



Friday 17th July 2020

Dear parents/guardians

Plans for September

I am delighted to confirm that the school will fully reopen for all students on 3rd September 2020. Although there will be some alterations to our usual routines, we are committed to providing a full Dane Court experience for our students.

Staying healthy

Students must not come into school if they need to self-isolate under [current guidance](#).

Anyone self-isolating with symptoms must access [testing](#) and engage with the NHS Test and Trace process.

If a symptomatic student comes into school, parents/guardians will be contacted and the student will be isolated until they can be picked up.

Please discuss recommended hand and respiratory hygiene habits with your son/daughter. Guidance for students includes the following key points:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly ([NHS guidelines](#)), or use alcohol-based hand sanitiser to cover all parts of their hands
- Clean hands on arrival, after breaks, when moving to a new room, before and after eating, and after sneezing or coughing
- Not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze, and use bins for tissue waste

Hygiene habits

- When students move into specialist teaching rooms (including PE changing rooms), they must sanitise their hands.
- Students will use their own personal learning equipment e.g. pens, pencils, rulers and calculators (see list below).

Attendance

All students are expected to attend school from 3rd September. If a student is self-isolating or unwell, parents/guardians must contact the school by 9am on every day of absence. Please do not be offended if the office staff ask for details of symptoms and instruct you to access a test for your son/daughter.

Equipment

Please limit the amount of equipment brought into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones. Equipment must not be shared, so please ensure that your son/daughter brings their own personal stationery, including:

- Pens & pencils (including highlighters), glue stick, eraser, pencil sharpener, ruler, protractor, compasses, calculator

Year group bubbles

Students will be taught in year group bubbles. This means that, as far as possible, students will only mix with their own year group. In Key Stage 3 (Years 7-9), students will remain in the same classroom for most lessons, moving only for some specialist lessons, such as PE. In Key Stage 4 and

the Sixth Form, although students will remain in year group bubbles, they will move between lessons and mix with other students in order to experience the full curriculum and benefit from specialist facilities.

Zones

As far as possible, each year group will be based in a zone of the school (outside zones will also be available for break and lunch times). Key Stage 3 students will have most of their lessons within their zone. Most lessons for students in Years 10-13 will take place in the M, N, D and language rooms. The zones are as follows:

- Year 7: Sorrento
- Year 8: Tallinn
- Year 9: Barcelona
- Year 10: Delphi
- Year 11: Neuchatel
- Year 12: M Plaza (including the new Sixth Form Study Area)
- Year 13: Languages corridor (and C Plaza)

Mentors and Year Leaders

As always, your son/daughter will have a mentor (who will be your primary point of contact) and our Heads of House will be Year Leaders for 2020-2021, as detailed below:

- Year 7: Mrs Towse and Mr Buttery (Year 7 Leaders), Mr Howard (Deputy Year 7 Leader)
- Year 8: Mr Alderson (Year 8 Leader), Miss Bolt (Deputy Year 8 Leader)
- Year 9: Mr White (Year 9 Leader), Miss Metcalfe (Deputy Year 9 Leader)
- Year 10: Mrs Razzaq (Year 10 Leader), Mrs Leese (Deputy Year 10 Leader)
- Year 11: Mr Wheeler (Year 11 Leader), Mrs Brissenden (Deputy Year 11 Leader)

The Sixth Form will be looked after by Mr Pleasant and Mrs Linton.

Sixth Form arrangements

Sixth Form students will be permitted to leave the school site for lunch, but not at other times within the school day. Quiet study areas will be provided throughout the day specifically for our Sixth Form students (Year 12 in the new Sixth Form Study Area and the Heart; Year 13 in the C Plaza).

Travel to school and the start of the day

Government advice remains that travel on public transport at peak times should be avoided if possible. However, we appreciate that most students will need to use the buses. You are advised to read the [government guidance](#). To reduce congestion at the school entrances, students will have designated entrances (as detailed below) and may arrive from 8am. The canteen will not be open at this time but a free item of breakfast food will be available to students from 8am until 8.20am, in year group zones.

We are expecting an increase in the number of students arriving in cars in September. Consequently, in the interests of safety, parents/guardians must not drive onto the school site to drop off or collect.

Students wearing non-disposable face coverings when arriving to school must bring a plastic bag to keep these in during the school day. Disposable face coverings, must be put in a bin. Students must not touch the front of the covering during use or removal.

Students must wash or sanitise their hands on arrival (there are many hand sanitising stations around the school, including in plazas, communal areas and at the main entrances and exits).

Allocated entrances:

- Year 7: Fairfield Road (service gate)
- Year 8: Art Gate, Broadstairs Road
- Year 9: Fairfield Road (main gate)
- Year 10: Side Gate 1, Sports Hall
- Year 11: Side Gate 2, Delphi
- Year 12 & 13: main entrance

Routes around the school will be clearly marked in order to limit congestion in corridors.

Break and lunchtime

At break time, students will remain in their zones (outside if the weather is kind, or inside). The school canteen will not be open during break time, so please provide sufficient refreshments for the whole morning.

At lunchtime, we will operate a 'staggered' lunch in order to reduce queuing and crowding. Initially, the canteen will be open for sandwiches/cold food only. For Years 7-9, mentoring will take place after lunch (1:55pm-2:15pm), for Years 10-13, before lunch (1:15pm-1:35pm). Students will be issued with a card and lanyard so that we do not have to use the finger-pads for payment (please top-up your son/daughter's account from home to reduce queuing at payment points). All of these measures will ensure that break and lunch times are as safe as possible.

Extra-curricular activities

We are hoping to run a limited programme of year group-based and remote extra-curricular activities from the end of September.

Meetings in school

We are always pleased to meet with parents; however, from September most meetings will be conducted by telephone. If necessary, appointments can be arranged for face-to-face meetings. As you will appreciate, we will need to make the necessary arrangements to facilitate social distancing measures. At present, guidelines do not permit traditional parents' evenings so we are working on alternatives.

Learning and the curriculum

Our Heads of Department have been working with their teams to adjust the curriculum to ensure that the students will all be in a brilliant place with their learning by the end of the year. We are totally confident that our new Year 11 and 13 students will be ready for their exams in 2021, and all other students will be exactly where they should be by the end of the year.

In order to reduce the amount of paper-based work collected by teachers, the amount of traditional teacher marking will be limited. Students will receive plenty of whole-class feedback and personalised electronic feedback. Most homework tasks will be set via the Google Classroom, although we will also be encouraging students to read, read and read some more!

A special note about PE and Music

Music

Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs.

PE

For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between students will be maximised as much as possible

Remote learning contingency plan

Our brand new remote learning plan is now in place. It will ensure that in the event of self-isolation, partial or full school closure, great learning will continue. The plan includes provision for a wide variety of teaching strategies, including pre-recorded lessons and live sessions.

Summary of key safety measures

The full risk assessment can be found on the school website. The protective measures include:

- Teaching in year group bubbles. Limited movement between lessons for younger students.
- Year groups have allocated zones and entrances.
- Staggered lunches.
- Hand sanitising stations located throughout the school. Regular reminders to wash hands.
- Regular reminders about the importance of physical distancing.
- Regular reminders about symptoms as well as clear guidance for suspected and confirmed cases of COVID-19.
- Restrictions on sharing of equipment.
- Regular cleaning during and at the end of the day.
- PPE available for first aiders.

Over the last few months, we have all become accustomed to rapid change so we can be sure that these plans will evolve and develop as we go. As always, I will try to keep you fully informed, so please check your emails and the school website regularly over the coming weeks.

Enjoy the holiday and take care.



Mr M Jones
Head of School