



26<sup>th</sup> February 2021

Dear Students, Parents, Carers and Staff,

## Information Bulletin: Lateral Flow Testing and Students' Return to Onsite Provision

We are so pleased that we can soon return to onsite, face to face teaching and learning. Thank you for your support and cooperation these last few months, it has been difficult for us all. The return to onsite provision excites us but we also appreciate that this must come with caution and a commitment to re-establishing safe routines, supplemented with the additional measures as outlined by the government. It is important that you explain to your children that we are not yet 'out of the woods' and we will only reap the rewards of the government's roadmap plans if we all stay safe, keep ourselves and others safe and stick to the rules.

This is a summary of our initial plans, to help you plan ahead:

- We want to keep things simple and so **from Monday March 8<sup>th</sup>, we will be returning to our autumn term school day timings and timetable**, for all students either onsite or remote learning until they can return. Onsite class and year group bubbles will be reinstated, staggered lunchtimes, staggered arrival and departure arrangements all back in place. Details of these are below as a reminder.
- Mass, lateral flow testing will be a challenge over this 3 week period, as we embark on testing almost 1400 students before they return to school. Hence, we will be starting on Fri 5<sup>th</sup> March to make sure we can fit everyone in. **All students will be invited into school for their first test one day before they return to school.** Students will then have 2 further tests onsite, before continuing with home testing, twice weekly.
- **Face coverings are now mandatory in all indoor lessons where social distancing cannot be maintained (except in PE lessons).** Therefore, in order to facilitate all students returning to school and with limited space, face coverings will need to be worn in all classrooms. This is in addition to being worn in all indoor communal areas. **Due to this change, we will be adding two 5 minutes outdoor breaks into the KS3 timetable to ensure students can remove their face covering and get some fresh air.** KS4 and 5 students will change locations in-between lessons and so will have the opportunity to remove their face coverings 2-3 times a day.
- **DfE guidance now states that face coverings are not required outdoors**, and we are happy to make this change. It must be stressed that we will be checking and being firm with the requirement to wear the face covering before staff and students enter any building.
- Students must have their **coloured lanyards for their relevant year group and ID card on their return**, please start locating these items now! If replacements are required, Form Tutors will organise this when students return.

### 1. Year Group Lateral Flow Testing and Return to School Schedule:

Dates	1 <sup>st</sup> Onsite Test - Year Groups	Onsite teaching	Test venue
Fri 05.03.21	12 and 13	NA	Main Hall
Mon 08.03.21	10	12 and 13	Exact timings
Tues 09.03.21	9	10,12,13	TBC
Wed 10.03.21	7	9,10,12,13	Full school uniform, lanyard and ID card
Thurs 11.03.21	8	7,9,10,12,13	must be worn when
Fri 12.03.21	11	7,8,9,10,12,13	attending test
Mon 15.03.21	NA	7,8,9,10,11,12,13	

## 2. Friday 5<sup>th</sup> March

Friday 5<sup>th</sup> March will be a 'Do Something Different Day' and **no remote lessons will take place**. The theme will be 'Celebrating British Science Week'. This will be our first day of onsite mass testing (Year 12 and 13) and most staff will be needed for onsite training sessions including 'hybrid' teaching methods (teaching students onsite as well as at home), synchronising their recently purchased laptops with newly installed classroom docking stations, collecting their lateral flow home testing kits and preparing classrooms and the site for students' return the following week.

- Year 11 MFL and Childcare assessments will go ahead as planned. A Year 10 presentation from Whitehouse Construction will also take place P5.
- Guidance and activities for this 'Do something different day' will be issued in due course.
- Very limited onsite provision for Critical Worker/Vulnerable students will still be available.

## 3. Year 13 Assessment Week

Year 13 Assessment Week will go ahead as planned from 15<sup>th</sup>-23<sup>rd</sup> March. As per our previous letters, these are class based assessments. Students will not be required to attend lessons during this period to allow them time to plan and prepare. Mrs Allen will be holding a virtual assembly with Year 13 on Friday PM to confirm the details and arrangements for this week.

## 4. School Day Timings for March 8<sup>th</sup> Onwards

Designed to:

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

### Lunchtime Rota

Year 7 - 11:00 to 11:25

Year 8 - 12:00 to 12:25

Year 9 - 11:30 to 11:55

Year 10 - 11:10 to 11:35

Year 11 - 12:00 to 12:25

Year 12 and 13 using main site canteen - 11:35 to 12:00

Year 12 using Sixth Form Cafe 11:30 – 11:55 and Year 13 using Cafe 12:00 to 12:25

The school day timings for March 8 <sup>th</sup> onwards	
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
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' (Years 7,8,9 will get 5 min break outside)
10:05 – 11:05	Period 2
11:05 – 12:25	Period 3 including 25 min lunch rota - students will be able to eat lunch (bring packed or purchase) between 11:05 – 12:25
12:25 – 13:25	Period 4 (Years 7,8,9 will get 5 min break outside)
13:25 – 14:30	Period 5 (only students using buses will leave at 14:20)
QEGS will remain open until 15:55 for any student requiring supervision. Staff will also use this time to call parents, check on students' wellbeing and to raise matters worthy of praise and/or concern.	

## 5. End of School Student Departure Times

Please stress with your child the details for the end of the school day:

- 2:20pm departure from lessons **ONLY for those students accessing school transport that day and from the school Bus Bay. No other students should be leaving lessons and the school site at this time.** Students travelling on the 009 bus will be supervised until the later departure of 3:25pm.

- 2:30pm departure for students NOT using school transport that day. **Students deliberately seeking to leave the school site before their designated time will receive an after-school detention.**
- Students should make their way directly to and from school without delay, avoiding waiting for groups of friends and causing pedestrian 'bunching'.

## 6. School Driveways

We have designated driveways to limit numbers, reduce congestion and reduce risk for when students arrive and depart school. These are marked with posters and signs:

- Years 7,8,9 should all use the 'down' drive (down route for vehicles).
- Years 10, 11 and Sixth Form should all use the 'up' (up for vehicles) drive at all times.

## 7. Critical Worker Provision

Critical Worker provision will continue until all year groups have returned onsite. **From Monday 8<sup>th</sup> March, all Critical Worker/Vulnerable students will attend their normal timetabled lessons** with their teachers present in the classroom teaching in a 'hybrid' fashion (with some students onsite and some at home until tested and permitted to attend onsite).

## 8. Attendance

Attendance to school is mandatory for all students following their 1<sup>st</sup> onsite Lateral Flow Test on/before/after 8<sup>th</sup> March 2021. It is vital to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. This means from that point, the usual rules on school attendance will apply, including:

- Parents' duty to ensure that their child attends regularly at school where that child is a registered pupil at school and they are of compulsory school age.
- Schools' responsibilities to record attendance and follow-up absence.
- The availability to issue sanctions, including fixed penalty notices in line with the local authorities' codes of conduct.

However, if your child has been confirmed as clinically extremely vulnerable (CEV) they should shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. We will require a copy of the shielding letter sent to CEV children. Please could you email, scan, post a copy to Mrs J Wibberley [wibberley@queenelizabeths.derbyshire.sch.uk](mailto:wibberley@queenelizabeths.derbyshire.sch.uk)

## 9. Behaviour for Learning

The whole school behaviour for learning policy has been amended to reflect the current situation and it is crucial that we have the support of parents to ensure the safety of the whole school community. The policy highlights behaviours that should be avoided as they may increase the risk of COVID-19 transmission:

- Physical contact with someone who is not part of your household (this can include but is not limited to touching, biting, hitting, punching, hugging etc)
- Spitting
- Sharing equipment/containers e.g. water bottles
- Sharing food items
- Deliberate coughing
- Any other act that would be deemed to be deliberate and harmful towards another person or person(s) in relation to the spread of COVID-19

We ask that you discuss the above behaviours with your child and the importance of appropriate conduct in school.

## 10. Uniform

Full school uniform must be worn from your child's first day of school including their testing day. More details can be found on the school website. We appreciate students have been wearing their own clothes for many weeks now and may have found their own style with hair colour, piercings, make up etc but students must meet the uniform expectations on their return. If you are struggling to source an item with non essential shops shut then please contact your child's form tutor. Online purchases of school uniform should be made in preparation for return where possible.

Item	Uniform Expectation
Blazer	Grey blazer with embroidered Academy badge ordered from 'SchoolsIn.'
Trousers	Black trousers – Formal style only smart plain tailored black trousers only, no jeans or jean style, denims, skinny fit or casual trousers.
Skirts	For Yrs 7 and 8: QEGS Ashbourne checked skirt ordered from 'SchoolsIn.' A black straight skirt (maximum three cm above the knee, no pleats or stretchy/elasticated material) remains acceptable school uniform students in Years 9-11. <b>From September 2021 all students choosing to wear a skirt will need the 'checked version', so if you need to replace a black skirt it would be beneficial to buy the new version, alternatively trousers can be worn.</b>
Shirts/Blouses	White shirt (formal).
Lanyard	Access ID Card
Ties	House Tie purchased from 'SchoolsIn.'
Jumpers	In cold weather a black, V-necked jumper with embroidered logo purchased from 'SchoolsIn' may be worn under blazers. No cardigans or crew necks.
Tights/Socks	Plain black tights and black socks only. Summer uniform: black socks can be worn in replacement of black tights.
Hoodies	Hoodies are NOT allowed at all unless for sports events when only a QEGS sports hoodie can be worn.
Shoes	Plain black leather type shoes. No trainers, pumps, sandals or boots.
Coat	A plain, warm, weatherproof outdoor coat, to be worn in addition to the school blazer not as a replacement for a blazer.
Jewellery	One small single stud in each ear lobe, one wrist watch. No additional visible piercings are acceptable (ie; upper parts of ear, face, nose or mouth).
Hair styles	No extreme hairstyles. Hair must not be cut with tramlines or patterns. Heads must not be shaved either fully or in part. Dyed hair – only full head or highlights, only in natural hair colours. No blocks of colour.
Makeup	No excessive makeup is allowed.
Nail Varnish	Not allowed, natural nails only, no false nails, gels, acrylic or extensions allowed.

### 11. Face Coverings and Health and Safety

The new national lockdown and associated guidance from the DfE state that face-coverings are now mandatory in all lessons and in all indoor communal spaces. Please remember to ensure that your child has a face covering for school and that it is worn in all indoor locations around school inc. lessons. Face coverings do not need to be worn whilst outside (although this is an option for students if they prefer), they are not needed for eating, drinking or participating in PE. Any student who has a medical exemption must present the medical note/certificate to their Form Tutor immediately on their return. Students and staff exempt from wearing face coverings will be required to always wear a 'sunflower' lanyard and/or badge whilst onsite. These can be collected from Progress Leaders and/or Mr Bawden.

- Face coverings worn should only be of a plain colour (with no inappropriate graphics).
- Face coverings should be worn correctly covering the face and nose. If a student is wearing a covering incorrectly e.g. on the chin, they will be asked to wear it correctly.
- Students may be asked to remove their face covering by a member of staff (where social distancing measures can be maintained) for a short period to aid communication.
- Transparent face coverings will be available for staff and students who rely on lip reading.

We are able to provide face coverings for students who lose/forget. However, as you can imagine we do not have endless supplies so please ensure that your child has their own each day. We have installed almost 80 wall mounted hand sanitiser dispensers around both sites and bottles of sanitiser are available in all classrooms. Students must still wash their hands or sanitise as they arrive and depart from every lesson, using the school canteen and at any point they move around the school site. Our welcome back video which includes health and safety guidance can be found here: <https://youtu.be/RfG7E7o1UvY>

### **12. Filled Water Bottle**

Please make sure your child has a filled water bottle each day to stay hydrated; some water fountains are not available to use due to Covid restrictions and there are limited opportunities to refill.

### **13. Visitors to School**

All schools have been advised to keep adult visitors onsite to a minimum. However, we appreciate that sometimes it is important to see someone in person.

- If you have a query, please email ([enquiries@qegs.email](mailto:enquiries@qegs.email)) or telephone 01335 343685.
- If you wish to make an appointment to speak to a member of staff by phone or in person, please allow 24hrs notice for a response and confirmation.
- Only access the reception area if you have made an appointment and then complete the 'Track and Trace' signing in forms as requested.
- Please wash or sanitise your hands on arrival and departure.
- Please wear a face-covering at all times when onsite.

### **14. School Transport**

Whilst most students complied with the rules of travelling by bus in the autumn term, we had reports that some students did not. Where a student who uses school transport has tested positive for Covid, it has been difficult to pin point the close contacts as some students have not maintained their seating arrangement. Whilst we can have some control over where students sit when they leave school, it is difficult to oversee where they sit on the morning journey to school.

- The majority of the larger vehicles have seating plans displayed on the bus door; seating plans can also be viewed in school corridors. Students must sit in these seats for the journey both to and from school.
- On arrival at school, spot checks will be carried out to assure ourselves that we know who our students have been in contact with. Please can you stress the importance of this with your child.
- All students must wear a face covering and sanitise their hands when they board and disembark from the school bus.
- Face coverings must be worn for the duration of the journey and not be removed at any time.
- Students must sit in their designated seat as per the seating plan and remain in these seats for the duration of the journey. Students will be organised into year groups before they board any bus.
- Transport providers and the authority governing these buses have the right to remove any students' right to travel on school transport should their behaviour be unsafe and/or a breach of the guidelines above.
- If we do not feel able to confidently identify who has or has not been a close contact, we will be forced to isolate entire buses to protect other members of the school community.

### **15. ParentPay Top-Up**

Please check that your child has sufficient credit on their account. The canteen is open each day and the menu changes through the year making it a popular destination! Students will spend! However, there is a daily spend limit, don't worry.

### **16. Equipment**

We request that all students come to school with the correct equipment for their day as students' equipment cannot be shared. **This must include a 'Reading Book'** to use at the start of each lesson whilst the teacher arrives and sets up the lesson.

It is good habit for your son/daughter to pack their bag the night before school to ensure they have everything organised for the next day:

- Pencil case
- Blue/black pen (red pen desirable)
- Pencil
- Rubber
- Sharpener
- Ruler
- Calculator (desirable)
- Reading book

If you have any financial problems purchasing the any of these items, please contact [Bembridge@qegs.email](mailto:Bembridge@qegs.email) for support with Years 7-11 and [smithv@qegs.email](mailto:smithv@qegs.email) for Years 12-13.

When your son/daughter has PE/Dance/Drama on their timetable they should come to school in their QEGS PE kit for the day. They are also to wear their school blazer and lanyard over the top of their PE kit as they would if they were attending a fixture. It would be useful to also bring a spare pair of socks, trainers and a top that they could put on if the weather is cold/wet outside, ideally a rain proof jacket. Please note we will not be taking part in PE lessons outside if it is pouring down with rain. However, your son/daughter will still need to come to school in their PE kit as we will aim to find an alternative indoor space. You can find our PE kit expectations on the school website.

**Please note KS3 dance and drama lessons will be classroom based for the time being and students will NOT be required to attend school in PE kit, except Year 7 dance lessons only.** However, if your son/daughter studies Dance or Drama in Years 10, 11, 12 or 13 they will be expected to come to school in their QEGS PE/Dance kit. They are also to wear their school blazer and lanyard over the top of their kit.

#### **17. PE Co-Curricular**

It was fantastic to see so many people participating and enjoying taking part in physical activity. The after-school clubs will recommence safely week commencing 8<sup>th</sup> March, further details with the timetable will be published next week. All students are welcome to take part in the after-school clubs (2.30pm to 3.55pm) and they just need the permission slip, signed by their parent/carer and presented to the teacher leading the session (if they have not already taken part).

#### **18. Students out and about in the Community Reminder**

Students, please make sure on the walk to and/from school to be courteous to members of the community passing on pavements to allow for social distancing and not walking in large groups; students are amazing at following the guidelines in school but do not forget it does not stop beyond the school gates.

#### **19. Home School Communication**

Staff will continue to contact parents frequently by telephone and email. Staff will be using the 3:00-4:00pm time to make calls about concerns, praise plus 'safe and wellbeing' checks. What may be considered 'minor' successes or concerns, which may not have resulted in telephone calls in the past, will now form part of our new approach to wellbeing and safeguarding. It is important that students appreciate even the smallest gestures of kindness, effort and positive attitude will be recognised in what are quite challenging times for us all. Equally, silliness and poor attitude or refusal to do what staff request will result in much swifter sanctions, ensuring that all can remain safe and well in school. Please support us by talking to your children and making them aware of this approach.

#### **20. Mass Testing Programme**

With the wider reopening of schools there are some changes to the arrangements for testing. Home testing is being introduced for secondary age pupils [11+]. It is important that students are initially supervised whilst swabbing to make sure they do it correctly. This is why testing will initially take place on the school site. Testing students on site is a condition of being able to transition students to test at home. We have included a link to the information parents, students and staff will need to read and consent to prior to tests being carried out. Information on mass testing can be found via the link below: <https://www.queenelizabeths.derbyshire.sch.uk/covid-19/covid-19-testing/>



Please use the Microsoft Forms link below for the return of the consent and registration documents. Please complete before 4pm on Tuesday 2<sup>nd</sup> March 2021 by following this link and completing the form [www.qegs.link/covid19testing](http://www.qegs.link/covid19testing) Please only send scanned versions or hard copies if the Forms link is problematic.

To summarise the testing approach:

- All staff will be offered a twice-weekly home-test.
- All students will be offered three tests in school, in order to train them in how to self-administer the test. Then they will be provided with a twice-weekly home-test kit.
- Identified close contacts will continue to be asked to self-isolate and follow current Government guidance.

We fully support the initiative of mass testing in schools and at home to ensure positive cases are identified quickly and offered appropriate support. Equally, we appreciate that some people may be nervous and have lots of questions. We want to support and allay any fears.

Testing will be initially conducted on the school site. Students will be provided with a time to arrive for their test, which will be conducted in the Main Hall. Due to the numbers being tested we will not be able to change appointment times. You will shortly receive a letter with more information.

### **21. Specific Guidance on Students Feeling Unwell with Coronavirus (COVID-19) Symptoms**

Students and other adults **must not** come into school if they have tested positive in the last 10 days or have coronavirus (COVID-19) symptoms including:

- New, continuous cough
- High temperature
- Has a loss of, or a change in their normal sense of taste or smell (anosmia)

If anyone in the school becomes unwell during the day with any of the above symptoms, they must be sent home and self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) will also need to self-isolate for 10 days from when the symptomatic person first had symptoms. If you require further support or guidance on any of the matters above, please contact your child's Progress Leader in the first instance. You can also email [enquiries@qegs.email](mailto:enquiries@qegs.email) should you want to ask any questions ahead of your son/daughter returning to school.

### **22. Covid Test Results Prior to Return**

If a student or member of staff tests positive for coronavirus [COVID-19] and has to self-isolate you should telephone **0789 0319042**. This will help us in planning for a successful return to school.

New DfE guidance has been issued recently. Whilst there are no major changes, which affect our current operating systems and processes, the advice continues to emphasise the importance of some of the basics:

- The importance of hands, face and space at all times.
- Face coverings in all communal areas, including classrooms, around school are mandatory. Exemptions are permitted if we are notified and an identifiable lanyard/badge [provided by QEGS] is to be worn at all times.
- For students to avoid the use of public transport wherever possible.
- The importance of risk assessments and the collective responsibility of all students and staff to keep the clinically extremely vulnerable (CEV) as safe as possible whilst in school.

### **23. Free School Meals Whilst Self-Isolating**

We will be purchasing weekly food hampers which will be available for those students' eligible for free school meals who are self-isolating - further detail is available from Mr Bembridge [bembridge@qegs.email](mailto:bembridge@qegs.email)

### **24. Advice and Guidance on Self-isolation**

- If you have a positive test confirmed within your household – household must self-isolate.
- If your child has been identified as a close contact but your child is not displaying symptoms – child must self-isolate, other household members can go about their business as normal.

- If remote learning due to self isolation – during the hours of the school day students must remain at home and complete their remote learning.

<https://www.gov.uk/government/publications/guidance-to-parents-and-guardians-when-you-should-book-a-coronavirus-test-for-your-child/letter-to-parents-and-guardians-when-you-should-book-a-coronavirus-test-for-your-child>

### **25. Ofqual Consultation Outcome and end of Course Grades for 2021**

The government and Ofqual have now decided and released the principle ideas as to how grades will be awarded this summer. In summary, final grades for 2021 will be school based decisions which we are really pleased about. There is still a lot of detail to be issued to schools from the government and exam boards. Once we are in a position to confirm and explain these details we will.

What we do know, is that our students will now not be judged on what they know/can do on one day, it will be what they know and can do by the end of their course. Therefore, every lesson and every day, now counts more than ever. Every day is a chance to improve, develop and further your chances of getting better grades.

New dates for results days have also been released:

- Post-16 results Tuesday 10<sup>th</sup> August 2021
- KS4 results 12<sup>th</sup> Thursday August 2021

### **26. Catch Up**

Finally, our approach to helping students to ‘catch up’ will be very much focused on what remote learning cannot provide. The relationships, teamwork, excitement and success that comes with a full and varied school day. We will be focusing our efforts on re-instating as many ‘enriching’ school experiences as soon as possible.

If students are engaged, motivated and happy, they will learn more effectively too. Therefore, we have briefed staff this week and we all want to see as many sports clubs, music concerts, art exhibitions, science practicals, subject competitions, challenges, charity events, school trips, visits and residential experiences as we can run, when we can run them. We will have a Sports Day if guidance permits. We will have a prom for Year 11 and 13 if it is safe to do so. The sooner we can Question, Explore, Give and Succeed, the better for us all!

Take care, stay safe and look forward to what we will be able to do, rather than what we have missed.

Yours faithfully



Mr S Garrity  
**Headteacher**