



# BROOMFIELD SCHOOL

Head Teacher: Mr P. P. Travis

19<sup>th</sup> August 2020.

Dear Parent/Carer and Pupil,

We hope that you are having a lovely summer and enjoying the fine weather. As promised in my letter to you of 17<sup>th</sup> July 2020, I am writing to inform you of the arrangements for the September start when the whole school will be returning. As the year progresses, we shall be closely reviewing these arrangements and therefore there may be changes. However, we anticipate that these arrangements will remain in place until at least the autumn half-term holiday.

From September it is again a legal requirement that all pupils are to attend school unless they are required to self-isolate or quarantine. The Government emphasises the importance of school: *'it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development'*<sup>1</sup>.

Should any pupil have received official advice that they are clinically extremely vulnerable and therefore are to shield and self-isolate they must follow this advice and not attend school. If your son or daughter is required to self-isolate or quarantine, parents/carers should inform the School of this.

Our new academic year begins for the pupils on Monday 7<sup>th</sup> September and we are very much looking forward to welcoming all back after such a lengthy absence and, of course, there is a special welcome for our new Year 7 pupils.

## A COVID-SAFE SCHOOL

To ensure that our school is Covid safe for all, we have planned very carefully for September and have made a number of significant changes. Some of these changes are outlined below. Our planning has kept a very close eye on the Government guidance and we shall be mindful of any updates to this guidance and modify arrangements accordingly. Please read the following letter very carefully and share its details with your sons and daughters so that we might ensure that all are kept safe.

### 1. Start times and end times

a. Term begins for all pupils on **Monday 7<sup>th</sup> September**. Please note that the start and end times of the school day generally have been changed. Please note also that we have different times again for our first day only, i.e. Monday 7<sup>th</sup> September (with the exception of Year 7).

#### b. Monday 7<sup>th</sup> September, only

- **Year 7** to arrive at **8.50 am**. The end of the day for Year 7 is 3.15 pm.
- **Years 8 & 9** are to arrive for a start at the end of break at **11.15 am**. The end of the day for Years 8 & 9 is 3.15 pm.
- **Years 10 & 11** are to arrive at school to start at **12.40 pm**. As Lunch this year will now finish at 12.45 pm, Year 10 & 11 pupils **must** have had their lunch before coming to school on Monday 7<sup>th</sup> as the canteen will have closed. **Free-school meals pupils are to arrive at 12.25 pm. to receive and eat their lunches**. The end of the day for Years 10 and 11 is 2.45 pm.



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This staggered start for the first day is to ensure that, given the very different arrangements that are in place this year, all year groups - particularly the new Year 7 - are properly inducted. In this way all pupils will be better able to settle back in to school quickly and keep safe.

c. Tuesday the 8<sup>th</sup> September, and thereafter until further notice.

- Years 10 & 11 are to arrive at school for a start at 8.30 am. The formal School day will end for these two year-groups at 2.45 pm.
- Years 7, 8 & 9 are to arrive at school for a start at 8.50 am. The formal School day will end for these three year-groups at 3.15 pm.

Please note that these timings are subject to change over the course of the school year.

- d. We have made these changes to avoid having the whole school arrive and leave at the same time, thereby assisting with social distancing and keeping 'bubble' integrity. We are asking all to follow these adjustments which include, once dismissed at the end of the day, leaving immediately to avoid large crowds at the bus stops and on the pavements.
- e. We have been able to make these changes to the school day without any reduction of lesson time. We have done this by shortening the lunch hour. For Years 10 and 11 the length of the lunch break will be 30 minutes and for Years 7, 8 and 9, it will be 40 minutes.

## 2. Restrictions for those having to quarantine, having to self-isolate and after having tested positive

It is clear that to protect all we must be particularly mindful of the Government guidance on quarantine and self-isolation. This guidance must be followed rigorously by all.

### a. Symptoms

- i. Pupils, or staff or parents/carers, who have coronavirus symptoms, or who have someone in their household who does, **must not attend school**, but must self-isolate at home according to the Government guidance.

It is important to protect the health and safety of those within the school by ensuring that the child remains off school for at least 10 days and the household member is not allowed on the school site for 14 days. Details of self-isolation can be found at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> The following is taken from this document. (Please remember that this information may be updated by the Government.)

*'The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:*


- *a new continuous cough*
- *a high temperature*
- *a loss of, or change in, your normal sense of taste or smell (anosmia)*

*For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19.'*



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*If you have symptoms of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19 ....*

*If you are not experiencing symptoms but have tested positive for COVID-19 you also must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10-day isolation from the day you develop symptoms.*

*After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.*

*If you live with others, all other household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken.*

*If you develop COVID-19 symptoms again at any point after ending your first period of isolation (self or household) then you must follow the guidance on self-isolation again.*

**Please inform the School immediately should the above situation apply to you.**

ii. Developing symptoms in school

Should anyone in the school become unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), parents/carers will be contacted to come to school to collect their child as the pupil must be sent home and the following advice taken: [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) . This sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms and therefore any siblings are also to be taken home by parents/carers.

Whilst awaiting collection the pupil will be moved to a room away from others and cared for by a member of staff – with social distancing measures, etc. in place - until the parent/carer arrives.

**b. Holidays abroad**

Please remember that if you are travelling abroad over the summer the Government may have placed quarantine restrictions on your overseas travel that may require you to spend 14 days in isolation on your return to the UK. Trips abroad therefore must be planned so that pupils can start school on the 7<sup>th</sup> September and not after a quarantine period. However, should any quarantine restrictions apply to you, pupils and parents/carers must not come to school for the period of the quarantine, but must strictly follow the Government guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england>

**3. Transport to school – minimising risks outside of school**



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It is not just in school that we must keep safe, but also outside of school. You will be aware that there has been a lot of news about the use of public transport, including the need to wear masks and details of their proper use and disposal. In the light of this need for safety outside of school we draw your attention to the following.

- We must not travel if we or anyone in our household has symptoms of the Coronavirus. We must remain at home and self-isolate according to the Government guidance.
- Pupils are encouraged to walk or cycle where possible.
- Where reasonably possible public transport should be avoided. Where it cannot be avoided guidance can be found through the link shown below. It includes the emphasis on avoiding peak times, keeping two-metres distance from others, avoiding crowded transport if you cannot keep two-metres distance, avoiding touching one's own face, **wearing a face covering** and washing or sanitising hands as soon as possible afterwards.

Please note that face masks must be removed before entering the school gate. *'Pupils using a face mask must not touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin 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'/playground.* (Please note that some people are exempt from wearing face masks. The guidance-link below gives details.) It should be noted that pupils are not to wear face-masks in school: buildings or grounds.

- Behaviour on the way to school must be good, respect the guidance on Covid-19 and take account of the safety worries of other travellers and pedestrians. We must show respect for others at all times.
- Pupils must not socialise with each other in groups on the way to school or on the way home from school and must remain in their 'bubbles', including on public transport. See point 4 below, for information on the 'bubbles'.
- Please read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#) for fuller details. We would encourage our parents and pupils to read this guidance whichever way pupils plan to travel to school.

#### 4. 'Bubbles' and bubble integrity

You will, I am sure, be aware of the new term, 'bubbles', that refers to the grouping of pupils to ensure better social distancing across a school and to ensure that contact between individuals is kept to the smallest number possible. Any bubble or its members are not to mix with any other bubble or its members, as far as is possible. The pupils of Broomfield School have been organised into bubbles.

##### a. Year Groups

###### ● Year 7 bubble

Year 7 pupils have been arranged in mixed-ability classes, or bubbles, up to the autumn half-term. After the half-term holiday we are looking to set the pupils. These sets will then become the bubbles. The pupils are to be taught in these bubbles in a designated classroom. It is the teachers who will move between lessons and not the pupils. These Year 7 classrooms will be grouped together in a designated part of the school building. Only occasionally will Year 7 pupils be taught in a different classroom. This will be when specialist equipment is required, e.g. for science practical lessons. For PE lessons the classes may be in larger groups of Year 7 pupils. At the start of the day, at break time and lunch time Year 7 will be allocated



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a separate part of the playground and a separate entrance/exit door. Pupils will be asked to try to keep to their class bubbles, even when outside of their lessons.

● Year 8 bubble

Pupils in Year 8 have been arranged in the same manner as the Year 7 pupils with the difference that they have been organised into sets for all of their lessons rather than mixed-ability groups. They will remain in these sets throughout the school day and for all subjects as far as is possible. A pupil's class set is his or her bubble.

● Year 9 bubble

Year 9 will be organised in the same way as Year 8.

● Year 10 bubble

It is because of the GCSE exam requirements – option subjects and variable sets - that Year 10 is to have its bubble as the year-group itself. As is the case with the other year groups, Year 10 will have a separate area of the school for most of its lessons, a separate area in the playground at the start of the day, break time and lunch time and a separate entrance/exit door.

● Year 11 bubble

Year 11 will be organised in the same way as Year 10.

b. Lining up for the start of the school day and after break and lunch.

To support social distancing further, each year group will be allocated an entrance/exit door close to their teaching area and playground area.

All year groups are to line up according to their classes and will be escorted to their classrooms by their teachers through their allocated doors. At the end of the lesson, they will be escorted by their teachers from their classrooms through their allocated door to their allocated part of the playground.

c. Toilets

We shall keep the key stages apart and therefore:

- Years 7, 8 & 9 will use the portaloo toilets;
- Year 10 & 11 will use the M-corridor toilets.

Staff will of course be supervising this provision to ensure the integrity of the bubbles and social distancing as far as is reasonable possible.

d. Length of the lessons and large numbers of pupils in the corridors

i. Corridors

We have avoided having all of the pupils of the school mixing in the corridors, by the different year-groups having:

- separate areas of the school for their lessons,
- separate entrance/exit doors,
- separate areas of the playground and
- pupils escorted to and from lessons.

ii. Length of lessons and the school day


In addition to these changes, we have changed the length of a number of lessons. The school day will therefore be arranged as follows.

- Start of the school day:



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- Years 10 & 11 start at 8.30 am,
- Years 7, 8 & 9 start at 8.50 am.
- Registration and Periods 1 and 2 will now become a double lesson, plus.
- Break is at the usual time – 10.55 am to 11.15 am - for the whole school.
- Period 3 will be a single lesson as pre-Covid: 11.15 am to 12.15 pm.
- Lunch:
  - Years 10 & 11 for 30 minutes: 12.15 pm to 2.45 pm,
  - 7 & 8 for 40 minutes: 12.15 pm to 12.55 pm.
- Registration and Periods 4 and 5 will also become a double lesson, plus.
- Formal end of the school day:
  - Years 10 & 11 at 2.45 pm and
  - Years 7, 8 & 9 at 3.15 pm.

It should be noted that whilst the school day is arranged differently from the past, there should be no loss of subject-lesson time. This includes Form Period which will be woven into the day.

We will require all pupils to respect in full these requirements. From 7<sup>th</sup> September, until further notice, pupils will have to remain in their separate areas of the school building and grounds.

## 5. Lunches

Having taken all of the above measures to keep pupils safe in bubbles we clearly must ensure that the lunch arrangements also maintain the integrity of the bubbles. To do this there must be significant changes to our former lunch-arrangements. This is because we must avoid large numbers of pupils in the canteen or lining up outside the canteen. The following new arrangements are therefore to be put in place.

- a. We would ask all pupils, except those on Free School Meals, to bring a healthy, packed lunch to school.
- b. Meals will be provided to those who receive free school-meals.
- c. A cold lunch will be available to those who forget their packed lunch or choose not to bring a packed lunch. These are to be paid for by parents in the usual manner. Please ensure therefore that your Parent Pay is in credit. The new Year 7 pupils will have Parent Pay set up for them in the first week of term.
- d. Lunch will be eaten either in the year-group's playground area or in a designated area inside the school, should it be a wet lunch.

## 6. Some additional general hygiene measures


We are conscious that we have already given a lot of detail and that the letter is already lengthy. However, it is important to highlight some of the basic measures that are to be emphasised to keep all safe.

- a. There is to be thorough and frequent hand-washing, as *'Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.'* Pupils are encouraged to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, before and after eating and after using the toilet. *'Regular and thorough hand cleaning is going to be needed for the foreseeable future.'*



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- b. We are also to remember that we are not to touch our faces.
- c. ‘Catch-it, Bin-it, Kill-it’ – Coughs and sneezes are to be caught in tissues and binned; furthermore, there is to be no shouting or other behaviour that will lead to a greater than ordinary distribution of water droplets through respiration.
- d. Social distancing - In addition to the points already made regarding social distancing, the following has been arranged.
  - The corridors have been marked out. Pupils are to keep to the left and otherwise follow the marks and staff guidance.
  - All pupil desks in rooms have been arranged facing forward, according to Government guidance.
  - It is important for all to keep a minimum of 2 metres social distance wherever possible in school and out of school, including on public transport. This is true between pupils, but especially so between pupils and staff. Pupils should not touch one another.
  - Parents/carers should not congregate at the school gate, etc.
- e. Posters have been placed around the school and other educational measures will take place.
- f. Resources are not to be shared. We would ask parents/carers to ensure that their children bring their own equipment each day. This should not be simply pens, pencils and a good reading book, etc., but also tissues and hand sanitiser.
- g. Pupils should not bring unnecessary items or belongings to school.
- h. Each classroom now has its own a peddle bin, a wall-mounted sanitiser dispenser and a wall-mounted tissue dispenser.
- i. School cleaning is enhanced.

## 7. School uniform

Full school-uniform rules will be in place for the start of the academic year, including those regarding hair, jewellery, trainers, etc. The one exception to this is that on PE days pupils are to attend school in their PE kits. This is to avoid the need to use the changing rooms.

## 8. Face Masks

Please note that pupils using public transport are now required to wear a face covering. Please see the above transport to school section. In school, however, face coverings are **not** to be worn. This is for the following reasons. (These are taken from Government guidance.)

- *‘Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review.’*
- *‘They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.’*
- *‘There may also be negative effects on communication and thus education.’*


## 9. Additional behaviour rules

We have at this time of pandemic, as you can see, made significant changes to the school day and school procedures. This is to ensure the safety of all. The School’s *Behaviour for Learning and Achievement Policy* has been modified accordingly to take account of this. This policy can be found on the School’s website and a paper copy is available on request. As you would expect the School takes the safety, wellbeing and education of its pupils and staff very seriously. It must be noted



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therefore that if there were to be any misbehaviour by a pupil – inside or outside of the school - that breaks any of these new school rules and procedures and thereby places others at risk, the full range of sanctions listed in the School’s behaviour policy will apply, including permanent exclusion from the School. I have no doubt that you will agree that the safety of all must remain of the highest priority.



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## 10. Parents/carers contacting the school

It is adults who are the most vulnerable to the virus. This has also been kept in mind when planning for the protection of the School community, including in its wider sense. It is for this reason that we would ask that parents/carers do not come to the School unless they have an appointment to do so. An appointment might be made by using the school's email address which is shown in the letter's footer. The school telephone number is 020 8368 4710.

## 11. Remote education support

Over the lockdown period, Broomfield School has developed high quality remote-teaching and opportunities for high-quality learning. This has largely, but not exclusively, been through Google Classroom. These developments will not simply remain in place, but will be further developed to support our pupils should there be a further lockdown due to any local outbreak and to support those pupils who might be self-isolating.

## 12. Further information and support

There has been rather a lot to cover in this letter. Thank you for reading it carefully. Some concluding points are as follows.

- a. We shall be sending further important information to you over the holiday period.
- b. For further details of the arrangements we are taking during the pandemic please see, in due course, the updated Risk Assessment that is to be placed on the School's website before the start of term.
- c. We shall be reviewing our procedures both formally and informally to ensure that we are doing all that we reasonably might to keep all safe and to ensure that the standard of teaching and learning and the enjoyment of education by our pupils is of the highest standard.
- d. We shall be mindful of any Government guidance changes. The Government guidance is a public document and is therefore available to parents/carers on the internet. We encourage parents/carers to view this. All of the Department for Education's [coronavirus guidance for educational settings can be found on GOV.UK](#).

Should you have any questions or comments on how we might improve matters, please do not hesitate to contact us on [office@broomfield.enfield.sch.uk](mailto:office@broomfield.enfield.sch.uk) For the moment, however, let me on behalf of the Staff and Governors of Broomfield School wish you all, once again, a lovely remainder of the holiday and say how much we are looking forward to seeing all of our pupils again – and welcoming our new pupils - in September.

With very best wishes.

Yours faithfully,


P. P. Travis,  
Head Teacher.

<sup>1</sup>Text in this letter that has been placed both in italics and within inverted commas has been taken directly from the Government document to be found on <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>



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