



LONGBENTON HIGH SCHOOL

26th August 2020

Dear Parents/Carers,

We are very happy to be able to welcome all our children and young people back to full-time education at Longbenton High School this September. They have been missed by our staff who are keen to see them all again. We have been working on our plans for their safe return and have refined these over the last few weeks; this letter is intended to share what you need to know in more detail. We have been grateful for your support over the last 6 months and know that you will continue to support the school in the same way.

Please read the information in this letter carefully, to ensure you understand what is expected when students return to school. Should you have any queries or concerns after reading the information in this letter, please contact the school office via email at lhs@longbenton.org.uk to discuss these as soon as possible. Please **do not come to the school in person**; we are not having face-to-face meetings with parents or external agencies at present.

Reopening arrangements for the first week

The school will reopen the week beginning 31 August as follows:

Wednesday 2 nd September	Year 7 ONLY
Thursday 3 rd September	Year 7 ONLY Year 12 will have an induction assembly 8.30-10am and Year 13 from 1.30-2.15pm with Mr Williams
Friday 4 th September	Years 8-11 tutor half day (Year 7 will not be in school on Friday) Years 8 & 9: 8.30-11.15am Years 10 & 11: 12.15-3.00pm Please note – students will have break but there will be no lunch provision on Friday for students Year 12 familiarisation visits for those travelling to George Stephenson High School start at 9am
Monday 7 th September	Lessons start as normal for ALL year groups Please see timings for the start and end of the day on the next page

Attendance

Attendance for all students is mandatory from the beginning of the autumn term, including for students who have, so far, been advised to shield at home. Students who are self-isolating if presenting with Covid-19 symptoms, or have been exposed to somebody presenting with symptoms of Covid-19, **MUST NOT** attend school until the self-isolation period has passed or they test negative.

Students who cannot attend school at the start of the autumn term due to sickness or self-isolation requirements will be educated remotely. If this circumstance arises, the school will discuss with you how your child can access remote education.

Please contact the **school office** via **telephone** before **8:30am** to notify us if your child will not be attending. We also ask that you notify the **school office** as soon as possible with the results of any Covid-19 tests your child has undertaken.

Getting to and from school

The school will be using staggered starting and finishing times to allow for effective social distancing and infection control.

ALL STUDENTS ARE EXPECTED TO ENTER AND LEAVE BY THEIR DESIGNATED ENTRANCE POINT EACH DAY. Please note our earlier finish time on Tuesdays for staff training.

Year Group	Entrance	Start time	Finish time
Year 7, 8 and 9	Café doors	8.35am	3.00pm (1.55pm on Tuesdays)
Year 10 and 11	Dining doors (through Y7 yard)	9.00am	3.25pm (2.05pm on Tuesdays)
Year 12 and 13	Main front doors	9.00am	3.00pm (1.55pm on Tuesdays)

Students can bring a bag to school but should try to minimise the amount of equipment brought to and from school. They will be provided with their own stationery pack which will stay in school and will be for their use only. Students can bring their bike to school and use the bike shed as normal.

Infection control and social distancing measures as of September

It is important that we maintain proportionate infection control and social distancing measures when we welcome back all students and staff from the start of the autumn term. To ensure everyone's safety, we will be enforcing the following as part of our risk management plan:

- Anyone who is unwell and displaying symptoms of coronavirus should be tested, and if found positive, should self-isolate for 10 days (this has increased from 7).
- Robust hand and respiratory hygiene practices will be encouraged and enforced.
- Enhanced cleaning will be undertaken as necessary. All classrooms will be issued with hand sanitiser, wipes, tissues and pedal bins.
- The NHS 'Test and Trace' system will be actively used and followed.
- Students will be grouped together in key stage bubbles and asked to remain in these groups. As our year groups are relatively small, this is a safe option.
- Contact between bubbles will be avoided.
- Classrooms will be arranged to allow for social distancing and desks will be faced forwards to minimise face-to-face interaction between students.
- Students will be asked to remain at least one metre plus away from members of staff.
- Students are not to enter the zone marked out for teaching staff in classrooms and should respect the personal space of staff and peers.
- Face masks worn by students in corridors and communal areas.
- In the event of fire evacuation, students will be informed of current fire evacuations procedures in place.
- Should any of the above protective measures change at any time, including the need to close the school due to a local lockdown, we will contact you via School Comms as soon as possible.

Face masks

You will have seen by now the government's late announcement on the wearing of face masks in schools in England (announced yesterday on August 25th). Schools have been given the flexibility to decide if it is right for their own contexts. We had already decided to advise our staff to wear visors and/or face masks in corridors and when on duty in communal spaces. We are therefore now also making it compulsory for all **students to wear face masks** in the same way – **when in corridors on lesson changeover and in communal areas** at break and lunch time (unless when eating). **They do not have to wear face masks**

when in the classroom. We are advising staff that face masks should not be worn when teaching to enable clear communication from the front of the room. Students should bring a plastic bag from home to store their face mask in when they are not wearing it.

We hope that you understand why we are adopting these measures and that they will help your child to feel safer about returning to school. If your child has a medical condition that means they are unable to wear a mask, please contact your child's Year Leader to discuss this with them.

If your child becomes unwell during the school day

If your child becomes unwell at school and develops a new, continuous cough, a high temperature, or a loss of, or change in, their normal sense of smell or taste, parents will be contacted for arrangements to be made for the immediate collection of your child. They will self-isolate within the school and will be supervised, as necessary, until they can be collected. The school will contact you via telephone as soon as possible, to make arrangements for your child to go home. **Please make sure we have all relevant contact details.**

How students will be grouped

Consistent key stage bubbles will be enforced when students return to school at the start of the Autumn term. We aim for this arrangement to help reduce the risk of coronavirus transmission by limiting the number of people students encounter throughout the school day. Enforcing strict group arrangements will also help us reduce the number of people who will be asked to self-isolate should a member of the group become ill with Covid-19.

From September, students will be grouped using key stage bubbles until further notice. Bubbles will not be permitted to mix at this time, including during break and lunchtimes. They will be taught in separate areas of the school building. We will continually review the effectiveness of enforcing these bubbles.

Each bubble will have its own separate behaviour support area and student reception area; students will have these protocols explained to them on induction with their tutor in the first week of term.

We understand that this may create logistical issues for parents; for example, where there are siblings in separate key stage bubbles (eg school drop off or pick up). There will be a supervised room available for KS4 (Y10-11) students who need to arrive earlier than 9am with a younger sibling and a room available for KS3 (Y7-9) students who may need to wait for an older sibling at the end of the day. **We ask that these arrangements are only used in exceptional circumstances, eg where students are being collected by car and cannot leave the site to walk or cycle home as normal. Please get in touch with the school office and let us know if this is the case.**

Should any of the above group arrangements change at any time, the school will notify you via School Comms / letter as soon as possible, as this may affect your child's arrival and departure times.

Supporting students with Special Educational Needs

We understand that some students with complex needs may find this transition back into school and a new routine challenging or stressful; however, we are committed to supporting each individual student fully as they return to school. To help support students with their transition back into school, Mr Little can discuss any additional provision that may be required. Should you wish to start these discussions now, specific to your child's needs in preparation for their return, please contact Mr Little via email at IL@longbenton.org.uk

Supporting Student's Mental Health & Wellbeing

Any students currently receiving counselling support will continue on return. Any student wishing to make a new referral must contact their Year Leader or Mrs Kirk, who will be coordinating support for students who may be finding the transition back to full time school difficult or stressful.

Supporting Year 11 students

Revision, catch-up and intervention support will be running after Period 5 from the week beginning 7th September; details will follow in due course. It is likely that the expectation will be that students may finish at 3.45pm Monday-Thursdays at the earliest.

Catering arrangements

The school kitchen will be open as usual. Students can bring a packed lunch if they prefer. All water fountain facilities will be out of action to limit infection control, so students should bring their own water bottle.

Infection control and social distancing measures will be enforced during lunchtime. Students will be directed not to share food, or cups at this time. Break and lunches are staggered so that we can ensure enough space for students and staff in the event of wet weather and at service points for hot food.

The school contracts the services of North Tyneside to provide the catering services for our school. Catering Services are contacting parents with further information regarding the launch of a cashless system which they will launch in from September. Unfortunately, the school are unable to process any queries about this directly; please contact catering.services@northtyneside.gov.uk with any concerns.

School uniform

As previously stated in our July letter, all students should wear full school uniform from the beginning of the Autumn term – students' compliance will be managed in line with the School Uniform Policy.

Students will be able to change into PE kit for PE lessons as usual; there is sufficient time for the cleaning of these areas between lessons for different key stages. Students should **not** arrive wearing their PE kit.

I hope the information in this letter provides some reassurance. We are committed to supporting you and your child as they transition back into this new school routine. Should you have any queries or concerns about your child returning in September, please contact the **school office** via email at lhs@longbenton.org.uk and we will be happy to discuss these with you.

We hope you and your family are safe and well and that you enjoy the remainder of the summer holiday.

Yours faithfully,



Kelly Holbrook

Headteacher