



Bexley Grammar School
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A Specialist Language College
and IB World School
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Dear Parents/Carers,

I wrote to you on 10th July with an outline plan for September as we began work on a detailed risk assessment to support schools in preparing for the new academic year. I now have more detailed information about how we are making the school Covid-secure and what role you and your children can play in keeping the school safe. I have a statutory obligation to provide much of this information but I obviously want you and your child(ren) to have as clear a picture as possible of what to expect in September.

At the top of the list is the obvious instruction that **if your child is displaying any symptoms of coronavirus ([coronavirus \(COVID-19\) symptoms](#)) you must not send her/him to school ([COVID-19: guidance for households with possible coronavirus infection](#))**. If your child develops symptoms while at school, she/he will be sent home to self-isolate for 7 days and should [arrange to have a test](#). Other members of your household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. We will be following the NHS Test and Trace guidance and would ask you to do the same: [Testing and Tracing for Coronavirus](#). The guidance on shielding from August onwards can be found here: [Guidance on Shielding](#).

We are told that the transport network will be under pressure; please consider other modes of transport and encourage walking and cycling if you are unable to drop your children off by car. ([Coronavirus \(COVID-19\): safer travel guidance for passengers](#)) If you do drop off by car, please arrange to do so at some distance from the school; we have new no-stopping regulations in place which I assume will be monitored by mobile CCTV units.

We will expect students to attend in school uniform as usual. The government has made it very clear that attendance is mandatory from September - the usual rules on school attendance will apply.

We are asking pupils, in addition to packing their bags with their own frequently-used, essential equipment, books, etc. to bring tissues, wipes and sanitiser if possible. We have ample provision of cleaning materials in school, indeed in every classroom, but it will help us to manage the enhanced cleaning regime we have introduced if students carry their own in addition and it may reduce the teaching time lost to cleaning. There will be signage and verbal reminders about hand and respiratory hygiene but it would be helpful if you could reinforce the NHS message about [handwashing](#).

Students are reminded to wear face coverings on public transport but Public Health England does not currently recommend the use of face coverings in schools. This advice will be kept under review.

The school day will be broadly similar to previously but we are implementing staggered starts/finishes to the day for different year groups and staggered breaks and lunches to keep year

groups separate. The following table shows these timings for each year group. We will reinforce this information at school but clearly students need to know beforehand what time and which entrance they should use.

Period	Time	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Length	
1	8.30am					1		1	max 60 mins	60 min lesson
	8.40am			1	1		1			50 min lesson
	8.50am	1	1							40 min lesson
2	9.30am	2	2	2	2	2	2	2	50 mins	
Break/AcM	10.20am	Break	AcM	Break	AcM	Break	AcM	Break	30 mins	
	10.35am	AcM	Break	AcM	Break	AcM	Break	AcM		
3	10.50am	3	3	3	3	3	3	3	50 mins	
4	11.40am	4	4	4	4	4	4	4	50 mins	
5	12.30pm			Lunch	5	5	Lunch	5	60 mins	
	12.50pm		Lunch							
	1.10pm	Lunch								
6	1.30pm	6	6	6		Lunch	6		60 mins	
	1.50pm				Lunch					
	2.10pm							Lunch		
7	2.30pm	7	7	7	7	7	7	7	max 60 mins	
	3.10pm	Leave	Leave							40 min lesson
	3.20pm			Leave	Leave		Leave			50 min lesson
	3.30pm					Leave		Leave		60 min lesson

There are three staggered start and finish times (by 10 minutes) as above, which mean that periods 1 and 7 will vary between 40 and 60 minutes depending on the year group. For example, a student in years 9, 10 or 12 will arrive for an 8.40 am start with a 50 minute first lesson and will leave at 3.20 pm after a 50 minute last lesson. Years 7 and 8 have a slightly shorter day and years 11 and 13 have a slightly longer day. (Students with one or more siblings at the school may arrive at the earlier time together but should follow the year group instructions on arrival.)

Years 7, 9 and 11 will enter school via the usual pedestrian gate and travel alongside G block to their first lesson. Years 8 and 10 will arrive via the canteen gate (the sliding one) with a route around the S block and Sports Hall to their lesson. Years 12 and 13 will arrive by the reception gate and enter school via the canteen (the way they usually leave). The same year groups will leave by the same routes at the times allotted above from their period 7 lessons.

There will be no form registration each morning - students will be registered by their teacher in their first lesson. Only on their first day of school should students go to their form room.

There will be two staggered breaks, as above, 15 minutes each. There will be no assemblies, at least during the first few weeks, and the canteen will be closed at break. Students should bring a snack and plenty of water.

There will be two one-hour lunches (similar to our current arrangement of two fifty minute lunches) but with staggered 20 minute slots for specific year groups to access the canteen. Details of this will be explained to the students on their first day.

The canteen will be open at lunch times but with limited capacity, no biometric payment and a limited menu, starting with cold food only. I ask parents to please consider providing your child(ren) with a packed lunch for the first two weeks, at least, (along with a snack and plenty of water) as we manage new routines in terms of queuing and cleaning eating areas. (Those on free school meals will remain a priority for access to the canteen.) The canteen and hall are being divided into 3 areas to allow for the separation of year groups and cleaning of the areas between sittings. Canteen staff will look up students by name (instead of the speedier biometric identification) and will charge them through ParentPay in the usual way. Years 12 & 13 are permitted off site at lunch time as usual.

Outside spaces are also being 'zoned' as follows:

Area	Break 1	Break 2	Lunch 1	Lunch 2
Lower tennis courts	7	8	7	10
Upper tennis courts (nearest music)	11	10	8	11
Le Feuvre playground (behind MFL)	9	12	9	13
SFC/K1	13		12	

In poor weather, year groups will be assigned to the hall, the gym and K10 with designated routes to and from these areas.

Classrooms will be set up with desks facing forward and with a teacher zone marked out and identified at the front. Staff are being asked to remain in that zone for their protection and students are asked not to enter that zone.

Students will be able to use exercise and textbooks as usual in the classroom but should not share frequently used items such as pens. Students will be able to use their lockers but will only have access to them between break and lunch each day because of the staggered starts and finishes.

Our updated behaviour policy specifies that behaviours that deliberately break the arrangements in place for making the school Covid-secure will carry sanctions, ranked by severity in the usual way. We expect compliance with our mobile phone policy and our usual high standards of behaviour.

Students will be escorted from their last lesson to the relevant exit at the end of the day. They must go straight home. We cannot have any students on site after school in order for our enhanced cleaning regime to take place. Extra-curricular activities, including many house activities, will not take place at first. Many aspects of school life will be under review as we move through the first term but our intention is to err on the side of safety and see how circumstances develop over time.

I hope this has answered most of your questions. You may wish to read the [DfE guidance for parents](#) if you are still unsure. Most plans need some adjustments when put into practice and we will be reviewing our implementation on a daily basis and revising it as necessary to keep your children safe. We will provide a brief update just before the new term starts in September.

A summary of the main points to prepare for September are summarised below for your convenience. I am very excited by the prospect of finally having everyone back in school in September. In the meantime, enjoy the summer!

Best wishes,



Steve Elphick

At-a-glance arrangements for return to BGS in September 2020

Print this page (4) for the fridge/noticeboard?

Quick-check summary:

1. Anyone with Coronavirus symptoms must not enter the school.
2. Please consider not using public transport if you have an alternative.
3. Attendance is mandatory, in school uniform, as usual.
4. Please pack tissues, wipes and sanitiser if possible.
5. You are encouraged to bring a packed lunch, snack for break and plenty of water, while routines in the canteen settle.
6. Check your arrival and departure times and by which gate you should enter the school (see below). Please arrive as close to the designated time as possible.
7. On your first day - go to your form room (to be confirmed) at your designated start time.
8. On subsequent days, go to your first lesson.
9. You will only have access to your lockers between break and lunch.
10. Our usual high standards of behaviour will be expected, including cooperation with Covid-secure measures and our mobile phone policy (phones off during the school day).

Return in September in NEW year groups as follows to your form room (to be confirmed):

Wednesday 2nd September:

- Year 7 (8.50 a.m. - usual pedestrian gate). Staff will meet and greet students at the gate.
- Year 12 (8.40 a.m. - reception gate)

Thursday 3rd September:

- Year 7 and 12 as above.
- Year 8 (8.50 a.m. - canteen gate)
- Year 9 (8.40 a.m. - usual pedestrian gate)
- Year 10 (8.40 a.m. - canteen gate)
- Year 11 (8.30 a.m. - usual pedestrian gate)
- Year 13 (8.30 a.m. - reception gate)

Friday 4th September:

- All year groups at times and gates as above but go directly to lesson 1 on their new timetable, not their form room.

A brief reminder will be sent just before term starts in September with further practical details to ensure that the first week runs smoothly and students are able to settle calmly into a new academic year.