

21 August 2020

Key information regarding the wider re-opening of Ken Stimpson Community School on

Thursday 3 September 2020

Dear Parent/Carers and students

Following the DFE guidance received in August, I can now confirm the decisions regarding our opening in September. Each school in Peterborough and nationally will have a different approach so please do not be concerned if you have friends or family members attending other schools that have a different approach. We are all attempting to minimise the risk and follow government guidance. I am pleased to share with you that our own school risk assessment has been **scrutinised and approved** by local authority experts.

Clearly, the situation nationally or locally may alter and therefore the school's plans may change, but I feel it is important to let you as parents/carers and students know what our current plans are for re-opening the school.

This letter provides a key set of information but can be enriched by watching the snippets on our website that give further detail. The website link is:

<https://www.kscs.org.uk/reopening-info>

Start of the day

1. All students are statutorily required to return on **Thursday 3 September, arriving between 8.25 am and 8.45 am**. They will meet their tutor, receive their timetable and have a health/safety and wellbeing briefing.
2. **Full uniform is expected**. Students are expected to bring their own bag and school equipment. Lockers will be available. If in doubt, please refer to above website link.
3. Students may be required to wear face masks travelling to and from school. However, following government guidelines, **face masks will have to be removed inside the school**. Some staff may be permitted to wear face shields.
4. **There will be separate gate entrances/exits for each year group. Please note the times** listed below when students will be allowed onto the school site. Please watch snippet number 5 using the above link to help you clarify the location of allocated entrances and exits.
5. Students arriving on bicycles will have their **own cycle areas close to the entrances/exits**. Over the last few months, we have listened to your concerns and have re-configured the school fencing to make the bike storage areas unavailable to the public attempting to use the library.
6. Access to Tesco is until no later than 8.25am and they will be required to wear a face mask as per Government guidelines.

During the day

1. **There is a revised school day**, a copy of which is attached. We have attempted to ensure that we re-open as normal but have taken this opportunity to enrich the school day through extended reading and pastoral care.
2. There will be a **staggered and split lunch**, meaning year groups will remain in their year-based bubbles and placed into allocated areas of the school during social times.
3. Initially, there will be only **one opportunity to have a grab and go bag (a range of hot and cold foods)**. This will be at break 1 and it will initially be a grab and go service. Please refer to snippet number 5 for more details using the link above.
4. **No cash will be handled inside the school. This means that the Reval machines used to top up payment will not be in use**. Therefore, money to purchase food will need to be transferred on-line through Parent Pay. We will be launching a pre-book food system shortly after re-opening.
5. **Staff will teach in their classrooms and students will move between lessons**. This is due to the geography of the school and to minimise disruption to learning.

6. The **classrooms/computer rooms have been re-configured** as per government guidance, so all students face forwards and a safety gap between the teacher and students is maintained.
7. There will be **one-way systems** put into place to control student movement between lessons.
8. There will be **staff routinely monitoring the corridors** to ensure students are carefully controlled during the school day.
9. **Cleaning, sanitising and hygiene services have been enhanced.** There will a schedule to clean classrooms during the school day and at the end of the day. In addition, staff will all have a PPE pack including antibac gel, wipes, spray and other PPE equipment. Students are encouraged to bring their own hand sanitiser with them to the school.
10. **If your child becomes unwell, snippet number 4 explains how we will take care of them (see web link above).** It is essential that we have up-to-date contact numbers connected to someone with authorisation to collect or send the child home during the school day.

Standards and expectations

1. It is extremely important that students follow the new routines and meet our expectations relating to minimising risk for all. Please go through the attached updated September 2020 **'Home School Agreement'** with your child before September. This Agreement does not need to be returned; as attendance at the school is taken as acceptance of these boundaries. Your Tutor and Head of Year will be going over these expectations with all students when they start school, but having your support beforehand explaining why it is vital that these routines and expectations are followed will be extremely helpful.
2. Please be aware that any behaviour that contravenes the health and safety of themselves or others (such as refusing to maintain social distancing, refusing to stay in the allocated space or deliberately coughing over someone) could be deemed as a serious incident and a student could face severe consequences (e.g. a fixed term exclusion). Internal resources will be concentrating on supporting young people in re-adjusting to school life.

Ends of the day

1. There will be a **staggered end to the day** with **Years 10, 11 and Post16 leaving at 3.15pm** and **Years 7, 8 and 9 leaving at 3.20pm.** All year groups exit through their allocated entrance/exit areas.
2. Please be aware that the Tesco car park and community car park alongside the skateboard park will be very busy. Public transport requires students to wear face masks. You may be ended access to park on Fox Covert Road. I urge you not to do this.
3. At the start of term, we are not holding any extra-curricular clubs. However, we will be planning for clubs to resume as soon as the re-opening of the school is settled.

Appointments/parents evening/open evenings and visitors

1. In these unprecedented times, we have had to take the decision that all parents evenings and open evenings will take place virtually. If you attempt to arrive at the school without an appointment to see a member of staff, we will not be able to accommodate this and you will be asked to leave. Under the new guidance, visiting the school at a pre booked time, will require you to follow the visitor guidelines before arriving at the school. These can be found on our website.

If you do have any questions/queries in relation to the school re-opening, then please contact your Student Support Officer or Head of Year using the following email Reopening@kscs.org.uk clearly stating your child's/children's name(s) and year group. Finally, can I thank you for your support and we genuinely look forward to welcoming your child back to school in September.

Yours sincerely



Bryan Erwin
Principal



Trevor French
Chair of Governors

Home School Agreement

KSCS commitment

KSCS will:

- Provide an environment which has been risk assessed in response to the COVID-19 infection and the guidelines for September re-opening
- Adhere to the social distancing rules as set out by the government.
- Provide a broad and balanced curriculum for all students.
- Contact parents/carers immediately if your child displays symptoms of COVID-19.
- Provide a consistent approach to rewards and sanctions for students as set out in the Behaviour Policy as well as the expectations outlined in this agreement.
- Contact you if your child does not conform to behaviour expectations; if they are deemed as unsafe, they may be sent home. This will be seen as a serious breach of the school’s behaviour policy and your child will only return with a clear agreement that they are safe to do so.
- Regularly communicate home through connect, emails, social media and the website.
- Update parents about relevant and recent Government legislation that applies to our school.
- Ensure the safety and welfare of our students.

Parent commitment

To support my child at KSCS, I understand that:

- If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school.
- If my child shows symptoms of COVID-19 during the school day, I will collect my child from the school immediately.
- That my child must strictly adhere to their individual school timings and entry/exit instructions.
- I will reinforce with my child the need to adhere to the social distancing rules.
- My child will need to follow appropriate hygiene guidance whilst at school.
- My child will wear the correct full school uniform.
- I understand I will not be allowed into the school without a pre- arranged appointment.
- I will read all letters/messages/emails that are sent home.
- I will inform the school immediately of any changes to parents/carers and emergency contacts details.
- If my child is deemed unsafe, and does not display the expected behaviour he/she will be sent home and cannot return to school until they can be safe. This will be considered a serious breach of the school’s behaviour policy.

Student commitment

As a student at KSCS I will:

- Adhere to the social distancing rules in class and in other areas during the day.
- Tell an adult if I feel unwell.
- Arrive on time, go straight to lesson without loitering.
- Only enter and exit the school building from the designated entrance and exit points.
- Follow the school’s one-way system when moving around the school.
- Remain within my year group bubble at all times.
- Follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it).
- Follow good hand hygiene – use soap and water for 20 seconds and when applicable hand sanitiser.
- Always behave well to maintain the safety of myself and others.
- Follow these expectations and know that if I don’t, I will be sent home, as this is a serious breach of the school’s behaviour policy and will not be able to come back into the school until I can be safe.
- Understand that these changes are about keeping everyone safe, including me.

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Logistics: The School Day

55 minute lessons, break 1+2 split

Breakfast club by pre booking start date to be confirmed limited and controlled capacity

September 2020 Model

Unit	Timing
Lesson 1	8:45-9:40
Lesson 2	9:40-10:35
Break 1 + Reading 10:35 – 11:35 30min: Reading & Oracy 30min: Social Break & Food provision	
Lesson 3	11:35-12:30
Lesson 4	12:30-13:25
Break 2 + Pastoral 13:25 – 14:15 25min: Pastoral Care & Social break 25min: Social break & Pastoral care	
Lesson 5	14:15-15:15***
Lesson 6	Year 11 catchup (provisional start week beg 14 Sept)

Year Arrive from	7	8	9	10	11	Post16
Entrance & timing	Main gates	Astro Entrance	Library Gages (divide 1)	Turning Circle entrance	Library Gates (divide 2)	Library new entrance
Cycle area	Front of school	Back of block 2	Back of library & front of Block 3	Back of Dance studio	Back of 4L04	In front of library

Timing Activity	10:35-11:05	11:05-11:35
Canteen	Years 7 + 9 + 11 + Post 16	Years 8 + 10
Reading* Intervention**	Years 8* + 10	Years 7 + 9 + 11** + Post 16

Timing Activity	13:25-13:50	13:50-14:15
Pastoral Care	Years 7 + 9 + 11 + Post 16	Years 8 + 10
Break (Social time only – no food provision)	Years 8 + 10	Years 7 + 9 + 11 + Post 16

*** Staggered exit same as entrance

Year 10-Post 16 @ 3:15pm; Years 7-9 @ 3:20pm

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