

1<sup>st</sup> September 2020

Dear Parent / Carer,

I am writing this letter to clarify exactly what the start of term at Greenwood is going to look like for your son/daughter. Over the last few months, there have been quite a lot of changes in guidance for schools on how to reopen safely. As a result of the changing information, I have left sharing the details of Greenwoods plan as late as possible to ensure that you are not receiving mixed messages. However, I now believe that I am at a point where I can share with you our plans for the start of the new academic year.

Following Government guidance, from September all students at Greenwood School will return on a full-time basis. This will mean that students will be coming back into small classes and receiving a full complement of lessons. The school will be closed for INSET Days on Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September to allow staff to ensure that we are fully prepared for the new academic year and make any adjustments that we need to if circumstances around COVID-19 have changed.

In order to ensure that all students are clear about expectations and have time to adjust to the changes that we have to implement, we will be having a phased reopening as follows:

Monday 7<sup>th</sup> September – Main School Year 11, 9, 8 and 7 only.

Tuesday 8<sup>th</sup> September – Main School Year 10 and ALL X group students.

Wednesday 9<sup>th</sup> September - Main School Year 11, 9, 8 and 7 only.

Thursday 10<sup>th</sup> September - Main School Year 10 and ALL X group students.

Friday 11<sup>th</sup> September - Main School Year 11, 9, 8 and 7 only.

From Monday 14<sup>th</sup> September 2020, all students who are usually educated on our school site will be expected to attend full time. The timings of the school day will be changing slightly to reduce the need for students to use public transport when other local schools are travelling. We will be providing a light breakfast between 08.45 and 09.00. The school day will start at **09.00** and will finish at **14.00**. If your child usually travels to school by taxi, we will ensure that the taxi company is made aware of the days that they are attending during the first week. Please remember that Government guidance is currently suggesting that, where possible, students should avoid using public transport to travel to school. If it is essential (which it will be for many of our students) then they must wear a mask.

In order, to move safely into a situation where we have more students and more staff on site, we are reinforcing expectations that have been in place since the 15<sup>th</sup> June and introducing other measures.

Due to the continued risk of cross contamination, Greenwood School:

- will be insisting that students leave backpacks or other bags at home.
- will be insisting that coats or jackets must be placed in the boxes provided on arrival at school.
- will be insisting on students placing all their belongings into a plastic bag when they arrive.
- will only allow students to access their belongings at the end of the School day and thus there will be no smoking opportunities during the School day.
- is unable to provide hot drinks.
- is unable to provide any iPads or headphones.
- will be allowing staff and students to wear face coverings in communal areas (such as the canteen and corridors) but will be insisting that they are safely removed on entry to classrooms.
- will be insisting that students regularly wash their hands and use hand sanitiser when entering and leaving classrooms.

I have attached another copy of the Code of Conduct for your reference. If you and your child are yet to sign and return the Code of Conduct please do so before 7<sup>th</sup> September or this will delay your child's return to full-time education. I have also attached a student guide of the changes we are making for your child to refer to.

Any student, who **deliberately** breaks the Code of Conduct, or puts themselves, their peers or staff at unacceptable risk, will not be able to continue to attend the school site, and will be expected to engage in a distance learning option instead. If appropriate, further external agency involvement may be sought, dependent upon their actions.

I hope you can understand that the safety of our students and staff is our first priority and to move to full-time provision, we need to take these measures. An updated risk assessment and details of the control measure that we are intending to put in place will be on our website during the week beginning 31<sup>st</sup> August. If you have any questions then please do not hesitate to contact me on 023 8042 3827 or [adminoffice@greenwood.hants.sch.uk](mailto:adminoffice@greenwood.hants.sch.uk). Thank you in anticipation of your continued support.

Yours faithfully,

Mrs V Essex  
Headteacher



## Covid-19 Code of Conduct

This Code of Conduct is being put in place to ensure the safety of students and staff on the Greenwood School site during the Covid-19 Pandemic. It is important to bring students back on to the School site to support their learning and future life prospects. However, this must be done safely and carefully to protect our students, our staff and all our families.

### Greenwood School will:

- Provide a clean environment for students to learn in.
- Encourage students to be respectful of others, safe in their behaviours and considerate of others.
- Remind students to wash their hands regularly and maintain a 2 metre distance from others at all times.
- Keep parents informed of their child's progress, work and behaviour.
- Provide all students with personalised stationary to use at School.
- Clean classrooms and equipment on a lesson by lesson basis.

Signed:

Headteacher 03/06/2020

### Parents / Carers will:

- Ensure your child understands the importance of social distancing.
- Help your child acknowledge the need to wash hands when they enter the School and regularly during the day whilst in School.
- Notify the School if your child shows signs of any Covid-19 symptoms and not send them into School.
- Support the School in allowing your child to be sent home if they exhibit Covid-19 symptoms whilst at School.
- Encourage your child to follow the Schools expectations to keep everyone safe.

Signed:

Parent / Carer / /

### Students will:

- Hand in all your belongings upon arriving at reception.
- Wash hands immediately after entering the main building and then regularly during the day whilst on the School site.
- Strive to maintain the 2 metre social distancing measure at all times.
- Follow your timetable ensuring that you are always in the right place at the right time.
- Report any symptoms of Covid-19 that you have to a staff member.
- Look after the personalised equipment given to you at the start of the day.
- Always be patient, safe and wait your turn.

Signed:

Student / /