

Woodhouse Eaves, Loughborough, Leicestershire, LE12 8QY

Tel: 01509 890237

Email: admin@maplewell.leics.sch.uk

Head Teacher: Mr J Brooks B Ed (Hons) NPQH



Where we aspire, nurture, personalise,
engage and promote success

24th August 2020

Dear Parents/Carers,

We are very much looking forward to welcoming the students back and have gone to considerable lengths to ensure school is as safe as possible for everyone. I hope this letter will provide you with some useful information to help you prepare your child for their return to school.

Dates for return

Wednesday 26th August 2020 - Years 7, 8, 9, 10 and 11 return to school

Thursday 27th August 2020 - KS5 students return to school at the new Post 16 site in Loughborough (Thorpe Hill, Loughborough, Leics, LE11 4SQ)

Monday 31st August 2020 - Bank Holiday - School closed

Tuesday 1st September 2020 - All students in school

Illness

It is crucial that you monitor your child's health closely. You must not send your child into school if they are unwell in any way. If they are experiencing a cough, a temperature or loss of taste or smell then you should inform the school immediately via Weduc or telephone and you should arrange a Covid test.

We can assure you that if there is a confirmed Covid-19 case at any point, that we will follow all the guidance from the Local Authority and Public Health and keep you promptly and fully informed.

Arrangements for the start of term

We will be operating slightly staggered system at the start and end of day.

Students arriving by taxi or brought in by parents/carers should be dropped off at school from 8.30am and not before, and students arriving by bus from 8.45am. Students will be escorted to their classroom by a member of school staff and their temperature will be checked using a forehead scanner type thermometer at the classroom door.

At the end of the day, buses are scheduled to leave school at 3.15pm and students travelling by taxi or with parents/carers after 3.30pm. Parents should not arrive on the school site before 3.25pm. Please be aware that if your child normally travels by bus, they may arrive home 10-15 minutes earlier than usual.

You will need to remain in your vehicle and wait for a member of staff to check details of which student you are collecting.



Please note that our telephone will be on answer machine whilst dealing with the students' arrival and collection, please leave your message and we will get back to you.

Hygiene

All students will be expected to either wash their hands or sanitise using hand sanitiser gel on arrival at school and at various points during the day. Sanitiser will be available in each classroom, and correct handwashing will be ensured. Students will be expected to follow the 'catch it, kill it, bin it' rules.

Only one student will be permitted to use the toilets at a time.

Removal and Storage of Face Coverings

The wearing of face coverings are mandatory on school transport every day. They are optional in communal areas. Face coverings are NOT to be worn in the classroom. Please note that students should bring a named plastic bag in which to keep their face covering when it is not in use which should be kept in their school bag.

Start of Day:

- Keep your mask on until you get to your classroom.
- When walking into school, remember your new personal space.
- When you get to your classroom, you can take off your mask carefully and put it in the plastic bag provided by home and put it away.
- Use the antibacterial gel by the doors to clean your hands before you go into your desk.

End of Day:

- You will be asked by a member of staff to wash your hands with soap and water.
- Carefully take your mask out of the bag.
- Put your mask on and then put the empty bag in your bag/tray
- Use antibacterial gel to disinfect your hands
- Keep your mask on until you get home

Cleaning

All frequently touched surfaces (desks and chairs) will be cleaned regularly throughout the day and students will be expected to sit in the same seat in their classrooms each day.

Extra arrangements have been put in place for additional cleaning of surfaces, toilet facilities and door handles.

Teaching and Learning

Students will sit in the same seat in the classroom each day, and classes will be arranged with forward facing desks wherever possible. Classroom doors and windows will be open where possible to allow for maximum ventilation. Students will be kept in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching in maths, Science and English.

Timetables will operate as planned and a one way system will be in place in corridors and in the main building.

Students will need to have their own equipment (Lunch box, water bottle, pencil case, reading book, text books) these should not be shared with anyone else. An outdoor coat will also be required.

Coats will be spaced out within the cloak rooms and students will be required to use the same hook each day.

Resources that are shared between classes or year groups (e.g. sports, art and science equipment) will be cleaned between each student and each year group.

Equipment will be rotated to allow for an unused period of 48 hours (72 hours for plastics) before being used again. School reading books can be taken home, but must only be used by one student and unused for 48 hours before being passed on. Wherever possible they will have a plastic cover which can be cleaned with a disinfectant wipe.

Any non-essential equipment or resources that are not easily washable or wipeable have been removed from classrooms. All classrooms and activities will be risk assessed.

Contingency plans are already in place in the event of a specific area being placed back into lockdown.

Tutor time at the end of the day will be used as an 'extended learning opportunity' for key students requiring support in English, Maths and Science.

Break and Lunch times

Students will have their break and lunch times in designated areas within school and unfortunately we will not be able to offer our usual lunch time activities at this time. School meals will be provided as usual, or students may bring their own packed lunch.

Students are able to bring their own snack for break time if required, please note that we are a NUT FREE school.

Assemblies

Unfortunately, we will not be able to have group gatherings such as assemblies and shows. However, we will be continuing to create our virtual assemblies and online celebrations that have been so popular.

Behaviour

Students are well behaved at Maplewell Hall School and we expect that situation to continue. On the rare occasions where a student might make a wrong choice we will be trialling same day detentions from 1st September. This is because we are unable to operate the behaviour policy in its previous format under the new 'zoning' restrictions. For any detention above 20 minutes we will make a phone call home. I trust we will have your full support in this regard. We will continue to be kind and caring whilst maintaining our high standards. We will keep the behaviour policy under review.

Attendance

Schooling will be compulsory for everyone according to government guidance. Remote learning will be available if a child is self-isolating, in quarantine, or if a full or partial closure occurs.

If your child has been shielding, either for their own health reasons or for reasons that someone in the family is extremely clinically vulnerable, we have been advised that this will be paused. We will however be willing to talk through your needs and personal circumstances.

PE Lessons

At the moment we are unable to use our changing facilities for PE, and so students will need to come to school wearing their PE kit on days they are timetabled to have a PE lesson. PE kit includes: house coloured PE hoodie (or black sweatshirt), house coloured PE t-shirt (or white t-shirt), black shorts or jogging bottoms and trainers. It may be helpful to send a spare pair of trainers in to school if it is a wet/muddy day.

Uniform

Students are expected to be in full school uniform EXCEPT on the days where they have PE. Uniform includes black school sweatshirt, house coloured polo shirt, black/grey skirt or trousers and black shoes. We are aware there may be delays in receiving items of new school uniform that have been purchased from the uniform website. If this is the case please send your child in a suitable alternative for the time being (for example a white polo shirt/t-shirt/shirt with black/grey trousers or skirt) and an outdoor coat.

Breakfast Club and After School Club

These clubs will continue to run as normal. Breakfast will be offered to students arriving by parent/taxi in their form rooms, and those arriving by bus will be able to have breakfast in the dining hall after they arrive. **Please note that we will not be able accommodate any students earlier than the drop off times specified above.**

Students will remain in their school uniform for After School Club as we are unable to use our changing facilities.

When collecting your child from After School Club please remain in your vehicle and a member of staff will sign your student out.

Educational visits

The Government continue to advise against domestic (UK) overnight and overseas educational visits at this stage.

In the autumn term, we can resume non-overnight domestic educational visits. These trips should include any trips connected with preparation for adulthood (for example, workplace visits, travel training etc.).

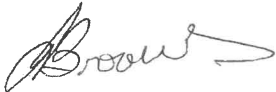
Trips will be planned in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. We will make use of outdoor spaces in the local area to support delivery of our curriculum.

Final points and people to contact

We know there will be issues that will arise, that we have not planned for, so we do ask you to bear with us and communicate freely and regularly with any worries, problems and concerns. Tutor teams will be in touch before your child starts their first day of the autumn term. Please contact your child's tutor team via Weduc, or telephone school on (01509) 890237 if you need to speak to us. You can also use the office e-mail address office@maplewell.leics.sch.uk as an additional point of contact.

If we can be of any help or assistance please do not hesitate to contact us.

Kind regards,

A handwritten signature in black ink, appearing to read 'Jason Brooks', with a long horizontal flourish extending to the right.

Jason Brooks
Head Teacher