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Dear Parents / Carers,

I hope that you have all had a pleasant, restful Summer so far. I am writing with further details about the return to school in September. Please read the following information carefully – please note that some of this has changed since I last wrote. **Please take particular note of details about lunch, induction and entry times / gates.** You may also find the attached PDF FAQ booklet helpful, which I would encourage you to read through with your child.

All students must come to school in September, unless they have tested positive for Covid-19, have symptoms of Covid-19 or have been instructed to self-isolate by NHS 'Test and Trace.' Details of the NHS 'Test and Trace' process are outlined at the end of this letter. Some parents may feel anxious about the return to school, however, we have put in a number of safety measures including strict hygiene protocols, increased ventilation and social distancing through the use of 'year group bubbles', all of which are outlined below and in the attached PDF FAQ booklet. We expect full attendance from all students. It remains, as it did pre-Covid, parental responsibility to send children into school. **All students should return to school in full uniform.**

Induction Days

To help students understand the changes we need to make, we will be asking different year groups to come in on different days at first. Please ensure that your child comes to school on his or her designated day using the gate allocated below, and remains at home on the other days. School will re-open fully for all students on Wednesday 9th September.

Date	Activity	Timings
Wed 2nd Sept	Staff INSET day. No students in school.	
Thurs 3rd Sept	Staff INSET day. No students in school.	
Fri 4th Sept	Year 7 induction	Year 7 arrive at 8:30am and leave at 3pm. Use Allenby Road gate only.
	Year 12 induction	Year 12 arrive at 8:45am and leave at 1pm. Use Lady Margaret Road gate only.
	Year 13 induction assembly	Year 13 arrive at 1:30pm for assembly and leave after assembly. Use Lady Margaret Road gate only.
Mon 7th Sept	Year 8 induction	Year 8 arrive at 8:30am and leave at 11:30am. Use Ruislip Road gate only.
	Year 11 induction	Year 11 arrive at 8:45am and leave at 11:45am. Use Lady

		Margaret Road gate only.
Tues 8th Sept	Year 9 induction	Year 9 arrive at 8:30am and leave at 11:30am. Use Lady Margaret Road gate only.
	Year 10 induction	Year 10 arrive at 1:30pm and leave at 3pm. Use Lady Margaret Road gate only.
		Year 12 to attend school at 1:00pm to collect SALTO cards.

Access to school from Wednesday 9th September onwards

In line with government guidance, we need to stagger entry to school via different gates, at different times. We appreciate that this is inconvenient, but we need to operate this system until guidance changes. Please ensure that your child enters via the correct gate at the appropriate time. **Students must be on time; neither late nor too early.** Any child who tries to enter via the incorrect gate will be re-directed to the one allocated to his/her year group. Please see gates for access from Wednesday 9th September below. This system will be used until further notice.

Date	Year	Gate and Time
Wed 9 th Sept onwards	7	8:30am via Allenby Road gate only
	8	8:30am via Ruislip Road gate only
	9	8:30am via Lady Margaret Road only
	10	8:45am via D Block (access road) gate only
	11	8:45am via Ruislip Road gate only
	12 & 13	8:45am via Lady Margaret Road gate only

Lunch and breaktime

Due to the restraints of using 'year group bubbles', we will not be able to use the dining hall. **We strongly advise parents to send students in with a packed lunch.** Any child who cannot bring in their own packed lunch, may pre-order a packed lunch consisting of a sandwich or baguette, a piece of fruit and a bottle of water. The cost for this will be £2.35. **Parents will need to pre-order packed lunches for a month at a time and we will need to know 5 days in advance, if your child wishes to have a packed lunch for the following month. To order, parents will need to email fsm@greenford.ealing.sch.uk.** The lunches will be charged for daily. Children who receive free school meals will automatically be provided with a packed lunch free of charge which they will need to collect at lunchtime from their designated zone.

There will be no food available to purchase at breaktime. **Students will need to bring in their own snacks** and water bottle from home for breaktime.

Safety in School

Please note that while we cannot guarantee that your child will not contract Covid-19 in school, we have put in a number of measures to support as safe a return to school as possible and undertaken a thorough risk assessment. The main measures are outlined below:

- All students will be expected to sanitise hands on arrival and throughout the day. We are setting up a large number of hand sanitising stations to help with this.
- Students will move around the site and take lunch/break in 'year group bubbles'. Students will be allocated designated, 'fenced off' zones for lunch/break and escorted to lessons in separate year groups following one way systems. They will not mix with other year groups when in school, minimising the number of contacts between students.

- There will be increased ventilation through the opening of additional windows and doors.
- We have planned for a strict, increased cleaning regime, through our facilities management team, and have recruited additional staff to support with this.
- Whilst not compulsory, students who wish to wear a face mask may do so. Any face covering / gloves worn on the way to school must be replaced with fresh ones on arrival.
- Disinfectant wipes will be provided in all classrooms and equipment used in practical subjects separated out where possible between year groups.
- We will be minimising the use of confined spaces such as PE changing rooms, and asking students to come in wearing PE kit on the day that they have PE. We will also be limiting the use of assemblies, and delivering key messages during lessons where possible.
- Students will need to bring in their own stationery and school equipment; we will be unable to lend out items for hygiene reasons.

Parents/ Visitors

Parents and visitors will not be allowed on site without a pre-arranged appointment. Parents of any year group **will not be able to come on site to drop off / collect students.**

What will happen if a child or member of staff becomes ill with Covid symptoms in school?

Any person who becomes ill with suspected symptoms will be looked after by our welfare officer in a separate, designated space, with separate toilets, and sent home as soon as possible. We will then follow the stages of the NHS 'Test and Trace' process (outlined at the end of this letter).

Home / Online Learning

If there are future school closures, we will provide online learning. We will also provide online learning for any students who are self isolating, as a result of the 'Test and Trace' process. We are not able to provide online learning for students who choose not to come into school for any other reason. Government advice on shielding has changed, and all students should now be attending school unless they have been specifically advised not to by a hospital consultant.

Travel to school

Students **must not** travel by public transport unless it is absolutely essential. Please encourage your child to walk. Please **do not drop off students by car** outside the Lady Margaret Road.

Apologies for the length of this letter, although I do hope that the information in it is clear. Please do not hesitate to contact me if you have any questions.

Best Wishes,



Mrs M Pye
Headteacher

NHS Test and Trace Process

What to do if you or your child has symptoms of Covid-19

- Anyone who becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, **must stay at home and self-isolate for at least 10 days**. They must also arrange to have a test using the Government website at <https://www.gov.uk/get-coronavirus-test> or by phoning NHS 119.
- Parents and /or students **must** inform the school immediately of the results of a test.
- If the test result is positive, parents must also provide details of anyone they or their child have been in close contact with. They must also do this if they are asked to by NHS Test and Trace.
- If anyone has tested positive whilst not experiencing symptoms but develops symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.
- Other members of the household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

What to do if your child is sent home from school as a result of being in contact with someone who tests positive for Covid-19

- If your child is sent home because he/she has been in contact with a child in school who tested positive, he/she should self-isolate for 14 days and get a test at <https://www.gov.uk/get-coronavirus-test> or by phoning NHS 119.
- If the test delivers a negative result, he/she must remain in isolation for the remainder of the 14-day isolation period. This is because he/she could still develop Covid-19 within the remaining days. If the test result is positive, you should inform the school immediately, and your child should isolate for at least 10 days from the onset of their symptoms.
- Your household should also self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

What to do if you are contacted by NHS Test and Trace because you have been in contact with someone who has tested positive outside of school

- If you or your child is contacted by NHS Test and Trace and asked to self-isolate for 14 days, you must tell the school immediately and you must also organise a test.
- If you or your child tests positive, you must let the school know immediately.