



9th July 2020

Dear Parents/Carers

September 2020 Information Pack for Parents, Carers and Students

We hope that you are all safe and well.

We have really enjoyed seeing **some** of our students for face to face learning over the recent weeks and we are very much looking forward to seeing **all** of our students now that the Government has confirmed this can happen in September.

We have been planning our response to the Government guidelines issued on Thursday 2nd July and we will continue to plan the finer details. However, we want to confirm as much as we can now to provide you with as much information as possible and to help you to plan ahead. We are sure you can appreciate that this information is accurate at the time of writing. However, there may well be changes directed by the Government, either locally or nationally and these plans could change at very short notice!

Summary:

- 'Safety for all' is paramount and our plans for September follow the Department for Education and Government guidelines.
- All year groups can and will return to QEGS in September. Dates for specific year groups are below.
- Year groups will be separated for all lessons throughout the day to maintain safe 'bubble' restrictions. Due to smaller numbers, Year 12 and 13 will operate as one 'bubble'.
- The school day for students will be temporarily adjusted to protect 5hrs of lessons and to reduce social time, ensuring year groups remain separate. The school day for staff will remain the same and supervision will be available for students until 3:55pm if required.
- QEGS uniform expectations for all year groups will re-commence from September 8th (see letter dated 06.07.20 via school website for details).
- Attendance will be compulsory from September and the Government has made its expectations clear, for all students to return to school. If you have concerns, please contact your child's Progress Leader.

Key Dates:

In September, the school day, school site, school systems and procedures will all be very different. It is essential that each year group are welcomed back to school carefully, receiving the appropriate focus and time for support. Therefore, the start of term will be staggered in the following way:

Friday September 4 th 2020: New Year 7 intake Transition Day 9am to 3pm (separate details to follow)
Monday September 7 th 2020: Staff Inset Day – school closed to all year groups
Tuesday September 8 th 2020: Years 7 and 12 in school
Wednesday September 9 th 2020: Year 10 return to school, Years 7 and 12 continue to attend school
Thursday September 10 th 2020: Year 8 return to school, Years 7, 10 and 12 continue to attend school
Friday September 11 th 2020: Year 9 return to school, Years 7, 8, 10 and 12 continue to attend school
Monday 14 th September 2020: Years 11 and 13 return to school, all year groups now in school

Remote learning will remain in place for any year group not in school on any day between 8th -11th September.

What will the 'temporary' school day timings look like for students?

There are a number of measures and controls required to reduce risks and to follow the DfE guidance:

- Avoiding peak times and staggering breaks, lunches, starts and end times of the school day
- Ensuring class and year 'bubbles' can be maintained, groups not mixing
- Protecting lesson time and reducing social time to ensure measures can be implemented

Therefore, there will be a temporary school day in place until Covid-19 restrictions for schools can be further relaxed and/or changed:

08:00	Main site canteen open for breakfast
08:30	Students NOT using school/public transport to arrive and enter designated classrooms via waymarked routes (details to follow)
08:40	Students using school/public transport to arrive and enter designated classrooms via waymarked routes
08:40 - 09:00	Form Time for all year groups 7-13
09:00 – 10:05	Period 1 plus 5 minutes 'stretch time'
10:05 – 11:05	Period 2
11:05 – 12:25	Period 3 plus 20 min lunch rota - all students will be able to eat lunch (bring packed or purchase) between 11:05 – 12:25
12:25 – 13:25	Period 4
13:25 – 14:30	Period 5 plus 5 minutes 'stretch time' (students using buses will leave at 14:25)
QEGS will remain open until 15:55 for any student requiring supervision (this provision will commence from Wednesday 9 th September). Staff will also use this time to call parents to check on students' wellbeing and to outline matters worthy of praise and/or concern.	

How will groupings and roomings work during this temporary timetable?

Year groups have been assigned a different area/rooms around the school and sixth form site, each will be signposted and waymarked. Each area will have designated toilets and handwashing facilities. All classrooms will have hand sanitising stations:

Year 7 will use classrooms on level 1 and 2

Year 8 will use classrooms on level 3

Year 9 will use classrooms in the 'old building' (Maths block)

Years 10, 11, 12, and 13 will use classrooms and subject specific locations throughout the school that are available for their exclusive usage. Students will be familiar with the locations and it is designed to prevent crossover between year groups. Teaching groups for these year groups will be as per their options and groupings according to course selection.

Year 7, 8, and 9 cohorts will be split into temporary teaching groups in which they will remain each day for all of their subjects maintaining a class size 'bubble'. Students will not need to transfer and move between lessons. Instead subject and support staff will move between rooms when required, whilst designated duty staff supervise the changeovers. Information about timetables and groupings for Years 8-13 will be issued in the penultimate week of the summer holidays via Go4Schools. The new Year 7 cohort will receive their timetables on their Transition Day on Friday 4th September.

What will the curriculum look like for my child when they return?

We are committed to keeping our curriculum broad and balanced whilst appreciating that not everything can remain the same during this period of Covid secure restrictions.

The curriculum and timetable for Years 10-13 will largely remain unchanged during this temporary model. Students in these year groups will continue to access specialist rooms and progress with their qualifications as planned. A 'recovery curriculum' focused on mental health and wellbeing will be delivered in Form Time for all year groups and additionally via PSHE themes for Years 7-11.

The curriculum for Years 7-9 will be amended to take account of the time missed from school and to compliment the limited movement and access to specialist rooms during this temporary model. There will be increased time for

literacy and numeracy, which will also compensate for a temporary reduction in some of the practical subjects. All students starting Year 7 in September will study one language at a time, with Spanish in the first half term (if the temporary model is implemented for that long).

Due to limited access to specialist rooms and groupings in KS3 being unable to mix, Year 9 students will **not** start their creative options at this stage and will continue to study all creative subjects until restrictions are relaxed.

We want all students in all year groups in September to have a reading book with them every day. This can be from home, or our school librarians are currently planning access to reading material from the library and this should be ready for September.

All learning will start on Tuesday 8th September and for those year groups not in school this will be via remote learning, which students should continue with and complete before physically returning to school.

Students can and should bring in exercise books from home and staff will collect them to provide feedback as before.

What about breaks and lunchtimes?

In order for all year groups to return to school safely, we have had to think creatively about break and lunchtime in order to maintain COVID-19 measures. The specifics of this will be discussed in the first Form Period upon students' return.

A brief outline is that there will be an elongated Period 3 of 80 minutes which will allow each year group to have a 20 minute lunch separate to other year groups. The canteen will have two locations to collect any purchased food and a separate queuing system will be in operation. The Sixth Form Café will also be open for Years 12 and 13 students. Students will not eat in the canteen or Café, they will instead eat their lunches outside (if weather fine) or in their designated classrooms. There will be limited menus on offer during this temporary school day structure and it may be advisable for students to bring a packed lunch if they are unsure about the selection on offer.

As we will have very limited social time during this period, there will be two 5 minute 'Stretch Times' for students to get some fresh air and/or use the facilities. *'Stretch Time' – will include light physical exercises to re-energise the body and mind in readiness for the next hour of learning. This will help sharpen students' ability to focus and stay on task.*

What about before and after school?

Normally, many of our students would choose to eat during morning break and as this will not be available in the same way, we will be opening up the canteen in the morning before Form Time for breakfast provision, from 8.00am. The canteen and main hall will be set up with socially distanced seating (2m) for this breakfast provision.

At the end of the students' school day (14:25 for bus students, 14:30 for local students), QEGS will offer student supervision until 15:55 for those parents who request this (available from Wed 9th Sep, details to follow regarding process).

What will happen about school transport?

The Government are still advising people to avoid public transport where they can. If students must use public/designated school transport, students must sit in their year group 'bubbles'. We will have seating plans on all school transport and these will be checked by QEGS staff before departure in the afternoon. It remains the expectation that all passengers wear masks and students will not be able to travel unless they have a mask unless guidance changes. The buses aim to arrive at school before 08:40 and depart promptly at 14:30 each day. It is exceptionally important that students follow the guidance of staff to ensure the speedy and safe loading and unloading of the buses.

What will the behaviour expectations be?

We are obviously taking these precautions and the planned return to school very seriously. It is exceptionally important that students avoid any inappropriate COVID-19 'banter' as it will not be seen in a humorous light. Teachers are being encouraged to quickly call home if students misbehave in lessons, it should be noted that poor behaviour will not be tolerated and will be dealt with swiftly. Not following staff guidance and instructions will put others at risk and it will not be tolerated.

Will the uniform be the same?

Yes, QEGS uniform expectations will re-commence from the start of term in September. If you have any uniform queries or require support with school uniform, please use the website for information on what is or is not allowed, or contact Mrs K Starkie for further support: starkiek@qegs.email

Do you have any questions?

We are sure you will have lots of questions and we want to help as much as we can. We will be hosting at least two Q and A sessions w/c 13th July: one for KS3 (Years 7,8,9) and one for KS4 and 5 (Years 10-13). Dates and times will be confirmed asap with links and access codes sent via email.

How certain can we be?

We cannot predict the future and we are sure you have been experiencing lots of uncertainty these last few months. However, we have planned what we can and whilst we appreciate things can/may change, we are ready and prepared with the plan we have outlined above. Equally, we are ready and willing to revise and change our plans to suit almost any circumstance.

Please stay safe, continue to follow the Government guidance and help reduce risks in any way you can. We look forward to seeing all of our existing and new students return to QEGS in September.

Take care.

Yours faithfully



Scott Garrity
Headteacher