- Stagger start and finish times - we will finish earlier most days
- Stagger break and lunch times
- Control movement around the building
- Create a thorough programme of cleaning throughout the school
- Line up the students at the start and end of the day and at the end of break and lunch.
- Students will line up in their form groups in the designated area

- Year 7 and 8 students will remain in the same room for all lessons except PE and Study Plus (for students who need support with their literacy). This means that Year 7 and 8 forms have had to change. There are now 12 form classes in each year so that we have 24 children in each group. The changed forms will be communicated on the first day back
- Practical lessons will be relatively rare and will only happen if the activities have been thoroughly risk assessed, ensuring that materials used are free from infection

The overall school risk assessment is available on the school website under the 'Parents' tab.

A. Changes to the school day

Each year group will have their own start and finish time as follows:

Year group	Entry and exit point from the school	Window of time to enter the school	Normal finishing time	Extended day for form time in week A
7	Rectory Road	8.15-8.25	2.10	Friday – finish at 2.50
8	Browning Road	8.30-8.40	2.30	Tuesday – finish at 3pm
9	Church Road	8.45-8.55	2.40	Wednesday – finish at 3pm
10	Church Road	8.15-8.25	2.10	Thursday – finish at 2.50
11	Browning Road	8.15-8.25	2.20	Monday – finish at 3pm

Once students enter via their designated school gate, they will be directed to their designated line-up points. Students in the Complex Needs and ASD groups should enter school through the Rectory Road entrance as before. These students will arrive by 8.30 and leave at 3pm as usual. Year 7 Complex Needs and ASD students will start on Thursday 3rd of September and the rest will start on Friday 4th.

Please note that the first full week of school (**beginning on the 7th September**) will be: **Week B** on the timetable.

Extra-curricular activities and school visits will not be running for the time being, although this will be reviewed.

Unfortunately, due to difficulties with the shortened lunchtimes and staffing, we will be unable to organise supervised prayers for students during this emergency. We are considering how we might reserve an area outside for this purpose.

We will stagger break times (15 mins) and lunchtimes (25 mins) so year groups are kept apart.

Year group	Break time	Lunchtime
7	10.30-10.45	12.25-12.50
8	11.10-11.25	1.25-1.50
9	11.30-11.45	1.55-2.20
10	10.50-11.05	12.55-1.20
11	10.10-10.25	11.55-12.20

To minimise contact between year groups there will be no food served during break time. 'Grab-and-go' hot food will be served at lunchtime so that we can keep the infection risk as low as possible. This will be reviewed in time. Students with packed lunches can eat, socially distanced, in the canteen or on the benches outside.

B. Movement around the school and supervision

- Students will be supervised by staff in their movement around the school.
- Students will be encouraged to wash/sanitise their hands at regular intervals.
- Students will be taught explicitly how to move around the school following social distancing measures and ensuring a safe environment for all students
- Any student who does not follow the instructions will be followed up using our revised school behaviour policy <https://www.littleilford.newham.sch.uk/information/policies>
- We will aim to keep students outdoors before school, break and lunch time as much as possible. On drizzly days, your child will benefit from a warm, waterproof coat!

C. Hygiene measures

- All students will be taught good hygiene rules explicitly around social distancing, handwashing and infection control.

- All students should have their own core equipment every day. This includes pens, pencils, rubber, sharpener, glue and a whiteboard pen and cleaner. It will not be possible to borrow equipment so please ensure your child has everything they need.
- Every student should have their own hand sanitizer and tissues with them. There will be some provided in school.
- Physical contact of any kind is strictly prohibited. Handshaking is no longer appropriate.
- Students should bring their own bottle of water. It will not be possible to fill up in the day.
- We expect students to wear masks when they are moving around the building between lessons. Students who wish to wear masks at other times may do so. Students should avoid touching their face when they take the mask on and off.
- The school will be deep cleaned each day and high touch surfaces will be cleaned throughout the day. Students will be asked to clean some equipment before and after use to maintain good hygiene.
- Staff in the ASD unit will be wearing PPE to reduce the risk of infection

D. Home Learning

- Home Learning will mainly be set through Google Classroom and other online resources (such as MyMaths and MyGCSEScience). If you are having access problems, please let us know. Some homework may be set in exercise books or file paper. The turnaround on paper tasks will be longer as the work will have to be left until the infection risk is over (48 hours x 2)

E. Health considerations

- Please notify the school immediately if your child, or anyone in your household has any symptoms of coronavirus (high temperature, persistent cough, loss of sense of taste or smell). Please keep your child at home until the self-isolation period (14 days) is over OR until the affected person has test results that prove their illness is not coronavirus
[COVID-19: guidance for households with possible coronavirus infection](#)
- Please do not give your child fever reducing medicine (e.g. Calpol, Paracetamol) for any reason before they go to school
- Please cooperate with the school if there is a case of coronavirus connected to school by keeping your child at home, if asked to do so, until testing, isolation and deep cleaning are complete
- We strongly recommend that all Newham residents download the Test and Trace Covid 19 app. Details will have been sent to your homes
- Please let us know immediately if your child has developed any other health issues that we may not be aware of.
- If your child keeps medication in school, please provide us with a fresh supply on the first day they return to school.

- If your child displays symptoms of infection when they are in school, we have a robust response plan which will include separating them from others in an isolation room and contacting you. Please ensure we have the most up to date phone numbers for you.
- Please ensure that a responsible adult is on standby in order to collect your child from school if they become unwell during the school day. This person should ensure that their phone ringer is switched on.
- In such a case, your child will need to undergo a test. Please inform us of the outcome of this test as soon as you know.
- If a member of our school community tests positive for Covid-19, we will contact Public Health England and follow their advice.
- Students will not be able to leave lessons to go to the toilet on their own. If your child has a diagnosed bladder condition, please provide details in your child's planner. If this is the case, the on-call system will be used.

F. Attendance

- Unless a student is unwell, they should attend school.
- Please follow our usual absence procedure by calling the school on the first day of absence. This is particularly important at this time.
- Attendance procedures will be followed as usual and fines will still be applied where appropriate.

G. Uniform

- Uniform should be worn as usual.
- There is no specific need to wash the uniform every night other than as required for usual hygiene practice.
- Any missing uniform will be sanctioned by a detention in the usual way.
- If students have PE, they should wear PE kit to school on that day to avoid changing in the changing rooms.

H. Behaviour expectations and sanctions

- Students are expected to follow instructions first time every time. This is always important but especially important at this time.
- We will continue to send R2-4 praise texts and the students who achieve the most will receive awards
- Students will be explicitly taught behaviour expectations. They will be supported to follow them. Students who do not follow the rules will be sanctioned using our behaviour policy.
- We will continue to run our Reflection Room in a classroom for a different year group each day, observing social distancing guidelines. This is our final sanction short of exclusion for students who are involved in a serious breach of the school's behaviour policy.

- We will not be running detentions after school due to the need to reduce contact and avoid combining year groups. This means that we may contact you more than before over disciplinary issues. As always, we appreciate your support, and will endeavour to support you as parents wherever we can.
- Students may bring phones into school but they must be switched off at all times and remain in bags. We will not be collecting in phones any more. If a phone is taken out on the school premises it will be confiscated as before

I. Travel to school

- Students should avoid using public transport as much as possible
- Students should wear masks on public transport if their journey makes the use of public transport unavoidable

J. Parents coming to school

- If you usually bring your child to school or collect them from school, please arrange to meet or leave them at least 20 metres from the school gate to avoid congestion. Drivers must not leave their vehicle.
- All meetings at the school will be by appointment only. Please telephone or email the school to request one. Usually the meetings will take place over the phone or virtually. **Please do not come to the school without an appointment for any reason.**
- If your child forgets an item, please contact the school and we will make alternative arrangements.
- If your child has an appointment during school time that can't be rescheduled, please meet your child outside of the main entrance to the school at the appropriate time. If you would like your child to go unaccompanied, please contact their Pastoral Achievement Leader or Deputy Pastoral Achievement Leader in the first instance.
- Sometimes parents will be required to come to school to collect their child if they are ill. This will be managed following social distancing rules.

K. Well-being

- We are planning for all students to be back in school and learning. We know there has been some disruption and many students will need help and support easing themselves back into school life. We have planned for this through a series of different measures. If you are worried about your child coming back into school, please contact their Pastoral Achievement Leader or Deputy Pastoral Achievement Leader in the first instance by phoning the school or using info@littleilford.org.
- We will continue to provide an excellent education to your child and we know that normality means security, particularly in the aftermath of disruptions to the routines of school and learning.

L. So what about the start of term?

Year 7

Please read carefully as these arrangements have changed.

- For Year 7s, the 2020 - 2021 academic year will begin on **Thursday 3rd September**. Students should arrive by 8.25am through the Rectory Road gates. Please bring in the paperwork that we have requested as it will be collected on arrival. At the end of the day there will be a meet and greet for parents where your paperwork will be returned. Parents will enter the Rectory Road gates to collect their children and the paperwork at the allotted time:

7.1 - 7.4	1.50pm
7.5 - 7.8	2.10pm
7.9 - 7.12	2.35pm

- On **Friday 4th September**, Year 7 students will arrive as for a normal school day (see page 2 of this letter). However, their finishing times will be different. The staggered end will work like this:

7.1 - 7.4	1.45pm
7.5 - 7.8	2.00pm
7.9 - 7.12	2.15pm

This will give parents a chance to collect any paperwork that wasn't collected the day before and to meet and greet with the staff.

- From **Monday 7th September**, lesson times will be as normal (see page 2 of this letter)

Years 8 and 9

- For these students the term will begin on **Friday 4th September**. The students will enter the school as follows:

Year 8: Enter the Browning Road gates between 8.15 and 8.25. Depart the same gates by 10.30am

Year 9: Enter the Church Road gates between 8.15 and 8.25. Depart the same gates by 10.30am

- For both year groups, the normal timetable begins on **Monday 7th September** (see page 2 of this letter)

Years 10 and 11

- For these students the term will begin on **Friday 4th September. Please note that lunch will not be provided due to the early finish.** The students will enter the school as follows:

Year 10: Enter the Church Road gates between 10.50 and 11. Depart the same gates by 12.30pm

Year 11: Enter the Browning Road gates between 10.50 and 11. Depart the same gates by 12.30pm

- For both year groups, the normal timetable begins on Monday 7th September (see page 2 of this letter)

M. So what about the future?

- We will continue to do all we can to ensure that school remains open for all year groups and learning happens.
- We are aware that there may be the possibility of closing the school partially or fully due to a case in school or a local lockdown or similar. We will of course continue to communicate with you in a timely manner around this and we will use online learning again, increasing the amount of face-to-face online teaching
- We will review our arrangements regularly

Please let us know if you have any questions, comments or suggestions at info@littleilford.org. Our risk assessment is on our website should you wish to see it. We look forward to seeing your child in September. Our staff have certainly missed them.

Yours sincerely,

Ian Wilson and Helen Marriott
Co Headteachers