



16<sup>th</sup> July 2020

Dear Parent/Guardian

### **COVID-19 RISK ASSESSMENT – AUTUMN TERM 2020**

I am writing to inform you of the arrangements we are putting in place for the start of the new academic year in September. As you are aware, the government has announced that all schools will reopen fully from the start of next term. As part of this process, we have consulted with our staff on how we should manage the risks associated with this. We are confident that the measures we have put in place will help to reduce risk to our students, staff, parents and other visitors to our school. Please read the information carefully and also at the end you will see the start dates for your child. We will send an update in August before the term starts as further government announcements may require further changes.

We will also be continuing to use Google Classroom as parent of your child's learning as we move forward and we will offer further workshops for parents and staff will be undertaking more training.

The measures we have put in place as part of our risk assessment are as follows:

- Parents will not be allowed to enter the school site without prior appointment
- Parents must not congregate outside any of the school gates. Such congestion not only risks spreading the virus, but makes it more difficult to dismiss our children safely
- Year 7 students will enter and exit via Byron Street and parents can collect their children there.
- We will be holding induction sessions with all students to discuss the final arrangements when they return to school.
- Parents with COVID symptoms must not come on to our site under any circumstances
- Parental meetings will ideally take place by phone or virtually. Any face to face meetings will be socially distanced.
- Children with COVID-19 symptoms must not come to school. They must self-isolate at home and book a test. Tests can be obtained from: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Students will not be allowed to wear face covering on school site. Any student arriving at school with a face covering must take it off and place it in the bin provided at the gate. The student must then wash his/her hands using the hand washing stations provided in the playground
- Students will be taught in year group bubbles.
- Students will continue to move around the school using our one-way system
- Hand sanitising stations have been installed across the school. Students are expected to sanitise their hands upon entry to the school. Ideally students should come to school with their own sanitiser and tissues.
- We have paper towels in the toilets now as hand dryers cannot be used.
- Students will sit side by side, facing the front at all times, where possible

- Boxes of tissue paper will be provided in each classroom so that students can 'catch it, bin it and kill it'
- The doors to each classroom will be held open so that students don't have to touch it. Where possible all windows will be left open to ensure full natural ventilation. We will be installing air purifiers in some classrooms.
- Antiseptic wipes/sprays will be provided in each classroom which students can use to wipe their work surfaces or any equipment they use.
- Students will be assigned to specific sections of the playgrounds to keep them in separate year group bubbles. Hand washing stations have been installed in each playground and students will be expected to wash their hands at the end of break before re-entering the building
- The use of the school library before and after school will be restricted to a year group per day
- After school clubs and activities will only take place in year group bubbles
- Enhanced and more regular cleaning of toilets will take place during the school day
- Classrooms (including tables/chairs) will be deep cleaned at the end of each school day

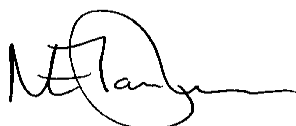
We understand that this will be anxious time for you and your children but I can assure you that we have carefully thought about the measures we have put in place and are confident that if we all adhere to it, we will minimise the risk of any transmission. Our pastoral staff will also provide emotional and mental health support to our vulnerable and at-risk children. All students will receive clear training and guidance on all these measures to ensure that they fully understand what is required of them.

Our normal school rules will students on returning to school will be reminded of the 4 Bes are the expected conduct at school and on the way to and home. The new arrangements set out above will also form part of our code of expectation and school rules. We are grateful for your support and will strongly urge you to go through the contents of this letter with your child.

If you have any questions or concerns about anything in this letter or any other matter, you can reach me by email at [admin@langdonpark.org](mailto:admin@langdonpark.org)

On a final note, I want to wish you and your family a restful and enjoyable summer break. We are excited about reopening in September and look forward to welcoming our children back to a covid secure school. Below you will see the start dates for your child. Again, please read the information carefully.

Yours sincerely,



**Mr N. Langham**  
**Headteacher**

**Friday 4<sup>th</sup> September: Year 7 and 12 induction day**

**Year 7s arrive at 9.00am and will depart at 1.00pm depart via Byron Street**

**6<sup>th</sup> Form** Arrive at 10.00am for induction activities.

**induction sessions timings**

**Monday 7<sup>th</sup> September**

**Year 8s arrive at 9.00am** for induction session with tutor.

**Depart at 12.15pm**

**Year 9s arrive at 10.00am** for induction session.

**Depart 1.20pm.**

**Year 13s in timetabled lessons from Monday onwards**

**Tuesday 8<sup>th</sup> September**

**Year 10s arrive at 9.00am** for induction session with tutor.

**Depart at 12.15pm**

**Year 11s arrive at 10.00am** for induction session.

**Depart 1.20pm.**

**Wednesday 9<sup>th</sup> and Thursday 10<sup>th</sup> September**

Year 7, 11 and 6<sup>th</sup> form in school following timetable lessons.

**Friday 11<sup>th</sup> September**

Staff CPD day school close for students

**Monday 14<sup>th</sup> September**

Whole school return: staggered times and break times TBC