



23<sup>rd</sup> February 2021

Dear Parents, Guardians and Carers,

## Re: Students' Return to College

On Monday 22<sup>nd</sup> February, the Prime Minister announced that all students will return to full time schooling from **Monday 8<sup>th</sup> March**.

I am now writing to you to outline how we intend ensuring that Hewens College remains as safe an environment as possible for all, and one that allows students to focus on the learning that now needs to continue in earnest. There are three areas for consideration:

1. Schools have been given the flexibility to **'stagger'** the start dates for different Year groups. This is to ensure a smooth transition from online learning to face to face lessons, and to give an opportunity for expectations and routines to become quickly re-established.
2. The Department for Education require all students and staff to be tested, initially using our on-site Rapid Flow Testing facility, in the first week of return. Students will be tested three times each. After this, both students and staff will be provided with test kits to use at home, and testing in College will cease.
3. Maintaining health and safety on the College site, reducing the chance of transmission and therefore of the need for any isolation.

I will take these three considerations in turn:

### 1. Staggered Return to College

Please see below the dates and times for the **FIRST DAY ONLY** for each Year group. This staggered start allows for immediate testing on arrival, then the resumption of face to face lessons as per our usual timetable.

Year Group	Start Date	First Day Start Time:
Years 11, 12 and 13	Monday 8 <sup>th</sup> March	9:00am
Years 9 and 10	Tuesday 9 <sup>th</sup> March	9:00am
Years 7 and 8	Wednesday 10 <sup>th</sup> March	9:00am

Following each Year groups first day, they will follow daily timings as follows for the rest of the Spring Term. These timings will be reviewed for the Summer Term.

Year Group	Start Time	End Time
<b>Year 7</b>	8:40am	3:45pm
<b>Year 8</b>	8:40am	3:45pm
<b>Year 9</b>	8:40am	3:50pm
<b>Year 10</b>	8:40am	3:50pm
<b>Year 11</b>	8:45am	4:00pm
<b>Year 12</b>	8:45am	4:00pm
<b>Year 13</b>	8:45am	4:00pm

On arrival, much like the Autumn Term, students in Years 8 to 11 should congregate on the Astro Pitch and line up in tutor groups with 2 meters between lines. Tutors and TLAs will be there to greet the students and supervise their



assembly. Year 7 students should wait to be let in at the side gate, where their TLAs will be waiting to line them up in tutor bubbles. Each Tutor Group will then be escorted into the buildings for morning registration.

Years 12 and 13 should pass through Main Reception, remembering to sanitise their hands and sign in before proceeding to the Post 16 Centre for morning registration.

The DfE's guidance states that College attendance will be mandatory for all students from March 8th. The usual rules on attendance will apply, including your legal duty to secure your child's attendance at College. The ability to issue sanctions such as fines will also be reinstated, and we will be responsible for recording attendance, following up absence and reporting children missing their education to the local authority.

With the safety of all staff and students of paramount importance to us, the College is committed to implementing procedures that result in as secure an environment as possible. It is imperative that we all work together as a College community to adhere to the guidelines and encourage our young people to follow precisely the procedures devised to keep them – and their families – safe.

## 2. Rapid Flow Testing

The Department for Education requires all students to be tested on-site three times during the first two weeks of College. Thereafter, students will be provided with kits for home testing. Testing for students is strongly encouraged, but not compulsory. Any objections to testing should be submitted in writing via the College email, unless this has already been received.

The College Rapid Flow Testing Site has been in operation since January and is secure, safe and efficient. Students will register for the tests at College on their first day. The Test Team will use the contact details on the College system to register tests, so it is important that the details we hold for families are correct – especially the mobile phone number. The tests themselves involve a nasal swab, with results arriving to the registered mobile phone by text within 30 minutes. Any students that test positive will be isolated and then sent home, where they will need to isolate for 10 days.

After their first test, students are required to be tested twice more during their first week in College.

## 3. Managing the College Site

### Masks

Acting on current scientific advice, the government has decided that the wearing of masks will be **compulsory** for students in all lessons, at least until the end of this term. Therefore, every student should come to College wearing a mask, which is to be worn at all times except outside at break and lunch. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. There are also exemptions for those who rely on visual signals for communication, or communicate with or provide support to such individuals.

We strongly suggest that parents, carers and guardians supply their children with at least three masks to carry with them at all times, in case of loss. We recommend the washable cloth masks as opposed to the blue disposable types. The College will **not** be providing spare masks for students that arrive without them.



## How the school day will operate

Students will continue to be taught in tutor groups 'bubbles' for the foreseeable future. Each tutor group will remain in one classroom (except for PE, Dance, Drama and Music), forming the 'teaching bubble', with each year group then operating as a 'social bubble' for break and lunch.

The College timetable will largely run as it would have under normal circumstances, except that teachers will move to students rather than the other way around. This strategy aims to limit the amount of movement through corridors during the day.

Every classroom learning bubble will have a hand sanitizer station which staff and students will use on entering and leaving the room. The classrooms will be deep cleaned at the end of every day.

Assemblies and other such group events will continue to take place virtually, until it is deemed safe to remove these restrictions.

## Arrival and departure

Every College entrance – and the Post 16 Centre – is equipped with a temperature scanner that detects anomalies and alerts staff. Students with high temperatures (over 37.8 degrees) will be isolated and a pick-up requested.

At the end of the day the various year groups will leave at the allotted time and following the same route as in the morning.

Please can all parents, guardians and carers be reminded of safe drop off and collection of children on the pavement and road. Last term, the council had to intervene and request Traffic Attendants to monitor the road, as cars were parking on pavements and turning in the road. Not only did this create congestion, but it also posed a safety issue for pedestrians. Please can you drop off and collect your child at the correct time and move away from the site as soon as you are able to. Parents, carers and guardians should not walk onto site with their children.

College will also be re-introducing a pass system for vehicles. Any vehicles not displaying a pass will not be allowed through the main gates.

## Moving around the site

For the most part students will remain in their learning bubble. However, they may need to move to go to a specialist subject or to go to break or lunch. The College has devised a one-way system for each building which will be marked out clearly with floor decals. It is imperative that students understand that they MUST follow this system for their safety and that of all members of the College community.

The college has stations set up to support hand sanitization all around the site. However, we cannot stress the importance of carrying and using personal hand sanitisers enough, especially for use en-route to and from the college. We request that student's watch how they sneeze and cough (CATCH IT – BIN IT – KILL IT); wash hands and uniform regularly; and walk at a safe distance from staff and students, avoiding unnecessary touching of surfaces and their peers. A collective effort will ensure we all remain safe.



## Break and lunch times

Each year group will be segregated as a 'social bubble'. Students must not congregate or associate with students from other social bubbles, even if they are siblings. The segregated areas will be explained to the students on their first day back.

The canteen will be open and providing food using our new contactless payment system. If you have not yet received details of this, please let your child's tutor know. However, we request students who are not free school meals to bring a packed lunch where possible to reduce the need for queuing.

## Learning

Recognising that students have been away from College for a considerable amount of time, the teaching staff at Hewens have been working hard on devising a strategy of learning re-integration that will allow every student to get up to speed as quickly as possible, whilst also ensuring that adequate time and attention is given to their wellbeing.

The DfE have not yet released final details concerning the calculation of grades for students in Years 11 and 13. As soon as these are clarified, I will write to the students and families concerned.

## Uniform and Equipment

Finally, all students must return to College in complete uniform, including black leather school shoes. Students will need to continue to come to College in PE kit on the day(s) when they have PE and Dance (for KS3). Please also ensure that your child(ren) come with the correct equipment and with any books they may have been using during lockdown. Treat this return like the start of a new College year.

All members of the staff team at Hewens are very much looking forward to welcoming our students back. There are many exciting plans ahead for the College site and for the opportunities that we will be able to provide for our students in the months and years to come. We have come through these unprecedented times together – we will move forward together.

## Laptop Loans

If your child has been allocated a device, please can they bring this to Hewens College Reception on their first return day.

Yours faithfully,

**Mr S Waldron**  
**Principal**