

27th August 2020

Dear Parent/Guardian,

We are looking forward to welcoming all our students back to Immanuel College in September. In preparation for this I am writing to you with clear information relating to the start of the new term, including the safety measures and procedures that will be in place for students, parents and staff. As I am sure you will appreciate, there will be some changes to the way we work in school and we will continue to adapt our practice in line with government guidance.

I would appreciate you taking some time to read this information carefully and discussing it with your child to prepare them for returning to school. When your child returns to school on their first day they will be given further relevant information to ensure they are confident with the expectations and procedures to ensure everyone is kept safe.

RETURN DATES & TIMES FOR STUDENTS

It is extremely important that all students attend from their first day, not only to give them a fresh start with their peers, but also to ensure that all students are fully aware of the routines and expectations in order to keep everyone safe.

Students will return to school on the dates/times given -

- **Year 11** Tuesday 8th September (***Y11 students return full time from this date***)
- **Year 7** All our new Y7 students have been advised **which** of our induction days to attend. Our induction days are Tuesday 8th and Wednesday 9th September. Y7 students will attend on one, **but not both**, of these days.
- **Year 7-10** After our Y7 induction days, students from Y7-10 will return to school full time from Thursday 10th September.

START / FINISH TIMES AND ENTRANCES

The timings of our school day are unchanged; there will not be a staggered start time for students but different entrances will be used to facilitate social distancing. Students should arrive at school by 8.25am and the day will finish (except for students who have period 7 activities) at 2.45pm.

But... please note: Students should **not arrive on the school site before 8.10am** and will not be allowed access inside the school building before 8.15am.

Students should use the following entrances until further notice, **and must know which entrance to use from their first day** –

- **Y7** – entrance at 3I (*previously the normal student entrance*)
- **Y8** – entrance at 2A
- **Y9** – canteen side entrance
- **Y10** – entrance at 1B
- **Y11** – main reception entrance (*turning left onto 1 block*)
- **Post-16** – rotunda entrance

Staff will be available to guide students to the appropriate entrance and clear signage will be visible. **Students must adhere to social distancing while travelling to school and whilst on the school site.**

“BUBBLES” AND ZONES

Following government guidance, we have thought carefully about how we can safely reintroduce all students back into Immanuel in September. Prioritising the **safety and welfare** of our students and staff is at the centre of all our plans. The government guidance recommends that students are separate into year group “bubbles” and that bubbles are based, for much of the time, in a **separate area of the school; a zone.**

When students return to school in September, each year group

- will be based in a designated area of the school and will have most of their lessons in that area, only moving to other areas for some specialist lessons and social times. Students will follow specific routes and routines when they move from their zone.
- will have their own school entrance and exit doors which are fully supervised to ensure appropriate social distancing and purposeful movement at all times.
- will have their own indoor dining and outdoor social areas.
- will have their own designated access to toilets which will be fully supervised to ensure social distancing and hygiene measures are followed.

These measures will significantly reduce the “bubbles” mixing and also help to facilitate social distancing by reducing the number of students in any given area.

CLEANLINESS AND HYGIENE

In line with key government strategy, **cleanliness and hygiene** are key factors in our planning. As such, the following measures will be in place to keep both students and staff safe –

- Hand sanitising stations will be positioned at entrances/exits as well as around school and in every classroom. All students will be asked to sanitise their hands each time they enter or leave a classroom or area (such as the canteen) and to wash their hands whenever possible.
- Covered bins will be available around school and in classrooms. All students should take responsibility for putting all rubbish in the bins themselves.
- The “catch it, bin it, kill it” message will be promoted. All students should ensure they use a tissue when appropriate and that these are placed in the covered bins provided.
- Enhanced cleaning of “touch points” (ie door handles) and toilets will happen throughout the day and the school will be thoroughly cleaned each evening.
- Any rooms or equipment used by more than one bubble will be sanitised between uses.

UNIFORM AND EQUIPMENT

When students return in September they should wear the normal **full school uniform** including –

- Immanuel blazer, jumper, white shirt and tie
- Tailored trousers with school logo
- Plain black footwear

Government guidance advises against the sharing of equipment so it is more important than ever that students come **fully equipped and ready to learn** each day.

Every student must have a **large school bag/rucksack (not a handbag)** which is large enough to fit A4 size exercise

books and folders. Students must also have their **planner** (*given to students on the first day*) and their **own pencil case** with:

- A minimum of **two** blue or black ball point pens
- A pencil, ruler, pencil eraser and pencil sharpener
- A minimum of **one** highlighter, but ideally a set of 4 would be better
- Coloured pencils
- A scientific calculator
- A reading book

Students may bring a water bottle if they wish, though these will not be able to be refilled during the day.

Students who need to buy equipment or a temporary planner can do so at the school shop as they arrive at school in the morning but should not expect to be able to borrow equipment in lessons.

CONDUCT AND BEHAVIOUR

Now more than ever, it is essential that all Immanuel students conduct themselves well and behave impeccably; this is essential to enable us to keep everyone safe. **Any instance of a student behaving in an inappropriate manner, and potentially putting others at risk, will be dealt with.** The safety of everyone is our main priority.

As well as our usual high expectations of behaviour, additional behaviour rules will be in place from September and must be observed by all students consistently. The additional rules and expectations will be clearly communicated to all students on their first day and include the following:

- **Students must keep to their own “bubbles” and zones.** Students **must not** access any areas of school other than those designated to them at any time or for any reason.
- **Students must socially distance from staff.** Whilst in their “bubbles” students should maintain sensible distances from their peers where possible but are not required to socially distance. However, for the safety of staff, students must follow social distancing around all members of staff.
- **Students must walk quickly and with purpose, keeping to the left, when they are on the corridors.** Students must keep moving at all times when on the corridor, avoiding stopping for any reason.

Our usual expectations around appropriate **behaviour for learning** and **consideration for others** will continue to be in place. All students are expected to make a positive contribution to the Immanuel family and conduct themselves in a way that allows everyone to feel safe and learn effectively.

VISITORS TO SCHOOL

We value the relationships and support we receive from, and are able to offer to, parents/carers and believe it is a key factor in supporting and encouraging students. In order to ensure this continues, while keeping all parties safe, the following arrangements will be in place for those wishing to visit the school for any reason –

- Meetings and other visits will be held **by appointment only**. **Parents should not come to school, including to speak with main reception, without a prior appointment** and staff will not be able to meet with parents who arrive at school without an appointment. Please contact main reception by phone if you wish to attend a meeting, clearly identifying the topic/issue and, if possible, which member of staff you wish to meet with.
- On arrival to school, visitors will be signed in by reception staff and asked to sanitise their hands. Social distancing markings should be observed at all times.
- Those attending for meetings should do so individually and must adhere to social distancing and hygiene guidance at all times whilst on the school site.

Visitors attending for meetings should arrive in time for their appointment, follow any instructions or requests while at school and leave the school site promptly afterwards.

TRAVELLING TO AND FROM SCHOOL

When travelling to and from school students must follow the government rules relating to social distancing, ensuring they consider the safety of themselves and others, including members of the public. Neither students or parents should gather at, or near to, the school gates at any time.

In line with government guidance, we encourage as many students as possible to walk to school.

Students who travel to school using public transport must follow the government rules around social distancing and wear a face mask or face covering.

Students who arrive at, or travel home from, school by car or taxi should note the following –

- As normal, vehicles will not be permitted into the school grounds (*except by prior arrangement and with an official College permit*) to drop off or pick up students.
- Students should be dropped off / picked up off the school site and **away from the main gates** to avoid congestion and safety issues.

However students travel to and from school, no student should not arrive on the school site before 8.10am and all students should leave the school site promptly at the end of the school day.

FACE COVERINGS AND MASKS

In line with the current government guidance for schools, students will be required to wear a face mask/covering in some areas of school.

Students should have their own face mask/face covering with them every day which must be appropriate for school (no inappropriate logos, slogans or affiliations). Students will be required to wear the mask on entry to school, when moving on the corridors and in their indoor social areas, except when they are with their own bubble or sitting down to eat.

Students will be required to remove their masks as they enter the classroom and will not wear them during lessons where other protective measures are in place and face-coverings can inhibit learning. Students should avoid touching their mask unnecessarily and should bring a re-sealable clear plastic bag each day to store their **reusable mask** in their bag when it is not being worn. **Disposable masks** should be placed in the covered bins.

If there are any concerns regarding this guidance, or you feel that your child should be exempt from wearing a face mask/covering due to a health or disability reason, please email emma.sey@immanuel.blnsch.co.uk no later than Wednesday 9th September.

ROUTINES, INCLUDING TEST & TRACE, IN CASE OF STUDENT ILLNESS

It is very important that students do not attend school if they are displaying any COVID-19 symptoms. **Symptoms can include a new, continuous cough or high temperature or loss of/change to normal sense of taste/smell.** Engagement with the “Test and Trace” programme is required if a positive COVID test result is received.

If a student displays symptoms, either while at home or at school, they should access COVID testing as soon as possible and must self-isolate in accordance with government guidance, not attending school until the result has been received and the school informed. If the result is POSITIVE, the student should continue to self-isolate for 10 days and engage fully in the Test & Trace process, returning to school only when it is safe to do so.

The following specific guidance should be followed in all cases if symptoms are displayed -

- **In the case that a student displays symptoms while at home** they should not attend school. The absence line should be contacted and the reason for absence clearly given. The student should self-isolate and access COVID testing as soon as possible (preferably the same day). **The student must not attend school until a negative test result has been received and is communicated to school or the student has self-isolated in line with government guidance.**
- **In the case that a student displays symptoms while at school** they will be attended to in a separate area of school by first aid staff who will wear PPE. Affected areas will be deep cleaned. **Parents must make arrangements for students to be able to be collected straight away if requested and must ensure their contact details are kept up to date** so they can be contacted easily if needed. Once the student has been collected they should self-isolate and access COVID testing as soon as possible, informing the school of the result. **The student must not attend school until a negative test result has been received and is communicated to school, or the student has self-isolated in line with government guidance.**

If a student needs to self-isolate, remote learning and study should be undertaken.

While we appreciate that there is a lot of information contained within this letter we would appreciate you taking some time to go through this with your child prior to them returning to school. Students will be provided with further information and fully supported to meet our requirements and expectations upon their return and we will continue to update you if there are any further change to government guidance.

I would like to thank both students and parents in advance for their understanding and support of the new arrangements as we plan a safe return for all.

We have missed all the Immanuel students and look forward to welcoming those who will be new to the Immanuel family,

Yours sincerely,



Mrs J Tiller