

Formby High School

'Determined to Achieve'



DMA/LFO

August 2020

Dear New Year 7 Parents

Reopening of School September 2020

We are very much looking forward to welcoming our new Year 7 students to Formby High School in September. It has been a challenging few months for everyone and we are all looking forward to returning to routines and meaningful learning for our students.

From the outset, I would like to emphasise that the Governors and I are acutely aware that this return to school is amidst an active pandemic and the safety of our school community is paramount. Whilst no situation is risk free, I would like to reassure you that we have worked, and will continue to work, tirelessly to make the school environment as safe as possible for all users. Getting 'back to school safely' is the national directive and we are ready but ***we will need the full support and cooperation of our parents and students to ensure everybody plays their part*** in achieving this. I can say with absolute confidence that every member of staff is wholly committed to ensuring students can return to the happy, safe and caring environment they are used to at FHS. Getting students back into learning effectively must begin with an acknowledgement of the impact this pandemic has had and restoring their confidence, well-being and routines. We are here, ready and looking forward to support however we can.

Working Together to Minimise the Risks

Protecting the health and safety of all our school community requires the full support of parents by:

- ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend school – this means if your child, or someone in your household, has symptoms you should not send them to school.
- engaging with the NHS Test and Trace process so that cases can be identified and action taken – this means if your child develops symptoms, you should arrange for him/her to get a test and you should inform school of the results of the test.

The school has a detailed Risk Assessment and Action Plan for full reopening in September which can be found [here on our website](#). This document will provide you with comprehensive arrangements we are putting in place. I am summarising below the key information to help you and your child prepare for the safe return to school.

1. Hygiene
2. Year Group 'Bubbles'
3. The School Day
4. Attendance and Punctuality
5. Behaviour (at school and travelling to/from school)
6. Uniform, Equipment and Lockers
7. Start of Term Arrangements 2020

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You may also find the government guidance for parents around the safe reopening of schools helpful. Please [click here](#) to access.

Hygiene

It is vital that firm routines for hand and respiratory hygiene are maintained at all times by all school users; these will include:

- Ensuring everyone cleans their hands more often than usual, including when they arrive at school, before eating and when they move between classrooms. Cleaning hands can be done with soap and running water or hand sanitiser (which is widely available throughout the campus and will be located at the gate on arrival to school).
- Ensuring good respiratory hygiene, by ensuring the 'catch it, bin it, kill it' approach. To assist with this, all classrooms will be equipped with tissues and covered waste disposal bins.
- Minimising contact and maintaining distance, as far as possible, particularly from adults in school. Students should attempt to maintain 2m distance from their teachers and other adults who work with them. They should also be mindful that some adults and students are more vulnerable and should particularly respect social distancing with these people.

Keeping the school site clean is also a major priority in minimising the risk of infection. Below is a summary of key measures (full details can be found in the Risk Assessment and Action Plan):

- The school has undergone a full 'deep clean' in August in line with government guidelines.
- We have worked with our cleaning contractor to deliver an enhanced, comprehensive daily cleaning schedule when school is open.
- Our Housekeeping team will be on site daily to clean frequently touched surfaces, as well as cleaning areas used by students from different 'bubbles'.
- Staff and students will participate by wiping down their work areas at the end of each lesson using anti-bacterial wipes provided.
- Communal areas of the campus and frequently touched surfaces are coated with Zoono that forms a film providing protection against virus and bacteria for up to 28 days.

In preparation for reopening, we have purchased considerable quantities of hand sanitiser, tissues and anti-bacterial wipes which will be available in all rooms for all site users. In line with government guidelines, we will not be providing PPE for students. If, however, your child wishes to wear PPE, he/she is welcome to do so.

Year Group 'Bubbles'

In line with government guidance, the school has developed plans designed to minimise the risk of transmission within school by reducing the opportunities for students to mix as much as possible. At Formby High School, this will involve students remaining within their year group 'bubbles' for the majority of their time at school. The Year 7 'bubble' will be in the Sixth Form Centre and this is where the majority of lessons will take place. Students will remain in their 'bubble' (either indoors or outdoors) during morning break and will eat lunch in their designated dining room in A Building.

Whilst staff members will need to be mobile across bubbles, they will respect the same hygiene requirements, maintain 2m social distancing with other adults and will 'teach from the front' of the classroom where possible (maintaining distance from students in class). To minimise students congregating in big groups indoors, there will be no year group assemblies during Autumn term, other than the important welcome and orientation assembly at the start of term.

Times of the School Day

As confirmed in my letter in the summer term, to enable safety measures to be put in place, the times of the school day will be temporarily changed. These are set out in the table below:



8:55am – 9:05am	Tutor Period
9:05am – 10:05am	Period 1
10:05am – 10:10am	Lesson changeover
10:10am – 11:10am	Period 2
11:10am – 11:20am	Morning break
11:20am – 12:20pm	Period 3
12:20pm – 12:25pm	Lesson changeover
12:25pm – 1:55pm	Period 4 / lunch
1:55pm – 2:00pm	Lesson changeover
2:00pm – 3:00pm	Period 5

Catering

Initially, there will be no catering provision during morning break and students should bring a snack to school. Year 7 will go to the dining room to have their lunch as set out in the table below:

Times	Dining Room	Outdoor Space	Wet Lunch
12.55pm to 1.25pm	Green	MUGA Left	Common Room

This will mean that Period 4 will be split into two 30 minutes sessions with lunch taking place in between. Whilst this is not ideal, it is a temporary measure and will be managed to ensure minimal impact on students' learning. We have worked with Absolutely Catering, the school's catering provider, to offer a 'grab and go' service to facilitate hygiene and help manage timing constraints. The quality of the food will remain high and students will be able to choose from a range of options. Given the later lunch break, I would recommend that they eat a good breakfast before school and bring a healthy snack that they can eat a break time.

Attendance and Punctuality

School attendance will again be mandatory from the beginning of the new academic year. Please take the time to read the amended Attendance and Punctuality Policy which can be found [here on the school website](#). If your child is not able to attend, please contact the student absence line in the usual way. If the absence is COVID-19 related, please ensure the school is provided with the appropriate details.

I would like to stress the importance of students arriving punctually at their designated time (above) to minimise contact with other year groups. We strongly advise against any appointments taking place during the school session to further minimise the risk of transmission in/out of school. Where these are unavoidable, they should take place at the beginning or end of the school day to avoid students coming in and out of school. Students must have prior approval for these appointments from their Climate for Learning Leader and sign in/out on arrival/departure.

Behaviour

To maintain the usual good order and safety of all the school community, the school will maintain its very high expectations in terms of behaviour from the outset. To enable all students to understand what will be expected of them and how they can contribute to the smooth running of the new arrangements outlined in this letter, we have devised two easy to follow sets of guidance: 'Four by Four' and 'Bubble Basics'. These can be found in the updated Behaviour Policy which can be found [here on the school website](#) and will be shared with students at the start of term.



Travel To and From School

Where at all possible, students should avoid traveling by public transport, ideally walking or cycling to and from school. Where it is necessary to travel by bus or train, students must be prepared to wear a face mask and should ensure they follow the travel provider's social distancing guidelines at all times. The bike sheds will be accessible and will be supervised by a member of staff at the beginning and end of the school day. ***We are asking all families who choose to drop off or collect their child by car to support our student safety and traffic calming initiatives by dropping them off at either Formby or Freshfield train stations and enabling them to walk to school from there.*** If it is necessary to drop off / collect outside the school gates, please do not enter the school site or park or drop off in the immediate vicinity of the school gates as it creates a hazard for all our community. Students should arrive in time, but not too early, for the beginning of the school day and should report to their tutor room.

Uniform, Equipment and Lockers

Students will be expected to attend from September in full school uniform and fully equipped for all classroom-based lessons. They will not be able to share equipment with their peers. Full details of the [school uniform](#) and [school equipment](#) requirements can be found on the school website. Please note that only emergency supplies will be available from the Stationery Shop in school. Students will be required to carry their books and equipment for their timetabled lessons in an appropriately sized school bag. We are currently planning for 'padlockable' lockers to be located within the Year 7 'bubble' but these will not be ready for the start of term. On days when students have PE lessons, they should wear their PE kit and blazer to school.

Start of Term Arrangements

Given the significance of the changes that Year 7 students will face in September and the fact that they missed out on their transition day in school last term, we have arranged for them to attend school for two induction sessions in September. During these sessions, students will receive information on the new routines and expectations for the new school year. In addition, each student will receive a pocket-sized 'Student Journal' with helpful reminders of the information contained in this letter. These journals should be kept safely in their blazer pocket. Planners will not be used in the new school year as the Class Charts app will be used for setting homework.

Wednesday 2 September

Arrival Time	Arrival Gate	Report to	Departure Time	Departure Gate
10:15am	Freshfield Rd (Year 7 gate)	Front Field	12:45pm	Freshfield Rd (Year 7 gate)

Thursday 3 September

Arrival Time	Arrival Gate	Report to	Departure Time	Departure Gate
10:00am	Freshfield Rd (Year 7 gate)	Tutor Rooms	12:45pm	Freshfield Rd (Year 7 gate)

Year 7 students will have lunch in school on Thursday 3 September (either a school lunch or packed lunch).

Friday 4 September

Year 7 will resume their normal timetable and should arrive as outlined in the Times of the School Day section of this letter.



The full curriculum will be delivered to students from Friday 4 September. Whilst there will be a focus on ensuring students have opportunities to recover any lost learning and 'catch up' during next term, I can assure you that there will be no narrowing of the curriculum. Initially, there will be no extra-curricular activities to enable teachers and students to focus on the adapting to the new arrangements contained in this letter and to minimise contact between students from different year groups. It is hoped, though, that extra-curricular activities will recommence in the not too distant future.

ParentPay

The school's method of payment for school meals, trips and events is a secure website called ParentPay, enabling parents to pay securely online using a credit or debit card. During the summer holiday you should have received a communication enabling you to register and set up a ParentPay account for your child(ren). Please ensure your child's ParentPay account is topped up with funds by the start of term to enable him/her to purchase a school meal should he/she wish to do so (cash purchases of school meals is not permitted). Should you experience any problems with ParentPay or you have not received your activation letter, please contact the Finance Department by email at finance@formbyhighschool.com or leave a voice message on 01704 835644 and we will ensure your account is activated before the start of term.

ParentMail and Communications

The school uses ParentMail to communicate with parents by email and text message in order to limit the costs and environmental impact associated with sending paper copies of correspondence home. We ask all parents to sign up to this service in order to improve the reliability and speed of communication from the school. Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be shared with any other organisation. At the start of the new school year you will receive an email with registration and activation details. Please ensure you complete the full registration process as soon as you receive the email to avoid missing any important communication from school.

The school works hard to communicate regularly with parents via a combination of methods and I would encourage you to keep in touch with the [school website](#), in particular the [Key Information/Letters to Parents](#) section where copies of important letters will be posted. Also, please do follow us on Twitter (@FormbyHigh) and take time to read FOCUSON..., our fortnightly newsletter which is published on Friday of Week Two.

Key Diary Dates

The school's Term Dates and key diary dates are published on our website in the [Key Information/Diary Dates](#) section. I ask that all parents ensure that no family holidays are booked during term time as legislation prevents me from authorising these unless in very exceptional circumstances. Given the incredible disruption to students' education caused by the pandemic, this is even more vital to enable us to get all students on track with their education as quickly and effectively as possible.

I hope this information is helpful in providing a summary of the arrangements for students returning and the key measures that will be implemented to keep them safe. Enclosed with this letter is a handy infographic summarising the key information for you and your child.

We look forward to welcoming all of our new Year 7 students to school although it will be very different in September for both students and staff, and I ask for your patience and support as everyone takes time to adapt. If you have any concerns regarding your child's return, please feel free to contact school by email at enquiries@formbyhighschool.com.

Yours sincerely

D A Mackenzie
Headteacher

YEAR 7

FORMBY HIGH SCHOOL

SEPTEMBER RETURN INFOGRAPHIC



TIMINGS OF THE DAY

The Year 7 school day starts at 8.55am and ends at 3.00pm.



ENTRANCE GATE

Year 7 students must enter the campus using the 'Year 7 Gate' at the Freshfield Road entrance.



HAND WASHING HOT SPOT

Year 7 should use the Sixth Form Centre toilets for hand washing.



SANITISING STATIONS

All students will hand sanitise at the school gates on arrival and on entry to the Dining Rooms. Hand gel bottles are located across the school and in all classrooms.



YEAR 7 BUBBLE LOCATION

Year 7 lessons will be located mainly in the Sixth Form Centre.



EQUIPMENT CHECK

Students must bring all stationery and equipment for classroom based lessons.



LOCKERS

A limited number of 'padlockable' lockers will be available within each bubble on a first come first served basis. These must be vacated by 4pm each Friday, after which our Site Team will remove padlocks and empty the locker.



MORNING BREAK

11.10am – 11.20am

Students may bring their own snacks. Students will be able to refill their water bottles.



LUNCHTIME

12.55pm – 1.25pm in the GREEN Dining Room; Outdoor space – MUGA left hand side. Wet lunch will take place in Common Room.



UNIFORM

Students must wear their full school uniform with pride. On days when students have PE lessons, they should wear their PE kit and blazer to school.



TOILETS

Year 7 should use the toilets in the Sixth Form Centre.