



SUMMERHILL SCHOOL

26 February 2021

Dear Parents/Carers

School Reopening – March 2021

As you will be aware, the government has announced that schools will reopen to all students from Monday 8 March. We're very much looking forward to welcoming back more of our students to face-to-face education then.

This is a very long letter but contains a significant amount of important information. Please read it carefully and ensure that your child is clear on its contents for when they return to school.

In line with the latest [government guidance](#) (click this link to see the government documents) on school reopening, we will welcome students back on a phased basis during the week of 8 March to help manage the capacity of our lateral flow coronavirus testing programme. It is important that we ensure that the testing programme is rigorous, well organised and effective to provide the best protection for all staff and students in our school community moving forward. Carrying out in excess of 3,000 tests in a very short period of time will be no mean feat.

Coronavirus testing

To help us keep everyone safe, we will be providing rapid coronavirus testing to all our students as they return from 8 March. Students will be required to take 3 coronavirus tests at school, with 3 to 5 days between each test. Test results will take about 30 minutes to process.

Students can return to face-to-face lessons in school after their first negative result, which is likely to be later in the day or the following day. If at any point they test positive, they'll need to self-isolate, along with the rest of their household, in line with government guidance.

Testing is voluntary, and you and/or your child will need to give consent for it to be carried out. Many of you have already done this. If you haven't please do this immediately. A copy of the electronic consent form for parents is available here: <http://summerhill.info>

We strongly encourage your child to take part so we can help prevent the spread of coronavirus. If your child is not participating in testing, they should attend school as usual in line with our phased return schedule as shown below.

To aid the testing process, it is easier to create an NHS account login for your child using a PERSONAL email address and password. This can be done by going to <https://test-for-coronavirus.service.gov.uk/register-kit> You will need to enter various pieces of personal data, a list of which will be added to the email with the testing time and date on issued by school (see below). Following the first test, subsequent registrations are far quicker.

After the 3 initial tests at school, students will be given coronavirus test packs that they should take twice a week at home. These will need to take place on Sundays and Wednesdays. Separate instructions will be provided for this in due course.

We've done several hundred tests in school now. Whilst the swabbing process can seem a little undignified and cause momentary discomfort to some people, the overwhelming response has been "that wasn't as bad as I expected" and participants have been proud to play their part in keeping our community safe.

Schedule of return for students to school

We will welcome back all year groups on a phased basis as below. ALL students will receive a direct personal email in the next few days with specific details of when they need to attend school and the information they will need to bring:

- **Key-worker/ vulnerable children** who are currently in school should attend as normally scheduled from 8:45am on Monday 8th March. They will have been tested on the morning of Friday 5th March and, assuming their test result is negative, will remain in their key-worker/vulnerable group until the rest of their year group resumes normal lessons. Uniform should be worn at all times.
- **Year 7 students** will be issued with an individual appointment to attend for their first test between midday and 5pm on Monday 8th March. After taking the test they must return straight home. Assuming their test result is negative, Year 7 students should attend school for normal lessons from the normal time (8:45am) on Tuesday 9th March. Uniform is NOT required for the testing process but must be worn from Tuesday 9th March.
- **Year 8 students** will be issued with an individual appointment to attend for a test between midday and 5pm on Tuesday 9th March. After taking the test they must return straight home. Assuming their test result is negative, Year 8 students should attend school for normal lessons from the normal time (8:45am) on Wednesday 10th March. Uniform is NOT required for the testing process but must be worn from Wednesday 10th March.
- **Year 9 students** will be issued with an individual appointment to attend for their first test between 8:30am and 12:30pm on Tuesday 9th March. After taking the test they will remain in school. They will be isolated until they are confirmed as having a negative test result and will then resume normal lessons. Full uniform should be worn on this day.
- **Year 10 students** will be issued with an individual appointment to attend for their first test between 8:30am and 12:30pm on Monday 8th March. After taking the test they will remain in school. They will be isolated until they are confirmed as having a negative test result and will then resume normal lessons. Full uniform should be worn on this day.
- **Year 11 students** will be issued with an individual appointment to attend for their first test between midday and 5pm on Friday 5th March (next week – please note the earlier date). After taking the test they must return straight home. Assuming their test result is negative, Year 11 students should attend school for normal lessons from the normal time (8:45am) on Monday 8th March. Uniform is NOT required for the testing process but must be worn from Monday 8th March.

Students should arrive at school for their test no more than 5 minutes before their individual appointment time. They will enter via the side gate (end of Science) and into the far end of the Science corridor, observing the markings to maintain a 2-metre spacing. Parents who are bringing their child to school and then transporting them home straight afterwards are asked to stay in their vehicle to minimise contact with others.

Attendance

School attendance will be mandatory from their return date and our usual rules and policy on attendance will apply.

Symptoms

As a reminder, students should self-isolate and not come to school if they:

- Have coronavirus symptoms
- Have tested positive
- Live with someone who has symptoms or have tested positive
- Are a close contact of someone who has tested positive

Anyone in the household who displays symptoms must self-isolate and get a test as soon as possible. **Students MUST NOT come to school if another member of their household is being tested or awaiting results.**

Clinically Vulnerable Students

In line with the latest government guidance, students who are classed as clinically extremely vulnerable should not attend school. If your child is in this group, they should continue to learn from home until further notice. If this is relevant to you, please take a photograph of your shielding letter and email it to attendance@summerhill.dudley.sch.uk

For students who are self-isolating or shielding, we will continue to set remote learning via Satchel One.

Key Worker/Vulnerable Students

If you are a vulnerable/key worker parent, you will receive a direct email with regard to booking provision for the early part of w/c 8 March. Please respond to Miss Stone accordingly.

Our safety measures

We will do everything we can to make sure our staff and students can return to school safely. From 8 March, we'll be taking the following protective measures:

- We'll ask that all students wear a face covering in classrooms, communal areas and corridors. This is in line with the latest government guidance for schools. Further information on this will be issued imminently by Public Health England. Any visitors to school, for whatever reason, will need to wear a face covering. In line with the published exemptions, students who meet the exemption criteria will not be required to wear them.
- Students will continue to be placed in year group bubbles and tutor groups. There will be no cross-contamination between year groups.
- Students will be required to thoroughly sanitise their hands on arrival to school at the door where they enter. Students will then go straight to their period one lesson. Tutor time will take place later in the day. Students must understand that they are not able to walk around the school site and mix with other year groups and must go directly to their teaching room. The Senior Leadership Team will be on duty to help support and direct students on their arrival.
- Students should wash their hands or sanitise them throughout the day.
- Students will not be able to use the water fountains in school; water will only be available for emergencies. Students must, therefore, bring sufficient water for each day. We recommend at least one litre equivalent per day. Drinks can be purchased at break and lunchtime.
- We will provide a dedicated health and safety risk assessment for COVID updated with the latest guidance.
- We will ensure enhanced cleaning including deep cleaning of frequently touched surfaces
- A quarantine area will be provided for those displaying symptoms of COVID

Arrival to school

The normal school day starts at 8.45am. There should be no students on the school site before 8.30am. There will continue to be 5 entrance doors. Please ensure your child adheres to these entrance points at all times. It is likely they will have a different entrance point depending upon their timetable on a given day. Whilst siblings from the same household may arrive at school together, they must enter through their designated entrance.

Entrances by Subject

Students should use the designated door to enter the building, depending on the subject they have for their first lesson of the day:

- Reception: Languages, Students who need to use the lift
- Door A: Science
- Door B: Maths, Music, ICT1, ICT2, Learning Support
- Door C: English, Humanities, ICT3
- Door D: Art, Business, Drama, DT, Food, Nurture, PE, Textiles

School Day

Year 7, Year 9 and Year 10	
Doors open	8:30
Period 1	8:45
Period 2	9:35
Break	10:25
Tutor Time	10:40
Period 3	11:00
Period 4	11:50
Lunch	12:40
Period 5	1:10
Period 6	2:00
Departure	2:45 (Y7, Y9) 2:55 (Y10)

Year 8 and Year 11	
Doors open	8:30
Period 1	8:45
Period 2	9:35
Tutor Time	10:25
Break	10:45
Period 3	11:00
Period 4	11:50
Period 5	12:40
Lunch	1:30
Period 6	2:00
Departure	2:45 (Y8) 2:55 (Y11)

Break and Lunchtime Locations

Students must remain in their designated locations for break and lunchtime:

Year 7 – Marquee

Year 8 – Café

Year 9 – Hall

Year 10 – Café

Year 11 - Hall

Finish Times

To aid the movement of students away from the site and in the interest of local amenity, Key Stage 3 (Years 7, 8 and 9) will continue to finish at 2.45pm and Key Stage 4 (Years 10 and 11) will finish at 2.55pm. This is to help alleviate the number of students walking along Lodge Lane towards Kingswinford at any one time. We must reiterate that students should not be waiting for friends or congregating on pavements. Quite simply, once they have left the site, they must keep walking! If you are collecting students on the car park, please ensure you park as far down the car park, near to the exit, as possible, to allow easy flow of traffic into the site.

Catering Provision

Chartwells will be offering a catering service for all students and fresh food and drinks will be available at breaktime and lunchtime. Money should be added to the relevant Weduc account so that students can 'pay' using the biometric fingerprint system.

Uniform

Full school uniform must be worn at all times with no exceptions. Please check well in advance that your child's uniform still fits them and is in good condition. Additional uniform can be ordered online in the usual way during the closure of non-essential shops. Hoodies are no longer allowed in school as the weather improves and temperatures rise. Students will be required to remove their hoodies before they enter the building. The government guidance states that there is no need for further arrangements other than normal personal hygiene and washing of clothes following a day in a school. Uniform does not need to be cleaned any more often or differently than usual.

On the days when your child has PE, they should wear their standard school PE kit all day. On PE days only, they are allowed to wear a plain black, grey or blue sweatshirt/hoodie on top of their standard PE kit. Students who do not have a suitable hoodie can wear a school jumper or blazer over their PE kit.

Plain black polishable shoes must be worn – strictly no logos and no canvas/fabric shoes are allowed. Skirts must be of a suitable length on or just above the knee. Jewellery is restricted to a watch and one small stud earring in each ear and facial piercings or extreme hairstyles (no tramlines etc.), extreme hair dyes or extreme or excessive makeup are not permitted.

Mobile Phones

Once students are in the building mobile phones must be NOT SEEN and NOT HEARD, unless students are registering themselves for the lateral flow tests which is part of the government track and trace process. Students are permitted to check their phones OUTSIDE at breaks and lunchtimes. We encourage students to leave all expensive personal items at home. We cannot take responsibility for everyone's phones, iPods, jewellery etc. All losses are at the owner's own risk.

First Aid

Students displaying COVID-19 symptoms will be held in a separate, well-ventilated room, away from all other students and staff. Parents/carers are required to collect their son/daughter and siblings within 30 minutes of the school phoning home so please ensure that we have up to date contact details. Students with other medical needs will continue to use the medical room by Main Reception as required.

Behaviour – Non negotiables

It is important that we quickly re-establish the expectations for all students being in school, as soon as they return. Clearly, personal hygiene and respecting social distancing continue to be hugely important to the safety of both students and staff. For this reason, the school will reserve the right to use the most serious of sanctions for behaviour which endangers others or threatens to endanger others. We will take a zero-tolerance approach to any misconduct.

Equipment

It is vital that all students have a bag/rucksack big enough for their exercise books. They will be bringing their books home every night and must remember to bring the correct ones back in the morning. School bags must be placed underneath the table where the student is working to ensure that health and safety procedures are followed. There can be no sharing or borrowing of equipment so it is essential that students have their own with them at all times. Locker access will be limited for the foreseeable future to ensure no cross mixing of students.

The standard equipment list for school can be found on the school website. We would also like you to ensure that ALL students bring in the following additional items:

- At least one face covering/mask
- A small bottle of hand sanitiser for use at break/ lunchtime (sanitiser will be provided at each lesson)
- A pack of tissues
- A plastic food bag to dispose of used tissues
- A water bottle(s) of fresh water (no fizzy drinks) to last all day

Parent's Evenings

Parent's Evenings for the 2020/21 academic year will continue to take place online. The lockdown will result in some dates being moved to later in the year and we will notify parents accordingly.

Team Summerhill – Stronger Together

Finally, we know that many families will be apprehensive about a return to school, but the safety of our students and staff is at the forefront of all that we are doing. By working together, we can make this transition back into school as calm, sensible and organised as possible. This is important for everyone. Therefore, we ask that:

- All students always try to keep a 2-metre distance between themselves and staff throughout the day
- Students wear face masks when in a conversation with staff
- Students maintain good hygiene and wash their hands/sanitise them regularly
- Students adopt good respiratory hygiene: catch it, bin it, kill it
- Students do not attend school if someone in the household has a confirmed case of COVID 19 or is showing ANY symptoms
- Parental visits ARE NOT made to the school without an agreed prior appointment made with one of the Senior Leadership Team. In many cases, these conversations will take place outside at the front of school.

Additional support

Lockdown has been a challenging period for all of us, and we'd like to thank you for your continuing support during this difficult and uncertain time. If you or your child have any concerns about returning to school, or if you think your child might need extra support when they return, please get in touch with the relevant Head of House/House Officer or via studentsupport@summerhill.dudley.sch.uk

Please be assured that we will continue to monitor the advice and guidance we receive from Public Health England, Dudley MBC and central government, including the Department for Education. We will continue to take a cautious approach and the health and safety of our students and staff will remain our first and foremost priority.

We'd like to thank you for all your support in helping your child learn from home over the past few weeks. We'll continue to keep in touch if we update our plans or if we need to make changes due to new government guidance.

Yours sincerely

Martyn Palfreyman
Headteacher

Adrian Cresswell
Deputy Headteacher