



Bexley Grammar School
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A Specialist Language College
and IB World School
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Dear Year 12 Parent/Carer and Student,

As promised in my letter on Friday, here are some further details of how we will offer face to face contact with year 12 students from Monday 15th June. As you would expect, there is a great deal of information - please read it all carefully and ensure that you are clear on which day of the week to attend and how to be prepared for that day.

However much detail this letter covers, there are bound to be some unanswered questions you may have as a student about additional details which we will be able to answer once you are in school. The information here should ensure that you know when to come in and what to bring.

What we have planned for the five weeks (for each of you therefore, a total of five days, the same day each week) from 15th June is, of necessity, a compromise between achieving some high-quality learning and keeping everyone safe. It is important to remember that remote learning will continue to be the primary mode of teaching and learning for the rest of this year.

How to prepare for your first day back in school - summary

- Do not come to school if you have any relevant symptoms.
- Determine which day you are expected in school according to your tutor group (see below).
- What to bring:
 - packed lunch
 - sufficient water to last the day
 - your own equipment: own pens, pencils, calculators, etc.
 - folders, paper, exercise books, etc.
- On your first day, arrive via the visitors' gate (closest to Reception, the one most of you leave by in normal times) and the canteen entrance no later than **8.45am**.

Journey to and from school

- If you are experiencing any of the Coronavirus symptoms you must not come to school under any circumstances, child or parent. You should isolate at home and arrange to have a test: [Stay at home guidance](#).
- You should avoid using public transport where possible. Instead try to walk, cycle, or be dropped off by car: [Safer travel guidance](#). If you do use public transport you must wear a face covering.
- The school day of 9:00 am to 3:05 pm will allow for missing the heaviest rush hour traffic. Parents accompanying children to school are asked to do so singly and to stay well away from the school if dropping off or picking up. (There are additional parking restrictions currently in force outside the school which will help to remind you to drop off and pick up well away from the school gates.) A short walk from a drop-off/pick-up point further away or the other side of Danson Park would be a healthy way to begin the day!

- Please note that parents will only be allowed on the school site by prior appointment.
- Year 10 and year 12 students will arrive through separate gates and routes into the school and will remain in separate areas all day until they depart separately the way they came, observing social distancing at all times. We have staggered departure by 5 minutes at the end of the day to minimising mixing on the journey home.
- Year 12 students finish at 3:05 pm and you should be off the school site by 3:10 pm and return home directly.
- Please remember that regular handwashing and good respiratory hygiene (“catch it, bin it, kill it”) are vital to reduce the risk of spreading this disease.
- Everyone should KEEP LEFT and keep their distance in corridors and on staircases in moving around the school.

The school day - Year 12

Arrive on the school site from 8:45 am.

Period 1:	9.00 - 9.50
Period 2:	9.50 - 10.40
Period 3:	10.40 - 11.40 (<i>1 hour for logistical issues in Year 10</i>)
Period 4:	11.40 - 12.30
Period 5:	12.30 - 1.20
Period 6:	1.20 - 2.10
Period 7:	2.10 - 3:05 (<i>55 minutes to allow a staggered departure</i>)

Leave site by 3:10 pm

The timetable

You will attend school for one day per week as part of one quarter of the year group (approx 45-50 students). These quarter year groups are the ‘bubbles’ for the sixth form. **Your day is allocated according** to your Form Groups as follows:

- Monday - 12AG, 12CHV and 12RJG.
- Tuesday - 12CME and 12MGN
- Wednesday - 12JM and 12NEU
- Thursday - 12SMB and 12TND

This is the day you will be expected in school and if you come in on any other day, you will be sent home. The design of this face to face contact is to preserve ‘bubbles’ of students that do not mix.

- You will have 6 lessons on the day you attend, 1 in each of your 6 subjects, usually with one of your normal subject teachers. Theory of Knowledge and Extended Essay will be dealt with separately. You will be given full details of each lesson and room on your first day back. **For the first week only**, you will attend your one day of lessons but you will not be set any remote learning so that for the rest of the first week you are ‘off timetable’ to work on your Extended Essay, due on 21st June.
- You will move between lessons to different rooms. Because your class sizes will be very small (nearly all in single figures and an average of 4 or 5) and you will be adhering to social distancing at all times, the movement is of very low risk.
- **K1 and L block** (Le Feuvre building) **are out of bounds to you.** (Year 10 students are being taught exclusively in L block so that there is no mixing with Year 12 students. There will be a few students, not in your ‘bubble’, working in K1 on days that they are not in school and therefore mixing must be avoided.)
- Some students will be free period 7 and they should leave the school at the end of period 6 unless they have an arranged appointment to meet a member of staff.

- All other students must remain in school throughout the day and should leave the school site at the end of period 7 by the route that they arrived, observing social distancing.
- **For the first week**, beginning the 15th June, you should arrive at school via the visitors' gate (closest to Reception, the one most of you leave by in normal times) no later than **8.45am**. You should enter the school by the canteen door and will be guided into the Hall, observing social distancing carefully, for a briefing. On subsequent days in school, you should enter school by the same gate and door and move directly to your assigned room (which you will know by then) for period 1, starting at 9am.

Lunch time

- There will be no formal break/lunch time for year 12. You will have a non-contact lesson during the day where your ToK lesson would have been during periods 2-7 (all students will be in a lesson period 1). You may use this non-contact to have your lunch break on the tennis courts or the grass nearby. In poor weather, you will have access to SCF1 (NOT K1), remembering to preserve social distancing.
- If your non-contact lesson is early in the day or period 7, you will be allowed to eat your lunch during periods 4 or 5, if you ask the permission of your teacher.
- **You will NOT be allowed off-site during the day.**
- The canteen is closed. You must bring your own packed lunch and eat only your own food.
- You should also bring your own water bottle(s), enough to last the day. If you need to refill your bottle, a water fountain has been assigned to Year 12 and hand sanitiser provided with signage reminding you to clean your hands before and after you use the tap.
- Some outdoor sporting activities that allow social distancing to be maintained will be available should you wish to use them.

Uniform

- Students are expected in school uniform as usual for a school day.
- We are aware that we are encouraging walking and cycling to school to avoid public transport where possible but unfortunately, we cannot offer changing facilities in school whilst maintaining infection control measures.

Toilets

- You will be assigned specific toilet facilities, separate from other groups in school.
- You will be permitted toilet access during lessons throughout the day, so that there is not a sudden demand on the facilities at break or lunch time.
- You will be expected to observe social distancing and wait outside in the corridor if there are no available spaces/cubicles.

Equipment

- You must bring in their own pens, pencils, calculators, etc. There will be no opportunity to borrow or share equipment.
- You should bring in work/notes as needed but these must remain with you throughout and be taken home. Teachers will continue to monitor work electronically.
- There will be no access to lockers during this period; your locker should be empty and remain empty.

General protective measures/logistical arrangements

- Any student who becomes unwell with Covid-19 symptoms will be isolated immediately and sent home as soon as arrangements can be made.
- First Aid cover is being provided as normal.
- Our school counselling service is available to support students.

- Enhanced cleaning regimes have been arranged to concentrate on fewer areas with more frequency, including toilet areas, door handles, desks, chairs, computer keyboards and mice, etc.
- Classrooms will be well ventilated and doors propped open.
- Current government guidance does not recommend use of PPE in schools but this guidance will be monitored closely. Staff and students, once in a classroom, should not normally be wearing a face covering.
- Signage regarding hand-washing, respiratory hygiene, social distancing, etc. will be prominently displayed in key locations. There will also be signage to clarify zones for groups of students and other logistical matters.
- There will be a maximum of approximately 100 students on site on any one day. Fire evacuation procedures have been reviewed and revised; social distancing can be maintained safely in the event of a fire.
- Any student who deliberately contravenes social distancing or puts others in danger by disregarding infection control measures (eg. intentional physical contact, spitting, etc.) will be isolated immediately and sent home.

I hope this clarifies the plans for next week. I look forward to seeing you students from Monday onwards. It will be wonderful not to be working in a ghostly silent building!

Best wishes,



Steve Elphick
Headteacher

Appendix of references and further information:

If you are worried about sending your child back into the school environment and have further questions, please read this government guidance which has quick links on the left-hand side to help you find your topic of enquiry easily:

[Guidance for parents/carers about wider opening of schools](#)

This guidance provides useful reminders to students about the current expectations on social distancing:

[Staying alert and safe - social distancing guidance for young people](#)

A school risk assessment for wider opening of the school has been approved by the Local Authority, governors, staff and union representatives.

All arrangements in the school have been based on preserving, where possible, the **hierarchy of controls** issued by the government:

1. making sure that children and young people do not attend if they or a member of their household has symptoms of coronavirus (COVID-19)
2. promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach

3. cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, etc.
4. minimising contact through smaller classes or group sizes and altering the environment as much as possible, such as changing the layout of classrooms
5. reducing mixing between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times