



## Queen Elizabeth's School

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KEB/cl

2nd September 2020

Dear Parent / Carer

I hope that you have all had a good summer break. We are thoroughly looking forward to welcoming back all of our students full time next week. Year 9 and Year 12 students are due back on Monday 7th September and all other year groups start on Tuesday 8th September. We have been working hard over the summer holiday to implement control measures to provide students with a safe and welcoming environment in which to continue their learning.

The government released updated guidance for schools on reopening last week and the full guidance can be found at the following link;

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

When I wrote in the summer term I outlined the measures that we were putting into place to to minimise contact between individuals and groups and maintain social distancing wherever possible. Some of the following information was explained in my July letter but some sections have been updated in light of the guidance released over the summer break.

### Groups of Students

Students will be allocated into Year group bubbles and during the school day will not be able to mix with students in other year groups.

### Year Group Zones

To minimise the movement around the school site and prevent busy corridors where students from different year groups meet, each year group will be allocated to a zone within the school where the majority of their lessons will take place. Students will be able to move between different classrooms in their year group zone. Students will be able to move out of their year group zone to access specialist teaching spaces such as Technology. When moving out of zones students will use the outside spaces between the buildings.

### Breaktimes / Lunchtimes

Year group bubbles will be allocated outside areas for break and lunchtimes. Students must remain in the year group areas and staff will be on duty in each of the designated areas.



Allenbourn Middle School Colehill First School Emmanuel Middle School Hayeswood First School Hillside First School Lockyer's Middle School  
Merley First School Queen Elizabeth's School St John's First School St Michael's Middle School Verwood First School Witchampton First School

### Arrival / Departure to School

To support the separation of the Year group bubbles students should only enter and leave the school site via their allocated entrance/exit point.

Year Group	Year Group Teaching Zone	Arrival / Departure Point	Breaktime/Lunchtime Space
9	C1 / E1	Side Gate Between B and D	Outside zone - between E/C
10	C2 / C3	Front of School	Outside zone - between C/A
11	E2 / E3	Gate by QELC	Outside Zone - Basketball courts and area outside of E2
12	A / B / F	B Building Entrance	Social zone - Common room/staff room Outside zone - Grass bowl outside B Building
13	A / B	B Building Entrance	Social zone - Cafe and Restaurant Outside zone - Tennis courts

### Classroom Setup

All classrooms will be set up to ensure that students are sat in rows and are facing the front to avoid face to face contact between students. Where possible students will also be encouraged to observe social distancing however this will not be possible in all classrooms.

### Face Coverings

The government recently changed its advice surrounding the wearing of masks in schools. The updated advice from the Department for Education is as follows:

“Nationwide, while the government is not recommending face coverings are necessary, schools will have the discretion to require face coverings in communal areas if they believe that it is right in their particular circumstances.” In addition, the government will advise additional measures are taken in areas where the transmission of the virus is high.

In our local area transmission of Covid-19 is very low and we have carried out a risk assessment and taken a number of precautions to minimise risk. Therefore, in line with the above government guidance we will not be making the wearing of masks mandatory. However, we recognise that some students will feel more comfortable wearing a face mask in corridors and social spaces only and we are very happy for them to do so. If students are wearing a face mask they must also bring a small plastic bag in which to store the mask when it is not in use in line with the guidance. Please note that masks must be plain in appearance, no logos or motifs, and must be worn appropriately and sensibly. Any intentional misuse of their mask will be treated as a serious breach of the behaviour policy.

## Transport

The advice continues to be that if possible students should travel to school by car, walk or cycle. Dorset Council have contacted parents directly regarding the bus provision for students who need to use the school buses. We are asking students to sit with students in their own year group and where possible to sit socially distanced from other students. When on the bus, it is strongly advised that all students wear a face covering for the duration of their journey. Students must have a small plastic bag with them to store the face mask in between uses.

## Catering

During this half term we will only be providing packed lunches for students who are eligible for free school meals. All other students will need to come to school with adequate food for the day. Students will not be able to drink directly from water fountains but they will be able to use the fountains to fill water bottles and therefore all students should come with their own refillable water bottle.

## Timings of the Day

To support with student arrival/departure and also to provide opportunities to support students in Years 11 and 13 we are adjusting the timings of the school day to include 'wrap around' sessions for students. Information around this is shown in the table below;

	Time	
Everyday (optional attendance to be booked in advance)	8.00 - 8.40	Champions Start (Year 11 - Hall Year 13 - Study room Years 9 / 10 / 12 - Classroom in zone)
	8.40 - 9.00	Tutor Time
	9.00 - 10.00	Period 1
	10.00 - 11.00	Period 2
	11.00 - 11.20	Breaktime
	11.20 - 12.20	Period 3
	12.20 - 13.20	Period 4
	13.20 - 13.50	Lunchtime
	13.50 - 14.50	Period 5
	14.50 - 15.15	Tutor Time
Tuesday/Wednesday/ Thursday (optional attendance to be booked in advance)	15.20 - 16.20	Period 6 - Exam Preparation (Year 11 / Year 13)
	16.20 - 17.20	Champions Hour (Year 11 / Year 13)

These sessions will start in the week commencing 14th September and Mrs Dean will write to parents during the first week of term with further details about the sessions and booking arrangements.



## Uniform

All students will be required to return to school in full school uniform. A list of this can be found at <http://www.qe.dorset.sch.uk/dress>

[https://c08231ba-e5e5-4ec3-a553-92356ce7216c.filesusr.com/ugd/4a27d9\\_a3fe609df4074485a325b9875d431f17.pdf](https://c08231ba-e5e5-4ec3-a553-92356ce7216c.filesusr.com/ugd/4a27d9_a3fe609df4074485a325b9875d431f17.pdf)

Please note our continued expectation with regards to school shoes. **School shoes should be black leather style shoes not trainers. Leather Vans or trainers are not allowed.** If you are unsure about the suitability of footwear please check with the school before purchasing.

## Equipment

All students will be required to have their own set of equipment. This is especially important as we will be unable to provide students with this basic frequently used equipment. The list of equipment that is needed each day is as follows;

- Knowledge organiser (provided to students at the start of term)
- Pen
- Pencil
- Green pen
- Ruler
- Calculator
- Compass
- Protractor
- Whiteboard pen
- Glue stick

Students will also need to ensure that they have a reading book with them at all times.

If you are unable to provide any of this equipment for your child then please contact the school office.

## Lockers

Due to pupils being allocated to set zones within school, students will temporarily be unable to use lockers. They will need to carry the equipment that they require for each day. We therefore advise students having a suitable school bag in which to carry their belongings.

The following control measures will continue to be in place to avoid risk of transmission of the virus within school;

Pupils, staff and other adults must not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days. Anyone developing those symptoms during the school day will be sent home and asked to arrange for a test in line with the latest guidelines.

All staff and students will be asked to clean hands thoroughly more often. Everyone will be asked to sanitise their hands on arrival and departure and when entering and leaving classrooms.



Good respiratory hygiene will be encouraged by promoting the 'catch it, bin it, kill it' approach and there will be increased tissues and bins on the site to support this.

Enhanced cleaning will take place across the school site to include more frequent cleaning of rooms and shared areas that are used by different groups together and frequently touched surfaces will be cleaned more often than normal.

I understand that there is lots of information within this letter. To help students understand the measures we have put into place we have produced the following video which summarises the key points.

**Full Re-opening Video - September 2020**

<https://www.youtube.com/watch?v=PHN1ACjYxe8&feature=youtu.be>

The full risk assessment will be available on the school website from Monday 7th September. We will continue to review and revise the processes within school during this half term in line with the most up to date government guidance.

If you have any questions regarding these plans then please do not hesitate to contact your child's Tutor or Head of House in the first instance.

Yours sincerely

A handwritten signature in black ink that reads 'K Boyes'.

**Katie Boyes**  
**Headteacher**