



# TRINITY

CHURCH OF ENGLAND SCHOOL

BELVEDERE

PRINCIPAL:  
VICE PRINCIPAL:

MR S GODDEN  
MR D PALMER

28<sup>TH</sup> August 2020

Dear Parents & Carers,

I hope you have had an enjoyable summer, and taken time to relax and recuperate following a most unusual few terms.

Further to my letter dated 14<sup>th</sup> July 2020, as promised I write to you with relevant updates to our plans for the forthcoming academic year. I have included below all details previously sent to you. Any changes or alterations are highlighted for your convenience.

*As you may or may not be aware, the Government published its guidelines for full school opening in September on the 2<sup>nd</sup> July. There have been further updates since, and staff have continued to work throughout the summer to ensure that we can facilitate a safe return for all pupils and staff. We continue to respond to changing guidance, and as such we will communicate updates with you as necessary.*

*In light of the guidance, and following ongoing risk assessment, the following procedures will be put in place for the Autumn Term:*

### **The School Day**

- The start and end of the school day will be staggered for different groups of pupils (please see attached page for specific year group arrangements)
- Pupils will operate in Year Group Bubbles – this enables us to strictly limit the interaction pupils have with other pupils in the school.
- Whilst Year Group Bubbles will be in operation, pupils will be expected to maintain social distancing within bubbles as much as possible.
- Each Year Group will use an identified entry and exit point to the school.
- Pupils will continue to participate in Acts of Worship, but these will be in Year Group Bubbles only.
- Pupils will not register in Tutor Groups – **a pupil's first lesson** denotes the start of the school day.
- Each Year Group Bubble will be allocated a 'Home Zone' in the school.
- Classes will be predominantly taught in these 'Home Zones'.
- Where possible, teaching rooms will be arranged to ensure all pupils are facing the front. Teachers will predominantly remain at the front of the classroom, limiting their close interaction with pupils as much as possible.
- Teaching Assistants and support staff will continue to function to meet the needs of learners, adhering to social distancing as much as possible.



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- Pupils will move for lessons in which they need to access specialist facilities, for example PE, Design Technology & ICT. However, due to the majority of pupils remaining in 'Home Zones', pupil interactions will be avoidable with pupils following strict instructions re: routes.
- Pupils in the upper school (Yrs 10 – 13) will be required to move more frequently, due to the specialist nature of their timetables. As the senior members of the school, they are expected to do so whilst maintaining social distancing and demonstrating appropriate levels of maturity.
- In line with the above, pupils will be required to follow designated routes and one way systems when moving around the school.
- Each Year Group Bubble will have a staggered Break & Lunch time, with an allocated dining and recreation area. This again enables pupils to remain in bubbles and not interact with another year group.

### Cleaning & Hygiene

- There will be enhanced cleaning across the school site.
- Hand washing/hygiene will be prioritised. Pupils will be required to wash their hands when they arrive at school / after break / before & after lunch. A number of external sinks **have been** installed across the school to support this.
- Hand sanitiser dispensers **are installed** in every room. Pupils will be required to sanitise their hands upon entry to any room or teaching area.
- In addition to above, pupils will be provided with anti-bacterial wipes to sanitise desks / workstations if they are using a shared area. Please note, due to Home Zones the need for this will be minimal.
- Practical subjects are continuing to plan and refine their approach, ensuring that the recommendations in the published guidelines are adhered to.

### Attendance & Illness

- Please be aware, that in line with the current guidance and upon instruction from the Department for Education, attendance is compulsory for all pupils.
- Pupils **MUST NOT** come into school if they have symptoms of Covid-19.
- If a pupil has to self-isolate as they are displaying symptoms of the virus or has been advised to self-isolate as a result of the NHS Track & Trace service, absence will not be penalised.
- **Shielding has been paused – as such, pupils who are currently shielding should return to school.**
- If you believe your child is unable to attend school due to pre-existing medical condition(s) or upon the advice of specialist health care professionals, please make contact with the school to discuss this. A plan can then be put in place to support you and your child.
- The school will continue to provide First Aid provision to ensure the health & safety of pupils
- In the event of a pupil displaying symptoms of Covid-19, they will be isolated at school away from the school population, and a parent/carer will be contacted to collect them as a matter of urgency.



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- If there is a confirmed case of Covid-19 amongst the school community, we will liaise with Public Health England to manage the situation. Upon their advice, groups of pupils may be sent home and asked to self-isolate for a period of 14 days. Further guidance will be issued in this instance, including testing arrangements and return to school.
- In the event of an absence, Covid-19 related or otherwise, parents and carers must continue to inform the school on the Absence line: 01322 463041 and 01322 463044 for Sixth Form.

### Uniform & Equipment

- Pupils are to wear full school uniform.
- On the days pupils have PE, they should wear their PE kit to school – there will be no changing facilities available. Please note, this **must be correct PE kit: White Polo Shirt & Navy/Black Shorts**. Pupils may choose to wear this underneath their school sweatshirt & trousers.
- It is essential that pupils are suitably prepared for school and are fully equipped. This includes the 'Trinity 5' (black/blue pen, a pencil, a ruler, an eraser, reading book).
- We would also ask pupils to ensure they have a set of wired headphones for Music lessons.
- Staff will provide specialist equipment for pupil use within their bubble, for example art supplies.

### Face Coverings

- As you will have seen, there has been much coverage in the press re: face coverings.
- Current Government Guidance remains that secondary students should not wear masks in lessons, but schools can make their own decisions about other times.
- If there is a local lockdown, face coverings might become compulsory.
- At Trinity, we are planning a pragmatic approach. Pupils feel safe at school, and our approach here ensures this continues.
  - Pupils may wear a face covering when moving between lessons and in communal areas at break & lunch (although they will remain in Year Group bubbles)
  - Face coverings must be plain – no exceptions.
  - Pupils will need to have a plastic bag / container for their mask when it is not being worn.
  - Disposable masks are not multi-use. Pupils wearing these upon entry to the school will be required to dispose of them. As such, we strongly recommend purchasing a reusable covering should you wish to wear one.
  - We will not allow students to wear face masks in lessons; this goes against the current guidance and is not conducive to the classroom environment.
  - As part of pupil inductions, we will be discussing with pupils the practicalities of wearing / removing / maintain a mask safely. I would encourage you to use the guidance from the World Health Organisation with your child to support with this:  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>



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### Transport to and from School

- The school has taken great care to stagger the start/end of the school day to support with social distancing when travelling to and from school.
- Public Transport:
  - Where possible, pupils should **avoid** using Public Transport.
  - Regular bus routes will continue to operate at only 40% capacity.
  - We understand that TfL are currently planning for every other bus during peak school travel times to be allocated for school pupils only, and these will run at full capacity. However, we continue to encourage pupils to avoid this mode of transport if possible to support your safety.
  - Due to the above, TfL are expecting delays in services.
  - Please be aware it is a requirement to wear a face covering on public transport.
  - More information and updates can be found at <https://tfl.gov.uk/campaign/coronavirus>
- Car:
  - If travelling by car, please ensure you keep all school road markings clear when dropping / collecting your child.
  - There is ample parking on Erith Road, and it may be best to park further up / lower down and allow your child to walk the very short distance to their entry point.
  - With staggered starts, we are expecting traffic flow to be reduced and spaces available.
- By foot:
  - Please remember to maintain social distancing when walking to school
  - Follow the highway code at all times, being aware that there may be an increase in cars dropping pupils near the school.
  - This is the best form of travel to and from school if possible.
- By bicycle:
  - If you plan to cycle to school, please ensure you have completed a registration form (these will be made available to pupils as part of their induction). This form details the requirement for pupils to wear a helmet.
  - Follow the highway code at all times, being aware that there may be an increase in cars dropping pupils near the school.
  - Pupils will need to have a lock for their bicycle, which will then be locked inside the bicycle storage cage.

Further to all of the above, you will find the following link useful:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>



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Once more, this is a significant amount of information to digest, and I remind you that these decisions have only been taken to ensure the safety and well-being of our entire school community. As we approach the new term, it is clear that we will need to be ready to respond to changing guidance and regularly review our approach to ensure the safety of all members of the community. Whilst we endeavour to get as much as possible right, there will inevitably be instances where we have to make swift decisions as we too learn from the evolving national picture. We will communicate these with you as rapidly as possible, and appreciate your ongoing support.

Please find attached to this letter a copy of our Parent Handbook. This has been updated with a number of changes as a result of COVID-19, all of which are in bold and at the front of each section.

Whilst we will inevitably face a number of challenges over the coming days and weeks, I know that we will work together as a community, living the school values of Hope, Compassion and Forgiveness.

Yours faithfully,

Mr Simon Godden  
Principal



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### Year 8 Timings of the School Day

As mentioned above, each year group will have a different start and finish time to enable social distancing, whilst also enabling pupils to have access to the full curriculum. The school day for Year 8 will be as follows:

AoW:	9.45 – 10.00 (Wednesdays & Thursdays only)
P1:	10.00 – 11.00
BREAK:	11.00 – 11.20
P2:	11.20 – 12.20
P3:	12.20 – 13.20
LUNCH:	13.20 – 14.20
P4:	14.20 – 15.20
P5:	15.20 – 16.20

Pupils are required to enter and exit the school via the **Lower Gate**. Pupils must not attempt to come onto site more than 10 minutes before their designated start time, either for P1 or for an Act of Worship.

### START OF TERM

We recognise that the changes we have had to make in order to ensure the safety of our community are significant. To support pupils with these changes and to ensure they understands the expectations and protocols, all pupils will have an 'Induction' at the start of term.

For Year 8, pupils must arrive at school at **11.20am on Thursday 3<sup>rd</sup> September**. They will spend 2 hours on site and complete a full induction programme. At the end of this (13.20) they may access catering facilities for lunch if they wish. They must then leave site immediately.

Term begins for Year 8 at 10.00am on **Monday 7<sup>th</sup> September**. This is **WEEK 1**. Please note Year 8 are not in school on Friday 4<sup>th</sup> September.

Wednesday 2 <sup>nd</sup> September	STAFF TRAINING DAY
Thursday 3 <sup>rd</sup> September	Arrive 11.20 for Induction. Depart 13.20 (lunch available)
Friday 4 <sup>th</sup> September	Not in school.
Monday 7 <sup>th</sup> September	Full timetable begins at 10.00am. WEEK 1.