



The King Edward VI School
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Our ref: CSA/lej

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Dear Parent/Carer

September Reopening for Year 12

This current period has been challenging in many ways but we are proud of how our school community has responded to these unprecedented times. Undoubtedly there will be anxieties about the future, even things like re-establishing routines and recovering effective study habits will be a challenge. We understand there will be additional trepidation for our planned September return, here we outline some of the practicalities for the start of the new school year.

Results Day

You should have already received separate communication regarding the organisation of Results Day. Please note that all GCSE results are scheduled for release on **20 August 2020**. For students joining us from other schools you should follow the advice and guidance from your current school regarding the organisation and distribution of results.

Enrolment to Sixth Form

Students will be expected to enrol and confirm their intention to study with our Sixth Form at King Edward's in September. This will be done online and the Sixth Form team will write to all applicants with the details. Please note that Sixth Form at King Edward's has an entry criteria of a combined **minimum total of five grade 4's or better**; this is not negotiable. The Careers Advice team will support any student not meeting that criteria to secure an appropriate progression pathway.

On enrolment, students will be given details of how they request subject option changes. When students receive their grades, we urge them to check the [subject entry criteria](#). All students should satisfy the individual subject entry criteria from either the formal moderated grades received on 20 August or the Centre Assessed Grades awarded by individual schools. You can listen to the Sixth Form presentation [here](#).

Re-sits

You may be aware that a full suite of GCSE exams is available in November. We will communicate further information regarding this as it becomes available. Any student considering November exams need to take appropriate advice and guidance before making any final decisions. Please note that there are no in-year/mid-term entry points for Sixth Form. Anyone who plans to take exams in an attempt to achieve five grade 4 passes, and does so, will be welcome to apply for a September 2021 start.

School reopening

School will reopen to all Year 12 students on **Wednesday 2 September**. Year 12 students are expected to attend from 8.50am. This will be an induction and orientation day spent with the Year 12 team.

Thank you for your ongoing support. We will continue to work with your son/daughter to ensure they have the best possible experience with us.

Yours sincerely

Ms C Savage
Headteacher

THE KING EDWARD VI SCHOOL

SEPTEMBER GUIDANCE FOR PARENTS / CARERS AND STUDENTS

The following guidance and information outlines how we will facilitate the re-opening of school from September. All DfE guidance has been closely adhered to and the measures we have put in place are solely about minimising risk and maximising the safety of both students and staff.

The measures focus on:

- grouping years together
- minimising the numbers of interactions and contact with others by avoiding contact between year groups and arranging classrooms with forward facing desks
- staff maintaining distance from students and other staff as much as possible
- Increasing levels of hygiene and frequency of cleaning
- Ensuring that the above measures are implemented in such a way as to enable students to feel secure and confident in their return to school

ATTENDANCE

School attendance is mandatory again from the beginning of the autumn term.

If there are reasons why this is not appropriate for your son/daughter please contact sixthformkevi@the3rivers.net to speak to your Year Leader. It is essential that your child is in school as much as possible in order to give them the very best chance of success. Non-attendance will be followed up immediately by tutors. Please follow the usual attendance reporting if your son/daughter will be absent from school. There is no Home Study for students in Year 12 and they will remain in school until 3.25pm each day.

Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)

However, students, staff and other adults should not come into school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days. Anyone

developing those symptoms during the school day will be sent home.

This includes any illness:

- New and persistent cough
- Fever / temperature
- Loss of sense of taste and / or smell

They will be advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If, during the course of the school day, your child demonstrates any symptoms of COVID-19 (as outlined above), they will be isolated immediately and you will be contacted to collect them from school with immediate effect. Your child will be treated with care and compassion, but there is a process that we are required to follow and this may include the member of staff dealing with them using PPE kit to protect themselves (goggles, face mask and gloves) while they await collection if a distance of 2 metres cannot be maintained.

Any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.

Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

TRAVEL TO AND FROM SCHOOL:

Please ensure that students are familiar with the school/public transport guidelines and that they have their own appropriate face covering. Face coverings are not expected to be worn in and around the school, and it is students' personal responsibility to use these appropriately.

School transport: We will be working together with the Local Authority to make sure there are clear guidelines in place for travelling to and from school. The DfE will shortly publish new guidance to local authorities on providing dedicated school transport and following this NCC will provide details to those using school transport. Post 16 transport needs to be applied for via the [Northumberland County Council](#) website.

Public transport: We expect that public transport capacity will continue to be constrained in the autumn term. Its use by students, particularly in peak times, should be kept to an absolute minimum. We encourage parents, staff and students to walk or

cycle to school if at all possible. For some families, driving children to school will also be an option. Families using public transport should refer to the [safer travel guidance for passengers](#)

Car: If you are dropping your child at school, please can we ask that you drop them at the car park next to Sanderson Arcade and they walk up Cottingwood Lane. **There is no parking available on site for students or parents.**

Walking: If your child is walking to school then you will need to brief them fully about safety measures and expectations. If they are meeting up with another person to walk with this should be one person only and they will need to be reminded about walking within a safe distance from each other.

Students should be polite and courteous and apply the '2 metre rule' when passing others on the street.

ARRIVAL AT SCHOOL: Students should arrive at school no earlier than 5 minutes ahead of **8.55am start time** and proceed directly to their tutor room using the one way system. Students should not congregate in any areas either inside or outside of school, this includes the Advanced Study Centre.

STRUCTURE OF THE SCHOOL DAY: Students will follow their usual timetable with some small adjustments to the timings of the school day which are listed below. Break and lunch times will be split to ensure we minimise the number of students in both dining and social areas at any particular time.

	8.55-9.20	9.20-10.20	10.20-10.25	10.25-11.25	11.25-11.50	11.50-12.15	12.15-12.40	12.40-1.30	1.30-2.20	2.20-3.15/3.25
	Reg	Period 1	MOVEMENT TIME	Period 2	Period 3a	Period 3b	Period 3c	Period 4a	Period 4a	Period 5
Year 9					BREAK	PERIOD 3		LUNCH	PERIOD 4	Finish at 3.15
Year 10							BREAK	PERIOD 4	LUNCH	Finish at 3.20
Year 11					BREAK	PERIOD 3		LUNCH	PERIOD 4	Finish at 3.25
Year 12							BREAK	PERIOD 4	LUNCH	Finish at 3.25
Year 13					BREAK	PERIOD 3		LUNCH	PERIOD 4	Finish at 3.25

SOCIAL DISTANCING IN SCHOOL

It has been acknowledged by the DfE that the realities of working with children mean that the physical and social distancing being carried out in wider society are more

difficult to replicate in schools. Instead, we need a broader view based on government guidance and some common sense to implement all reasonable measures to support this.

We are working on the following principles:

- **Physical distancing between all adults on site is essential** and should follow current best practice - it is crucial that we do everything that we can to model this to the students.
- It is important that you keep educating and reminding your child about the importance of physical distancing so that they understand why it is important in helping the control of infection and that it becomes a more routine part of their behaviour.

The following measures (and others) are in place to support physical distancing in school:

- o Staggered break and lunch time to reduce numbers of students in venues
- o Allocation of different outside spaces for break and lunchtimes
- o Restricted movement around school
- o Allocated toilets
- o One way system

Students will operate in a Year 12 'bubble' for all lessons, break and lunch. Routine assemblies will be virtual and with face to face assemblies limited to half the year group, only when essential.

For study periods Year 12 and 13 will form a Sixth Form 'bubble' to allow them to access Sixth Form only shared spaces such as the Advanced Study Centre, Cafe VI and the LRC.

CLASSROOM ORGANISATION:

- Maintaining a distance between staff and students whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. Students will also be supported to maintain distance and not touch staff.
- All moveable desks will be in rows facing forwards
- Students and staff will sanitize on entry and exit to classrooms
- Staff will keep windows and doors open where possible
- Students must wipe down their PC's at start of lesson

DRESS CODE:

All students are expected to attend in full dress code and follow our [Sixth Form Code of Conduct](#). Our Year 12 students are role models for the rest of the school and should uphold

our core aims and values. All students need to be wearing, at all times on the school site, their orange student lanyard. These will be produced as quick as possible following enrolment. Students who do not adhere to our dress code will be sent home to change.

EQUIPMENT: We are endeavouring to keep the transfer of resources between home and school to a minimum. We are therefore asking that students bring the following in to school and nothing else:

- One clean bag (rucksack style preferably so that it can be zipped up and stored safely under tables)
- Books/folders for that days subject(s)
- Pencil case with pen, pencil, ruler, rubber and calculator etc (please note students will not be permitted to share any items with each other and we are unable to lend equipment so please check each day they have the correct equipment)
- School planner
- Packed lunch (if bringing from home) or ensure money is on School gateway - No cash accepted
- A water bottle - **this is essential** - all students will be expected to have their own bottle which **cannot** be refilled throughout the day. Water will be available at lunch time in dining halls.

CATERING ARRANGEMENTS:

Students in Year 12 are permitted to leave the school site at lunch time, but must sign out/in when doing so. Please discuss the requirements of social distancing and mixing with other household members with your son/daughter; they will be representing our school when in the town.

Students will have access to Cafe VI at break and Cafe VI and the lunch hall at lunchtimes. Cafe VI accepts debit card and payment apps such as Apple pay as the preferred method of payment, but will take payment by cash if necessary. From 1 September 2020 we will no longer be able to accept cash via our cash loaders or at the till for School lunch hall payments. Please can you use School Comms via the App. Information on how to use this is available [here](#). Payment via the School Comms is not accepted in Cafe VI.

BREAK AND LUNCHTIME:

Breaktime will be spent in designated areas dependent on Year bubbles. There will be an expectation that all students should spend this time outside unless the weather prevents this. Each year group will have an allocated area and students will not be permitted to move to any other area. Students should adhere to a suitable level of social distancing during this time where possible.

HAND SANITISING AND USE OF TOILETS: We ask for your support in ensuring that frequent hand washing also takes place outside of the school day, including immediately

before leaving the house in the morning and immediately on return after school. Students will be required to sanitise their hands every time they enter or exit a classroom/venue and/or at regular intervals throughout the day.

Year 12 and 13 students will be allocated the Advanced Study Centre for a toilet linked to their area and will only be able to visit one at a time during break and dinner times or as required.

MOVEMENT AROUND SCHOOL: All non-essential movement around school will be avoided. Some areas of the school will become one-way and appropriate signage will be in place.

- A Floor will be one-way, heading away from LSH
- B Floor will be one-way, heading towards LSH
- C Floor Maths will be one way heading towards LSH
- Students should move outside the building where possible

BEHAVIOUR EXPECTATIONS

On return to school we expect all students to:

- Follow their altered routines for arrival and departure and not congregate around school at the start and end of the day
- Follow school instructions on hygiene, such as handwashing and sanitising (as described in the guidance and planning information shared with all staff)
- Follow instructions on who / how they can socialise with at school
- Move around the school as per specific instructions given
- Cough or sneeze into a tissue, dispose of the tissue immediately and wash hands ('catch it, bin it, kill it')
- Avoid touching their mouth, nose and eyes with hands as much as possible
- Tell an adult if they are experiencing symptoms of coronavirus
- Only touch and drink from their own water bottle
- Not share food from packed lunches (whether provided by home or school)
- Follow instructions on use of resources
- Follow instructions on where they may or may not go
- Use the toilets as instructed
- Ensure that they never cough, sneeze or spit at or towards any other person

Student wellbeing and support

We are aware that students may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.

We will deliver a full programme of PSHE that includes wellbeing and support, as well as careers advice and guidance about progression Post 18. Students can discuss issues with their tutor, Year Leader, mentor or other trusted adult. The Counselling Service on counselling@the3rivers.net at any time for an informal private chat, local support information & guidance or to arrange therapy sessions. Talking Matters accept self referrals if you feel as though you need some external support or therapy. You can contact them via 0300 30 30 700 or via their [website](#). The Sixth Form Chaplain, Beth Rookwood is also available for support during term time beth.rookwood@the3rivers.net and will be delivering well being sessions when we return to school.

We will provide more focused pastoral support where issues are identified that individual students may need help with, drawing on external support where necessary and possible. We will identify newly vulnerable students on their return to school.

VISITOR ACCESS TO THE SCHOOL SITE: There will be no visitor access to school site unless under exceptional circumstances e.g. a medical emergency. If you have a question or query for school then please contact the school via telephone (01670 515415) or email kevi@the3rivers.net