



27th August 2021

Year 7 Pupil/Letters/Start of Year letters/Yr 7 beginning of year letter Aug 21 File

Dear Parent(s) and Carer(s),

I would like to offer an early welcome back to our students and I hope you are all managing to find time to relax and enjoy the summer. It is a good time to share with you our expectations for the new school year as we look forward to a successful and very busy 2021/2022. This letter also updates you about our COVID safety measures which have changed considerably since last academic year.

Term Dates

Asymptomatic testing has delayed the start of school by one day for each year group as communicated to you last term. I thank you if you have provided consent and been able to accommodate testing in the school prior to our official start days. The start days for each year group are shown in the table below:

Year Group	Start Date
7	Induction Day Monday 6 September 2021 (11:45 am finish)
7	Tuesday 7 September 2021
8	Wednesday 8 September 2021
9	Wednesday 8 September 2021
10	Wednesday 8 September 2021
11	Tuesday 7 September 2021
12	Tuesday 7 September 2021
13	Wednesday 8 September 2021

The October half-term break will start on Monday 25th October, returning to school on Monday 1st November. Term will end for students on Friday 17th December, returning on Monday 10th January 2022.

Tutor Review Day

Tutor review day will be held on Tuesday 21st September 2021. Normal lessons will be suspended but students are required to attend the interviews and meetings at the given times with their parents/carers. Details of how to book appointments will be given in a separate letter during the first week of school. These days do not replace traditional Parents' Evenings and it is the expectation that all parents/carers will attend.

Evidently, it will not be an easy task for tutors to coordinate their time and the demands of all parents and carers, given their own work and home commitments. However, this opportunity for a personalized meeting about your child has proved very helpful, especially in supporting them in their transition to secondary school, and we are grateful for your flexibility and understanding.

Electronic Items

Please note that the use of mobile phones is not permitted on the school site. If they are used in school time, they will be confiscated until an appropriate adult can collect the phone after school.

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Illness and Absences

Please be aware that all communication about absences from school should go via our Attendance Officers in Student Services. You can phone them on the Student Services dedicated absence line 01949 863063, Student Services Direct Dial 01949 863040 or email them at studentservices@toothillschool.co.uk

Uniform

Please find attached the school dress code which all students are expected to follow.

Equipment

In order to be ready to learn, all students are expected to have a planner, fully equipped pencil case and provided exercise books ready for the start of every lesson and tutor set.

Travel to and from the School

It is crucial that students conduct themselves in a sensible and safe manner on the way to and from school, whether this is on foot, by car, by bike or by bus. There is frequently congestion around the entry point to school on The Banks as well as the car park, so I would therefore ask parents to consider dropping children off at a more appropriate place to reduce the build-up of traffic, therefore creating a safer route to school. Those children who travel on buses will already be aware of the possibility of being removed from the service if behaviour is not of the highest standard.

COVID Safety Measures

The sections below outline operational safety guidance provided by the Department for Education (in italics) and the actions of Toot Hill School to prioritise student and staff safety whilst facilitating the highest standards of teaching and learning.

Bubbles

It is no longer necessary to keep children in consistent groups ('bubbles') unless there is an outbreak where it would be necessary to re-introduce them.

Assemblies can resume, and schools no longer need to make alternative arrangements to avoid mixing at lunch.

Toot Hill School actions:

- Bubbles are no longer required and will not be implemented at Toot Hill School
- Assemblies will resume for Year groups
- We will no longer continue with staggered end times to the day
- All catering provision will return to usual operation i.e. grab and go is no longer required, year groups can mix and children can remain seated at tables in the canteen

Contact Tracing

Education and childcare settings will no longer be asked to conduct routine contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with either the positive case – or in the case of children – the parents, carers or guardian of the positive case to identify close contacts. NHS Test and Trace already manages the contact tracing process for the rest of society – including children who have recorded a positive PCR test – and has expertise in supporting people to identify close contacts.

Please continue to inform the school if your child tests positive for COVID. This helps us liaise with Public Health England to determine if further action is needed by the school if the number of cases becomes high.

Unvaccinated young people up to the age of 18 years and 6 months and fully vaccinated adults, are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19.

Those identified as a close contact will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. We strongly encourage all individuals to take a PCR test if advised to do so. There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend their setting as usual.

Children and young people who attend an education or childcare setting and who have been identified as a close contact, should continue to attend their setting as normal.

18-year-olds will be treated in the same way as children and young people until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

Toot Hill School actions:

- We will no longer initiate contact tracing and identify close contacts as NHS Test and Trace will manage this directly with the positive individual and their family. Guidance from the NHS about contact tracing changes can be found at the end of this document.
- We will continue to record seating plans in support of the Test and Trace process in the unlikely event we are contacted to support identifying close contacts.
- We strongly encourage children / families to take a PCR test if advised by Test and Trace to do so.

Face Coverings

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

The Prime Minister has said 'we expect and recommend people wear a face covering in crowded and enclosed spaces where you come into contact with those you don't normally meet such as on public transport'. We have therefore updated our operational guidance for settings which now recommends that face coverings are worn on dedicated transport to school or college when prevalence is high. This will be kept under review.

Toot Hill School actions:

- Students and staff are allowed to use their own discretion in relation to whether they wish to wear a face covering within school.
- Students must continue to wear face masks on buses (unless exempt).
- We will be accommodating of any recommendations from Public Health where there is an outbreak and we could be advised to re-introduce face masks within their setting.

Systems of Control

Schools should:

- *Ensure good hygiene – hand and respiratory hygiene and PPE.*
- *Maintain appropriate cleaning regimes - 'You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.'*
- *Keep spaces well ventilated – maintain existing measures in relation to ventilation.*
- *Follow Public Health advice – testing, self-isolation and managing confirmed cases.*

Toot Hill School actions:

- We will continue with the existing measures in relation to the above
- In-day cleaning regimes will continue until October half-term where they will be reviewed by the Trust based on more updated guidance at the time.

Asymptomatic Testing

All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.

Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Secondary schools should also retain a small asymptomatic testing site (ATS) on-site. There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7.

Toot Hill School actions:

- We are running an Asymptomatic Test Site (ATS) in anticipation of pupils returning in the Autumn (including the new Year 7s). This will be based on 2 on-site LFD tests (as opposed to 3 back in March), 3 to 5 days apart.
- Consent is required in advance from parents and carers.
- We will continue to provide home test kits following completion of the ATS process.

- Once we have completed our on-site testing, we will continue with a small ATS provision as has been the case since 8 March.

PCR Tests

Staff and pupils with a positive LFD (Lateral Flow Device) test result should self-isolate immediately and undertake a PCR test. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the student / staff member can return to school, as long as the individual doesn't have COVID-19 symptoms. Continue to self-isolate until you receive the PCR result. If you do not get a PCR test within 2 days of a positive LFD test, you will need to self-isolate even if you get a negative PCR result.

Toot Hill School action:

- We will continue to communicate to parents and carers the updated guidance in relation to a positive LFD test and obtaining a PCR test.

I very much look forward to welcoming your child back to School in September. In the meanwhile, I hope that you enjoy the remainder of the summer and thank you for your continued support.

Year 7 Induction Morning – Monday 6th September 2021

The incoming Year 7 students will have an induction morning which will follow a similar path to the orientation mornings which we usually hold in late June/July. The induction morning will be a great opportunity for the Year 7 students to be in on our school site without any other students from different year groups. Please see the specific details below:

Outline of the Year 7 Induction Morning

Arrival to the Bus Park	8:00 – 8:20am
Meet The Tutor	8:30 – 9:15am
Tour of the School	9:15 – 10:00am
Break	10:00 – 10:10am
Quiz	10:10 – 11:00am
Question and Answer	11:00 – 11:15am
Departure from the Bus Park	11:30am

Thank you for your support in completing the student consent form which was found on the initial transition page. During the induction morning, your child will have their finger print taken which will enable them to access the cashless catering system.

Arrival:

Please use the bus park, accessed from Tithby Road, to enter the school site. There will be no access through the Leisure Centre gates. The gates will be open to drop off between 8 am - 8:25 am.

Dress Code:

Year 7 students will **not** need to be in their Toot Hill uniform on Monday. Please wear appropriate clothing for a non-uniform day. Upon arrival, students will be meeting on our school field. Please bring a water proof jacket in case of poor weather.

Equipment:

Students will need to bring a pencil case and their school bag.

Refreshments:

Although the morning finishes at 11:30am, students may wish to bring their own drink and a snack for break time. Please note, there will be no access to refreshments on school site.

Transport:

Please note that normal school transport will **not** be available for the Year 7 Induction morning.

Departure:

Students will need to be collected from the bus park. We will dismiss students in tutor sets between 11:15-11:45am. In order to reduce congestion in the Bus Park, please can we ask for your support with picking up your child at the following times:

Tutor Sets	Collection Time
7.1 7.2 7.3	11:15am
7.4 7.5 7.6	11:25am
7.7 7.8 7.9	11:35am
7.10 7.11 7.12	11:45am

Tuesday 7th September 2021 – Start of Term

In addition to Year 7 Induction morning, students will have a full day induction day with their tutor set on Tuesday 7th September 2021. This day will allow a more in-depth induction to prepare the students for the upcoming year. Please see the specific details below:

Outline of the day

Arrival (School starts at 8:25am)	
Session 1	Supporting your transition to Toot Hill School
Break	
Session 2	Planning for the year ahead
Session 3	Team Building Activities
Lunch	
Session 4	Personal Development Curriculum and Character Development
Session 5	Work Hard Be Kind Take Pride Lesson
Session 6	Maximising your learning and literacy: In school and at home
Departure (School finishes at 3:00pm)	

Please note that school transport **will be available** and your child will be with their Year 7 tutor throughout the day.

Arrival:

School buses will be available. Students who are walking can access the school through the normal entrances.

Dress Code:

Year 7 students will be in full school uniform on Tuesday.

Equipment:

Students will need their pencil case. Students will be provided with their Student Planner and Timetable on Monday.

Refreshments:

The school canteen will be open and students can buy their lunch from the canteen.

Departure:

Students will be dismissed at 3pm through the Bus Park or Front of School gates.

I very much look forward to welcoming your child to Toot Hill School in September. In the meanwhile, I hope that you enjoy the remainder of the summer and thank you for your continued support.

Yours sincerely,



Dr C Eardley
Head of School