

26 February, 2021

Dear Parents/Guardians

We were delighted to receive the news last week that secondary schools can begin a phased re-opening from Monday 8th March. We have been delighted with the effort and commitment that our students have made during live lessons throughout the lockdown period and want to again thank you for your support with this.

Prior to returning to school we would like all students to take a Covid test. Students are expected to take three tests in school 3-5 days apart and then twice weekly at home. Prior to any testing, the school must receive written consent from parents to allow the testing to occur. Please click on the link [here](#) to complete the consent form. (If you feel strongly that your child will not take part in the Covid testing please can you confirm this via email to info@glebelands.surrey.sch.uk).

Timetable for phased return:

Running of the mass testing programme is logistically a complex task and therefore will take place over a number of days. Due to the logistics of the testing programme we will have a phased return to school. On the day that a specific year group is scheduled for their initial test, work will be set on INSIGHT rather than live online lessons. This is to ensure that no students feels disadvantaged by taking part in the Covid testing.

	7	8	9	10	11
Mon 8th March	Online lessons	Online lessons	Online lessons	Covid Testing, no live lessons. INSIGHT work	Covid Testing, no live lessons. INSIGHT work
Tues 9th March	Online lessons	Online lessons	Online lessons	In school as 'normal'	In school as 'normal'
Weds 10th March	Online lessons	Covid Testing, no live lessons. INSIGHT work	Covid Testing, no live lessons. INSIGHT work	In school as 'normal'	In school as 'normal'
Thurs 11th March	Covid Testing, no live lessons. INSIGHT work	In school as 'normal'			
Fri 12th March	In school as 'normal'	In school as 'normal'	In school as 'normal'	In school as 'normal' 2 nd test	In school as 'normal' 2 nd test
w/c 15 th March – Students have 2 nd / 3 rd tests which will be weaved around the timetable					
w/c 22 nd March – Year 7 students have 3 rd test					

(We will send a letter next week with a link so that parents can book a suitable time slot.)

Once a student has taken their initial Covid test they will go straight home (students will be on site for 10 minutes maximum). As parents you will receive text notification within 60 minutes of the result (positive or negative). We will endeavour to phone any positive cases also.

The second and third tests will take place in school. The school will organise timeslots for those students who are participating during the following two weeks.

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Home Testing: Following the initial three lateral flow tests conducted in school, home testing will commence and will ideally, be undertaken every Sunday evening and Wednesday evening from this point. Parents will be provided with home test kits and guidance following the final lateral flow test. Test results should be recorded on NHS Track and Trace as per the instructions in the home test kit.

GCSE grades: Yesterday Gavin Williamson announced that grades this year will be decided by schools. As a school we will be expected to provide evidence of a student's performance throughout the course. Students will continue to work on their NEA projects as these will be used as part of our evidence for grading. Exam boards will provide a package of support materials that can be used for final in school assessments and will put in place arrangements for external quality assurance to ensure our process for awarding grades is thorough.

Over the next few weeks the Senior Leadership Team will be working with Heads of Departments to devise the most appropriate way of each subject gathering evidence and information which will be needed to ensure we allocate final grades which are supported with the highest degree of integrity that we can. Some subjects will wish to use the support materials provided by the Exam Boards to allow students to sit written assessments, which are likely to be based on GCSE papers. We will inform Year 11 students and parents of these plans (including dates) once they have been finalised to enable pupils to properly prepare for them.

We do not want students to worry about the process that was outlined by the Government, but to work hard for the remaining months so they can learn and achieve as much as possible. We will periodically carry out monitoring of students current levels of work and engagement and will inform parents/students if they are beginning to fall short of their January predicted grade.

The Government confirmed that schools must submit all final grades to the exam boards by Friday 18th June and that students will be able to collect their results on Thursday 12th August

Uniform: Students will not be required to wear their school uniform on the day of their initial testing but will be expected to be in full uniform, following all uniform guidelines (hair, nails, jewellery, etc ;) once we return to face to face lessons. The School Uniform Shop will reopen from Monday 1st March and will be on site Monday and Thursday from 3pm - 4.15pm for collection only. Please see the school website to order online.

We appreciate you may have some anxieties about your child's return to school. I want to reassure you that these are normal feelings. Everyone has had a different experience of this past few months. We will continue to look out for every student and strongly believe being in school with friends is good for everyone's mental well-being.

Thank you for all the support you continue to give us.

R. Mitchell



Initial Covid Testing Date

Monday 8th	Tuesday 9 th	Wednesday 10th	Thursday 11th	
Year 10 and 11		Year 8 and 9	Year 7	

Return to face to face lessons at Glebelands

Monday 8th	Tuesday 9 th	Wednesday 10th	Thursday 11th	Friday 12th
	Year 10 and 11		Year 8 and 9	Year 7

Update/Reminder of strategies made to minimise the risk coronavirus at Glebelands

Prevention

Minimising contact with individuals who have COVID-19 symptoms, or who have someone in their household who does

- Parents/carers must not send their child to school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In these circumstances, the parents/carers should call the school to inform the school of this and that they will be following the national stay at Home guidance.
- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection
- The front office will not be accessible to parents without prior arrangement via telephone call or email (info@glebelands.surrey.sch.uk) as the DfE guidance states that coming onto the site without appointment is not permissible. Any parent who requires to see a member of staff will be given an appointment time.
- Information evenings and parent's evenings will run virtually until further notice.

Face Masks

- Students must bring their own face masks to school.
- Face masks must be worn by all students whilst indoors (except for PE lessons). Students must bring their own face masks to school. (Some staff and students are exempt from wearing masks for medical reasons, these members of the community will wear a visible badge which they will have received from their GP to indicate they are exempt).
- Students can remove facemasks when outside buildings (or if they are eating at lunchtime/breaktime)
- Staff can remove their facemasks in lessons as long as they can maintain a 2m distance from all pupils. Once a member of staff cannot maintain a 2m distance they will wear their facemask. All members of staff have been given facemasks with clear fronts to try to support students who use lip reading to facilitate their learning.

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Hygiene

- Each classroom will have hand sanitiser provided which will be administered to all students on entry/exit. Each room will also have tissues provided to promote 'catch it, bin it, kill it' approach
- Equipment will mostly be shared in year group bubbles. The exception to this is specialist equipment in practical areas that will be cleaned between different year group usage.

Enhanced Cleaning

- Glebelands will enhance cleaning around the school both during the day and after school. The schedule includes communal areas, 'touch' points such as door handles/bannisters and toilets.
- Students may be asked to clean their areas at the beginning and end of lessons.
- All toilet areas will be cleaned down during lessons. A fogging machine will be used which means these are unavailable during lessons.

Minimise contact between individuals and maintain social distancing wherever possible

Bubbles and Zones

- Students will be within their year group bubbles. The purpose of bubbles is to minimise contact and mixing between people, reducing the potential transmission of coronavirus. All staff can operate across different bubbles in order to facilitate the delivery of the curriculum by subject specialists.
- Each year group bubble will have a designated zone for break times and most lessons. Students must remain in these zones during the school day. (Appendix A)
- All students will have their lockers within their zones.

Structure of the day

- Lessons will start for all students at 8:45 (this will be lesson 1, not tutor time). On entering school grounds, students must go to their bubble zones. (Appendix A)
- At the end of the day year groups will be dismissed in 1-minute intervals to minimise congregation at the gate. Lessons will finish at 3:10 and all students will be dismissed by 3:15 (Appendix A).
- Students will not be allowed to loiter at the gates before or after school.
- Students will be expected to read in morning tutor times and so should always have a reading book in their bag.

Timetable

- The school has changed the structure of the timetable. We will continue to run a two week timetable.
- Each day there will be 3 lessons of 95 minutes. This is to minimise movement by students and to enable us to have time in between lessons for the cleaning of certain areas.
- For most lessons, students will remain in their zone, teachers will move to these areas. The exceptions to this are the practical subjects, as we believe students need access to specialist equipment to maximise success in these subjects.
 - DT: These rooms will be cleaned between lessons.

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- PE: Lessons will continue as normal. We will use outside spaces when it is weather permitting and alter the sports we cover. Unfortunately, we will be unable to compete against other schools (at least for Autumn Term) but will endeavour to run extra-curricular activities within bubbles.
- Music/Drama: Each group size for music will be no more than 15 students. These rooms will be cleaned between lessons.

Breaks & Lunchtimes/Food & Dining Hall

- These will be staggered with tutor times, like lunchtime last academic year. (Appendix B). This will enable us to minimise the number of students outside at any time. During these times, students must remain within their zones. (Appendix A).
- Caterlink (our catering provider) has an App, which will enable parents/students to order food (this must be done 24 hours in advance. Students will be unable to purchase food on the day). Any food ordered will be collected and must be consumed in the student's designated zone.

Detentions

- Break time and homework detentions will take place within year group zones. These will be centrally supervised.
- After school behaviour detentions and Inclusion Room time will be spent in the Main Hall. This will be sectioned off with clear screen dividers into year group zones.

Assemblies

- Assemblies will run virtually in the classroom through Microsoft Teams.

LRC & Reading

- The LRC will be part of the Year 11 zone and shut to the rest of the school. We will still have a mechanism for accessing library books, which will be delivered to the form tutor.
- Students in Key Stage 3 will continue to have reading lessons in classrooms.

Response

Engage with the NHS Test and Trace process

- Students via parents must provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- Staff and students must self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Manage confirmed cases of coronavirus (COVID-19) amongst the school community (This has not changed)

- If someone who has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.

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- The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.
- Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:
 - Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
 - Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - Travelling in a vehicle with an infected person.

Appendix A

Year group	Teaching Zone	H/W ASD venue (Tues)	Break/lunch	Before School/Fire Drill	Wet Lunch (break)	Toilets	End of Day	Entrance to Main Hall (ASDs and IR)	Lunch pick up
7	North Ground North Top Floor	A6	First – Picnic Area	Picnic Area	Dining Hall - W	North	3.15	Heads corridor - nearest to Main Reception	12:40 Dining Hall W
8	Annexe	A8	Second – South Court	South Court Main Hall Side	Dining Hall - E	South	3.13	Heads corridor - nearest to Main Reception	1:10 Dining Hall E
9	West Block	P7	First - Cage	Cage Main Hall Side	Sports Hall	North	3.11	Heads corridor – middle door	12:40 – 12:50 Side Gate
10	North Middle	N6	Second - Cage	Cage P Side	Gym	North	3.09	Heads corridor – middle door	1:10 -1:20 Side Gate
11	South Block	LRC	First – South Court	South Court P Side	LRC	South	3:07	Heads corridor – nearest to exit	12:40 – 12:50 South Trolley

Appendix B – day structure

	08:45 – 10:20 (95 mins)	10:20-10:40 (20 mins)	5mins trans	10:45-11:05 (20 mins)	11:05 – 12:40 (95 mins)	12:40 – 1:05 (25 mins)	5mins trans	1:10 – 1:35 (25 mins)	1:35 – 3:10 (95 mins)
Years 7, 9, 11	Lesson 1	Break	IN	Tutor – reading	Lesson 2	Lunch	IN	Tutor – ‘normal’	Lesson 3
Years 8,10		Tutor – reading	OUT	Break		Tutor – ‘normal’	OUT	Lunch	

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