Re: Update for Parents for September return

Dear Parents and Carers,

After such a long time out of school for most of our students, we are very much looking forward to having them back in school. In the past few weeks, we have been planning how this can happen safely for all students. We understand that some parents and children may feel anxious about returning to school. I want to update you on the plans for our September return which fully complies with the guidance laid out by the Department for Education (DfE).

We have learned a lot in the time away from school about how to manage virtual learning better and have sent packs home to support the online offer but there is no substitute for face to face teaching and young people need to be able to socialise and see their friends and have the routine that normal school life brings. The DfE has made it clear that attendance for pupils will be mandatory again from the beginning of the autumn term. Getting everyone back safely will involve changes that the whole school community will need to learn and adapt to. We will have an induction process for each year group so that they can learn and practice these routines before the whole school is operational. By Monday 7th September the whole school will be on site together.

Arrangements for pupils return to school

Name of pupil:
Form group:
First day back at school:
Arrival time and entry gate:
School finish time:
<table>
<thead>
<tr>
<th>Date</th>
<th>Start time and Year Group</th>
<th>Finish time</th>
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</thead>
</table>
| Wednesday 2\textsuperscript{nd} September | 8:35am – start of term for new year 7 pupils only  
Entry via Technology Gates Bromford Road | School finishes **2:30pm**    |
| Thursday 3\textsuperscript{rd} September   | 8:35am – arrival of year 7 pupils only  
Entry via Technology Gates Bromford Road  
8:35am – arrival of year 11 pupils only  
Entry via Top Gate Bromford Road  
12:10pm – arrival of year 10 pupils only  
Entry via Rear Gate Asholme Close | School finishes **2:30pm**    |
| Friday 4\textsuperscript{th} September    | 8:35am – arrival of year 7, 10 and 11 pupils only  
Entry via identified gates | School finishes **1:30pm**   |
| Monday 7\textsuperscript{th} September     | 8:35am – arrival of year 7, 10 and 11 pupils only  
Entry via identified gates  
8:50am – arrival of year 8 pupils  
Entry via Technology Gates Bromford Road  
8:50am – arrival of year 9 pupils  
Entry via Top Gate Bromford Road   | Years 7, 10 and 11, school finishes at **3:45pm**  
Years 8 and 9, school finishes at **3:55pm** |

**New Term School Routines:**

1. **Travel to and from school:**
   It is the government advice that all children should walk to school if it is at all possible. If this is not possible then they should consider cycling we have in place facilities for students to store their bikes. Finally, if neither of these options is possible then students might have to take public transport. In this case they will be expected to wear a face mask and we have systems in place at school for their management (see below in the **Uniform** section).

   **At the end of the school day, please arrange a spot away from the school gates if you pick up your child. It is impossible for all parents to meet pupils at the gate as there is no space.** The road is congested and parking is difficult. Please also discuss with your child the importance of maintaining social distancing measures when they leave the school site, and the need for them to return home immediately and to avoid large gatherings. **Parents should not gather at the school gates and it is not possible for parents to enter the school site without an appointment.**

2. **Hygiene:**
   Please talk to your child about the importance of good hygiene. Pupils will need to clean their hands more thoroughly and more often than usual. They will need to wash or sanitise their hands on arrival at the school site and sanitise their hands on entry to every classroom.

   Pupils will also need to follow the ‘catch it, bin it, kill it’ approach and will be required to use their own tissues to catch a cough or sneeze, dispose of any tissues in a bin and then wash their hands as soon as possible. If your
child is displaying symptoms of COVID 19 you must not send them to school, but must instead follow the
government guidelines.

Please ensure your child brings with them each day:

- A school bag
- A clear reusable water bottle with water only
- Tissues
- Hand sanitiser
- A pencil case containing at least a pen, ruler, pencil and rubber

3. Uniform:
Pupils will be expected to attend school in full uniform, including Hodge Hill College tie, blazer and black shoes. 
To avoid the need to use the changing rooms which are smaller than classrooms, on the days your child has 
PE, they need to attend school in their PE kit.

Following guidance from the DfE, face coverings will need to be removed when entering the school site. Pupils 
must not touch the front of their face or the covering when removing them, and must clean their hands before 
they enter the school building. The school has installed outdoor washing facilities as well as extra hand sanitising 
stations across the site. Pupils must dispose of temporary face coverings in a bin, or place reusable face 
coverings in their own plastic bag to take home with them.

4. Contact with other children:
Upon their return to school, we will be introducing a number of measures aimed at minimising contact between 
individuals and to maintain social distancing wherever possible. Pupils will be grouped in protective year group 
‘bubbles’ allowing us to keep pupils apart. Year groups will not be able to mix at lunch and break times. We will 
also be implementing staggered starts for each year group, use of different entrances and a slightly altered 
school day. There will also be more double lessons to reduce corridor movement.

Timings for the school day:

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<thead>
<tr>
<th></th>
<th>Entry/exit point</th>
<th>Staggered Entry time</th>
<th>Staggered Exit time</th>
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</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>Bromford Road</td>
<td>8:35am</td>
<td>• 3.45pm Monday</td>
</tr>
<tr>
<td></td>
<td>technology gate</td>
<td></td>
<td>• 2.30pm Tuesday, Wednesday &amp; Thursday</td>
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<td></td>
<td></td>
<td></td>
<td>• 1.30pm Friday</td>
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<tr>
<td>Year 8</td>
<td>Bromford Road</td>
<td>8:50am</td>
<td>• 3.55pm Monday</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>• 1.40pm Friday</td>
</tr>
<tr>
<td>Year 9</td>
<td>Bromford Road</td>
<td>8:50am</td>
<td>• 3.55pm Monday</td>
</tr>
<tr>
<td></td>
<td>top gate</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 1.40pm Friday</td>
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</tbody>
</table>
Year 10  | Asholme Close rear gate | 8:35am | 3.45pm Monday  
| Year 11  | Bromford Road top gate | 8:35am | 3.45pm Monday  

5. Lunch and Break times:
During the school day, pupils will be expected to maintain social distancing where possible, and will only be able to access specified zones across the school, to ensure they are kept apart from pupils in other ‘bubbles’. There will be 3 lunch breaks of 30 minutes during an extended period 3 and a maximum of 2 year groups will be on break at any time. A cold food lunch service will be provided. This will be reviewed later in the term depending on advice from government.

Can I once again encourage parents to register for free school meals through the online service found on our website. Parents can also come into college if they require assistance in completing the online form and we are happy to help with this application over the telephone too.

The reduced break times means that the day is slightly shorter than before but there is no reduction in lesson time.

6. Information:
Your child’s new Achievement Coordinator will be in contact with you, to introduce themselves and to take any questions you may have regarding the return to school in September. In the meantime, please discuss the plans for September return with your child, and we look forward to welcoming you back to Hodge Hill College in the Autumn. Everyone has had a different lockdown experience and although the majority of parents will be delighted to have their children back in school some parents may be worried. Please use these calls to ask your questions and we will work to reassure you. If there are issues we need to be made aware of, like any family bereavements or issues with health vulnerabilities please let us know.

Finally, can I thank you for all you have done with your children during lockdown to ensure that they have kept safe and learning. No matter what the experiences you have had in this challenging time I want to wish you a restful summer holiday and assure you that we will be ready to meet the new term in September to support your child back into learning at Hodge Hill College where our CARE brand and motto of “Dream, Believe, Achieve” will be more relevant than ever as we recover from this period and move forward together.

Yours faithfully,

Hannah Herrmann
Deputy Head Teacher