



Notley High School & Braintree Sixth Form



Executive Headteacher and CEO of NEMAT: Rob James

2 March 2021

Dear Parents/Carers

Following the Government announcement last week, we are providing you with more detailed plans about the students' return to school from Monday 8 March 2021.

We are delighted to be welcoming the students back but wish to ensure it is done in a safe and timely manner. There will be a phased return for each year group that will allow onsite lateral flow testing to be completed for all who have given consent. The guidelines suggest three lateral flow tests are completed onsite before students can be issued the equipment to self-test at home. Further information will be provided about home testing next week.

Please accept our apologies for the length of this letter, but we want to provide you with as much information as possible.

Attendance from Monday 8 March 2021 is mandatory once each year group returns.

We expect all students to attend lessons unless they are shielding, ill, or display Covid-19 symptoms. The mental and emotional wellbeing of students is important, and we appreciate that there is some anxiety about returning to school. Please could you complete this [confidential survey](#) providing information about any concerns or issues that you would like to share in advance of the students returning, so that we can provide students with additional support. This survey, 'Student Views – Returning to School March 2021', can also be found on our website: <https://notleyhigh.com/surveys>

Outlined below are some agencies that will also provide support:

- The [Essex Wellbeing Service](#) has developed a navigator service to both signpost and provide a triage service depending on the emotional wellbeing and mental health needs of students and their families.
 - To access the [Essex Wellbeing Service](#) navigators, telephone this number: 0300 303 9988
 - This is accessible from 8 March 2021.
 - Families can use this directly, or request support from staff.
 - There will be promotional materials available to share this vital information with families.
- Recovery and Return to Educational Settings suite of resources has two further webinars for families:
 - Part 1: [Looking after yourself](#) (28 minutes)
 - Part 2: [Looking after your family](#) (39 minutes)
- Essex Local Offer: [Coronavirus support wellbeing and mental health](#)

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☎ 01376 556300 ☎ 01376 550991 ✉ enquiries@notleyhigh.com 🌐 www.notleyhigh.com

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- The Essential Living Fund is available for families who need emergency help with heating, water, food, bills and other essential household items. Families can call 0300 7900 124 (8.45am-5pm). www.southend.gov.uk/ELFforessex

Testing for COVID-19

The school will offer three tests to every student following receipt of the [consent form](#), which you have been sent previously. The consent form can be found here:

<https://notleyhigh.com/coronavirus-information/item/student-consent-form-for-covid-testing-march-2021>

Please can you complete it by 6pm on Wednesday 3 March 2021.

Students will be invited to be tested at specific times before returning to school to minimise the risk of spreading infection. Once students have done three supervised tests, they can be issued with a home testing kit, so that they can test themselves twice a week at home.

Unfortunately, we cannot issue the home testing kit unless they have completed the 3 tests at school first. We will share further information and guidance about home testing next week.

On the 'test only day', students will take the supervised test and then they must return home. A message will be sent to notify if the test is positive or negative. Teachers will set a reduced amount of work to be completed as per the normal timetable.

Please could you email enquiries@notleyhigh.com and let us know if any student has tested positively for COVID-19 and indicate the date they had the positive test. Unfortunately, students cannot do a LFD test until 90 days after they have tested positively.

If the allocated time for testing is not possible due to transport issues, please contact the school on 01376 556300 to discuss an alternative time. If students would prefer to not do the test at school or are unable to attend, they could complete a LFD test at the local community testing centre below and email the result. However, we will not be able to supply home testing kits until 3 supervised tests have been completed in school.

<https://www.braintree.gov.uk/advice-environment/coronavirus/8?documentId=175&categoryId=20001>

Please send any queries about LFD testing to enquiries@notleyhigh.com.

Tests 2 and 3 will be completed when the students are in school. They will be given an allocated time to leave lessons.

The table below outlines the dates for testing and return to school. You will be contacted separately with details of the time slot by tutor group

Students will be able to follow signs to show them where to go for their tests in school, and staff will be available to support.

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Year group	Test 1 & return to school	Test 2	Test 3
<i>*Please note that no food or drink should be consumed 30 minutes prior to taking each test</i>			
Year 7	Monday 8 March - Test only* - 11.30am -1.10pm No live lessons - 30-minute task set for each timetabled lesson Return to school Tuesday 9 March	11/3/21	16/3/21
Year 8	Wednesday 10 March - Test only* – 11am - 12.40pm No live lessons - 30-minute task set for each timetabled lesson Return to school Thursday 11 March	15/3/21	18/3/21
Year 9	Wednesday 10 March - Test only* – 9am – 10.40am No live lessons - 30-minute task set for each timetabled lesson Return to school Thursday 11 March	15/3/21	18/3/21
Year 10	Thursday 4 March - Test only* – 9am – 10.40am No live lessons - 30-minute task set for each timetabled lesson Return to school Monday 8 March	8/3/21	11/3/21
Year 11	Friday 5 March - Test only* – 9am - 10.40am No live lessons - 30-minute task set for each timetabled lesson Return to school Monday 8 March	9/3/21	12/3/21
Year 12	Friday 5 March - Test only* – 11.30am - 12.10pm No live lessons - 30-minute task set for each timetabled lesson Return to school Monday 8 March	9/3/21	12/3/21
Year 13	Thursday 4 March - Test only* – 11.30am - 12.10pm No live lessons - 30-minute task set for each timetabled lesson Return to school Monday 8 March	9/3/21	12/3/21

School Day

We are not able to have separate year group entrances onto the school site; however, students will be expected to maintain a social distance from those students not in their year group bubbles. They must NOT arrive at school before 8.30am, unless their school bus drops them off at an earlier time. They must head immediately to the before school social zones. Students on school transport, which arrives early, have a pass to stay in year group rooms.

We shall return to the staggered school day that was in operation before Christmas from Monday 8 March 2021^h. Remote Lessons will also change to this format:

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Timings of the Day								
	8.40am – 9.10am	9.10am – 10.05am	10.05am – 11.20am	11.20am – 12.25pm	12.25pm – 1.20pm	1.20pm – 2.15pm	2.15pm – 3.15pm	3.15pm – 4.15pm
Year 7	Tutor	P1	Break & P2	P3	Lunch	P4	P5	-
Year 8	Tutor	P1	Break & P2	P3	Lunch	P4	P5	-
Year 9	Tutor	P1	P2 & Break	P3	P4	Lunch	P5	-
Year 10	Tutor	P1	P2 & Break	P3	P4	Lunch	P5	-
Year 11	Tutor	P1	Break & P2	P3	Lunch	P4	P5	-
Year 12	Tutor	P1	P2 & Break	P3	P4	Lunch	P5	P6
Year 13	Tutor	P1	P2 & Break	P3	P4	Lunch	P5	P6

Year 7 and 8 will be released 5 minutes earlier from their final lesson at 3.10pm to help reduce the volume of students leaving the site.

Students will have lessons in their normal classrooms, but one-way systems will operate to minimise mixing during movement time.

Year group social zones will operate, and it is important students remain in these areas to minimise year group mixing. Failure to follow these expectations will result in appropriate sanctions being used.

Students in Years 7 - 11 will be expected to wear school uniform but will be allowed to wear PE kit on the days when Physical Education is timetabled. Please see guidance below:

Students will be expected to wear the compulsory PE kit as normal, including a red NHS polo shirt, NHS jumper, black shorts and socks. In addition to this, students can wear plain black tracksuit bottoms over the top of their shorts during lessons when they do not have PE, and simply remove them when they take part within the PE lesson. As an alternative, sports leggings or 'skins' can be worn underneath shorts to provide an additional layer. Where possible, a change of shoes or trainers will be needed for the day, if they get wet/dirty during the PE lesson. **School blazers and/or NHS PE top must be worn during the day in lessons as normal, and then removed for the PE lesson.**

Braintree Sixth Form students will be expected to adopt the dress code in place before Christmas.

We appreciate that after school provision is a vital part of the extended curriculum. However, at the current time there will be no after school activities or clubs until after Easter, with the exception of additional support for targeted catch-up support for Year 11 and Year 13 students.

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Behaviour expectations

It is important to remember the return to school does not mean that the COVID-19 virus has disappeared. Students will be expected to follow the previous expectations of social distancing and hand hygiene to minimise the risk of infection.

Face coverings/masks will be expected to be worn in classrooms where the 2 metre social distancing rule cannot be applied, during movement in corridors and outside, and in social zones where social distancing is not possible. We appreciate some students are exempt from wearing face coverings on medical grounds. Please contact the school if this is the case to explain the reasons. The wearing of face coverings will be reviewed by the Government after three weeks. Students who do not bring a face covering to school will be provided with one at a cost of 50p.

Please discuss the contents of this letter with your child/children so we can ensure all students return to school in the safest environment.

Finally, we would like to thank you for your continued support. Hopefully, this will be the last time we have to have a lockdown with home schooling or remote learning.

Yours faithfully

Mr R James
CEO/Executive Headteacher

Dr C Cusick
Head of School

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