



Heathcote School & Science College

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Headteacher: Emma Hillman NPQH, MSc, MA



26th August 2020



Dear Parent/Carer,

I do hope you have had an enjoyable summer and you are all well and safe. Here are the initial details re pupils returning to school. This will also be placed on the website and we will send further details including some videos/audio messages later in the week to support as there is a lot of information for you to take in.



All procedures will be reviewed every 3 weeks as we assess the national and local situation and we aim to get back to more 'normal' school as soon as we are able and it is safe. Having read and listened to many stories of schools opening in other countries, one thing is clear that schools may have to tweak and adjust procedures once pupils come back and the systems are tested. The information in this letter is therefore correct as of now and we will ensure you are given any further changes in a timely manner.



We are desperate to have our school community back and want to ensure that pupils are still able to enjoy school but it is important that everyone understands that these strict procedures have to be put into place. The more that the community abides by the guidance, the safer it will be for all and the quicker we return to normal. It is therefore imperative that pupils follow instructions in school for the safety of the whole community. There will be changes to the Behaviour Policy which we will send out in due course to ensure pupils are very clear about what the expectations and consequences of unsafe behaviour will be. The school is following national and local guidance and so the processes will be similar in all schools. This is not out of choice but necessity, especially to protect everyone, but especially vulnerable children and adults in the community.



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The full risk assessment will be published on the school website once it has been signed off by the LA and Governors. This will provide further information about the controls the school will operate based on 6 actions around Prevention and 3 actions around a Response to Infection. This will include further details about hand washing, sanitising etc. (This is all based on the DfE document Guidance for full opening: schools - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.)



Start of Term – return times



We will be operating a staggered start from the 4th to the 9th September to ensure all pupils have a chance to initially come in to school and become aware of the significant changes and the way we will operate. **Until the 9th September (shaded grey), school will end at 12.30 pm and pupils will be released from the entrances outlined below.**



Date	Who	Time	Notes
Friday 4 th September	Year 7 and 12	See below for start times. Pupils will be released at 12.30 from the entrances outlined below.	Year 7 pupils will undertake CAT tests*
Monday 7 th September	Year 11 and 13		
Tuesday 8 th September	Year 8 and 10		
Wednesday 9 th September	Year 7, 9 and 12		
From Thursday 10 th September	All pupils	Please see times below.	

*As explained in a previous letter, these tests are being taken by every Year 7 in Waltham Forest secondary schools and will help us to assess pupil strengths and weaknesses; especially important in the absence of SATs results.

School Arrival Times

The school will operate a system of staggered entry through the 3 main entrance points:

1. Main school entrance
2. Whitehall Road
3. Sixth Form entrance

Pupils must make every effort to arrive at school at their specified time in order to start lessons promptly. Late arrival may mean your child has to wait and this may affect their learning time. Pupils should not arrive too early as this will mean pupils waiting at the school gate. Staff will be on duty at all entrances. We will provide further details for pupils who travel to school on SEND transport as soon as we can and they will continue to use the front entrance to enter.

Entry Time	Who?	Entrance
8.40 am	7	2
8.40 am	10	1
8.50 am	8	2
8.50 am	11	1
9.00 am	9	1
9.00 am	12/13	3
End Time	Who?	Exit
2.40 pm	7	2
2.40 pm	10	1
2.50 pm	8	2
2.50 pm	11	1
3.00 pm	9	1
3.00 pm	12/13	3

Transport

Pupils should avoid public transport where possible as per Government guidance. **Please complete the survey in the forms section** so we have a clearer idea of how pupils plan to travel to school. We will issue further guidance as we learn more details of how TfL and the Local Authority will support travel to schools. Where possible, pupils should travel to school alone. We have just received the following information regarding buses:

Route	From	To	Date from:	Every other bus prioritised for school pupils Morning peak	Every other bus prioritised for school pupils Afternoon peak	Additional buses Morning peak	Additional buses Afternoon peak
212	CHINGFORD STATION	ST JAMES STREET STATION	01/09/2020	YES	NO	0	0
397	SALISBURY HALL SAINSBURYS	THE BROADWAY	01/09/2020	NO	NO	2	1

Pupils must wear masks on public transport which they then remove immediately without touching the front of the face covering. Disposable masks must be put in a covered bin available at the front of school and reusable masks must be stored in a plastic bag in the pupil's bag. We expect pupils to bring bags if necessary. Failure to adhere to these guidelines will mean that pupils may not be admitted to school.

If your child is cycling to school, you must ensure they are proficient and have appropriate clothing and safety equipment. Pupils must bring a suitable lock to school to ensure bicycles are safe and we cannot take any financial responsibility for bicycles that are lost, stolen or damaged but will of course involve the Safer Schools Police Team if a bicycle is stolen. . There is useful information about cycling and other sustainable forms of transport here - https://enjoywalthamforest.co.uk/travel-to-school-in-a-sustainable-way/?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=

Pupils should continue to follow guidance about social distancing outside of school and should make their own way home straight after school and not hang about with their friends before or after school.

Parents must not congregate at the school gate and if you are dropping pupils off must leave immediately and follow any other guidance given. Siblings can travel together and must then make their way to the entry designated for them. If there is a gap between the sibling entrance times, pupils must not loiter but stay with you. We are however seeking further guidance on this. If there are any issues with this, please contact the Head of Year.

Where you are planning on driving your child to school, you must follow traffic signs and we will be working with the Local Authority to enforce this. If parents/carers park on yellow lines, we may have to restrict pick up and drop off access in Normanton Park.

Attendance

All pupils are expected to attend school and you if you have any anxiety about your child's return to school or their mental health, you must contact your child's Head of Year in plenty of time. If your child cannot attend due to other issues such as directed self-isolation, you will need to follow normal processes by contacting the Attendance Officer, Ms Hussain – rhussain@heathcote.waltham.sch.uk as soon as you are able.

Mr Hutchins, Designated Safeguarding Lead and Ms Gardiner, our SENDCO, and her team will be contacting pupils where we believe further risk assessments will be necessary prior to the start of school.

7	Ms Danielle Clancey	dclancey@heathcote.waltham.sch.uk
8	Ms Natalie Gasper	ngasper@heathcote.waltham.sch.uk
9	Ms Asiya Gite	agite@heathcote.waltham.sch.uk
10	Ms Maria Page	mpage@heathcote.waltham.sch.uk
11	Ms Dena Kee-Rose	dkee@heathcote.waltham.sch.uk
12 and 13	Ms Rebecca Lewis	rlewis@heathcote.waltham.sch.uk

Masks

Until yesterday, we were advised that masks should not be worn in school as the best prevention is the controls that the school has in place such as good hand hygiene and social distancing. As the guidance has now changed, we will reflect on this and await further guidance from the Local Authority. **We will let you know as soon as we can.** This is a particular challenge for us as we want to ensure our hearing impaired pupils are fully included.

Cleaning

All buildings will be cleaned to the required enhanced standards and additional staff have been employed to ensure this takes place. Again, further details will be in the risk assessment.

Timetable

Each year groups will operate as a bubble or group with Year 12 and 13 as one bubble. All pupils have a base room and groups are organised where possible to be as close to 'real' form groups as possible or in some years are determined by subjects. All 3 buildings are being used to maximise space. Most Key Stage 5 pupils will only be in school for taught lessons and will be supported to study at home during study periods if appropriate.

Key Stage	Organisation
Key Stage 3 – Year 7-9	Tutor groups but made smaller in line with language choices
Key stage 4 - Year 10 and 11	Groups determined by Science
Key Stage 5 – Year 12 and 13	Option Choices

The timetable has been divided up into four lessons a day; each year group having a slightly different start and finish to allow teachers time to move through the school. Most lessons will be up to 1 hour and 10 minutes in the first instance. Pupils must stay 2m away from adults at all times and make efforts to socially distance within their bubble.

Pupils in Key Stage 3 and 4 will have most lessons in the base room allocated to that class but will move under the supervision of staff and following one way systems where they move around the school, for example where they will study practical subjects. Each of these will have a separate risk assessment to ensure safe handling of equipment.

We have tried to ensure pupils receive a broad and balanced curriculum with a focus on high expectations and narrowing the gaps. We have prioritised access to practical subjects for exam classes. Pupils will be provided with this temporary timetable when they start. On PE days, pupils will be expected to wear PE kit to school as there will be no access to changing facilities. Otherwise pupils will be expected to wear full school uniform and ties remain the same as the year before, with the new Year 7 wearing the white striped ties.

	Break*	Lunch*
Year 7	10.00-10.20	11.40-12.10
Year 8	10.10-10.30	11.50-12.20
Year 9	10.20-10.40	12.00-12.30
Year 10	10.00-10.20	11.40-12.10
Year 11	10.10-10.30	11.50-12.20
Year 12 and 13	10.20-10.40	12.00-12.30

*These times may be subject to change

Pupils will be escorted from their base or previous lesson via the one way system and will have a short period of time outside and this will include a supervised toilet visit and hand washing. At lunchtime, this route will include collecting lunches from the canteen and these will be eaten in the appropriate base room or a dining area. Pupils should expect limited free time during the school day for obvious reasons and this will be tightly controlled and in designated areas.

Pupils will need to bring their own equipment to school but should minimise what they bring. They will need to ensure they have the normal required school equipment but should not bring unnecessary belongings into school. Pupils must all have a reading book and a small umbrella when rain is forecast as indoor space may be limited during break times.

There will be no extra-curricula activities at the start of term but hope to get these up and running as soon as we can.

Food

This will be pre-ordered and served in take away packaging. Pupils will be encouraged to bring packed lunches where possible. The water fountains will remain

off and pupils will need to bring a large bottle of water to school. Further details will follow **but please indicate on the survey in the forms section of Parent Mail** whether you plan to make a packed lunch or purchase school food. Options will most likely include jacket potatoes, salads, pasta, paninis, sandwiches, wraps and burgers but again further information will follow once we have an idea of numbers and this food will be ordered by pupils a week in advance. All payments for food must be made in advance and deductions will come directly from Parent Mail as we cannot use cashless PIN systems at the start. Further details will follow to ensure everyone is aware of how to top money up.

Managing Cases of Covid in the School Community

Please see separate attachment with details of these very important procedures. It is essential that you read this information.

Essential Visitors

All but essential visitors will not be allowed on the school site and this means that contact may have to be via phone for a period of time or meetings arranged via Zoom.

Lettings

The school proposes to continue with some lettings in the evening (inside and outside) but this has not yet been confirmed. We will only finally confirm these when we are confident the additional necessary cleaning can be put in place and there is no additional risk to the school community.

I do hope the above is clear. Please do work positively with us to ensure a great start to term. Despite Covid, we remain more ambitious than ever to continue our school improvement and ensure we provide a world-class education for all pupils. With difficult economic times ahead, the outcomes and development of our pupils is more important than ever.

I look forward to seeing you all over the next week or so. Please continue to check Parent Mail as further important information will be sent out and please do email me directly if you feel you need further information on any areas or need further clarity. **Please complete the form about transport and food during this period by Friday 28th August.**

All the best

Emma Hillman

Headteacher