

Hawley Hall High School

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Headteacher: Mr M. Klinck



'The school's work to promote pupils' personal development and welfare is outstanding'. (Ofsted)

19th August 2020

Dear Parent/Guardian

I hope this finds you well. I am writing to you in the first instance to share with you some of the key aspects of our provision when students start returning on the 2nd of September. I will also be sharing our operational risk assessment with you next week and further information regarding the medical protocols we must maintain on our return. Mrs White will also be write to you again with final arrangements, including guidance regarding the online learning that will take place for certain year groups on the 3rd and 4th of September. Please note that we will be going through all measures with students during the online orientation sessions during week 1 for year groups 8-11 and during the morning of September 2nd with all Year 7 students. It is essential that they attend these sessions. We will also provide a video link via the website on Thursday 27th of August to help parents and students visualise the site.

As I indicated prior to the summer break commenced, we have made significant changes to the site. Work is progressing well. I will update you on some;

- Deep cleaning has occurred in all areas that were closed to staff and students. The canteen area and other kitchens will also be robustly cleaned before the end of the holidays.
- Hand sanitisers have nearly all been installed around the site and will be ready for September.
- Outdoor sinks have been installed in two areas to support further handwashing, particularly at break and lunchtime.
- Soft furnishings have been removed or sectioned off where appropriate.
- Two large storage containers have been installed to store furniture and other school materials to ensure rooms are not cluttered.
- We have significantly increased our bike racks around the site adjacent to the two entrances being used.
- Barriers to separate school 'zones' have been purchased.
- New outdoor signage is being generated and will be in place to support student movement around the site.
- Indoor signage has been generated for all learning spaces, entrances, toilets and corridors to highlight key messages around social distancing, personal hygiene and the key message of 'catch it, bin it, kill it'.
- Perspex dividers will be used in IT, all other rooms have been arranged to ensure students are facing forward.
- Pedal bins are in all classrooms and in appropriate places around the site.
- Furniture has been reinstated in all classrooms including the new classrooms in the social area and G Block. All building work will completed by the time all students are in full time.
- Numerous IT updates including a significant investment in new machines has occurred.



Entrance and exit from the site

Students will enter the site through two different entrances A and B. Entrance A is the normal front entrance used by students. Entrance B will be at the back of the car park adjacent to the flashes. Student year group entrance and exit times are stated below. Students should not arrive more than 10 minutes prior to their start time. This is crucial to support social distancing of bubbles and general congestion. Senior staff will always be on hand to greet students and support them.

Year group	School starts	School Ends	Entrance
7	8.30	2.45	A
8	8.45	3.00	A
9	9.00	3.10	B
10	9.00	3.10	A
11	8.45	3.00	B

Year group 'bubble' blocks

Students will be educated in specific groups, based on ability within year group bubbles. Students will be assigned groups during their orientation meetings online and Year 7 will be told on entry which group they are in. This is to ensure that students receive an education that is appropriate to their ability. The only exception to this are Y10 and 11 who will be able to attend option lessons as part of their timetable and when KS3 students have PE. The year group bases are:

Year group	'Bubble' Base	Entrance point
Inclusion	Inclusion	Inclusion side entrance
7	A Block upstairs	A Block left stairwell entrance
8	E,F,G,H	E,F,G and H2,3 and 4 Fire exit entrances
9	D	D Block right entrance
10	A Block downstairs + 1 upstairs	A Block right entrance
11	C Block	C Block left downstairs, right upstairs

The school day

The school day has been adapted to allow for **staggered entry and exit and a staggered break** and lunchtime. The school day structure is as follows:

Period	Time
Engagement	8.30-9.10
Period 1	9.10 – 10.10
Period 2	10.10 – 11.15
Period 3	11.15 – 1.00
Period 4	1.00 – 2.00
Period 5	2.00 – 3.10

*Break and lunch take place during Period 2 and 3, hence their extended length.

Please note that the engagement period is longer for some students. This period will be used to impart key information, complete additional work linked to well-being, PSHE and literacy. We will also continue to have our collapsed PSHE mornings every half term. This period will also be used for some intervention strategies with specific groups of students.

Break times and lunchtime

As stated, breaks and lunch will be staggered. Breaks will be as follows;

Year group	Break time	Lunch time	Areas
11	10.10-10.25	11.20-11.50	Zone A including Astro 1
8	10.10-10.25	11.20 – 11.50	Zone B including Astro 2
7	10.30 -10.45	11.55 – 12.25	Zone A including Astro 1 *Outdoor space in Inclusion available

Inclusion	10.30-10.45	11.55 -12.25	Zone B including Astro + outdoor Inclusion space
9	11.00-11.15	12.30 – 1pm	Zone A including Astro 1
10	11.00 -11.15	12.30 – 1pm	Zone B including Astro 2

*See map at end of letter for more explanation

Both breaks and lunch will be supervised as normal by staff. Outdoor handwashing bays and toilets will be available for handwashing and numerous hand sanitisers will be available at all times around the site for students to use. There will be no food service before school or during break so if a child wishes to have a snack or drink at this time they should bring it to school and keep it in their bag. No ball games will be allowed at break or lunch time to support social distancing measures.

Lunchtime service

I am pleased to confirm that our service provider ISS have worked with me over the summer to provide appropriate provision from September. Students with packed lunches will have a designated area in which to eat in both zones. In Zone A, it will be the Mezzanine overlooking the canteen. In Zone B it will be the small canteen in F block facing Astro 1. The hot food service for Zone A will be in the main canteen. We have divided the space so that a separate hot food service will be provided in Zone B in the Bistro area to the right of the canteen. This will ensure that students can access hot food service whilst ensuring that year group 'bubble' remain separate. In addition, we will also maintain a 'grab and go' service from the Pod in Zone A and through a service area operating from F Block in Zone B. For the duration of the guidance we will not be using the refill machines and no money will be accepted at all. We will also not be using fingerprint or punch pad recognition at the tills. Till supervisors will have face visors and protective Perspex to ensure social distancing and hygiene is paramount. We will send a further correspondence later this week with instructions on how to pay for meals and a menu to help you decide on what you would like your child to do at lunchtime. Robust cleaning of areas will occur during and after each sitting.

Curriculum

As stated in July, students in KS4 will follow the full curriculum including their option choices that will be taught in specialist rooms as appropriate. For the core subjects they will remain in their year group bubbles. Students will receive their timetables on their first day back in school during the week beginning the August 31st. We will provide more information for students during the orientation sessions on September 2nd and send a parentmail prior to the restart confirming which room they need to report to on their first day.

KS3 students will be based in a specific room for all of their lessons apart from PE. As previously stated they will do English, Maths, Science, Humanities, Technology and Expressive Arts. They will be taught by specialist teachers of subject areas as far as possible and always a teacher from the appropriate faculty. Students will receive their timetables on the first day.

Students will not meet in their forms in the morning. The 'engagement' sessions will be with the teachers of Period 1. However, the Heads of Year and Student Support Officers will ensure continuity in the mornings. Attached members of SLT will also be present to support students at the beginning of the day.

When students have PE, they should attend school in their PE kit. It is permissible to wear plain black or navy leggings or tracksuit bottoms in addition to normal PE kit when travelling to school on those days. On all other days full school uniform applies.

Student work can be marked but where possible, work may be marked in class. Teachers may take books home as well. Students should bring their own equipment, ensuring that they do not lend it to anyone else and do not leave it anywhere. Anything left will be removed from the learning space and destroyed.

Students should maintain 2m distance from staff as far as possible. We will provide further information on modifications to our behaviour policy next week. This will then be reinforced with students both online and regularly in school.

Uniform

Can I also remind you of our rules regarding uniform. The full guide can be found on the website at hhhs.net/school-uniform/. The following are not acceptable in school.

- No jewellery except a watch
- No make-up/nail polish – students caught wearing these will be asked to remove it. Boys MUST be clean shaven.
- No fashion/extreme hairstyles – hair should be of a “natural hair colour” without extreme highlights
- No haircuts shorter than a crop with a No2 setting
- No haircuts with patterns/lines shaved into it (including Mohican/mullet styles).
- No trainers, pumps or leisure type/Velcro fastening shoes.
- No handbags.
- No piercings – covering piercings with plasters is not permitted.

Transport

In line with government recommendations, students are encouraged to walk or cycle to school. As TGFM states '**please cycle and walk to school / college if possible as a safe, healthy and reliable way of getting around**'. We have significantly increased our capacity to house bikes and expect that the staggered start and less congestion as a result will lead to more students choosing to walk or cycle. In addition, we also expect many parents will choose to collect students. Please ensure that this is done safely, that adults stay in their cars and try to ensure there is no congestion around the school entrances. You may wish to consider picking your child up at a point that is further away from the area directly around the school. As always, students should only walk or cycle with people from their own year group to ensure 'bubbles' remain intact.

In relation to our bus service, we have worked with Finches to generate an appropriate transport plan. As a result we are in a position to offer a limited service to all year groups that will commence the first week back. It is essential that students follow this process.

- Y7 – Will have a dedicated bus that will collect from the bus stops identified. It will depart school at 2.50pm daily.
- Y11 and Y8 will have a dedicated bus that will collect them from the bus stops identified. It will depart at 3pm daily.
- Y10 and Y9 will have a dedicated bus that will collect them from the bus stops identified. It will depart school daily at 3.20pm.
- All students will have to show their uniform card to the driver to show which year group they belong to. No students will be allowed to travel on earlier or later school services than their own.
- Students on 'dual year' buses should queue separately to ensure year groups do not mix.
- All students should wear a face mask or face covering on the bus, in line with guidelines for public buses.
- Students in Year 8-11 must sit on the bus deck that is specific to them. On the Y7 bus groups will be allocated to decks. Staff will supervise the embarking and disembarking from the buses at school.
- All students must hand sanitise before commencing the journey and after the journey.
- On entering school students must put their re-usable face mask in a tied plastic bag or dispose of it appropriately in the pedal bins before washing their hands.
- Students will have to be patient and be aware that the service is limited to those students who can be seated. No students will be allowed to stand. Students will be admitted onto the bus one year group at a time and should fill in from the back to front seats at all times.
- Anyone who does not follow expectations on the bus will be banned from using it for a period of time.
- Please note the limited stops of the last morning bus.

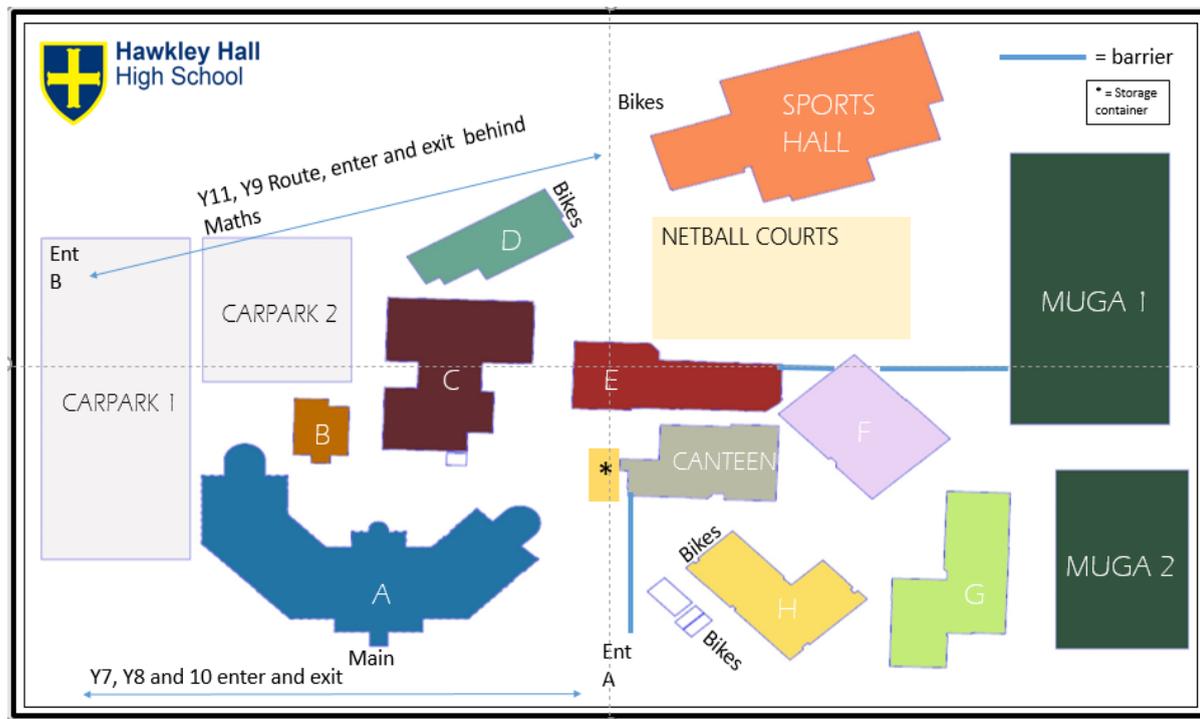
Commercial Service	Finches			Commercial Service	Finches		
Operator Code:	FCH	FCH	FCH	Operator Code:	FCH	FCH	FCH
	Y 7	Y8/11	Y9/10		Y7	Y8/11	Y9/10
Highfield, St Matthews	0800	0815	-----	Hawkley Hall High	1450	1505	1515
Holmes House Ave/Paris	-----	-----	0835	Winstanley C.P. School	1505	1520	1530
Winstanley C.P. School	0805	0820	0837	Highfield, St Matthews	1510	1525	1535
Hawkley Hall High School	0820	0835	0852				

Week 1 – adjustments and summary

We have had to make some slight adjustments to the timings of online sessions taking place during the first week. Mrs White will be sending out a further correspondence with instructions on how to join Microsoft Teams sessions from home. **Please also note that the timings for arrivals during week 1 are NOT necessarily the usual start times for all year groups as stated earlier in the letter.**

	Tues 1 st Sept	Wed 2 nd Sept	Thurs 3 rd Sept	Fri 4 th Sept
In school	Staff Training Day	Y7 Transition Day Arrive 8.30 am Depart 2.45pm	Y7, Y 11 and Y8 Y7 Arrive 8.30 am – Depart 2.45pm (Entrance A) Y11 Arrive 8.45 am – Depart - 3pm (Entrance A) Y8 Arrive 9.00 am – Depart – 3.10 pm (Entrance B)	Y7, Y9,Y10 Y7 Arrive 8.30 – Depart 2.45pm (Entrance A) Y10 Arrive 8.45 – Depart 3pm (Entrance A) Y9 Arrive 9.00 – Depart 3.10pm (Entrance B)
Online Microsoft Teams		Y8,10 MS Teams 1 – 2pm SLT Online health and safety & orientation briefing Y9,11 MS Teams 2 – 3pm SLT Online health and safety & orientation briefing	Y9 PSHE, Careers Re-engagement sessions – 9.10-10.10 AM Maths / English Overview 2-3pm Y10 Maths / English Overview – 9.10-10.10 AM PSHE, Careers Re-engagement sessions 2-3 PM	Y11 PSHE and Curriculum Re-engagement sessions – 9.10-10.10 AM Maths / English Overview – 2-3PM Y8 Maths/English Overview – 9.10-10.10 AM PSHE, Re-engagement sessions – 2-3 PM

The site



Please note that the site map above contains the two zones referred to in the letter. No more than 1 year group (maximum of 230 students) will occupy one zone at any one time. At lunchtime numerous students will be inside the canteen or packed lunch area.

ZONE A	ZONE B
Outside area in front of A Block, playground to the right of A Block before the barrier, the area in front of Science, the Netball courts and MUGA 1, the left of the main canteen and mezzanine.	Playground beyond the barrier in front of the canteen, the area between F,G and H block, the area in front of F block, MUGA 2, the right side (bistro) area of the main canteen and the new small canteen in F Block

I appreciate that this is a long letter. Unfortunately, I have no choice but to impart as much information as possible to give you the opportunity to query and ask questions. I would encourage you to do so. Before the summer I could not have asked for more support from parents and carers. In this current context it is even more vital that we work collaboratively to ensure that all members of the community understand exactly what is expected and we encourage the highest standards of behaviour and empathy for others.

Everyone has had a different experience during the pandemic. We have to be sensitive to this. However, our key objectives now are to ensure that our students are secure and safe, that they are academically challenged, that we restore some sense of normality and that we look forward to the new academic year with optimism. I will write to you again in the coming days.

Kind regards

Mr M Klinck
Headteacher