



Update to Parents/Carers – Sunday 30th August 2020

The countdown begins! – We are so excited to open the school for all students, gradually and carefully, but full of anticipation from Thursday 3rd September 2020. We know this won't be easy for us all, but it couldn't be more important to pull together and go for it with gusto, faith and the honest, transparent communication that got us through lockdown - it will make this work out, too.

This is the 'Summer Special' letter – I remember rushing to the newsagent as a kid to get the Summer Special of my favourite magazine and it had more pages and better posters than the usual ones.... So, this is ours, without the posters but with some terrific photos of the Class of 2020.

Here we go, lock and load:

- The most up to date guidance from the Government can be found here ([click link](#)):

Guidance

Guidance for full opening: schools

It was updated on **Friday 28th August** during the evening, with parts even amended once again on **Saturday 29th August**, so you have it as up to date as it gets here, should you wish to read for yourselves.

It included new information that I have used to adjust accordingly the risk assessment we planned at the end of term and about which I have also consulted representative Trustees on our Board of Governors during the summer break.

The new updates to the guidance we are asked to follow are covered by the contents of this letter.

- **A reminder of start dates for each year group:**

To enable our students and every member of our staff team to adjust both to life after lockdown and to life in year group teaching zones, the start dates for each year group are spread across the first week of term as published in July:

Thursday 3rd September – Year 7

Friday 4th September – Year 7 and 11

Monday 7th September – Year 7, 10 and 11

Tuesday 8th September – Year 7, 9 and 11

Wednesday 9th September – Year 7, 8 and 11

Thursday 10th September – All years in

Start and Finish Times and Entrance/Exit points for each year group:

Please see the photo on the next page confirming these, which we have also posted across our social media platforms, and they will run until further notice.

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North Road, Dibden Purlieu
Southampton, Hampshire SO45 4ZF

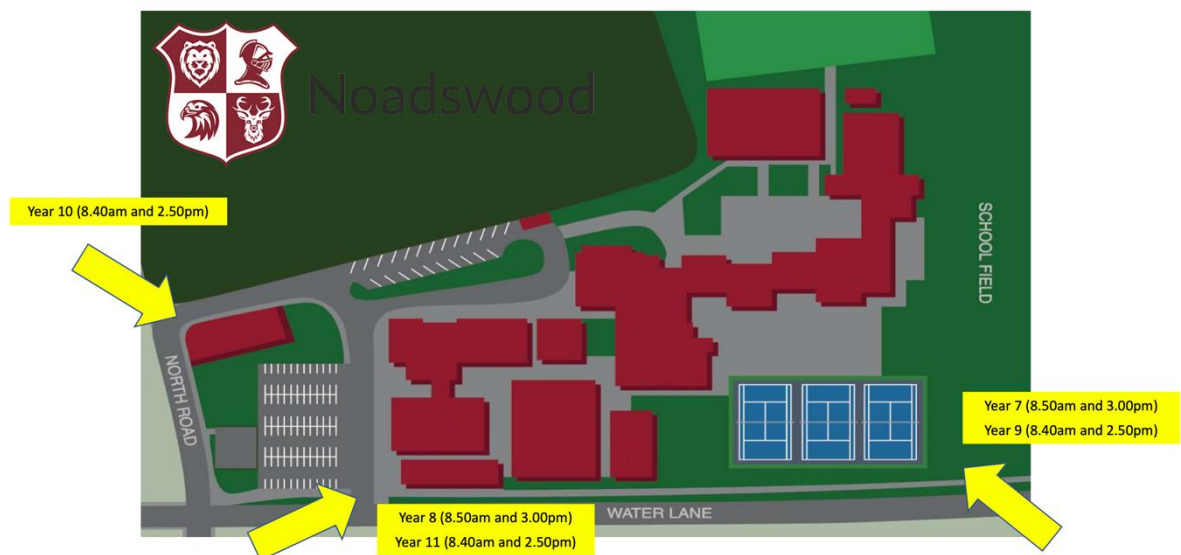
Tel 023 8084 0025

Email info@noadswood.hants.sch.uk

@Noadswood_Sch
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We'd be grateful for students arriving punctually but not early for these times, please.

On the first day of term for each year group, tutors, senior staff and other colleagues will meet and greet the year groups at the appropriate entrance to take them to their tutor base in their year group zone.

We are aware of few obvious things:

- 1) Young people will spend time with younger or older children away from the school site within families and your agreed bubbles**, but our responsibility is to do all we can to avoid community transmission of possible cases of the virus by avoiding the mixing of bubbles from the moment they arrive on site to the moment they leave.
- 2) You, as parents, will sometimes need to drop your children off together, even if one child is due on site later than the other(s) in order to meet the demands of your day – Please only do this if you need to.** But if this is the case please ask the child who must wait to make their way to the vicinity of their designated entrance point and to wait there until they are allowed to come in, keeping at least 2m away from students from another year group using the same entrance at an earlier time.

There is just a ten-minute window in which to be patient, and that way, we're all pulling together as best we can.

Similarly at the end of the school day, if your child needs to wait for an older sibling or for you to arrive from another school, please arrange where they should do this, away from the exit

points around the school site – we would be very grateful for your support in avoiding driving close to the site, so that we really are keeping that physical distance throughout the school day and around the close perimeters of the site which could, otherwise, break with what we're asked to follow to keep each other safe.

If there is a specific concern for you because of a later time you need to collect your child, please email your child's House Leader to discuss this with us.

- 3) **Your child may need to mix with older children from Noadswood and younger children from other schools on the way home:** This is of course true; they may well do. We know that time spent outside is seen as lower risk than indoors, and so we simply ask that our young people make their way home as quickly as they can, and don't hang out within the community as they go.

We need our students not to head on to primary school sites to wait for siblings or pals, nor yet to gather anywhere else in groups – they need just to head home. We will keep reinforcing these messages. But imagine how powerful it would be if, rather than this being seen as teachers 'nagging' or an issue for our very busy PCSOs in the community, we all just pulled together as the whole Noadswood family to get it right. This is guidance for good health, after all.

- **Tutor group and teaching zones for each year group:**

In line with the Government guidance, our students' timetables will include them learning within one zone of classrooms rather than moving all around the site, avoiding us creating busy corridors and busy communal spaces during this time.

Your child will have explained to them the rooms within their zone, and signage will be up, but they look like this so far, for those of you who know our site well, and to share with your children:

Y7: A11, 12, 13, 15, 16, 17

Y8: A21, 22, 23, 24, X11, 12, 13

Y9: M14, 15, 16, T11, 21, 25, 26, 28

Y10: M22, 23, 24, 25, 26, 27, 28, 29

Y11: M11, 12, 13, H16, 18, LRC, S12, S21

We know students will make mistakes – so will colleagues! – but we will work together to get this into our minds as swiftly as we can, and look after each other if we get it wrong.

We have already begun working with individual students and their families about this, but if you have a particular query about your child's zone, don't hesitate to email us at

health@noadswood.hants.sch.uk



Your children will be able to visit their House Leaders and their ELSA/counsellor as usual, with physical distancing in place securely; if your child is someone who has needed space available to them as an individual as part of their provision, you will be contacted and a specific support plan will be put in place.

- **Zoning at social times:**

Again, to prevent year groups bunching together at any time during the school day, we have created zones for social times and staggered the start times for breaks and lunches, so no two year groups will ever be in the same outdoor space at the same time.

We are also looking at safe use of the astro and field, during good weather, without breaking year group bubbles, and again, information about this will be shared with the students as we return.

- **Our Risk Assessment and cleaning and sanitising plan:**

Our Risk Assessment outlines all of the measures we are putting in place to mitigate against risk for students and adults alike. It will be published on our website on Thursday September 3rd 2020.

It includes all the aspects of our work to reopen our site mitigating risk as much as we can that are contained in this letter, as well as more operational detail. I will be recruiting KS3 and 4 parents to join me with a small team of colleagues to review its effectiveness and to keep it truly live and dynamic in everyone's interests.

If you're interested in helping with this, please email headteacher@noadswood.hants.sch.uk

It also includes the importance of adults following physical distancing guidance when they are with students and amongst themselves, including in office and department bases. This is challenging for colleagues, as space is at a premium, but we take seriously the importance of this alongside the zoning of students to minimise the possibility of community transmission between and from adults.

Related to this is that we would like to continue to operate as we did in the weeks immediately prior to lockdown with respect to visitors to the school site and the use of our Reception area:

- 1) Please could you help us out by not attending the school site unless you really need to, and if you do, please follow signage, queue outside if someone else is already in Reception. Then once in, use the bell, wait and sanitise, thank you so much.
- 2) If you are dropping off kit or lunch/money, we will arrange for your child to come to you outside Reception for you to give it to them.
- 3) If you need to leave urgent medication, we will take this and ensure it's handled safely and in a timely way.

- 4) We'd like to encourage email and phone comms wherever possible – all our colleagues are back in to take comms that way. If you have a concern about anything C-19 related, please use health@noadswood.hants.sch.uk
If it's a more general query, and you don't know the email address you need, you can use info@noadswood.hants.sch.uk and it will be directed to the right person.
If you'd like me to know about your question, concern or good news quickly, it's headteacher@noadswood.hants.sch.uk
- 5) We cannot handle cash at the moment, and so students cannot visit the finance office until further notice.

The Risk Assessment document also contains our cleaning and sanitising plan, detailing 6 additional handwash stations and a fixed sanitiser dispenser at every entry point to the school buildings and in the hall/dining hall and medical room, in addition to kits in every classroom and office space for sanitising (appropriate to the curriculum use of the space) and tissues. We have also employed additional cleaners to work with us through the day, ensuring regular cleaning of all toilets, touch points and the replenishment of wipes, sanitisers, soap, paper towels and tissues, emptying of bins etc.

- **Face coverings (re-usable and disposable):**

Every member of the Noadswood family is welcome to wear their face covering in and around the school site, and we would encourage its use anywhere where physical distancing could be more difficult.

The Government guidance on face coverings in schools where there is not currently additional intervention owing to a spike in cases, and updated in the last week, is found below ([click link](#)):

Guidance

Face coverings in education

We will ensure classroom doors are kept open, and that ventilation is as good as possible in every learning space around our school, but any student or adult may wear their face covering at any time they consider appropriate/sensible/confidence building/safer.... Any time that works for the individual!

We have a supply of face coverings and face shields available if anyone forgets theirs.

Safe throwing away of disposable masks is crucial so we have bins specifically marked for this, and if your child's mask is re-usable, they need to bring a clean bag to put it in whenever they take it off, and sanitise their hands carefully afterwards.

Posters will remind students about this, as will tutors.

We'll create a culture of care and support about this choice to wear face coverings that some people will make and others will not - please let us know if your child encounters difficulty from someone else either for wearing or not wearing a covering. We must look after each other.

If you or your child are worried about this in any way, please email us at

health@noadswood.hants.sch.uk

- **Stay Smart, Stay Apart:**

To remind our students and colleagues alike of the importance of physical distancing, we will have the above phrase on posters around our site, and give verbal reminders, too. We would welcome you discussing this with your children at home – explain to them why it's important to keep the distance at school, even if they've encountered people not doing so in other parts of life. It's simply to keep everyone safe and our school open normally throughout the term, so they can enjoy their learning and time with their friends.

We've got an incredible opportunity to make this work if we all pull together.

- **What to do if you or your child(ren) are particularly worried about returning to school site:**

Please drop us a line at health@noadswood.hants.sch.uk – we understand there may be worries and we will work with you and your child to make a plan to help. We are in this together and have worries ourselves – you're not on your own.

- **What to do if your child(ren) or you present symptoms that could be C-19:**

Please keep your child at home and we would encourage you to book a test to confirm all is well or not to avoid the need to self-isolate for the requisite number of days, feeling unsure as to the situation – useful links are ([click link 1](#) and [click link 2](#)):



If you and/or your child get the 'all clear' for C-19, they can come back to school when they feel well/are better from any virus/illness they do have.

If access to testing in institutions such as schools increases – often discussed, but as yet, not come to fruition – we will issue new advice.

- **What we will do if a child or adult presents symptoms that could be C-19 within the school day:**
We will ask the child or adult to go home and advise them to take a test to rule out C-19 so that, once they get the 'all clear', they don't need to self-isolate/feel unsure about things.
- **What we will do if a child or adult within our Noadswood family is confirmed to have C-19 once we're back together in school:**

We will follow the actions on the PHE Action Card, the link to which is here for your information ([click link](#)):



If this guidance is updated or adjusted at any time, we will provide you with the link straightaway.

- **Food and drink on offer at school:**
It may be easier for your children to bring a packed lunch in current circumstances, but that said, we are looking forward to working with our catering team again to deliver to everyone a good offer, but it is necessarily restricted, under current Government guidance, until further notice.:
 - 1) There will be no provision for breakfast at present– students need to arrive just in time for their start of the school day and go straight to their tutor base within their zone.
 - 2) There will be a selection of snacks and drinks available from the canteen at breaktimes and some of the outside points around the site, following a narrower offer than usual and on the principle of 'grab and go'
 - 3) There will be cold snacks and a limited selection of hot meals available from the canteen at lunch time. One of the hot meals will be a vegetarian option. All these meals will be pre-packed, again on the principle of 'grab and go'.
 - 4) We all will be asked to sanitise our hands at the front of the queue and the biometric scanner will be wiped between uses.
 - 5) We will encourage students to pre-order food during House Time wherever possible (like that particular style of B and B where you order the night before!) in order to reduce queuing time and remove the need for use of the biometric scanner.
 - 6) **NB It is unlikely that pupils will be able to access the 'reval' machine during the school day under current restrictions, so it is particularly important that students' accounts are topped up online.**



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- **Uniform and Equipment including PE kit:**

We published our uniform requirements before the summer, including making the blazer optional until further notice as long as your child has the black Noadswood V neck jumper instead.. We understand the financial pressures people are facing at the present time – if you have a concern about your child's uniform, please email us at health@noadswood.hants.sch.uk or liaise directly with your child's House Leaders/Tutor.

Please let your sons/daughters know that they need to bring PE kit to change in to on the days they have PE, as normal.

We have made provision for where groups will change, spread around our PE/sports facilities rather than all within the changing rooms, and the students will have this explained to them by colleagues greeting them for their first lessons.

The Association for PE and the National Governing Bodies at Sport England's Return to Play guidance, along with the Government guidance, enables us to run our usual sport curriculum when we return, with additional measures around physical distancing and sanitising of equipment in place.

If you have any questions about this, please contact us at health@noadswood.hants.sch.uk and we will liaise with Mr Shearsmith and the team to reassure you.

It's really important that your child comes to school with all the equipment they need for the day in terms of a full pencil case, stationery, calculator, water bottle etc as we cannot loan this sort of equipment at this time nor yet make it available for purchase yet.

- **Lockers:**

As you know, from previous communications regarding lockers, we are moving to external lockers, larger, able to be shared by two students, and considerably more robust and easy to keep clean than the 'old style' metal lockers.

Although we agreed that we would phase out the use of internal lockers/leave them in situ for a further period of time, because of the fact we need to zone in year groups safely for our students, it is clear that we aren't able to provide access to internal lockers, in a safe way. Therefore, internal lockers will not now be available for a phased-out period because youngsters would have to cross bubbles to access them.

We are in liaison with the provider to see if they can release further external lockers this academic year, and we will update you as soon as we know more.



We appreciate that families were concerned about the cost of external lockers but uptake has been steady and those who have ordered one, will have this available to them in outside spaces, ready for the first day of term. Should you have a specific question about this, please direct them in the first instance to finance@noadswood.hants.sch.uk

- **Curriculum considerations:**

With the school zoned in year groups, we have done all possible to mitigate against a negative impact on your children's curriculum experience:

- 1) We will be offering the full range of subjects as usual, identifying where areas of 'catch up'/overlearning are required after lockdown as we all settle back in together, and putting intervention in accordingly.
- 2) We are continuing the timetable from last academic year until October half term to provide the maximum access to a full Key Stage 3 that we can muster for our younger students, without affecting our KS4 students, whose curriculum will evolve at the pace it needs to, responding dynamically to what the students require on their return.
- 3) We have kept as many practical subject learning spaces out of the zones as possible, for departments to allocate to particular year groups and classes at particular times to mitigate against the loss of some practical opportunities at the present time. This isn't ideal, we know, but it will go some way to helping the curriculum to have its compulsory practical elements as a minimum. When your child is learning in one of these rooms, they will be asked by their teacher to wipe down their work space as part of the 'packing up' procedures they would normally do, enabling another year group to occupy the space a short time later.

If you have any questions about the curriculum impact at this time for your children, please email me at headteacher@noadswood.hants.sch.uk and I will liaise with Mr Hewitt and the appropriate Team Leaders to provide information.

- **Wellbeing and mindfulness:**

We know that the adjustment back to school will be exciting and warmly welcomed by many, but we equally understand that for some people this could be far from the case.

If you have a worry about your child's wellbeing – or your own with respect to school – please reach out to someone straightaway. There will be no worry too small or dismissed. You can contact your child's House Leader or Tutor, but you can also email health@noadswood.hants.sch.uk which is monitored each day by me and two Assistant Head colleagues so, between us, we can guarantee someone will get back to you that day.



We will be introducing just a couple of moments of mindful pausing and reflection time, just to work on our breathing and slow down what will be an onslaught of pace, interactions and stimulation in a worrying time, in Periods 1 and 5 – watch this space when Mr Stone and Miss Harwood get this underway.

If you or your children took or take a moment to grab a stone from the beach and paint on it important words about how they/you want life to be right now, or to describe the vibe we'd all want things to have, then bring them in at any time. Ask the students to hand them to their tutors! I'm keen to pull together a community view of how things need to be in a host of different ways – this is just one tiny way so how about asking your children to get on board?

Behaviour for Learning and Rewards:

Mrs Loveday, Assistant Head, has adjusted our behaviour for learning and rewards policy and procedures. We will fundamentally be following the same procedures as last year and we will be publishing the full document on our website from Thursday 3rd September, but for now, we want to draw attention to the following:

- 1) We will foreground opportunities to call you, ePraise you or send you postcards home with praise and well done's galore. It's about celebrating successes of all kinds at this unique time.
- 2) We're going to ask that students really do focus on using toilet facilities during break and lunch time, and we'll want to minimise visits to the loos during lesson times so that we can avoid students mixing across their year group bubbles, where we can.
- 3) Any student who displays wilful or deliberate behaviour deemed unsafe according to government guidelines and the whole school risk assessment, may be asked to leave school site and work remotely until a meeting can be held with parents/carers to re-establish things. This includes the deliberate coughing, sneezing or spitting over another member of the Noadswood family, or deliberately getting in someone's physical space or crossing bubbles. We have to know that every child is safe to be in school, and is not made to feel unsafe by someone else.
- 4) We will also take seriously anyone making comments about each other's take on facial coverings or any other part of how we need to manage things to stay safe and in good mental health, too, and we would make direct contact with you if your child gets involved with anything like this.
- 5) We will be continually promoting the 'Catch it, bin it, kill it' approach and each classroom will be provided with plentiful tissues as well as sanitising wipes and gel.

- **Head Boy, Head Girl and Senior Team and Student Voice:**

It will be important like never before for me to take student opinions in to account about all aspects of school life, provision and learning, and it's always crucial to me.

I will be arranging conversations with those students appointed to roles, but I will also be holding a weekly 'surgery' inviting people from any year group who have a concern, a worry, a question or an idea to share with me.

If your child raises something with you at home, and they don't feel brave enough right out to pass it along, please drop me a line at headteacher@noadswood.hants.sch.uk

I will also be writing to the students weekly – building on the model we ran together successfully through lockdown – in which I will take up their concerns garnered from my own conversations with them and other people's.

- **Enrichment clubs and trips and visits**

We will look carefully at how we may be able to introduce some clubs open to specific year groups once we are all in the swing of the zoning and learning together once again.

We will also look in to opportunities to support students' homework and catch up, once gaps and the best ways to support different year groups and individuals become clear.

Other than that, until further notice, and with massive sadness, we cannot offer our usual timetable of after school clubs and activities, that mixes year groups and combinations of people all over the site, in ways too unstructured within current guidance, and nor yet our usual menu of trips and visits for the foreseeable future.

No one will be more delighted than we are when this changes and we will keep you posted all the way, collaborating on our policy and decisions with other local schools.

- **Year 11 Results Day**

I would like to thank Year 11 for the fantastic day they created for us all when they came in, a House at a time, to collect their results. It was actually pretty emotional for us to see them all, and we were all absolutely brimming full of pride.

Below, just a few photos from the day to give you all a flavour of how amazing the students are:





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If you have any ongoing exam result based concerns, please don't hesitate to write to us at: exams@noadswood.hants.sch.uk

We will keep you and the students posted when the guidance permits us to plan a Prom to be as proud of as we are of the young people themselves.

Thank you for making it to the end of this letter – no matter what we cover here, there will be scenarios that emerge that we cannot necessarily anticipate, so please stay in touch and remember that you raising a concern doesn't mean we regard you as a complainant or as negative. Everything you raise helps us to get things right and to look after the students brilliantly well.

Wishing you all well,

Kathryn Marshall and the Noadswood Leadership Team