



HAMPSTEAD SCHOOL
Learning together Achieving together

Full school reopening – September 2020

Parent and Student Guide

*Learning together, Achieving together,
Reducing risk together*



Message from the head

I was last in a fully open school on the 20th March. In retrospect, it is clear that COVID-19 was highly prevalent, with little in place to prevent its spread. Public transport was packed, the Prime Minister had only recently stopped shaking hands, and, at my previous school, we combined multiple year groups in assemblies to keep them updated on the situation. We ordered in some hand sanitiser, and talked to children about washing their hands, but PE lessons continued as normal, corridors were busy and school resources – laptops, paintbrushes, Bunsen burners, textbooks – were used by a string of students in quick succession without any cleaning in place.



This gives you a sense of how much safer schools will be in September. Students will wash or sanitise their hands at every lesson transition, before eating and after handling any school resources. The creation of student bubbles will drastically reduce the number of people they have contact with and classrooms and equipment will be thoroughly cleaned between use by different groups. Students will arrive and leave in smaller groups and be given designated times to access a Dining Hall redesigned to maintain social distancing. Clear protocols to deal with those who display COVID-19 symptoms, and strict adherence to public health guidelines, will limit the possibility of any community transmission.

I am very proud to say that we have been able to put in place this rigorous system of controls without undermining our broad curriculum offer. A full timetable redesign, carried out after government guidelines were released on July 2nd, has allowed practical subjects, including music, PE, art and drama, to maintain curriculum time. Increased cleaning capacity and careful resource planning will allow subject-specialist rooms to be accessible to all year groups. A shift to double lessons will allow us to concentrate more on student progress and worry less about supervising movement in the corridors.

The combined effect of this work is to significantly reduce the risk to our school community whilst supporting academic progress and protecting wellbeing. The school's motto is 'Learning together, Achieving together' and, although students and staff achieved some amazing things when working remotely, the physical reconnection of the school community will give us all a new energy.

There is, of course, the possibility that your son or daughter will be required to work from home again at some point this year. We will be putting in place a remote curriculum that will be appropriate for any form of absence; more information will be sent home in due course. Please make sure you are clear on the requirements and support your child in accessing and engaging in this work if necessary.

There follows a detailed overview of the various measures put in place to ensure we can open safely in September. Much of it is for information, some of it requires action on your part; we have summarised this in a 'returning to school checklist'. Please read this document carefully and talk it through in detail with your son or daughter. If you have any questions or concerns, do get in touch.

I will finish by saying that, as the new Head at Hampstead School, I really look forward to meeting our students next week. I am entirely committed to making sure that they are safe, happy and successful.

All best wishes,

A handwritten signature in black ink, appearing to read 'Matt Sadler', written in a cursive style.

Matt Sadler, Head (designate)

Part One: Meeting the DfE guidelines on full school reopening

The DfE guidance for the full reopening of schools can be found in full here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The guidance sets out a system of controls that, if implemented effectively, will significantly reduce risk of COVID-19 transmission. This system of controls consists of:

1. A clear and transparent risk assessment process
2. Strict protocols to deal with those who display COVID-19 symptoms
3. Regular opportunities to wash and/or sanitise hands
4. Promotion of respiratory hygiene
5. Enhanced cleaning in all areas
6. The minimising of contact and the introduction of social distancing wherever possible

1. Risk assessment

As part of planning for a full return in September, it is a legal requirement that schools should revisit and update the risk assessments first created for the gradual return of Year 10 and Year 12 students in June. We updated our whole-school risk assessment following the release of DfE guidelines for September reopening; this version was approved by the school's governing body and Camden local authority at the end of July. We have since made further updates in response to changing government guidelines and this will need to be signed off by the new head, the governing body and the local authority before the school opens in September.

This risk assessment will be made available on the school website for all stakeholders to view at the start of September.

Personal risk assessments are also being completed for shielding students and those who are clinically vulnerable. Where relevant, risk assessments are being completed for students with specific SEND needs or an Education, Health and Care Plan.

2. 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 son or daughter 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. The Hampstead School Attendance Line should be contacted as normal. They should then prepare to self-isolate for at least ten days and arrange to have a 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 comes back positive, they must self-isolate for ten days and engage in NHS 'Track and Trace' procedures.

What should I do if someone in my son or daughter's household develops symptoms?

If any student or member of staff lives in the same household as someone displaying COVID-19 symptoms they must not come into school. A test must be arranged for the person displaying symptoms and the household must prepare to self-isolate for 14 days.

If the test comes back negative, they can return to school immediately. If the test comes back positive, all members of the household must self-isolate for 14 days.

What will happen if my son or daughter develops COVID-19 symptoms at school?

If a student develops COVID-19 symptoms whilst in school, they must inform a member of staff. We will arrange for them to be sent home immediately. Whilst awaiting collection they will be isolated in a well-ventilated room. Supervising staff will only wear PPE if, for any reason, two-metre distancing cannot be maintained.

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

The school will liaise directly with the local health protection team and a rapid risk assessment will be carried out. They will ensure that any students or staff who had close contact with the person when they were infectious are asked to self-isolate for 14 days since they were last in close contact.

It is important to note that, if a student is absent because they are following public health advice, their attendance record will not be affected.

This guidance is correct as of August 2020. The most up to date information can be found here: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>. We will update you if there are any significant changes to government guidelines.

3. Regular opportunities to wash and/or sanitise hands

Students 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 need to ask students to sanitise their hands during a lesson, particularly if using subject-specialist equipment or after distributing books or worksheets.

If, for any reason, your son or daughter handles something that makes them feel concerned, their teacher will give them an opportunity to thoroughly sanitise or wash their hands.

4. 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](#).



5. Enhanced cleaning in all areas

We have increased our cleaning capacity in preparation for September and all classrooms and communal spaces will be given a deep clean every day.

High-touch areas in classroom spaces (door handles, desks, computer keyboards and chairs) will be cleaned between use by different student bubbles (for an explanation of student bubbles, please see the section on social distancing).

Toilet facilities will be cleaned regularly throughout the course of the day and the Dining Hall will be cleaned between use by different student bubbles.

Subject-specific resources will be cleaned between use by different student bubbles or rotated using a quarantine system to remove risk of transmission.

Anti-bacterial wipes will be available in classrooms should students want to clean a table or a piece of equipment for peace of mind.

6. Minimising of contact and introducing social distancing wherever possible

The implementation of 'student bubbles'

In order to minimise contact, students will be organised into 'bubbles' that they will remain in throughout the course of the school day.

In Years 7, 8 and 9 these bubbles will be based on tutor groups. Students will have lessons exclusively with their tutor group; mixed-group and setting arrangements will be suspended.

In Years 10, 11 and Sixth Form, student bubbles will be year-group sized. This arrangement is necessitated by the wide range of different subject combinations studied by our students at GCSE and A-Level.

At the beginning and end of the day, staggered arrivals and departures will support the separation of bubbles at the school gates and in its immediate surrounds. Staggered access to the Dining Hall and zonal playground spaces will maintain discrete bubbles at break time and lunchtime. Double lessons will remove the issues posed by lesson changeover and reduce movement around the school site.

These bubbles must be maintained before and after school. Students must maintain two-metre social distancing from students in other groups when travelling to and from school.

The organisation of classrooms and resources

Where possible, classrooms have been organised in rows with all tables facing forwards. Unnecessary furniture and equipment has been removed to reduce cleaning needs. Resources have been organised in order to allow for exclusive bubble-use, cleaning between different student bubbles or the implementation of a quarantine system.

Seating plans will be as consistent as possible across subject areas, further limiting the amount of close contact between different students.

Social distancing amongst staff and students

Teaching staff and associate staff will be advised to maintain two-metre distancing from students whenever possible. When class sizes allow, students will be spaced around the room in order to maximise social distancing. At break time and lunchtime, students will be instructed to try to maintain one-metre plus social distancing and avoid activities that lead to physical contact.

Part Two: Implications for everyday provision

Start of term arrangements

The guidelines are very clear in instructing schools to protect the welfare of staff and students as they prepare for re-opening. The vast majority of students, and a significant number of staff, have not been in school since March. The school that they return to will be a very different place. In light of this, we have developed a carefully crafted induction programme designed to reintegrate students and staff.

| Date | Event | Time |
|--|--|-------------------------------------|
| Wednesday 2 nd September <i>and</i> Thursday 3 rd September | Staff training and induction | All day |
| Friday 4 th September | Year 11 induction Year 13 induction | 0900-1130 1200-1430 |
| Monday 7 th September | Year 10 induction Year 7 induction | 0900-1130 1200-1430 |
| Tuesday 8 th September | Year 7 full school day Year 8 induction Year 9 induction | 0825-1455 0900-1130 1200-1430 |
| Wednesday 9 th September | Years 7 to 11 and Year 13 in school – full time school begins | 0825-1515 |
| Year 12 students will have an induction session on Friday 11 th September (0930 to 1030) and will begin their normal timetables on Monday 14 th September. | | |

Timings of the school day

The staggering of arrival and departure times means that the normal school day will vary for different year groups. All students should enter through the South Gate.

| Year Group | Arrival Time | Departure Time |
|------------|---------------------------------|------------------------|
| 7 | 0825 | 1455 |
| 8 | 0830 | 1500 |
| 9 | 0835 | 1505 |
| 10 | 0850 | 1515 |
| 11 | 0855 | 1520 |
| Sixth Form | First lesson or 1100 tutor time | Following final lesson |

Students must always aim for their stated arrival time but should not worry if, on occasion, they arrive a little before their designated time; as long as they maintain social distancing, travelling to school is a very low-risk activity. If a student consistently arrives at the wrong time, we will contact home and work with you to ensure punctuality. In order to avoid lateness sanctions:

Year 7, 8 and 9 students **must** be at their teaching room before 0840 – this is when tutor time begins.

Year 10 and 11 students **must** be at their teaching room before 0900 – this is when lesson one begins.

Sixth Formers **must** be at their teaching room before their first timetabled lesson or 1100 tutor time.

Transport to and from school

The capacity of the public transport network is much reduced due to social distancing. Students, particularly those who live within a two-mile radius of the school, should make their journey by foot or bicycle if possible. These are low-risk forms of transport with very consistent journey times.

There is a danger that more students will be dropped off by car, increasing congestion and pollution. We ask that you avoid this. In cases where it cannot, please drop your son or daughter at the north or south end of Westbere Road in order to reduce congestion around the school site.

Students should travel straight home after school and avoid gathering in groups in locations away from the school site. They should seek to preserve their bubbles; two-metre distancing should be maintained from students in other groups.

School uniform

All students will be expected to wear full school uniform when we return in September. The latest scientific advice suggests that clothing is not a significant vehicle for virus transmission and that uniforms do not need to be cleaned any more often than usual.

If current financial pressures mean it is difficult to afford appropriate uniform, please contact the school and we will do our best to offer support.

The exception to this relates to days that your son or daughter has practical PE. In order to remove the necessity to use changing rooms, students should attend school in their Hampstead School PE kit.

If your son or daughter arrives at school without correct uniform, they will be expected to return home and correct any issues. In some cases, we may issue uniform on a loan basis. Please be assured that any uniform provided will have been thoroughly cleaned if previously used by another student.

If, as you prepare for the return to school, you have any blazers in good condition which you no longer need, please wash them and bring them into the school reception as we will gladly make use of them.

Equipment

It is more important than ever that students arrive at school fully equipped. We will be unable to lend out equipment due to the risk of cross contamination. All students must come to school with:

- 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

If students arrive at school without equipment, we will offer it from school supplies. However, it will be necessary to log each incident and ask parents to cover the cost of equipment given to their child.

Face coverings

At the time of writing, Public Health England does not recommend the use of face coverings in schools. This is because – as opposed to in shops and on public transport – staff and students will be mixing in consistent groups within a controlled environment, minimising contact and making a ‘Track and Trace’ response much more effective. In addition, there is evidence that masks increase the tendency amongst young people to touch their face, inadvertently increasing the risk of transmission. Finally, face coverings can impede communication and thus have a negative effect on the quality of education.

If a student chooses or is required to wear a face covering on their way to school, they can remove it on arrival. A covered bin will be provided for disposable masks whilst reusable coverings should be placed in a plastic bag and stored in a school bag. If a student would prefer to continue wearing a mask in school, this will be allowed, as long as it is being worn in an appropriate way.

Update 25.08: We are monitoring current developments and will provide a further update next week.

School curriculum

The school curriculum remains relatively unchanged. Key Stage 4 and Key Stage 5 students will be able to start or continue with their examination courses. Students in Years 7, 8 and 9 will experience the full range of National Curriculum subjects. Careful timetabling means that all students will be able to access subject specialist classrooms and equipment.

The biggest change for students will be that all morning lessons are now double periods, a shift necessary to reduce movement and minimise cleaning. There will also be some changes in delivery, particularly in practical subjects. These changes will be explained to students during the induction.

Extra-curricular activities

Hampstead School is renowned for its extensive extra-curricular offer and, although the extra-curricular timetable will not start immediately in September, we will look to get things underway as quickly as possible. Activities will be limited to those that can be offered to discrete student bubbles or that can function with strict social distancing in place, but we will extend this as soon as government guidelines allow. More information will be released in September.

SEND provision

If your son or daughter receives SEND support through our Achievement Support Faculty we will be in touch to talk through how this provision may be affected by government guidance. We will continue to offer the same level of support – whether it be in class, extract groups or in one-to-one interventions – but the way in which this support is organised may change to meet social distancing guidelines. We recognise that this might be unsettling for your son or daughter; we will introduce any changes carefully during the induction of students in September.

Parent/Carer meetings

Opportunities for face-to-face meetings will be limited on our return. The majority will be replaced – in the short-term – with telephone conversations. If a face-to-face meeting is necessary, it will take place with social-distancing in place. It is very important that parents do not come to school without an appointment; it will be difficult to arrange for the appropriate setting to be available at short notice.

Zonal playground spaces, fire drill and lesson transitions

In order to maintain student bubbles each year group will be allocated an area of the playground for break time and lunchtime. Year 7 and Year 8 will also be able to use their area on arrival from 0825 and 0830 respectively. We will confirm the location of these zones during student induction.

These zones will also be where each year group's fire drill position is located. New fire drill procedures will be shared with students at the start of term.

Importantly, during the first few weeks of term, students will line up in fire drill position at the end of break time and lunchtime and we will ask teachers to pick up their class and escort them to the relevant classroom. This will ensure calm starts to lessons and allow us to embed expectations on student movement and use of one-way systems.

Behaviour and classroom conduct

Further detail will be sent out detailing changes to behaviour systems, but we wanted to highlight two key points in preparation for the new school year.

- 1) Deliberate and persistent breaches of social distancing guidelines will be treated with the utmost seriousness; they represent a threat to the health and wellbeing of our students, staff and the wider community. Students who disregard these rules will be removed from lessons and may be excluded from school.
- 2) As students, teachers and associate staff return to school all of our focus must be on learning and wellbeing; unnecessary disruption to lessons is simply inconceivable. In order to address immediately behaviour issues, we are introducing a same-day thirty-minute detention for any student who is persistently disruptive within a lesson. Parents will be informed by text message before the end of the school day.

An immediate remote curriculum

The potential for absence due to the displaying of COVID-19 symptoms or quarantining due to close contact with a confirmed case make it more likely that your son or daughter will spend time out of school this year. The school will provide a remote curriculum that students must engage with if they are well enough to do so. The curriculum will consist of a combination of physical and online resources.

In the short term, we strongly recommend that your son or daughter have access to a suitable online device when working at home. This should be a laptop, desktop or tablet with a discrete keyboard. We recognise that this is a very difficult financial time for many families and we plan to support those most in need, but if you are able to provide a device, it is likely to prove very important this year.

Early finish to support COVID-19 response

As referenced in my letter before the summer break, we plan to introduce a fortnightly early finish for students in order to moderate the impact of the extended school day on school staff and provide dedicated time for professional development related to COVID-19 response. This will not begin until we are happy students are settled; more detail will follow in September.

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 to certain Year Groups in June, 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 from the beginning of the autumn term.

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. This may include students who have been shielding, those living in households where someone is clinically vulnerable, or those worried by the comparatively increased risk from COVID-19, including those from BAME backgrounds.

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 the beginning of term; 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. 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>

3. Make sure that your child has an appropriate schoolbag (labelled with their name) in which they can place their facemask, if appropriate, and which contains their planner, timetable (these will be given to them at the start of term) and full equipment. Staff will not be able to lend students equipment for lessons free of charge.

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

4. Help your child to plan their route to school so that they will arrive at their allocated time, trying to avoid private car or public transport.
5. 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>

6. 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>

7. Contact Hampstead School by telephone or e-mail if you have any queries or concerns. Please do not come in person to the school reception.

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