

Embed confidence; fuel ambition.

2 March 2021

Dear Parent/Carer

Thank you to those of you who completed the online consent form for the COVID-19 testing for students. I know the tight turnaround was challenging but we needed to know the numbers of students wishing to participate before we could confirm our plans for testing and therefore inform you about the return date for all students next week.

I am delighted to tell you that **all students can return to Lawnswood School on Tuesday 9 March**. If you have given consent for your child to be tested you will receive a separate email with the dates and times of the three tests.

As you will know, secondary schools have been given the chance to stagger the return to school for students to allow us to complete the three tests for those students who have opted into it. Our schedule for students returning to school is as follows:

Monday 8 March	Tuesday 9 March	Wednesday 10 March	Thursday 11 March	Friday 12 March
Mass testing day 1 – all students to access remote learning from home+	All year groups return to school*	All students in school*	Mass testing day 2 – all students to access remote learning from home+	All students in school*

Monday 15 March	Tuesday 16 March onwards
Mass testing day 3 – all students to access remote learning from home+	All students in school*

+ students who are being tested will receive a separate email with their test time. It is crucial that only students invited in for testing arrive at school and that they arrive at the time stated and do not congregate on school site or in the local community.

*staggered start and finish times from the autumn term will be used again.

Priority provision

Our priority provision for the students currently accessing it will be available on 8 March, 11 March and 15 March whilst students are accessing learning remotely. Please email questions@elawnswood.co.uk if your child no longer needs this provision on these days. The usual arrangements for the priority provision will apply on these days.

Remote learning during from 8 March

On the days when we are mass testing, we need all our staff supporting this to allow it to happen safely. Therefore, the remote learning offer will be independent work set on Showbie with no live teaching element to it.

Returning to school from 9 March

The timings of the school day for each year group will revert back to the timings we used at the end of the autumn term and are detailed below.

Year 7		
Arrive	Go straight to Form Room	8.20am
Leave	Leave from the back of school	2.30pm
Year 8		
Arrive	Go straight to Form Room	8.30am
Leave	Leave from the back of school	2.35pm
Year 9		
Arrive	Go straight to Form Room	8.25am
Leave	Leave from the back of school	2.40pm
Year 10		
Arrive	Go straight to period 1	8.45am
Leave	Leave from the back of school	2.45pm
Year 11		
Arrive	Go straight to period 1	8.50am
Leave	Leave from the back of school	2.50pm
Year 12 and Year 13		
Arrive	Use the yellow staircase and go straight to Form Room	8.30am
Leave	Use the yellow staircase to leave	2.45pm

There will be a welcome back session for all students during the first session on Tuesday 9 March, this will be with their form tutor. **On Tuesday 9 March all students should go straight to their tutor's classroom and will then go to their lessons from there.**

Risk Assessment to ensure the safety of staff and students

Much of the risk assessment remains unchanged and we have had the following control measures in place since September:

- Staggered start and finish times
- Staggered breaks and lunches in different areas of the school
- One-way system around the building
- Desks remain facing forwards in classrooms
- Face masks in all communal areas of the school (apart from for staff and students who are exempt)
- Enhanced cleaning regimes
- Hand sanitising upon entry to school and upon entry and exit of each classroom
- Desks are sanitised at the start and end of every lesson
- Good hygiene routines with signage to support this around the school
- Contact tracing for close contacts of someone who has tested positive for COVID-19

The updated risk assessment now includes the control measures outlined below.

Facemasks

The guidance has changed so that now face masks are to be worn in classrooms where social distancing isn't possible. As our staff are able to maintain 2 metres distance in the classroom they do not have to wear face masks, although some may choose to do so, but we are asking students to wear them unless they are exempt. We recommend that students bring at least two face masks with them as they will get damp throughout the day now they are having to wear them more frequently. It is advisable to bring spare facemasks in a sealed plastic bag.

We are also asking students to wear them in the Diners (unless they are eating) too. As the weather is improving, we would urge students to only eat in the Diner and socialise outside where face masks are not necessary. However, the guidance does suggest that in heavily populated areas outside it is advisable to wear face masks. We are hopeful that the weather continues to improve and we can open our field soon. This will allow a lot more socialising space outside for our students.

The guidance about face masks in classrooms is being reviewed at Easter, but until then, we will be asking staff and students to wear them in places where social distancing is not possible. The guidance on wearing facemasks in schools can be found by clicking [here](#).

Social distancing

It is accepted that social distancing for students is not possible in schools, hence the need to wear face masks currently. However, we will be reminding students about the importance of avoiding physical contact and to distance from each other as much as they can. Your support in talking to them about why this is important would be appreciated.

Our full risk assessment will be available on our website once the governors have approved it at their meeting this week.

School uniform

Students must return to school in school full uniform. We recognise that some students will have grown since Christmas and with the current restrictions, some families may encounter difficulties in buying uniform. If that is the case, please contact your child's Head of Year or Year Manager and they will support you in ensuring your child has the correct uniform. We do have some spare uniform which we are more than happy to lend you or talk you through accessing the uniform grant scheme that we have in place. The guidance states that there is no need for any additional washing of school uniform other than the usual washing cycle to maintain good hygiene.

On the days that students in Years 7, 8 and 9 have PE they should arrive at school in their full school uniform and bring their PE kit with them to change into. Students in Years 10 and 11 should arrive at school in their PE kit and bring their school uniform with them to change into after their lesson. The PE changing rooms are disinfected between each class and numbers of students in the PE changing rooms are limited to ensure changing in and out of PE kits is possible.

Equipment

In order to minimise the loaning or sharing of equipment it is really important that students arrive with all the equipment they require for their learning in school. The equipment list for students can be found on page 2 of the school planner.

Catering

The catering offer will be the same as it was during the autumn term. Students will be able to purchase hot and cold food at break and lunch time. Our students have their break and lunch with only their year group and the dining facilities are sanitised in between each sitting.

Please ensure that you have topped up your child's Parent Pay account before Tuesday 9 March. If you are unable access Parent Pay then students will be able to load money onto their account using the money loaders during the welcome back session on Tuesday 9 March. We will ensure that it is sanitised in between each student using it and that students sanitise their hands before and after using it.

Free School Meals

The Free School Meal vouchers will stop at the end of this week. We are not able to purchase any further vouchers after this date. I will write later in the week to the families who are eligible for Free School Meals to confirm our arrangements for the 3 days when students are not in school because of the mass testing.

Update medical and allergy information

If any of your child's medical information has changed since the autumn term, please get in touch with your child's Head of Year or Year Manager to let us know about this change. Similarly, with food allergies please let us know if anything has changed for your child. We pass on information about food allergies to our catering team who will then issue you with a food allergy questionnaire to complete. This is to ensure they have the necessary information to cater for your child's dietary needs.

Visitors on school site

Parents/Carers will only be able to visit site if they have a pre-arranged appointment with a member of staff. If you do come to school to attend an appointment please be aware that you will need to wear a face mask. All visitors should report to Student Reception. Please do not attend the school site unless you have an appointment booked.

What to do if your child develops COVID-19 symptoms

The guidance around this is unchanged. If your child or anyone that they live with develops any COVID symptoms (temperature, dry persistent cough or change/loss of sense of taste or smell) then they should self-isolate and book a COVID test. Please notify the school as soon as you can. If anyone in your family tests positive for COVID-19 then please let the school know straight away. Whilst we hope the transmission rate remains low, we will have to contact trace for close contacts of anyone who has tested positive.

As during the autumn term, we may have to contact you to inform you that your child needs to self-isolate. Hopefully this won't be the case but I would like to thank you in advance for your cooperation with this process as it is time consuming but crucial to minimise the risk of transmission.

I will continue to update you with the numbers of positive cases in school via the weekly Headteacher's Update.

The full guidance for parents/carers on students returning to school can be found [here](#). We are very much looking forward to having our students back in school. However, while most students are looking forward to being back in school, there will be some who are feeling quite anxious. If your child is worried about returning to school, please contact their Head of Year or Year Manager who will work with you to support their transition back to learning in school. If you have any general questions or concerns please email us at questions@elawnswood.co.uk and a member of the senior leadership team will get back to you.

Yours faithfully



Mrs J Bell
Headteacher