

16 July 2020



Dear Parent/Carer

Re: Full opening of Springfield School – September 2020

We are delighted that the Government has given the go-ahead for schools to reopen fully in September and look forward to welcoming your child back to school.

Term starts on Friday 04 September for Year 7 and Year 11; and on Monday 07 September for Year 8, Year 9 and Year 10.

Returning to school is vital for children's education and wellbeing and we will be working to ensure that pupils are well supported as they transition into new routines. We have already seen that pupils coming back into school following a long period of time at home have settled in quickly and enjoyed being back. Young people are resilient and adaptable to change with the right support and encouragement in place.

Ensuring the safety and safeguarding of all members of our school community is of paramount importance and we will have in place a system of protective measures which include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- engagement with the NHS Test and Trace process
- procedures to reduce contacts and maximise distancing between those in school so far as is reasonably practicable

The Government's expectation is that secondary schools maintain a broad and ambitious curriculum and it is our intention that all pupils continue to be taught their range of subjects by subject specialists. It is recommended that schools maintain distinct groups that do not mix; in secondary schools the groups or 'bubbles' can be the size of a year group. Managing pupils in year group 'bubbles' is the approach that Springfield will be taking.

In order to minimise contacts between year group 'bubbles' it is recommended that schools apply staggered start and finish times, and also staggered break and lunch times. Movement around the school site needs to be controlled. In order to achieve this we have adapted our school day for all year groups and designated specific entrances for pupils to use. We will, of course, explain carefully to pupils how their new routines will work when they return. However, I would politely ask that you review the school day diagram with your child such that they are clear on when and where they should arrive at and depart from school. (Duty staff will be on hand to direct them to the correct room at the start of term.)

All pupils should:

- attend school wearing clean uniform
- arrive at school only at their time shown and via the correct entrance
- bring their own equipment to school and not share equipment with others
- carry tissues and alcohol sanitiser gel with them
- wash their hands when they arrive at school and then frequently during the school day
- not attend school if they, or a member of their household, has any symptoms of COVID 19 (high temperature, new continuous cough, loss or change to sense of smell or taste)
- take care to maintain a safe distance from others, in particular pupils from other year groups and staff

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The De Curci Trust is a charitable company limited by guarantee registered in England and Wales with company number 10646541. Its registered office address is Springfield School, Central Road, Portsmouth, PO6 1QY, United Kingdom. Springfield School is a business name used by The De Curci Trust.

Trustees
C Batstone, A Cufley, S Hamilton, L Sinnott, D Smith, S Spivey, T Webber, L Wilby.



I enclose some further information regarding the opening of the school for your reference. Please check the school website/newsfeed over the summer break where any updates or changes will be posted.

If you do have any specific queries regarding your child, please do get in touch with your child's Head of Achievement or Pastoral Manager via contact@springfield.uk.net

Yours sincerely

Ms S F Spivey
CEO, Headteacher



Autumn Term Timetable

To view online please follow this link -

https://springfield.uk.net/images/files/documents/Autumn_Term_Timetable_2020.pdf

Autumn Term 1						
ARRIVAL AND TUTOR TIME	PERIOD 1	PERIOD 2 90 minutes in total 60 minute lesson, 30 minute break	PERIOD 3	PERIOD 4 90 minutes in total 60 minute lesson, 30 minute break	PERIOD 5 AND DEPARTURE	PERIOD 6 Revision and learning intervention
V7 8.40 - 9.00 Entrance via Central Road	9.00 - 10.00	10.00 - 10.30 BREAK ★ Tennis Courts 👉 TCC	11.30 - 12.30	12.30 - 13.00 LUNCH / CANTEEN ★ Tennis Courts 👉 TCC	14.00 - 15.00 Departure via Central Road	
V8 8.40 - 9.00 Entrance via Grove Road	9.00 - 10.00	10.00 - 10.30 BREAK ★ Field zone 👉 Main Hall	11.30 - 12.30	12.30 - 13.00 LUNCH / CANTEEN ★ Field zone 👉 Main Hall	14.00 - 15.00 Departure via Grove Road	
V9 8.50 - 9.00 Entrance via Central Road	9.00 - 10.00	10.00 - 11.00 LESSON	11.30 - 12.30	12.30 - 13.30 LESSON	14.00 - 15.10 Departure via Central Road	
V10 8.50 - 9.00 Entrance via Grove Road	9.00 - 10.00	10.30 - 11.00 BREAK ★ Tennis Courts 👉 Main Hall	11.30 - 12.30	13.00 - 13.30 LUNCH / CANTEEN ★ Tennis Courts 👉 Main Hall	14.00 - 15.10 Departure via Grove Road	
V11 9.00 Entrance via Central Road or Grove Road Straight to P1	9.00 - 10.00	10.00 - 11.00 LESSON	11.30 - 12.30	12.30 - 13.30 LESSON	14.00 - 15.20 Departure via Central Road or Grove Road	



Full opening of Springfield School – September 2020

Information for Parents/Carers

Guidance

The school is following the most recent Government advice in order to make the school as safe as possible for pupils and staff. If the guidance changes, we will adapt our approach. A summary of our updated risk assessment for September will be posted on the school's website prior to the start of next term: <https://springfield.uk.net/index.php/school-life/documents>

All staff have had appropriate training regarding the risk assessment's controls.

The Government has published guidance 'What parents and carers need to know about ... schools ... in the autumn term' which can be accessed via:

<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>

Shielding

Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of COVID-19. This means that even the small number of pupils 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](#).

Minimising contact with people who are unwell

We are asking parents/carers to ensure that their child does not attend school if they, or a member of their household, has symptoms of COVID 19 (high temperature, new continuous cough, loss or change to sense of smell or taste). Families should follow the advice on self-isolation and testing: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If a pupil develops symptoms of COVID 19 during the school day they will be isolated and sent home as soon as possible. Please ensure that you are able to collect your child within 30 minutes (or make appropriate arrangements for them to go home) when they attend school in case this is needed.

Transport

We are asking staff, pupils and parents/carers to walk or cycle to school and avoid public transport, where possible. You can refer to the Government's [guidance on safe travel, particularly on public transport](#). If you bring your child to school by car, please drop them off at a sensible distance from the entrance gate to support social distancing from others.



Effective hygiene

We are asking parents/carers to support the school by emphasising the importance of good hygiene to their child, including frequent hand washing, the use of alcohol sanitiser gel and the 'catch it, bin it, kill it' approach. Please ensure that your child carries alcohol sanitiser gel and tissues with them each day. (Staff will also be reinforcing these messages.)

Pupils should refrain from sharing and borrowing each other's equipment (although classroom based resources can technically now be shared within each 'bubble'). Therefore, we are asking parents/carers to ensure that their child always brings the correct equipment to school, including pen, pencil, rubber, ruler and calculator. (Shared resources such as sports and science equipment are cleaned or quarantined for an appropriate length of time between 'bubbles'.)

Pupils and teachers can take books and other shared resources home. However, we will work to avoid unnecessary sharing and contact with exercise books and other resources. Teachers will be using a variety of methods to feed back to pupils including via Google Classrooms, post-it notes and verbal modelling/feedback. Teachers will adapt their approach to best suit their subject. Consequently, the 'traditional' marking of exercise books will be minimal.

Minimising contacts

Pupils will be grouped in distinct year group 'bubbles' ('pods'), with best efforts maintained to minimise mixing between the year groups. Year 7 pupils will be taught in their tutor groups during the autumn term; Year 8-11 pupils will be taught in their sets/tutor groups for different subjects as usual. Where viable, small adaptations will be made to teaching spaces to support distancing, for example to seat pupils facing forwards.

Mixing between 'bubbles' will be minimised by: staggered school start/end times; staggered break/lunch times; defined areas for break/lunch times; transition times built into the school day to allow for controlled movement; and the use of one way systems. Many lockers will need to be placed in storage to widen corridor spaces; consequently, pupils should not assume that they will have a locker this year and only bring in what they need for each day.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. However, adults are advised to maintain a 2m distance from each other and from children where possible. This means that staff will continue to adapt their teaching/intervention approaches and pupils will be expected to respect the physical space around others and socially distance; please reinforce this expectation to your child.

Although PE and music lessons will take place, restrictions apply to the type of activities that can be offered. We hope that extra-curricular music lessons can continue – arrangements are to be confirmed. Extra-curricular trips and visits will not take place next term.

Canteen and free school meals

A canteen service will be available for pupils, though the offer will be a 'grab and go' style. The cashless payment system will move from the thumb print system to a card system (cards will be distributed to pupils at school). Free school meal vouchers will be provided for the summer holiday. Next term, free school meals will be offered through the canteen service only.



Attendance, uniform and behaviour

The Government has stipulated that school attendance will be mandatory again from the start of the Autumn term and so usual attendance procedures will apply. It is the duty of parents to secure that their child attends regularly at school.

Pupils are expected to wear correct school uniform; it is obviously important that uniform, PE kit and outerwear are washed frequently.

Good conduct is expected from pupils at all times and this extends to cover the school's expectations regarding hygiene, social distancing and movement around the school. Due to a lack of appropriate space and the requirement that year groups do not mix, the school's isolation room will not be in operation this term; the detention system will also be adapted. The school reserves the right under its behaviour policy to send a pupil home (exclude) if their conduct does not meet expectations. https://springfield.uk.net/images/files/policies/Behaviour_Policy_Addendum_-_COVID_19.pdf

We would ask parents/carers to support the school by reinforcing behaviour expectations with their child and emphasising the importance of following the new routines, including those relating to hygiene and social distancing.

Face coverings

Current Government guidance for schools regarding face coverings is clear - *'Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.'* **Pupils should not wear face masks/coverings or gloves on the school site.** Similarly, staff will not routinely be wearing face masks. Designated staff, however, would don a face mask for specific tasks where social distancing could not be maintained – an obvious example is the School Nurse administering first aid for a pupil.

If a child needs to wear a face covering because they come to school on public transport, parents/carers must provide them with a sealable plastic bag in which they can store their face covering during the school day in their school bag. The school will not store or provide face coverings for pupils. Parents/Carers must instruct their child not to touch the front of the face covering during use or removal and to wash their hands thoroughly immediately after they place the face covering in their sealable plastic bag.

Visitors and events

Visitors, including parents/carers, are not allowed on site other than in exceptional circumstances and by appointment only. Communication with families will continue to be by telephone, email and via the newsfeed/website.

Schools have been advised to avoid all large gatherings. Consequently, the assembly programme will be limited. Events such as open evening and parents' evenings on site will not take place next term. The school will develop alternative means by which to communicate with families and further details will be published nearer the time.

Review

These procedures will be kept under constant review in light of Government guidance and overall effectiveness. Arrangements and procedures will be changed as required by the school.