



13th July 2020

Dear parents and carers

I am writing to update you on Kings Norton Girls' School and Sixth Forms response to the Government's guidance on the full opening of schools in September. I apologise that this letter is long, but I hope that by outlining our thinking it will give you some reassurance about what September will look like and how we plan to minimise the risk of coronavirus transmission whilst providing a broad and balanced curriculum through which all students can flourish. We are very much looking forward to welcoming back all students to school in September. We continue to uphold our school values "*Demonstrating respect and courage in order to flourish*" whilst prioritising the wellbeing and safety of our staff and students and providing a broad and balanced curriculum through outstanding teaching and learning.

This letter should be read in conjunction with:

1. Risk assessment which can be found on the school website <https://www.kngs.co.uk/wp-content/uploads/2020/07/Covid-19-September-full-opening-risk-assessment-V1.pdf>
2. Colour coded zoned school map <https://www.kngs.co.uk/wp-content/uploads/2020/07/KNGS-Year-group-zones-Sept-2020-rotated-1.pdf>
3. Updated Homes School Agreement <https://www.kngs.co.uk/wp-content/uploads/2020/07/4-Home-School-agreement-Temporarily-extended-rules-and-behaviour-expectation-during-COVID19-Final.pdf>
4. The email that your child (current year 7, 8, 9, 10 and 12) will receive before the end of term confirming their tutor group for September. This letter explains why we have had to make changes to our tutor groups.

Parent questionnaire: All parents and carers have been sent a questionnaire regarding travel, lunch arrangements and IT access at home. If you haven't yet completed this, please do so as this will inform our planning.

<https://forms.office.com/Pages/ResponsePage.aspx?id=6NoSaA9nYUGP0nCJ4fq3voqQZ5jDcKdOnZqLtnzlynpUQjZRVziTUU0xRVVCVDBBV0g3MjBjBFM0FUUC4u>

This planning meets the Government guidance issued on 2nd July. We are expecting an update from the Government on 11th August which may change this; we will keep you informed.

The Government have informed us:

- From September attendance for all students will be mandatory.
- We should deliver a broad and balanced curriculum in school from September and have plans in place for the same curriculum to be delivered remotely, immediately the need arises.

The Government, supported by Public Health England, has highlighted the importance of the following controls which must always be in place to minimise transmission:

1. Minimise contact with individuals who are unwell by ensuring that those who have Coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly and more often than usual.



3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

We have also been asked to consider how contacts are reduced and that dependent on the school's circumstances (as much as possible) to include:

- Grouping children together.
- Avoiding contact between groups.
- Arranging classrooms with forward facing desks.
- Staff maintaining distance from pupils and other staff as much as possible.

The specific details as to how we are meeting the above expectations are in our Risk Assessment (accessed via the link above).

How this will impact the organisation of the school day and your child

At Kings Norton Girls' School and Sixth Form we are working on the principle of creating distinct year group bubbles. Our plans minimise students within a year group from having any close contact with students from a different year group, alongside optimising our cleaning and hygiene regime and our ability to teach a full curriculum to all students.

Mrs Skinner, our Business Manager is putting together a return to school video which will be found on our website. This will cover many of the following points:-

Minimise transmission

Do not send your child to school if they have COVID19 symptoms (a new continuous cough, a high temperature, loss or change to your sense of smell or taste). Contact the school **immediately** to inform us on **0121 675 1305**.

Arrival and departure to and from school

- Year groups will be asked to arrive at a specific time (***see section below: Arrangements for the new term***) and at a specific entrance.
- All students will wash their hands on arrival at a designated washing station.
- Students will then go directly to their tutor base.
- Departure from school will be staggered (***see section below: Structure of all other days***).
- Children should not gather in groups on the way to school or at the school gates.

Hand Cleaning

- On arrival at school all students will wash their hands in the area allocated to their year group. We have purchased additional handwashing stations to help accommodate this.
- Handwashing will be obligatory at the beginning of both break and lunch time.
- Students will sanitise their hands on their return to lessons, following break and lunch times.
- Students will sanitise their hands when entering and leaving a specialist room (e.g. art, textiles, DT).
- Although hand sanitiser will be available in school, students are encouraged to bring their own, for their own personal use.



Other hygiene measures

- Posters around school remind students to “*Catch it, Kill it, Bin it*” and handwashing routines.
- Tissues and bins are available in all classrooms.
- On Government guidance, masks and face coverings worn on the way to school **MUST** be removed and binned or placed in a sealed plastic bag and taken home. Students **MUST NOT** touch the front of their faces while removing these and **MUST** wash their hands afterwards.
- On Government guidance, we will not be taking temperatures of students.

Cleaning of the school

- We already have an increased cleaning regime for all touch points and toilets during the day.
- Students will be allocated specific toilets to use (*See coloured zones school map, link to webpage at the start of this letter*).
- We have employed an additional member of staff who will circulate and clean toilets throughout the day.
- We have timetabled the cleaning of specialist rooms before they are used by a new bubble throughout the day.
- Where specialist equipment is needed, for example in art and PE, we will either isolate equipment for individual year groups or clean this thoroughly between their use by different bubbles.
- Text books will be used for specific year group bubbles and cleaned regularly.
- The learning hub will be closed for general use. Library books will be on an order only system and quarantined for 72 hours before reissue.
- We were really pleased that a large number of students took lots of library books home to read during lockdown, they should bring these back in the first couple of days of term; they will be collected from their tutor base.

Movement around school

- Movement around school will be minimal due to year group zoning.
- A one-way system will stay in place which must be followed by all students and staff.
- Break and lunch times will be staggered which will minimise the opportunity for year group mixing.
- Should students encounter those from other year groups in the corridor, any risk is considered minimal.

Year group bubbles and tutor groups

- Students will be taught, have breaks and be located in year group bubbles.
- Year 12 and 13 will be treated as one bubble.
- In response to the Government request to consider how contacts are reduced in school by grouping children together and avoiding contact between groups, our vertical tutoring system has had to be paused for the time being for all year groups. Students will therefore be in year group tutor groups (6 groups per year). Our current students will receive an email before the end of term detailing their tutor group, their form tutor and which room they will be based in for form time.



- There is no requirement for students to socially distance in their year group bubbles.
- Siblings can be in different year group bubbles.
- RSE/PSHE will be taught in tutor groups by their tutor; this will optimise the support a tutor can give to each student.
- Each Head of House will have an overview of one year group in order to support their pastoral needs. Form tutors will continue to be the first point of contact for parents and carers at school, followed by the allocated year lead. Our year leads are as follows:-
 - **Year 7:** Miss Bromley
 - **Year 8:** Miss Bi
 - **Year 9:** Mr Steele
 - **Year 10:** Miss Wattison
 - **Year 11:** Miss Davies will be overseeing year 11
 - **Year 12 and 13:** Will be in year group tutor groups. Miss Ledwidge remains as Head of Sixth form.

Houses

- Students will remain in the same house as previously. Heads of House will oversee house based competitions and community activities.

School timetable and class groups

- To optimise the quality of Teaching and Learning and the broad and balanced curriculum we offer, the school timetable will remain as we have always intended.
- Timetables will be shared with students in September and will be available on the SIMS Parent and Student Apps.
- Our new Year 7 and year 12 students will receive their timetable and tutor group information on their first day in September.

Rooming, classroom layout and ventilation

- Year groups will be zoned in rooms as close as possible to each other in the school.
- Specialist rooms will be used for practical subjects and cleaned before a new bubble uses them.
- Windows and doors will be left open to increase ventilation.
- Students are expected to stay 2 meters away from all staff, and staff 2 meters away from each other and students.

Break and lunch times

- Break and lunch times will be staggered (**see section below 'Structure of all other days'**).
- Break and lunch time (with the exception of year 10 based in science labs) will be taken in classrooms or outside.
- Outside areas will be zoned, allocating specific spaces for each year group.
- We are looking into acquiring some semi-permanent outdoor weather proof structures for students to use as we move into the less clement weather.
- The canteen will be offering some food, this will be a reduced offer. Details on the organisation of this will be shared as soon as possible.

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Equipment

Students will be given an A4 white board and pen which they **must** take to every lesson. Students must also bring to school with them their usual stationary items including the following:-

- Pen, pencils, ruler, coloured pens etc.
- Glue stick
- Scientific calculator, which must have a large screen to show the calculations as well as answers (eg. sharp or casio models)
- Protractor and compass
- Washable cloth or tissues to clean their white board
- Packet of tissues for "*Catch it, Kill it, Bin it*"
- Small bottle of hand sanitiser for personal use

Lockers

To minimise movement in corridors, the use of lockers will not be allowed.

Travel

Where possible, we would encourage students to walk or cycle to school. All cyclists **MUST** wear a helmet. If required, we will look into increasing the number of covered cycle sheds at school. Students traveling to school using public transport must follow current Government guidance. It is now the law to wear a face covering on public transport. Whilst using public transport, everyone should take the following precautions:-

- Wash or sanitise hands regularly, use a face covering, avoid touching your face.
- Cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing.
- Travel side by side or behind other people, rather than facing them; where seating arrangements allow.
- Touch as few surfaces as possible. Avoid loud talking, shouting or singing. Dispose of waste safely, including items such as used disposable face coverings.

Uniform

Full school uniform should be worn by all students, Government guidance now states that there is no need to wash uniform at the end of each day. Our School Uniform Policy can be found on our website <https://www.kngs.co.uk/wp-content/uploads/2019/06/Uniform-Policy-May-2019-June.pdf> However, due to the change in locker use, the encouragement to walk or cycle to school and in ensuring a full curriculum is offered, the following **temporary uniform changes** have been agreed by the Governing Body:

- Students can wear **plain Navy or Black** trainers to walk/cycle to school and do not need to change these during the day. No logos or decoration should be visible on the trainers.
- On the days students have a PE lesson, they **MUST** wear their PE kit to school. They will wear this throughout the school day. Students **WILL NOT** be using the changing rooms to change in.

Behaviour for learning

Behaviour at KNGS is exemplary (OFSTED 2019). Our expectations from all students remain very high and we expect all students to meet these, both in, and out of the classroom. Our school values "*Demonstrating respect and courage in order to flourish*" should be

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demonstrated at all times. Our Home School Agreement and expectations have been amended and can be found on our website <https://www.kngs.co.uk/wp-content/uploads/2020/07/4-Home-School-agreement-Temporarily-extended-rules-and-behaviour-expectation-during-COVID19-Final.pdf> , please go through these with your child before they return to school to ensure they understand the expectations fully.

Where students fail to meet our behaviour expectations and are unable to show the respect we expect in lessons or around school (this is rare at KNGS), students will be removed from lessons and general school circulation and parents/carers will be informed. For the learning of all students, and the health and safety of staff and students, we will continue to enforce our Behaviour for Learning Policy, this can be found on our website <https://www.kngs.co.uk/wp-content/uploads/2020/03/Behaviour-for-Learning-Policy-Feb-2020.pdf>

Visitors

We will be minimising visitors on school site. Should you wish to talk to, or meet with a member of staff, please call school in advance. Where possible, meetings will take place via Microsoft teams or by phone.

Teaching and learning and the curriculum

We want all students to be looking forward to returning in September. We hope that everyone has been able to access and complete the remote learning, but we also know that some may not have finished everything and may have found some work challenging. ***Please do not let your child worry over the summer about this.*** KNGS is an outstanding school and that is because we have amazing students and we have an incredible staff. Staff have been working hard to make the students' return as smooth as possible. Teaching staff have been planning the new year's curriculum to seamlessly interleave essential knowledge and skills from lock down into the new curriculum so that all students get to where they need to be, by the time they need to get there.

Summer work

Summer work has been set for some year groups to ensure that they are ready for September this applies to students in **current** Years 9, 10 and 12. This work will be posted to students before the end of term; it is essential that this is completed before they return in September. Our **new** year 7 and 12 students have also been set transition work which should be completed as requested.

Enrichment activities,

KNGS prides itself on its wealth of enrichment activities. In the short term these will not take place however, we are planning to have a range of activities up and running as soon as we can.

Arrangements for the new term

Students will return to school on **Thursday 3rd September 2020**. Students should arrive at the following times:

Year 7	Arrive at 8:20 down the pedestrian entrance. Wash hands on arrival as directed and go to the hall; staff will be there to show them the way.
Year 8	Arrive at 10:20 down the pedestrian entrance; wash hands as directed and go to their new tutor room.



Year 9	Arrive at 8.40 down the pedestrian entrance; wash hands as directed and go to their new tutor room.
Year 10	Arrive at 10:00 down the main drive; go to their new tutor room to wash hands.
Year 11	Arrive at 9:30 down main drive; wash hands and go to their new tutor room.
Year 12	Arrive at 9:20 down the main drive and through the 6 th form gate. Enter the 6 th form block to wash hands then make their way to the hall; staff will be there to show them the way.
Year 13	Arrive at 10:50 down the main drive and through the 6 th form gate, entering into the 6 th form block to wash hands and proceed to their new tutor base.

Structure of all other days

	Arrival On arrival wash hands then go to form room	Wait in form rooms	AM Reg 8.50 – 8.55	P1 8.55am – 9.50am	P2 + Break 9.50am – 11 am 55 Min lesson 15 min Break	P3 11am – 11.55am	P4 / Lunch 11.55am – 12.50pm	P4 / Lunch 12.50am – 1.45pm	PM Reg & Tutor Time 1.45pm – 2.05pm	P5 2:05- 3:00/3:10	End of day Staggered finish	
							Designated outdoor areas and class rooms for lunch					
Y7	8.20 am Pedestrian entrance	In form rooms – once students have washed their hands they make their way to form rooms.	AM registration with form tutor Any info for day if required	Normal lessons in designated rooms. lesson 55 minutes	Break is staggered Yr 9, 10, 12 9.50-10.05 Yr 8 10.05 – 10.20 Yr 7 10.20- 10.35 Yr 11 & 13 10.45- 11.00 Break in designated areas for each year group.	Normal lessons in designated rooms. Each lesson 55 minutes	P4	Lunch 1 st service	All go to registration rooms with form tutor. PSHE etc 20 minutes per day	Normal lessons in designated rooms. Each lesson 55 minutes	End 3pm Pedestrian exit	
Y8	8.40am Pedestrian entrance						P4	Lunch 2 nd service				End 3.10pm Pedestrian exit
Y9	8.30am Pedestrian entrance						Lunch 1 st service	P4				
Y10	8.20am Main drive						Lunch 2 nd service	P4				
Y11	8.30am Main drive						P4	Lunch 3 rd service				
Y12	8.25am Main drive						Lunch 1 st service	P4				
Y13	8.35am Main drive						P4	Lunch 1 st service				

Next steps

- Please complete the parent/carer questionnaire by clicking on the link if you haven't already done so
<https://forms.office.com/Pages/ResponsePage.aspx?id=6NoSaA9nYUGP0nCJ4fg3vogQZ5jDcKdOnZgLTnzlynpUQjZRVzITUU0xRVVVCVDBBV0g3MjBFM0FUUC4u>
- Read the Temporarily Extended Home School Agreement: Extended rules and behaviour expectations <https://www.kngs.co.uk/wp-content/uploads/2020/07/4-Home-School-agreement-Temporarily-extended-rules-and-behaviour-expectation-during-COVID19-Final.pdf>



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- Read the Risk Assessment relating to fully opening the school <https://www.kngs.co.uk/wp-content/uploads/2020/07/Covid-19-September-full-opening-risk-assessment-V1.pdf>
- Look at the colour coded zoned map <https://www.kngs.co.uk/wp-content/uploads/2020/07/KNGS-Year-group-zones-Sept-2020-rotated-1.pdf>
- Ensure your child knows the time that they need to arrive in school by on the 3rd September and each subsequent day
- Note the time your child will be leaving school.
- Ensure your child has the relevant equipment and personal belongings for the day.
- Encourage your child to complete the summer holiday work

Please look out for all communications, any time from the 11th August 2020 which is when we expect further Government guidance. The school website will also be updated regularly to reflect any changes that are made.

We are really excited and very much looking forward to welcoming your child back to school in September. Have a wonderful summer holiday and once again, thank you for your support over the past months.

With very best wishes

Nicola Raggett, Headteacher