

18th August 2020

Dear Parents and Carers,

I hope that you and your families are well and that you have been able to find some time to relax over the last few weeks. At school we have been very busy preparing for our September return of which we are now ready to share details. Please read this letter carefully as it contains essential information to ensure the safety of all at school. In addition, before term starts, you will be sent a link to view a video with your children which clearly shows our expectations of all pupils and students on their return to school.

The “system of control” which is at the heart of how the school operates is in two parts and is as follows:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school;
- 2) all pupils, students and adults' clean hands thoroughly more often than usual;
- 3) all pupils, students and adults follow good respiratory hygiene using the [catch it, kill it, bin it](#) approach;
- 4) the school has enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;
- 5) minimise contact between individuals and maintain social distancing wherever possible whilst ensuring that we also deliver a balanced and broad curriculum;
- 6) in specific circumstances and where necessary, adults and children will wear appropriate personal protective equipment (PPE)

Response to any infection:

- 7) all of the school community must engage with the NHS Test and Trace process
- 8) we will work with the local authority and PHE (Public Health England) to manage confirmed cases of COVID-19 amongst the school community
- 9) we will endeavour to contain any outbreak by following local health protection team advice

Dates

School is reopening to pupils and students from Thursday 3rd September. This is slightly later than I had originally hoped but with the extra restrictions that are in place for both the boroughs of Blackburn and Darwen and Pendle, I believe that this is the best correct decision. We will be implementing a phased return following the schedule below:

Thursday 3rd September and Friday 4th September: Only pupils and students in years Reception, 2, 6, 7, 11, 12 and 13 should come to school.

Monday 7th September: All pupils and students should attend school.

Attendance

All children should be attending school in September and school has been informed to resume the process of issuing fines for those who have periods of unauthorised absence (this will be from 7th September). If your child still requires to shield then please contact Mr NH Vyse via email, nvyse@qegsblackburn.com, to explain the reasons why your child can not attend school. Mr Vyse will then contact parents/carers directly to discuss the situation including appropriate measures.

Should your child be ill then you must report their absence either via email on reportchildabsence@qegsblackburn.com (this is the preferred method) or via phone 01254 686300 choosing option 1. In both cases you need to state the name of your child, their form and year group, the reason for the absence and when you expect them to be well enough to return to school. This must be completed on every day your child is absent.

Symptoms of Covid-19

The symptoms of Coronavirus (Covid-19) are a new continuous cough or a high temperature (over 37.8°C) or Anosmia (the loss of or a change in your normal sense of smell. It can also affect sense of taste as the two are closely linked). If your child or any member of their household has any of these symptoms then your child must not come to school.

If your child is ill due to having symptoms of Covid-19, please notify school immediately; marking your email as urgent, follow the PHE stay at home guidance, which sets out that they must self-isolate for at least 10 days and arrange for your child to have a Covid-19 test immediately to ensure full engagement with the test and trace system. Please inform school immediately of the results of the test. A member of school staff will contact you during the first day of absence to confirm dates of the isolation period. This also applies if your child is isolating due to being in direct contact with someone who has symptoms of Covid-19.

If your child becomes ill with symptoms of Covid-19 during the school day they will be immediately placed in isolation (in accordance with government guidance) and you will be contacted and asked to collect them. If you cannot be reached, the other contacts given will be called as it is essential for your child to go home as soon as possible.

If your child has a positive result from a Covid-19 test, then they must inform the school immediately and follow the stay at home guidance for households with possible or confirmed Covid-19. They must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The rest of the household must self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.

If your child has a negative result from a Covid-19 test then they must remain in isolation for the remainder of the 14-day isolation period.

Self-Isolation Due to Travel

Due to the current travel guidelines in place, we are asking parents and carers to please inform us of any overseas travel that your child has done, where the date of return was **on or after 17th August 2020**. This includes any upcoming overseas travel you have planned before your child returns to school. We require this information so that we can accurately record which pupils and students will require a 2-week self-isolation period after returning from overseas. To view an up-to-date list of countries that are within one of the Government's 'travel corridors' and therefore exempt from this process, please click [here](#).

If the country your child has travelled to is **not within a named 'travel corridor'**, and you **returned on or after the 17th August 2020**, please email travelupdate@qegsblackburn.com with the following information:

- Pupil/student name (s):
- Year group(s):
- Country visited:
- Date of arrival in country visited:
- Date of return to England:
- Contact telephone number:

As outlined [here](#), your child will need to self-isolate if you visited or made a transit stop in a country or territory that is **not on the list** in the 14 days before you arrived in England.

Travel

We ask that all parents and carers think carefully about how their child travels to school. Please read and follow the [safer travel guidance for passengers](#) when planning your travel. **If your child is traveling by public transport then they will be expected to wear a face covering.** The preferred method is to walk when possible following social distancing measures.

Face Coverings

Public Health England does not (based on current evidence) recommend the use of face coverings in schools as pupils, students and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. Face coverings must be worn by children (over the age of 11) who come to school by public transport or by minibus.

We ask that you demonstrate how to correctly use a face mask to your children including how to put on and take off. Pupils and students arriving at school wearing a face covering must **not touch the front** of their face covering during use or when removing it. They must **wash their hands immediately on arrival**, dispose of temporary face coverings in the covered bins which are in each area of school or place reusable face coverings in a plastic bag they can take home with them, and then **wash their hands again** before heading to their classroom. We ask parents and carers to read the guidance on [safe working in education, childcare and children's social care](#) which provides more advice.

Arrival

We ask that no child arrives at school before 8.15 and that all children arrive by 8.40. We will not be opening Q Plus for the first half term. Please make every attempt to ensure that your child does not arrive late to school in order that we can avoid different groupings of children meeting. In an unavoidable situation, please bring your child directly to Main Reception.

On arrival at school all children must go to their form rooms. They will be asked to wash their hands and/or to use the hand sanitiser that will be provided.

Primary Phase: Pupils should be dropped off using the entrances off Duke's Brow. We ask that parents and carers socially distance at all times. Parents and carers must not gather in groups or enter the school playground areas without an appointment.

Secondary Phase:

Year 7 must use the Main Reception entrance

Year 8 must use the entrance from top quad and the stairs between Q3 and Q4

Years 9, 10 and 11 must use the ginnel to enter school and go directly to their year bases which are Hartley House, Ormerod House and Radcliff Wing respectively.

Years 12 and 13 must use the entrance to Singleton House.

Departure

Primary Phase:

Pupils in Reception, Years 1 and 2 will finish school at 15:20 and will be dismissed from:

Reception from their classroom doors,

Year 1 from the Reception playground,

Year 2 from the Primary Phase doors next to Mrs Tighe's office.

Please note: To ensure that we can stagger the departure of children from the school, any child with a sibling in KS2 will be dismissed at 15:40 NOT 15:20. They will stay in their classrooms until this time supervised by school staff.

KS2 pupils will finish school at 15:40 and will be dismissed from:

Year 3 and 4 pupils (plus any siblings of Year 3 and Year 4 pupils) will be dismissed from the gate behind the Gym where the large gate will be opened. Year 3 will be on the left hand side and Year 4 on the right hand side.

Year 5 (plus any siblings of Year 5 pupils) will be dismissed from the Top Playground

Form 6LB will be dismissed from their classroom.

Form 6ZE will be dismissed from the KS2 building Main entrance.

All parents, carers and pupils must leave the school site as quickly as possible and maintain social distancing at all times.

Parents and carers must not gather in groups or enter the school playground areas without an appointment.

Secondary Phase and Sixth Form:

Pupils and students will be dismissed from school after their period 6 lesson at 15.50. They must leave the school site as quickly as possible following social distancing measures. Please can you ensure that your child understands the importance of following social distancing when they are in public areas making their way to and from school.

Equipment and Uniform

All pupils and students in Years 3 and above must bring to school each day the equipment required to complete their studies as they will not be allowed to share equipment. This means that they require: pens, pencils, ruler, protractor, compass, glue, coloured pencils or felt tips, whiteboard pen and a calculator (year 7 and above). They must also bring their books and equipment in a small bag/rucksack as they will not be allowed to use lockers and will have to instead carry their resources with them. For pupils in Reception, Years 1 and 2, equipment will be provided in their classrooms. Pupils and students should also bring their own refillable water bottle. Please do encourage your child not to bring in any unnecessary equipment or items.

All pupils should attend school in full school uniform. Sixth Form students should attend in smart business dress. The exceptions are when your child has timetabled PE or Lammack. On these days your child should attend in school PE kit and their blazer (for sixth form students they should attend in smart and appropriate sports kit). Uniforms and PE kit do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Curriculum

We are endeavouring to cover as normal a curriculum as possible whilst also delivering appropriate catch-up content to fill in any knowledge and skill gaps. The curriculum and the arrangements below will be reviewed at October half term in line with the most up to date government guidance. Although we will be delivering PE and Games lessons, we will not yet be delivering Swimming lessons due to the additional risks with regards to changing rooms. In some subjects practical work will be limited.

Primary Phase:

All year groups will be based in their form rooms for the whole day apart from when they are timetabled for PE or Lammack where they will go to our specialist PE facilities). They will be taught as forms for all subjects with teachers coming to their form room to teach them. Each room has a cleaning station and all pupils will be expected to regularly use, under instruction of their teachers, the anti-bacterial sprays and sanitiser, alongside hand washing at breaks and at lunchtime. Their day will comprise of following sessions:

Reception – registration, morning session, lunchtime, afternoon session – outdoor area open throughout the day

KS1 – registration, phonics, lessons 1, break, lesson 2, lunch, registration, lesson 3, break, lesson 4.

KS2 – registration, phonics, lessons 1, break, lesson 2, lunch, registration, lesson 3 and lesson 4 and an optional afternoon break

Our timetable may vary day to day slightly to accommodate the changes to lunch.

Homework will be set and submitted mainly through online resources using a half termly grid, weekly spellings and daily reading to completed.

Secondary Phase:

Years 7 and 8 will be based in their form rooms for the whole day apart from when they are timetable for PE or Lammack where they will go to our specialist PE facilities. They will be taught as forms for all subjects with teachers coming to their form room to teach them. Each room has a number of cleaning stations and all pupils will be expected to regularly use, under instruction of their teachers, the anti-bacterial sprays and sanitiser, alongside hand washing at breaks and at lunchtime. Their day will comprise of registration, lessons 1, lesson 2, break, lesson 3, lunch, lesson 4, registration, lesson 5 and lesson 6. Homework will be set and submitted mainly through online resources.

Years 9, 10 and 11 will be following their individual subject timetables which will mean that they will be moving round school in order for them to be able to be taught in subject specialist rooms. It is essential that pupils follow the one way systems around the school site and that they obey social distancing procedures. Each room has a number of cleaning stations and all pupils will be expected to use, under instruction of their teachers, the anti-bacterial sprays /wipes and sanitiser when they enter classrooms, alongside hand washing at breaks and at lunchtime. Their day will comprise of registration, lessons 1, lesson 2, break, lesson 3, lesson 4, lunch, registration, lesson 5 and lesson 6. Homework will be set and submitted were possible through online resources.

Sixth Form:

Years 12 and 13 will be following their individual subject timetables but with lessons mainly in the Sixth Form centre, Singleton House, unless it is essential to be taught in a subject specialist room. It is essential that students follow the one way systems around the school site and that they obey social distancing procedures. Each room has a number of cleaning stations and all

students will be expected to use the anti-bacterial sprays /wipes and sanitiser when they enter classrooms, alongside hand washing at breaks and at lunchtime. Their day will comprise of registration, lessons 1, lesson 2, break, lesson 3, lesson 4, lunch, registration, lesson 5 and lesson 6. Homework will be set and submitted where possible through online resources. Lammack will take place on Wednesday afternoons.

Lunch

All children from Reception to Year 11 will be having a school lunch. For Years 12 and 13, the Singleton House café will be open should they wish to eat on site. If they do decide to eat off site then please remind your child that they will require a face mask to enter local shops and food outlets.

To enable social distancing to take place as well as more frequent cleaning we are changing the lunch rota for our pupils.

Primary Phase:

Two groups are being formed. Group 1 will consist of Reception, Years 1 and 2. Group 2 will consist of Years 3, 4, 5 and 6. Group 1 and Group 2 will alternate between having a hot lunch in the dining hall and having a sandwich lunch in their classrooms.

Secondary Phase:

Years 7 and 8 will have lunch in the dining hall from 12:15 following a rota with just one year group at a time.

Years 9, 10 and 11 will have lunch in the dining hall from 13:00 following a rota with just one year group at a time.

We will not be using the finger print equipment during this time and instead will process lunch charges through names.

Hopefully this letter answers many of your questions. You will shortly receive a parent/carer agreement form which must be signed and returned for each one of your children before the start of term. I will endeavour to send weekly updates with more information. In the meantime, please enjoy the final few weeks of the holidays and I look forward to welcoming your children back into school in September.

Yours sincerely,



Mrs C Y Gammon