

Tuesday, 01 September 2020

Dear Sixth Form Parents,

I hope you have been enjoying what continues to be a unique summer and that you and your child are excited to be returning to Haverstock after such a long time away.

Further to the Government announcement that all families should feel confident and safe in returning to all schools I write to assure you Haverstock is ready to welcome back every member of its student community. We have been working diligently to deliver a COVID-secure working environment for students and staff and details of plans and actions are included in this letter to inform you of our new ways of working. I also include reminders of key start dates, times and requirements to ensure we get off to a safe, confident, flying start in September.

1. The [Haverstock Way](#) document, shared in July, includes details of our partnership approach to safe and successful working. Please ensure you are clear of attendance, recognition, behaviour, uniform and equipment expectations and that your child is 'ready to learn' on return to school. This and other key policy documents are available to view on the school website.

In summary students need to attend, be on time, wear appropriate clothing, follow our enhanced guidelines of safe ways of working and work with purpose and a commitment to maintaining the safety of all members of our community.

An aspect of our secure timetable (see below) is daily reading (DEAR) and to support with this we ask that you provide your child with a **reading book** each day which they will find engaging and accessible. This is now included in our expected equipment.

2. **Student timetables and staggered timings:** your child will receive their personal timetable on 7 September 2020 (Year 13) and 8 September 2020 (Year 12) which will include details on lessons, locations and importantly times of arrival to school, break, lunch, handwashing and departure from school.

Year groups will not start their days at the same time, to avoid large numbers at entrances, in corridors and in the canteen at any one time. Tutors will spend time discussing the details of your child's day with them on Getting Ready day and each group will be walked through the new learning and shared spaces routines.

3. **COVID-secure enhanced hygiene measures:** frequent hand-washing has been built into our new school day for every student and to support this additional hygiene stations have been provided in the playground. Students will wash hands on arrival to school, at break and lunch and hygiene will be enhanced with sanitisers in each classroom, by lifts and toilets.

'**Catch it, bin it, kill it**' remains a key national strategy for managing infection and lidded bins are provided across the site. Tissues are provided in each classroom and students are required to practice safe self-management, with support and guidance

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Headteacher: James Hadley

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from staff. Students will be guided through the actions and expectations on Getting Ready day by tutors.

Premises services are providing an enhanced cleaning facility, focusing particularly on frequently touched surfaces, bathrooms, communal shared spaces (canteen and Performance Hall for example).

4. **COVID-secure enhanced security measures:** further to staggered start times detailed above staff and students will be working in classrooms in much-altered ways. Classes will have set seating plans to reduce risk of infection and designated areas are taped for clear signalling of maintaining 2 meters where possible between teacher and student class bubbles.

Students will not be able to share equipment in the ways we are used to. Students must bring their own equipment (as detailed in Haverstock Way) and staff will be trained on COVID-secure management of shared equipment, including exercise books, prior to working with students in our classrooms.

Corridors are also clearly signposted with direction of travel and ways of walking around the building, including one-way staircases and entry / exit doors.

Year groups have designated bathrooms for use at break-times and managed, reduced use of bathrooms at other times across the school day.

All staff will be trained on return to school in managing and maintaining these significant and important measures.

Our high expectations of 'no wasted seconds' remain and our behaviour support facilities (referral room, triage, same-day resolution and detention) have been reconsidered and configured to ensure we deliver our commitment to a high quality learning environment and support for students who require additional guidance on managing behaviour change.

To ensure you remain informed of any actions needed to be taken to deliver our enhanced security approach please ensure you have provided the office with your contact details (email and phone number) and that you can be contacted immediately if required.

5. Sixth Form Getting Ready Day details

Year Group	Date	Entrance	Arrival Time	Departure Time
13	Monday 7th September	Crogsland Road	10.40am	12.40pm
12	Tuesday 8th September	Haverstock Main Entrance	9am	11am

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6. Start to term details reminder:

Date	Details
Wednesday 2 and Thursday 3 September	Staff Training Days - no students on site.
Friday 4 September	Year 7 Transition Day (Year 7 students only) 9.20 – 12.10.
Monday 7 September	Getting Ready Day for students in Years 7-11 & 13 only
Tuesday 8 September	Getting Ready Day for Year 12 and normal lessons for Year 13
Wednesday 9 September	Normal lessons for all students

7. School start times

Monday - Thursday

YEAR GROUP	ARRIVE CROGLAND ROAD	LEAVE CROGLAND ROAD
7	8:30	14:55
8	8:30	14:55
9	8:45	15:10
10	8:45	15:10
11	9:00	15:00
12	9:00	14:55
13	9:00 (via Reception)	15:00 – 16:00 – Catch up (via Reception)

Friday

YEAR GROUP	ARRIVE CROGLAND ROAD	LEAVE CROGLAND ROAD
7	8:30	13:00
8	8:30	13:00
9	8:45	13:15
10	8:45	13:15
11	9:00	13:10 (via Reception)
12	9:00	13:25
13	9:00 (via Reception)	13:25 (via Reception)

Yours sincerely



James Hadley
Headteacher

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