



Notley High School & Braintree Sixth Form

Executive Headteacher and CEO of NEMAT: Rob James



17 July 2020

Dear Parents/Carers and Sixth Form Students

As we near the end of the most challenging and strange academic years we have all experienced, we would like to thank you for your support during the last few months. It has been wonderful welcoming students back into school over the last couple of weeks and we are looking forward to seeing them again in September.

However, before we focus on the next academic year and our September plans we would like to thank all the staff who have adapted to the demands of remote learning and also those who have worked so hard to keep the school open and safe, despite all the challenges posed by COVID-19.

Also, as is usual at this time of year, we have to say goodbye to staff who are moving to new posts or retiring. I would like to take the opportunity to say goodbye to the following staff, who are leaving Notley High School & Braintree Sixth Form: Mrs Mee, who has worked at the school since 2006 in various roles within the English & Media Faculty and now spends most of her time supporting trainee teachers; Mr Vosper is retiring after over ten years at the school teaching and leading the Science Faculty; Mrs Greybrook, who has been here since 2008 in various roles, has accepted a post as a Maths teacher at another school; Miss White, who started her career at the school in 2012, has been offered a well-deserved promotion; and Mrs Birt, who has worked in the Science Faculty since 2015, is leaving to work as a Science teacher at a school which is closer to her home and family. On behalf of the wider Notley High School & Braintree Sixth Form community, I would like to thank them for all their hard work and dedication to the school and wish them well for the future, they will all be very missed.

Thank you very much to those of you who completed the survey we sent out in the bulletin. The most common concerns expressed by both students and parents/carers are:

- Getting back into a routine
- Being behind with work
- Being safe in school

We appreciate safety is a priority and this underpins the September reopening planning. When we return, an 'induction programme' for all year groups has been designed with a focus on student wellbeing. Each subject area has also planned how best to ensure that students catch up on any knowledge, skills and understanding missed as a result of school closure through amending curriculum plans. These plans as well as a *Curriculum Catch-Up Statement* will be available on the website at the start of term in September.

Lessons & Teaching Groups

All students will be expected to attend school in September unless they have a letter to say that they are shielding, self-isolating or displaying COVID-19 symptoms. Teachers will provide work through sharing lesson presentations and activities either on the student area on SharePoint or via Teams, with reference to these on Edulink so that parents/carers are aware of the work being set.

"Working together, achieving together"

Notley High School & Braintree Sixth Form, Notley Road, Braintree, Essex CM7 1WY

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

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Year groups will be taught in 'bubbles' in specific areas of the school to minimise the mixing of students. Each group will be allocated a 'learning zone' and a 'social zone'. Lunch/break time will be staggered, but the start and end time of the school day will stay as normal.

From September all students will follow the planned timetable. Each year group will be classed as a 'bubble'. Year 12 and Year 13 will be classed as one bubble. All year groups will be allocated a 'learning zone' within the school to minimise movement around the school. Years 7 - 9 will generally be taught in the same classroom, with the teachers moving around the school, whilst Years 10 - 13 will move around their learning zone.

Initially, practical lessons which need to use subject specific equipment will be prioritised for exam classes as soon as the guidance about the Year 11 and Year 13 exams is released.

All classrooms must be arranged with students facing forward, ideally in rows.

PE lessons will be taught as normal, mainly outside. Students will be required to come into school in their PE kit on the days they have PE to avoid overcrowding in the changing rooms.

Unfortunately, we are currently unable to provide lockers for students as they are not in the learning zone, however students in Years 7 - 9 will be able to leave their bags and coats in their classroom.

Although textbooks, dictionaries and other equipment can be shared within a bubble, we ask that all students ensure that they have the basic personal equipment to attend lessons to minimise sharing of equipment. This includes a black or blue pen, pencil, ruler, compass, protractor, calculator, eraser and highlighter pen. Whilst we will have hand sanitiser and tissues available, we would also encourage every student to have their own personal supplies if possible.

Students will still attend their tutor group, which will be within their learning zones, but most assemblies will be delivered virtually to avoid large groups together.

Unfortunately, the library in the main school will be closed until further notice although the Braintree Sixth Form library will be open and staffed all day.

Arrival at School & Social Zones

We are not able to have separate year group entrances to the site as this is impossible, but each year group bubble has a different social zone and entrance to the school buildings.

Students will be expected to respect social distancing measures on their way to and from school, and when on public transport or school buses, unless they are in their year group bubbles. Please see the attached letter from Essex County Council and Public Health England for additional information about School Transport.

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Students in Years 7 - 11 must NOT arrive at school before 8.30am and must head immediately to the *before school social zones* for their bubble, where they will be collected by their tutors and walked to their tutor rooms.

- Year 7 – Tennis Courts A
- Year 8 – Tennis Courts B
- Year 9 – Picnic Areas
- Year 10 – Basketball courts
- Year 11 – Canteen
- Year 12 and Year 13 – arrive via normal student entrance by demountable classrooms; leave via exit door at end of building

Please note there will be staff available to guide students to the correct location, especially at the beginning of term. All students will be expected to use hand sanitiser upon arrival in school and every time they enter a classroom.

Break & Lunchtime

We have adjusted the timings of the school day in order to stagger comfort breaks and lunchtime. Students will have a brief timed comfort and snack break in the morning and the afternoon, where they will be able to go to the toilet and have a biscuit, fruit or other small snack and drink water which they have brought from home in their classroom. The Food Hall will not be open at break times; and the water fountains will not be functioning.

Lunch from the Food Hall must be ordered in advance during tutor time; if students arrive at school late, they will be asked to place their order then. Money will be deducted from students' accounts so there is no need to scan their fingers. Students in receipt of Free School Meals will have £2.30 credited to their account daily which will be used for lunch.

There will be 3 choices for lunch food all costed at £2.30:

1. Hot food meal deal (hot meal, cake/fruit pot and drink)
2. Hot grab n go (sausage roll/panini, cake/fruit pot and drink)
3. Cold grab n go (baguette/sandwich, cake/fruit pot and drink)

Weekly menus will be on display throughout the school and the meal deals and grab n go options will change daily.

Each year group will be allocated a 'social zone' for lunchtime to minimise mixing with other year groups. In the case of bad weather, there is an allocated 'inside social zone' per year group.

It is planned that Café6 food arrangements will be as normal in Braintree Sixth Form but it will only be open to sixth form students, who will retain the privilege of being able to leave the site at break and lunchtime if they wish.

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Apart from this, both Year 12 and Year 13 students will be asked to stay on site between their first and last lesson each day, to support Year 12 students in developing study habits, to ease demands on space and to minimise students coming and going during the school day. Any sixth form student who wishes to work on site for the whole day will be able to do so.

Sports Clubs & Extra-curricular Activities

Some extra-curricular activities may take place but only in year group 'bubbles'. Details to be confirmed in September. A more limited sixth form Enrichment programme will run at first, including Maths and English resit, EPQ and social sport.

Behaviour & Student Expectations

Please find attached a student expectations handout, a version of which was given to students this week who attended their Academic and Welfare Reviews. Please could you read through it carefully with your children in advance of returning to school in September.

We are back in school to learn, and therefore positive learning behaviours will be expected. It is very important that all students follow the school rules immediately, including the new rules to keep everyone safe. Anyone who behaves in a way which is unsafe or endangers others will be given the most serious sanctions: a two-day exclusion, or a five-day exclusion for repeated dangerous behaviour.

Normal school uniform expectations will apply. Students can wear PE kit instead of school uniform on any day they have a PE lesson. The sixth form dress code is suspended for the time being so that students do not wear ties or suits which cannot be washed as easily each day. Students will be asked to wear sensible modest clothes for a working environment.

Face coverings are not recommended and should be removed and disposed of hygienically on entering the school site.

Start of Term & Student Induction

We are intending on welcoming Years 7, 11 and 12 in school from Thursday 3 September, and Year 13 from Friday 4 September, with the rest of the school back in from Monday 7 September. We need to stagger the reopening of school to provide new students in Years 7 and 12 with the induction they would normally have had in the summer term. Work will be set for students in Years 8 - 10 to complete via Teams on Thursday 3 and Friday 4 September, which will be revisited in the next lessons.

Further details of the induction programme will be shared nearer the time.

Campus Reception & School Uniform

The Campus Reception will be closed from Monday 20 July 2020 until Tuesday 1 September 2020 except for:

- Thursday 13 August (A Level Results Day)
- Friday 14 August
- Thursday 20 August (GCSE Results Day)
- Friday 21 August

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If you have any queries during this period, you are invited to contact the school via enquiries@notleyhigh.com and we will endeavour to respond as soon as possible.

You will find a copy of the school uniform order form via our website <https://www.notleyhigh.com/files/uniform/NotleyHighUniformOrderForm.pdf>

SWI recommend that orders are placed by Monday 3 August 2020 to ensure that items are received in good time for the start of the Autumn term. Please note that there is no facility for deliveries to be made to the school at the present time.

We must make contingency plans as there may be a second 'spike' and another period of 'lockdown'. If we do have another period of school closure we will revert to a 'blended learning' curriculum, which will follow the planned timetable. As students have experience of using Microsoft Teams for learning and all staff have the resources to deliver the lessons, we feel this will minimise the disruption to learning.

In response to the constantly evolving situation concerning COVID-19, we will be in touch with you during the summer holidays to update on any change of plans. Please can you check emails regularly. If you or your family experience COVID-19 symptoms, please inform us as soon as possible.

Finally, a frequently asked questions document about the OFSTED report has now been published on the website and it can be found [here](#).

There is no doubt that the adjustments needed for our return in September will pose their own set of challenges. The recent survey, many of you completed, will help us prepare to ensure the students are supported and you are kept informed. Once again, we would like to thank you for your ongoing support, it is by working together that we will ensure students achieve their potential.

We are looking forward to welcoming students back in September. We would like to take this opportunity to wish you all a very happy and restful summer.

With kind regards

Yours faithfully

Mr R James
CEO/Executive Headteacher

Dr C Cusick
Head of School

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Student Expectations

When you come back to school, it will be some time since you were last there. Whilst we are doing everything we can to keep things as close to what they were before lockdown, there are significant changes to the way we must all work together. We are all very keen to get back, but our first priority must be the safety of staff and students. You must realise that if you act in any way which endangers others, the most serious sanctions will be implemented.

- You are back in school to learn, and therefore positive learning behaviours will be expected. It is very important that you follow all the school rules immediately, including the new rules to keep everyone safe.
- Each year group at school will be in a bubble, they must not mix with students in other year groups within school. Year 12 and Year 13 are considered as one bubble.
- You will be taught in a 'learning zone' - you will only be given access to certain areas of the school. Years 7 - 9 will be based in the same classroom most of the day. Years 10 - 13 will move between different classrooms in learning zones. There will also be a set of toilets for the use of your year group - you must only use those toilets. Make sure you wash your hands thoroughly when finished.
- You will also be given a 'social zone' where you must stay within your year group bubble before school and at lunchtime.
- You will only enter and leave the school building via your year group bubble entrance.

Year	Learning Zone	Before school 'social zone'	Lunchtime 'social zone'
7	English	Tennis Courts A	Tennis Courts A
8	Maths	Tennis Courts B	Tennis Courts A
9	Science	Picnic Area	Tennis Courts B
10	MFL/Humanities	Basketball courts	Basketball Courts
11	Tech/Art/Music	Food Hall	Gym/Basketball Courts
12 and 13	Braintree Sixth Form	Braintree Sixth Form	Braintree Sixth Form

- You must behave responsibly on your way to and from school and you must sanitise or wash your hands upon arrival at school. You are advised to bring your own hand sanitiser and tissues into school.
- Please do not arrive early to school, before 8.30am. As soon as you arrive you must wait in your social zone for school to start. You will be collected by your tutor.
- You will be expected to wear full school uniform and follow the rules about make-up, jewellery etc. The sixth form dress code is suspended for the time being so that students do not wear ties or suits which cannot be washed as easily each day. Students will be asked to wear sensible modest clothes for a working environment.
- You must bring your own equipment into school: pens, pencil, ruler, calculator, protractor, compass, sharpener, glue stick, eraser, highlighter pens.
- You must inform staff immediately if you feel unwell in any way.

Essex County Council
Education
PO Box 11
Chelmsford
Essex CM1 1LX



15th July 2020

Dear Parent / Carer,

Firstly, may we take this opportunity to thank you for all of your support during the COVID-19 period. We do not underestimate the challenges that parents have faced during these last few months. Throughout the lockdown period, school leaders and settings managers have shared with us the difference that your help with home learning has made. We appreciate that the home learning experience will have been different for many families depending on your circumstances and that at times it may have been very difficult for you. The engagement that you have had with your child's school during this time will make it easier for teachers and staff teams to help all children to catch up and keep up, with their work when school starts again, for all, in September 2020, as recently announced by the Secretary of State for Education. This letter outlines the preparations that are taking place to prepare for all children and young people to return to school.

Opening over the Summer Break

The government is not asking schools and settings to remain open over the summer holidays. Schools and settings therefore will not be expected to open for vulnerable pupils and the children of critical workers over this period. Some school leaders and settings managers may continue to offer summer holiday activities over this period and we have given them details of the latest guidance for opening. Providers offering paid childcare or holiday activities will be able to operate over the summer holiday period. Parents should make arrangements with such providers directly. There is [guidance available](#) from the department for education to support parents, carers and children to access community activities, holiday or after-school clubs, tuition and other out-of-school settings safely.

Full return to school and settings in the Autumn Term

The government has issued schools and settings with advice about how they can open in September at minimal risk to pupils and to staff, now that the prevalence of COVID-19 has decreased within the community. Current restrictions on class sizes will be lifted, but schools and settings will keep children in class or year group 'bubbles' to minimise the number of daily contacts with others that each pupil has. Protective measures, such as regular cleaning and handwashing, will, of course, continue as will social distancing where possible.

Schools and settings, supported by the Local Authority, are putting rigorous procedures in place to minimise the likelihood of viral transmission, and respond to any positive COVID-19 cases. Testing will be widely available, and schools and settings will alert parents should concerns arise. It is vitally important that if your child has any of the COVID-19 symptoms they do not attend their school or setting and schools will ask parents to collect their children straight away if they become symptomatic during the school day. It is also important that your child is tested as soon as symptoms start to occur. The majority of tests are being

returned as negative, and therefore your child can return to school at this time. If your child tests positive, your household will be asked to self-isolate as per the NHS guidance. Appropriate actions will be taken in the case of any outbreak, and remote education will be made available to any pupils who might have to self-isolate.

As throughout this period, every school and setting's approach will be different and will reflect local context and circumstances. Schools and settings will work with the local authority to update their risk assessments and consider carefully their arrangements. This will reduce risk to the lowest reasonably practicable level. The majority of our schools have remained open throughout this period, so we have already seen that our protective measures and bubbles work. The schools and settings are now ready to scale this up. Your child's school or setting will advise you about any changes to routines, including dropping pupils off and collecting them at the end of the day. If individual schools or settings need to operate phased returns, or to alter the times of the day temporarily, the details of this and the reasons for it will be made clear in advance. The safety of children, parents and staff is, and always will be, our number one priority.

Education, Health and Care Plans

Particular consideration will be given to pupils who have Education, Health and Care Plans (EHCP's). The government has put in place interim arrangements to the legislation that has allowed the Local Authority to implement easements on the duty to provide aspects of an EHCP and make reasonable endeavours to provide as much support as possible. This was put in place to support schools, social care and health services focus on addressing the COVID pandemic. It is expected that this legislation will return to normal expectations and that the requirements of EHCP's will be returned to normal as quickly as possible. However, some services will still need to be retained to support the pandemic, so there may still be a restriction on face to face support provided by health, therapy and other services. All services are working hard to continue to offer as much support as possible and where appropriate offer remote support and interventions. We would like to thank parents of children with EHCP's for their resilience and support. Please make contact with your child's school for their specific details on their return to school arrangements.

Attendance from September

The risk to children of becoming severely ill from COVID-19 is very low and we know there are negative, and sometimes lasting, health and educational impacts for pupils who are out of schools and settings for long periods of time. It is with this in mind that the government's guidance states that pupils will be expected to attend their school / setting, as normal, at the start of the Autumn Term 2020. From September it will therefore be compulsory for you to send your children to school.

A small number of pupils will still be unable to attend because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has COVID-19.

Shielding advice will pause on 1 August, subject to a continued decline in the rates of COVID-19 transmission. This means that those pupils who remain on the shielded patient list can also return to their school or setting, as can those who have family members who are shielding. Some pupils who are not required to shield but who remain under the care of a specialist medical professional may need to discuss their care with that professional before returning to their school or setting. Please advise the school or setting if the guidance you receive is that your child should remain at home. Other than in these exceptional cases, or where a pupil's absence is otherwise authorised, it will be the schools or settings expectation that pupils attend as normal. It is important that you discuss any concerns on attendance

that you may have about attendance with your school as soon as possible to avoid further escalation.

Transport

One of the areas which may be different when your child returns to school is how they travel there.

We are developing a 'Getting Your Child to School' information service that will bring together all the options and guidance on travel, whether it's how to cycle or walk to school or what the rules are on wearing face coverings on transport. This will be available from early August and you will find it [here](http://www.stopswapgo.co.uk) www.stopswapgo.co.uk. We will let you know what it is launched.

It will contain the information you need to help get your child to school. We ask you to look at this in advance once it is available because some things will be different, and you'll want to talk to your child about that so they are prepared for the start of term. If you use social media please follow Stop. Swap. Go! on

Facebook: <https://www.facebook.com/stopswapgo>

Instagram: <https://www.instagram.com/stopswapgo/>

Twitter: <https://twitter.com/stopswapgoessex>

where you'll find the service publicised, stories from residents on their sustainable travel journeys, essential advice and top tips!

For children entitled to transport to school, Essex County Council will send out transport allocation letters at the beginning of August which shows the contact details for your provider – please contact them in the first instance if you have any concerns.

Catch-Up Funding

You may have heard that the government will be providing funding so that schools and settings can provide additional tuition and other support to pupils so that any who have fallen behind can be helped to catch up. At the time of writing, detailed guidance has not been released about this. As soon as it has, we will work with schools to consider the best ways forward. Please note this is an allocation of funding for the school to determine how best it is used for all pupils.

Together with colleagues in the Local Authority and Academy Trusts, we will continue to do all we can to support schools and settings and those who lead them to prepare for September – and beyond. Thank you, again, for everything you are doing to help prepare your children to make a strong and safe start. We hope you and your children feel confident about returning in September and we look forward to welcoming Essex pupils back to school in the new academic year.

Yours sincerely,



Clare Kershaw
Director of Education



Mike Gogarty
Director of Public Health