



Dear Parent/Carer

In preparation for a return to school in September, we request that you read the following information and discuss the points covered with your child. We have attempted to address all issues regarding returning to school that will affect parents and their children but please do not hesitate to contact the school if you have any further questions or concerns.

If you think your child has been exposed to COVID-19

Parents must contact the school as soon as possible if they believe their child has been exposed to COVID-19.

Parents must not bring their child to school or onto school premises if they show signs of being unwell and believe they have been exposed to COVID-19.

Parents are requested to get their child tested and are advised to notify the school as soon as the test result is known.

Children are not to return to school before the minimum recommended self-isolation period, in line with national guidance. Parents are to inform the school when their child is due to return to school after having COVID-19.

If a child becomes unwell with COVID-19 symptoms while at school

We have procedures in place to look after the unwell child as well as the rest of the school community.

Parents will be contacted and advised as soon as possible to collect their child. It is vital that you ensure the contact details held in school are up to date. You can update your details via the parent app or an email to [data@springwoodhighschool.co.uk](mailto:data@springwoodhighschool.co.uk)

### Break and Lunch time arrangements (Years 7 to 11)

Until further notice, there will be no access to the school canteen for the majority of students. Students will need to bring a packed lunch into school each day; this is to be eaten in their tutor base at lunch time. Students will be supervised in their classrooms at the beginning of break time should they wish to eat at that time. Students will also need to bring a filled water bottle.

The following provisions will be made:

On days when students have PE period 2, the canteen will be available at breaktime to these students on that day;

The canteen will be available to Year 7 students at lunchtime every day;

The snack shack in the Sandringham courtyard will be available at lunchtime to two Year 11 tutor groups each day on a rota basis;

Students timetabled in SL9 for period 2 will be able to use the snack shack in the Sandringham courtyard at breaktime on that day;

Students in receipt of free school meals will be provided with a packed lunch from the canteen; arrangements for the delivery and collection of packed lunches will be shared with students on the first day of term.

This is the only availability of the canteen during the school day. These arrangements will be kept under review and adapted as necessary. In this case, we will notify parents of the revised arrangements.

### Visiting the school site

In an attempt to reduce the number of visitors on the site, we request that parents only come into school for essential reasons, eg. illness or safeguarding concerns. Where possible, communication between home and school will be via telephone instead of face to face meetings. Ideally, only one parent will come into school in these circumstances.

All visits must be by appointment only.

All visitors are expected to wear face coverings while on site.

Arrangements for progress evenings will be shared with parents in due course.

### Before and after school

Parents are advised that, where possible, only one parent is to conduct drop-off and pick-up of their child.

Parents in clinically vulnerable groups are discouraged from dropping off and picking up children.

Parents and students are requested to not gather in parking areas or around the school entrance points.

Parents are advised that only members of the same household should travel together by car.

Parents and students are advised that it is preferable that members of the same household should walk to school together where possible.

Parents and students are advised that they should not walk together in large groups.

Students must not use school transport if they have COVID-19 symptoms.

Students are advised to wash their hands before and after using transport services.

Students are advised to wear face coverings when travelling on buses, whether public transport or dedicated school services, unless it is not safe to do so.

It is strongly recommended that students walk or cycle to school where it is safe and appropriate to do so. However, where this is not possible, we expect all students to abide by the following guidelines when using public transport or a school bus:

- students must not travel if they or anyone in their household has symptoms of coronavirus (COVID-19);
- students must queue for their bus in an orderly fashion which allows for social distancing;
- where possible, students should sanitise their hands before boarding their bus;
- those students who get on the bus first must take a seat at the rear of the bus, filling forwards as the bus picks up new passengers. Students who get on the bus first will, therefore, get off the bus last;
- unless exempt, all students should wear a facemask or face covering for the duration of their journey;
- students should be provided with tissues for their journey to and from school. Throughout the journey the 'catch it, kill it, bin it' should be followed. Used tissues must be disposed of in the bins provided;
- on arrival at school, students should remove their facemasks and, if disposable, place them in the bins provided, if reusable, pack them away, as per government guidance;
- students should then wash their hands at the mobile sanitiser stations provided, before proceeding into school.

If a student develops symptoms whilst at school, they will be sent home. They must not travel on home to school transport. Instead, it is the responsibility of the parent or carer to make arrangements for their child's journey home.

### Wearing face coverings in school

Following Government guidance, we recommend that students wear face coverings in communal areas outside the classroom e.g. in corridors.

Furthermore, following Government guidance, face coverings in classrooms should be avoided if possible as other protective measures are in place.

The Government has stated that it is reasonable to assume that students have access to face coverings due to their wider use in society. We will maintain a small contingency supply of masks for anyone struggling to access a face covering for whatever reason.

If used, masks are to be put on before leaving the classroom so that students can use hand sanitiser upon exiting the classroom. Masks are to be removed and placed in a resealable, plastic bag before entering the classroom. Students use hand sanitiser upon entering the classroom.

Masks must be suitable for the school setting, ie. No inappropriate language or images.

### General Guidance

Parents are to notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.

We will endeavour to inform parents as soon as possible about any school closure or the cancellation of any school trips or extra-curricular activities.

In the event of further closure, we will endeavour to transition to online/remote learning as quickly as possible. We will be compiling a comprehensive register of students who have restricted or no access to online resources so that these students are not disadvantaged.

In the event of your child not being able to attend school due to self-isolating, school work will be provided.

We will hold 'bubble'-sized assemblies during the first week in September to ensure consistent messages are communicated to students. After this week, an alternative approach to assemblies will be adopted.

As you can imagine, we are facing particular restrictions regarding the delivery of the PE lessons upon our return. To alleviate some pressure, we will be asking students to arrive at school wearing their Springwood PE kit along with their blazer on days when they have a PE lesson. This will remain under review and will change when circumstances allow it. A more detailed letter regarding PE lessons will follow. If you are unsure about what items are permitted to be worn as part of your child's PE kit, please refer to our uniform policy on the Springwood website.

All of these measures will be in place from the beginning of the Autumn term and will be reviewed regularly.

I am sure you will appreciate, we have spent a lot of time planning the reopening of Springwood high school and will do our utmost to keep everyone safe. In order for this to happen, we request that you reiterate to your child how important it is to follow the new rules and routines.

Best wishes

A handwritten signature in black ink, appearing to be 'A Johnson', with a long horizontal stroke extending to the right.

Mr A Johnson