



28th August 2020

Dear Parent/Carer

I hope you and your family are well and have had an enjoyable summer holiday. I am delighted to confirm that all children will be returning to school next Thursday. We are all genuinely looking forward to this day when we can restart your child's education. I fully appreciate there may also be some nerves and anxieties and hope the information I am sharing with you will help you feel more settled and prepare for a positive start.

Over the holiday period a lot of hard work has taken place at school to prepare for the students return. As we prioritise the safety of everyone on site, alongside providing a quality broad and balanced curriculum, it is important to understand that school will be different in the new term. We have been closely following all Government guidance and our Risk Assessment is available to view on the COVID section of our school website. I have also provided more detail on how school will operate in the new term in the guidance attached to this letter. This information supports the guidance sent before the school holiday.

The first day of the new term is **Thursday 3rd September 2020**. As usual at the start of the academic year, we would like existing students to arrive one hour later than their normal start time to allow us to complete an induction session for our new Year 7 students. Therefore, **on the first day only**, students should arrive at the times indicated below. School day end times for each year group will be staggered to keep groups separate.

Year	Arrival Time	Entrance Gate	Learning Zone	End Time
7	8.45am	Main Gate to Reception	Johnson Building First Stairwell (Main Hall End)	3.00pm
11	9.40am	Pedestrian Gate	Wedgwood Building	2.55pm
10	9.50am	Pedestrian Gate	Anson Building	3.05pm
8	9.55am	Main Gate to Reception	Johnson Building Third Stairwell (Library End)	3.10pm
9	10.00am	Pedestrian Gate	Johnson Building Second Stairwell	3.15pm

Students must arrive at the designated entrance gate and staff will be there to meet them and direct them to their classroom base in the appropriate 'Learning Zone'. Students must wear their school uniform and do not need to bring PE kit on the first day. Timetables will be distributed during the first lesson, though students will remain in their base room for the majority of their lessons. Students must bring all their equipment and a water bottle. They may also wish to bring additional equipment such as coloured pencils and a glue stick as well as their own tissues and hand sanitiser. **Full details on the start and finish times for each year group for subsequent days can be found in the information accompanying this letter.**

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Please be aware that the canteen will reopen from the first day of term but we are only able to provide a lunch service. Unfortunately, it is currently not possible to open at break time but we will continue to review the situation. I would also like to request your help in the first few days of the new term and, if possible, provide your child with a packed lunch unless your child is entitled to free school meals. This will help our canteen staff establish the new systems and procedures as there are significant changes required to provide a safe service.

There has been a lot of attention in the media over the last week on the wearing of face coverings in school. Government guidance remains that they are not recommended in schools in England unless the school is in a high transmission area and experiencing a 'local lockdown'. The Government believes they are not necessary in education settings because a 'system of controls' provides additional mitigating measures. At the same time, the Government has also stated that schools will have the discretion to require face coverings if they believe that it is right in their particular circumstances.

As Stafford Manor High School is currently located in a low transmission area, and we have full confidence in the thorough and robust measures we have implemented in school to minimise risks as far as possible, I do not expect individuals to wear face coverings. However, I fully understand that this is a time when we all need to feel comfortable and reassured about the return to school. Therefore, we are happy with and fully support any pupil or adult who wishes to wear a face covering to school from September. In line with the guidance published for schools in high transmission areas, face coverings can only be worn when entering or leaving the school, in communal areas (such as the canteen), and on corridors. Face coverings must be removed for lessons as "the protective measures in place mean the risks are lower, and they may inhibit teaching and learning". If an individual chooses to wear a face covering then it must be plain, and contain no designs, logos, or wording. Should circumstances change in national guidance, or we experience an increase in local transmission rates, then we may recommend that face coverings are worn by all individuals at the times mentioned.

The Government have produced general advice on wearing a face coverings including how to put on, remove, store and dispose of them. <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own> Advice for schools does state that face coverings must be worn safely as misuse could inadvertently spread the virus. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. If you would like to talk to us about face coverings in school then please do not hesitate to contact the main school office next week.

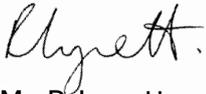
The Covid-19 section of our website has plenty of advice and links to where you can get support on a range of areas for the start of term. This week we have also been asked by the Local Authority to share our Travel to School Journey Planning Map with you. This gives some advice on crossing patrols, parking and walking routes to school. <https://www.staffordmanorhighschool.com/covid-19-updates>.

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This is an exciting time and we are ready for the return of all children to Stafford Manor High School. I hope you feel reassured about your child's return by the information I have shared with you. As with any workplace, I cannot guarantee that we will never have an individual on site who shows the symptoms of coronavirus who may then test positive. However, preparations will continue and we will always endeavour to ensure we have done everything that is feasibly possible to minimise the risks and make the school COVID secure. If you do still have any concerns or anxieties then please contact us at school to talk things through with us. Due to staff training, the office will be fully open from 1pm on Tuesday 1st September. Enjoy the remaining few days of the holiday. Stay safe and we look forward to welcoming back all the children next week!

Yours sincerely



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