



HAMPSTEAD SCHOOL

Learning together Achieving together

September 2021 – Reopening Guide



Think Big • Work Hard • Be Kind • *Stay Safe*

Dear parent/carer

I hope you have had an enjoyable summer break. We are really looking forward to welcoming your child back to school over the next two weeks. Please read the guidance below, and the additional attachments, and get in touch if you have any questions or concerns.

All best wishes,



Matthew Sadler, Head

Part One: Schools' COVID-19 operational guidance

The DfE guidance for the reopening of schools in September 2021 can be found in full via [this link](#). The key changes are summarised here:

- It is no longer necessary to maintain discrete student bubbles
- The responsibility for contact tracing now sits with NHS Test and Trace rather than the school
- Children under 18 are not required to isolate if identified as a close contact
- Face coverings are not advised in any in-school setting

Some important control measures have been maintained. These include:

1. Maintaining a risk assessment and developing an outbreak plan
2. Regular opportunities to wash and/or sanitise hands
3. Promotion of good respiratory hygiene
4. Enhanced cleaning in key areas
5. Regular ventilation of occupied spaces
6. Asymptomatic testing of staff and students
7. Strict protocols to deal with those who display COVID-19 symptoms

1. Risk assessment and outbreak plan

The risk assessment created in response to school reopenings in September 2020 and March 2021 has been updated to reflect changes in guidance. It accompanies this reopening guide; please read it and get in touch if you have any questions or feedback.

In addition, an 'Outbreak Plan' accompanies our wider risk assessment. Developed in collaboration with the local public health team, this plan details enhanced control measures that might be implemented in response to an outbreak linked to high rates of in-school transmission.

2. Regular opportunities to wash and/or sanitise hands

Students and staff will be required to wash or sanitise their hands on arrival at school and again before entering any teaching space or the dining hall.

Hand sanitiser will be available in every classroom and teaching staff may ask students to sanitise their hands during a lesson.

If, for any reason, a student handles something that makes them feel concerned, they will be given the opportunity to sanitise their hands before continuing the lesson.

3. Promotion of respiratory hygiene

All teaching rooms have been equipped with paper tissues and covered bins. Students will be regularly reminded of the 'catch it, bin it, kill it' approach using resources like those available on the COVID-19 section of the [e-Bug website](#).



4. Enhanced cleaning in all areas

We increased our cleaning capacity in response to the 2020-21 guidelines and this increased capacity will be maintained when we reopen in September.

- All classrooms, offices and communal spaces will be given an enhanced clean every day.
- High-traffic areas – toilet facilities, the Dining Hall, door handles, hand rails etc. – will be subject to additional cleaning throughout the school day.
- Antiseptic wipes will be provided in offices and classrooms to allow for the regular cleaning of computer keyboards and other resources as required.

5. Regular ventilation of occupied spaces

Government guidance now places greater emphasis on regular ventilation as an effective strategy to reduce transmission and the Health and Safety Executive have issued [more detailed guidance](#). All staff will take this advice into account when working in classrooms and shared work areas.

We are engaging with government trials of CO2 monitors and HEPA air filtration systems; we anticipate new guidance and financial support will emerge during the autumn term.

6. Asymptomatic testing of staff and students

In-school and at-home asymptomatic testing dramatically reduces the risk posed by asymptomatic cases and therefore decrease transmission.

All consenting students will be tested twice in school on their return before engaging in home-testing for the remainder of September. Although further guidance on home testing will be issued, we will ask that students and members of staff test on a Sunday and Wednesday evening each week.

The home-testing programme is under review by the government, with next steps being announced at the end of September 2021.

7. Strict protocols to deal with those who display COVID-19 symptoms

At present, government guidelines describe COVID-19 symptoms as:

- A new and persistent cough *or*
- A high temperature *or*
- A loss of, or change in, your normal sense of taste or smell.

What should I do if my child develops COVID-19 symptoms at home?

If any student or member of staff display any of these symptoms at home, they must not come into school. They should prepare to isolate for at least ten days and arrange to have a PCR COVID-19 test.

If the test comes back negative, they can return to school as soon as they feel well enough to do so. If the test is positive, they must isolate for ten days and engage in NHS 'Test and Trace' procedures.

Do I need to report COVID symptoms and/or a positive result to school?

Yes. If your child is absent because they are displaying symptoms you must report that absence in the normal way. If your child subsequently receives a positive test result you must update the school.

What should I do if someone else in my household develops symptoms?

If someone else in your household displays COVID-19 symptoms, your child can come into school. A PCR test must be arranged for the symptomatic person but if it returns a positive result household members do not need to isolate if under 18 or a double-vaccinated adult.

What if my child is over 18 and not yet double vaccinated?

If a student turns 18 during the course of the school year they will be given six months in which to access two vaccinations. If not fully vaccinated after this point, any close contact with a confirmed case will result in the need to isolate for ten full days.

What will happen if my child develops COVID-19 symptoms at school?

If a student develops COVID-19 symptoms whilst in school, they should inform a member of staff as quickly as possible. The student will be escorted to the medical room where they will be assessed by a trained member of staff. Should we deem it necessary, we will then contact parents/carers and arrange for the child to go home.

Having returned home, they should prepare to self-isolate for ten days and arrange to have a PCR test.

What will happen if it is confirmed that a student or member of staff has COVID-19?

The school will not carry out further contact tracing; this process will be conducted by NHS Test and Trace. We will not highlight individual cases to parents/carers but will update you on overall confirmed case numbers in regular communications so that you have a sense of the prevalence of the virus.

This guidance is correct as of August 24 2021. The most up to date information can be found here: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>.

Part Two: Reopening arrangements

Start of term arrangements

Date	Staggered COVID testing	Face to face teaching @ 0835
Thursday 2 Sept.	Year 7	
Friday 3 Sept.	Years 11 and 12	Year 7
Monday 6 Sept.	Years 10 and 13	Years 7, 11, 12
Tuesday 7 Sept.	Years 8 and 9	Years 7, 10, 11, 12, 13
Wednesday 8 Sept.	Second test cycle begins	All year groups

Please see the LFD testing schedule attachment for staggered arrival times.

Timings of the school day

The start of the day will no longer be staggered and only one gate will be used for student entry prior to 0840. The end of the day will maintain a slight stagger; this brought with it significant benefits in the managing the students' exit from the school site.

Arrival and Departure Times

Year	Arrival Time	Arrival Gate	Departure Time
A free breakfast is available for <u>all students</u> in the Dining Room from 0800			
KS3	0835	South Gate	1455
KS4	0835	South Gate	1505 / 1600
Sixth Form	0835	South Gate	Following final lesson

Lesson timings

Time	Detail
0840-0900	Form time
0900-1000	Period 1
1000-1100	Period 2
1100-1120	Break
1120-1220	Period 3
1220-1320	Period 4
1320-1400	Lunch
1400-1500	Period 5*
1500-1600	Period 6 - KS4 and KS5 only ⁺

* With staggered dismissal – see departure times above

⁺ KS4 Further Mathematics and Triple Science students / KS5 as per timetable

Punctuality to school

All students (including Sixth Formers) must be on the school site before 0840.

Any student arriving after 0840 must hand in their mobile phone at the school gate. This will be returned to them when they sit a fifteen-minute late detention at break time.

Dining Room arrangements

We will maintain many of last year's Dining Room arrangements, including:

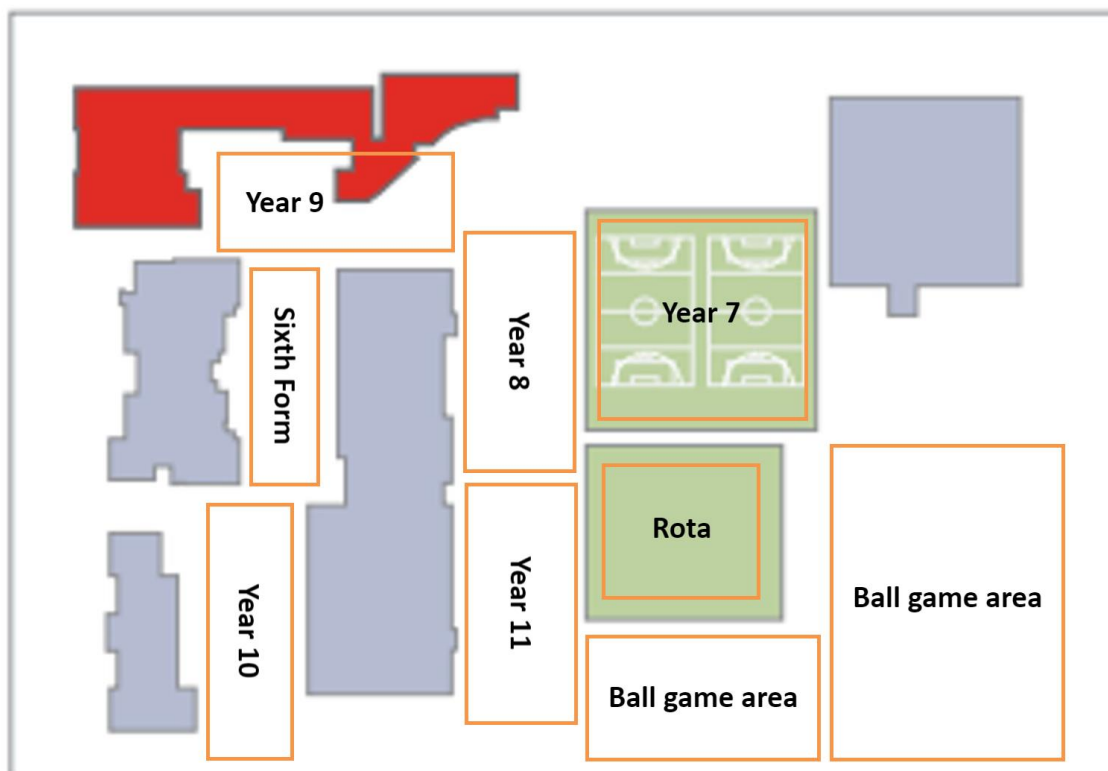
- A rotating priority order of year groups
- Five door system of entry/exit
- Hand sanitiser on entry

Sixth Formers and students wearing a Gold Tie will be able to bypass external queues but must queue up as normal when inside the Dining Room.

Playground bases

Each year group will have a 'playground base'; this will act as their default destination at break time or lunchtime. This will not be as strictly enforced as last year's playground zones – students will be allowed more freedom around site – but having designated areas increased year group cohesion.

Footballs are only allowed to be used in the ball game area or on the AstroTurf pitch.



Fire drill positions

Year groups will line up in fire drill positions that relate, in the main, to their playground zone (see diagram below).



Assemblies

Assemblies will take place between 0840 and 0900 as per the following rota:

Year group	Assembly
7	Monday (Main Hall)
8	Tuesday (Main Hall)
9	Wednesday (Main Hall)
10	Thursday (Main Hall)
11	Friday (Main Hall)
Sixth Form	Monday (Sports Hall)

Mobile phone / headphones policy

Students can bring a mobile phone into school – we recognise its important role in communication with home and access to online learning. However, when a student is on the school site their mobile phone must not be seen or heard.

If a member of staff sees a mobile phone on the school site, they will confiscate it and sign it in at the Administration Office (excluding P5 and after school – see below). The student will be able to pick it up at the end of the school day.

If a phone is confiscated during P5 or after school it will be taken, along with the student, to the Central Teacher Detention in the Dining Room where the student will have the phone returned after a 15-minute detention.

If a student needs to use their mobile phone for a genuine reason at break or lunch time they can ask permission from a member of staff and, if granted, use it in their vicinity.

Teaching staff may choose to allow students to use a mobile device during a lesson for teaching and learning purposes. Sixth Form students may use mobile devices to access work when engaged in private study in classrooms or the Sixth Form Common Room.

All of the above also applies to headphones / ear buds.

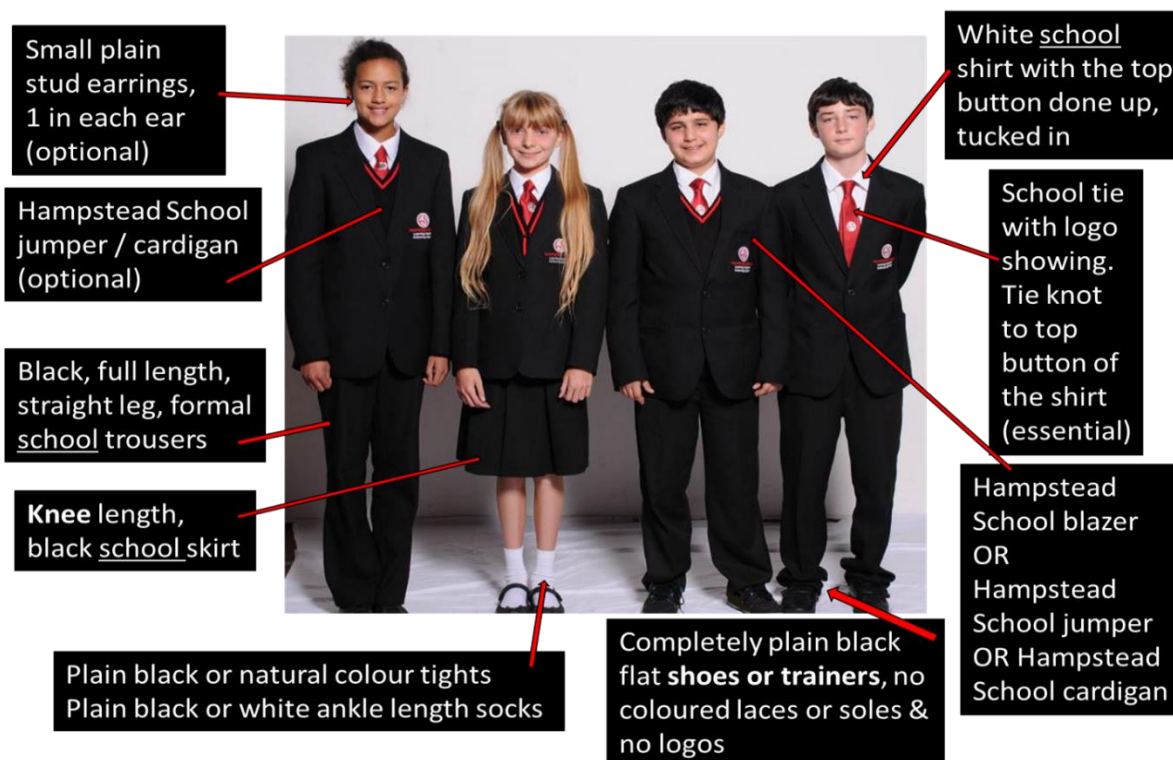
School uniform

All students in Years 7 to 11 will be expected to wear school uniform. For more detail, please consult our [Uniform Policy and Addendum](#), available on the school website.

Although the blazer and formal school shoes remain part of our uniform, we will be extending this summer's uniform trial up until Christmas. This trial – in response to the financial situation faced by many families – means students may choose not to wear the blazer and allows completely black trainers to be worn instead of formal shoes. This may become permanent policy from January 2022.

If students choose not to wear a blazer they can wear the school jumper, school cardigan and/or an outdoor coat in addition to their shirt and tie. They cannot wear a sweatshirt, hooded jumper (with or without a zip) or tracksuit top. If worn these items will be confiscated.

Please ensure your child attends school in correct uniform.



There will also be some new ties appearing in school. Students moving into Years 8, 9 and 10 will have their red school tie replaced with a year-group specific ties (at no extra cost to families).

HABZ students will be wearing a plain silver tie and Year 11 students who have demonstrated excellent attitude to learning will be rewarded with a gold tie.

Year	Tie colour
7	Red
8	Red and silver stripe
9	Red and black stripe
10	Black with red detail
11	Red (and gold reward tie)
HABZ	Silver

Sixth Form dress code

Having allowed tracksuits and jogging bottoms last year, the Sixth Form will revert to a smart casual dress code from September.

PE timetable and uniform implications

The organisation of the new timetable means that it will be necessary for most year groups to return to changing for PE. The systems and expectations for this process will be shared with tutor groups before their first PE lesson. However, we will trial PE kit days with Years 10 and 11; these will take place on the following days:

Year group	PE kit day
10 (X band)	Tuesday
10 (Y band)	Monday
11 (V band)	Thursday
11 (G band)	Friday

No pens in pockets

All students will be expected to bring the necessary equipment to school, and we are starting the year with a particular emphasis on the importance of a fully-stocked pencil case.

- A sensible school bag, large enough to carry A4-sized materials
- Pencil case
- At least two blue or black pens
- Pencil
- Ruler
- Pencil sharpener
- Eraser
- Calculator
- School planner
- Water bottle

Tutors will do equipment checks as part of the tutor programme each morning to maintain this expectation.

If a student fails to bring a pencil case to school, they must borrow one in exchange for their mobile phone or another item of value. This will be returned to them, following a detention, at the end of the day.

Face coverings

Face coverings are no longer recommended in school settings. However, if your child would prefer to continue wearing a face covering, they will be allowed to do so.

Home learning

On our return to school, we will be using Microsoft Teams for the communication of all home learning. Further detail will follow, including instructions for parents/carers on how to access information about the home learning set.

ParentPay

The school's emphasis on cashless payment – for food, trips, uniform and equipment – is now even more important given COVID-19 guidelines. Please make sure your son or daughter has money on their ParentPay account.

Attendance

When schools reopened last year, no parent was penalised for their child's non-attendance at school. The guidance has changed; the risks attached to prolonged absence are now seen to be far greater than those linked to virus transmission. School attendance is therefore mandatory again.

Schools have been asked to:

- Remind parents of their duty to ensure their child regularly attends school
- Return to normal practices in terms of the recording and following up of student absence
- Issue sanctions, including fixed penalty notices, in line with the local authority's codes of conduct

We recognise that there will be students and parents who are anxious about returning to school. In response to this, we have developed a carefully planned student induction programme. A significant element of our curriculum will be dedicated to supporting reintegration and we have trained professionals ready to support students and their families on a line-by-line basis. If you have concerns, please contact the school prior to September 2nd; we would be very happy to talk to you in detail about the control measures we have implemented and put in place additional support for your son or daughter.

It is important to note that, where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Parent and Carer Preparation List for September

We want you to have as much detail as possible about how we will ensure that your child is safe, happy and successful at Hampstead School from September onwards. However, we recognise that the reopening guide contains a huge amount of information.

In order to support you in preparing for September, we have created a summary of the key steps that you should take over the next week. The links will take you to further information on the Hampstead School website, should you require it:

1. Talk your child through the information in this pack.
2. Contact COVID-19@hampsteadschool.org.uk if you would like to change your permissions for LFD testing at the start of term. At present, the consent given (or withheld) for the testing series in March will be used when conducting the September testing series.

If you are new to the school, please complete the [LFD testing permission form, available here](#).

3. Make sure your child has the correct uniform, including PE kit. All items should be labelled clearly with their name.

<https://www.hampsteadschool.org.uk/site/data/files/policies/EA0DD7A493CE1F1D95F5B180E154752A.pdf>

4. Make sure that your child has an appropriate schoolbag (labelled with their name) in which they can place their planner, timetable and a fully-stocked pencil case.

<https://www.hampsteadschool.org.uk/site/data/publications/year-7-booklet/6/index.html>

5. Help your child to plan their route to school so that they will arrive at the correct time.
6. Ensure that your ParentPay account has sufficient funds for your child to buy food at school, as appropriate.

<https://www.hampsteadschool.org.uk/page/?title=Online+payment&pid=98> and <https://www.hampsteadschool.org.uk/page/?title=SCHOOL+CATERING&pid=97>

7. Help your child to look at their timetable each evening and ensure that they are fully prepared for the following day, including wearing their PE Kit if they have a practical PE lesson.

<https://www.hampsteadschool.org.uk/site/data/files/policies/EA0DD7A493CE1F1D95F5B180E154752A.pdf>

8. Contact Hampstead School by telephone or e-mail if you have any queries or concerns.

<https://www.hampsteadschool.org.uk/page/?title=Contact+Us&pid=69>