

Formby High School

'Determined to Achieve'



DMA/LFO

13 July 2021

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Dear Parents

The purpose of this letter is two-fold: to share arrangements for the end of this term and to outline our plans for the new school year in light of the government's announcement regarding changes to educational settings that will come into effect with Step 4 (from Monday 19 July).

End of Term Arrangements

Monday 19 July – students should attend school for a normal day. Year 12 will commence their summer holiday at the end of this day.

Tuesday 20 July – Sports Day is planned for Years 7 to 10. As staff training will take place during the first part of the school day students should arrive in school from 11:00am, reporting to their tutor room for registration at 11:15am. All students must wear their PE kit and blazer. They will be dismissed at the usual time (3:00pm).

Wednesday 21 July – students will have an extended tutor period and celebration assembly in the Sports Hall (two year groups at a time). They should wear full school uniform. Arrangements for arrival and departure are as follows:

- **Years 7 and 8** – arrive for morning registration at 8:55am; dismissal at 11:15am
- **Years 9 and 10** – arrive for morning registration at 10:00am; dismissal at 12:00 midday

Summary of Step 4 Changes to Educational Settings

The following changes announced by the government will come into effect at Formby High School from 1 September 2021. The only exception to this is the school's requirement to conduct contact tracing which will cease from implementation of Step 4 on Monday 19 July.

- **Hand hygiene** – students will continue to clean their hands regularly with soap and water or hand sanitiser.
- **'Bubbles'** – it will no longer be necessary to keep children in consistent groups ('bubbles').

Managing those with symptoms and positive cases – students should not come into school if they have symptoms. If they develop symptoms whilst in school they should be sent home. Those displaying symptoms should book a PCR test and self-isolate until they receive the result. In the event of a positive PCR result, the individual will be required to continue to self-isolate.





- **Contact tracing** – close contacts will be identified via NHS Test and Trace and schools will no longer be expected to undertake contact tracing. Close contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.
- **Self-isolation** – from 16 August 2021, adults who have been 'double-jabbed' and children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace. Instead, children and adults in school will be informed they have been in close contact with a positive case and advised to take a PCR test.
- **Face coverings** – students will no longer be required to wear face coverings in classrooms or in communal areas, or whilst travelling to/from school on public transport. In the event of a local outbreak, face coverings may be reinstated.
- **Ventilation** – classrooms and offices must remain well-ventilated, comfortable environments.
- **LFD testing** – students will be requested to take two LFD tests in the school's on-site test centre on their return in September. In addition, they will take twice-weekly LFD tests at home until the end of September 2021.
- **Positive LFD test results** – students with a positive LFD test result should self-isolate and book a confirmatory PCR test. If the PCR test result is negative, the individual can return to school (as long as he/she does not have Covid-19 symptoms).
- **Risk assessment / contingency plans** – schools will continue to be required to have a full risk assessment in place for the new school year and a contingency plan for managing a Covid-19 outbreak in school or the local community.
- **Remote education** – schools will continue to be required to provide remote education for those students who are not able to attend for Covid-19 related reasons (typically self-isolation).

Arrangements for the 2021-22 School Year

In light of the changes set out above, we have reviewed our existing procedures and made plans for the new school year. These plans are set out in the table at the end of this letter. Whilst students will no longer be taught within year group 'bubbles', some of the arrangements introduced this year will be retained as they have contributed to a calmer school environment and resolved some issues we face when managing large numbers of students during breaks with only limited communal spaces. In particular, split lunches will be retained and the school day will end at 3:10pm, enabling extra-curricular and subject enrichment activities to be scheduled at the end of the day.

Parent Consultation Evenings

You will be aware that Parent Consultation Evenings have been delivered remotely this school year. Before making any decision about whether we will continue with this format in the future we would like to give you an opportunity to provide feedback by completing [this brief MS Forms survey](#). Once parents' views have been collated and reviewed we will make a final decision and communicate this accordingly.

Start of the New Term

A brief outline of the beginning of the new school year is set out below:

- **Wednesday 1 September** – INSET day (school closed to students)
- **Thursday 2 September** – induction for Year 7 (10:00am), Year 13 (11:15am), Year 8 (1:00pm) and Year 12 (1:30pm)
- **Friday 3 September** – normal school for all year groups (8:55am start)

All students should attend school wearing full school uniform. From Monday 6 September 2021, only Year 7 and 8 should wear PE kits / blazers on days that they have PE lessons – Years 9, 10 and 11 must wear their full uniform to school every day and change in school for PE lessons.



Covid-19 Testing on Return to School

As mentioned above, students will be asked to complete two LFD tests in school on their return in September. It is necessary for tests to be administered between three and five days apart and we are currently planning for testing to take place on-site as follows:

- Tuesday 31 August (students to attend specifically for testing) and Friday 3 September (during lesson time) or
- Wednesday 1 September (students to attend specifically for testing) and Monday 6 September (during lesson time)

During their second test, students will be provided with self-testing LFD kits to enable them to home-test twice weekly until the end of September 2021. I will write to you during the summer holidays to provide more information about testing and which of the allocated dates your son/daughter will be required to attend. I would like to thank you in advance for your full support with this return to school testing process which will help us to minimise the spread of Covid-19 throughout the school community at the beginning of the new term.

I trust the information contained in this letter is helpful. If you have any queries please do not hesitate to contact school by email at enquiries@formbyhighschool.com.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'D. Mackenzie'.

Mr D A Mackenzie
Headteacher



2021-22 School Year – Organisational Arrangements

Below is a summary of the organisational arrangements that will come into effect on 1 September 2021.

<p>Timings of the School Day</p>	<ul style="list-style-type: none"> • 8.55 – 9.10: Tutor Period • 9.10 – 10.10: Period 1 • 10.15 – 11.15: Period 2 • 11.15 – 11.30: Morning Break • 11.30 – 12.30: Period 3 • 12.35 – 1.05: Period 4 / Years 9 and 10 Lunch • 1.05 – 1.35: Period 4 / Years 7 and 8 Lunch • 1.35 – 2.05: Period 4 / Years 11, 12 and 13 Lunch • 2.10 – 3.10: Period 5 (giving 12 minutes to walk to Formby station for southbound train and 15 minutes to walk to Freshfield Station for northbound train) 	
<p>Arrival and Departure</p>	<p>The school day will begin at 8.55am and will end at 3.10pm. Students will arrive / depart using the following gates:</p> <ul style="list-style-type: none"> • Long Lane – Years 9 and 11 • Freshfield Road (South) – Years 10, 12 and 13 • Freshfield Road (North) – Years 7 and 8 	
<p>Tutor Period</p>	<p>Year groups will be zoned in the following areas for their morning tutor period:</p> <ul style="list-style-type: none"> • Year 7 – L Building • Year 8 – C Building (ground floor) and A Building • Year 9 – C Building • Year 10 – A Building and mobile classrooms • Year 11 – P Building • Year 12 – Sixth Form Centre • Year 13 – various locations 	
<p>Assemblies</p>	<p>Assemblies for Years 7 to 11 will take place in the School Hall during morning tutor period. Year group assemblies will take place on the following days:</p> <ul style="list-style-type: none"> • Monday – Year 7 • Tuesday – Year 11 • Wednesday – Year 10 • Thursday – Year 9 • Friday – Year 8 <p>Years 12 and 13 will have their assemblies in The Studio between 8.55 and 9.10 on Thursday (Year 12) and Friday (Year 13).</p>	
<p>Morning Break</p>	<p>During morning break year groups will be zoned as follows:</p> <ul style="list-style-type: none"> • Year 7 – front field / School Hall (if wet) • Year 8 – The Square / Gym (if wet) • Year 9 – The Square / Sport Hall (if wet) • Year 10 – MUGA (right) / Dining Room (white) • Year 11 – MUGA (left) / Dining Room (green) • Years 12 and 13 – Sixth Form Centre 	
<p>Lunchtime</p>	<p>Lunch arrangements will remain as they are currently:</p> <ul style="list-style-type: none"> • 12.35 – 1.05: Years 9 and 10 • 1.05 – 1.35: Years 7 and 8 • 1.35 – 2.05: Years 11, 12 and 13 <p>On Friday of Week 2, Year 11 students will be dismissed at the end of Period 4 and will not stay in school for lunch.</p>	



<p>Toilets</p>	<ul style="list-style-type: none"> The toilet blocks in A Building will be designated as follows: <ul style="list-style-type: none"> Years 7, 8 and 9 boys Years 10 and 11 boys Years 7 to 11 girls Toilets in the Sixth Form Centre will be for Years 12 and 13 use only All other toilets around school will be for use by all year groups The single toilet located in the Sixth Form Centre will be designated a gender-neutral toilet, accessible to students across all year groups 	
<p>Lockers</p>	<p>Lockers will be available for all students to use in A Building, requiring a padlock that will need to be removed at the end of the school day.</p>	
<p>Uniform / PE Kit</p>	<ul style="list-style-type: none"> Years 7 and 8 – to wear PE kits / blazers on days that they have PE lessons Years 9, 10 and 11 – to wear uniform everyday and change into / out of PE kit during lesson using PE changing rooms 	
<p>Library</p>	<p>The Library will be open for students to use during lunchtime and after school each day. A rota will be drawn up by Mrs Ambrose, the school Librarian, in readiness for the new school year.</p>	
<p>Movement Around Buildings</p>	<ul style="list-style-type: none"> A Building – one-way system on the main corridor (east to west) and the boys' toilets corridor (south to north); external door by Finance Office is an exit point; students will queue for lessons in A10, A12 and A13 in the designated area of the Square and wait to be brought in by their teacher C Building – one-way system on the ground floor (entry by S Building, exit by A Building); up and down staircases to be used for 1st, 2nd and 3rd floors L Building – up and down staircases to be used for all floors P Building – external doors to be used to enter / exit P1, P4, P9, P10, P11; students to queue outside for P7 and P8 and await collection by teacher; external doors adjacent to Long Lane to be used as entry / exit for all other classrooms 	
<p>Classrooms</p>	<p>All lessons will be taught in subject specialist teaching rooms with students moving around the site between lessons.</p>	
<p>Fire Evacuation</p>	<p>In the event of a fire alarm, students from Years 7 to 12 will muster on the front field in the usual order (Year 7 by the bike sheds → Year 12 by the Sixth Form Centre). Year 13 students will muster on the lawn in front of A Building.</p>	
<p>Equipment</p>	<p>Students should ensure they have all equipment for their timetabled lessons each day. The equipment list is located on the school website and equipment will be available for students to purchase from the General Office.</p>	