



Dear Parent or Carer

### Opening September 2020

I hope this update finds you well and that you and your family have enjoyed a good summer break. This letter outlines what you and your young person will need to know ahead of the start of the school year next week.

We are really excited to be open to all year groups again for the first time since March. We cannot wait to see our students, both familiar and new faces, come back into College.

Over the summer work has been ongoing to ensure that the school is safe for students and staff. As ever, I would reassure you that:

- We will follow **Government Guidance** as and when it is updated - the latest update was received by schools last Friday and is available at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. We also have advice from the Local Authority and professional associations such as Head-teacher trades unions, to complement this guidance.
- We know that, despite being in an area that has had low rates of infection so far, the presence of COVID-19 is a **serious threat to public health**.
- We will continue to work closely with **Public Health England** through our local Health Protection Teams to respond promptly to suspected or confirmed cases within our school community.

#### 1. Risk Assessment

In order to open safely we have assessed potential risk and how we can mitigate and manage it. Our latest full risk assessment will be available on the College website from Friday 4 September. The most important measures as always remain:

- Making sure **anyone who has symptoms of coronavirus** (a new, continuous cough or a high temperature, or a loss of or change in their normal sense of taste or smell) does not attend school
- **Cleaning hands regularly** and having **good respiratory hygiene** (by practicing 'catch it, bin it, kill it')
- **Increasing and enhancing the amount of cleaning** happening in school, especially during the school day
- **Minimising contact between individuals** and maintaining **social distancing** wherever possible

## 2. COVID-19 symptoms

It is crucial that where students have any COVID-19 symptoms (new cough, raised temperature, loss of/change in sense of taste or smell) that **they do not attend College**. This also applies to students who may be self-isolating owing to suspected or confirmed cases within their households.

If the above applies to any student at any time then:

- They should **remain at home**
- You must **inform the College attendance line as soon as possible** and make clear that your young person has coronavirus symptoms or is self-isolating. Please contact as usual 01803 869200 ext 253 or [studentabsences@kingedwardvi.devon.sch.uk](mailto:studentabsences@kingedwardvi.devon.sch.uk)
- You must follow **NHS guidance around self-isolating** and immediately book a test via the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> or by phoning 119

Please remember that if **students display symptoms** when they are at school we have a clear process in which the student is isolated from other individuals and assessed. This may mean parents/carers being contacted to collect them immediately from College. If you do receive a call like this please understand that it is not something we do lightly, and we will need your support to collect them as quickly as you are able to. If this does happen we, as a College, will of course take advice from Public Health England and/or local health partners to assess what we need to do next.

## 3. Bubbles

We wrote to you on 14 July regarding our plan to operate with separate 'bubbles' of students on the College site. This plan remains in place, and is designed so that students within the bubbles have no contact with each other whilst at school. This is important in reducing the risk of infection, even if students mix across bubbles outside of the school day. During the school day, students will not be allowed to mix with other students outside of their bubble.

This plan inevitably will make school very different for students, as well as staff, however it is vital for our risk management that we ensure it operates smoothly.

Bubble	Base	Toilets	Social Space
Yr 7	English and Maths Block (Ground Floor)	Ground Floor Toilets in Eng + Maths block	Classrooms & Lower Tennis Court
Yr 8	English and Maths Block (First Floor)	Temporary toilet block outside English + Maths block	Classrooms & Upper Tennis Court
Yr 9	Old Block and Room 4	Toilets in Information Corridor	Classrooms & Basketball Court/ back field*
Yr 10	Humanities Classrooms	Temporary toilet block outside Humanities classrooms	Classrooms, area around Humanities/ main field*

Yr 11	Science block and Rooms 5&6	Toilets in Science block	Classrooms and area at front of college/ main field*
Yr 12, 13 & 14	Kennicott	Toilets in Kennicott	Kennicott Bothy, Kennicott Lawn

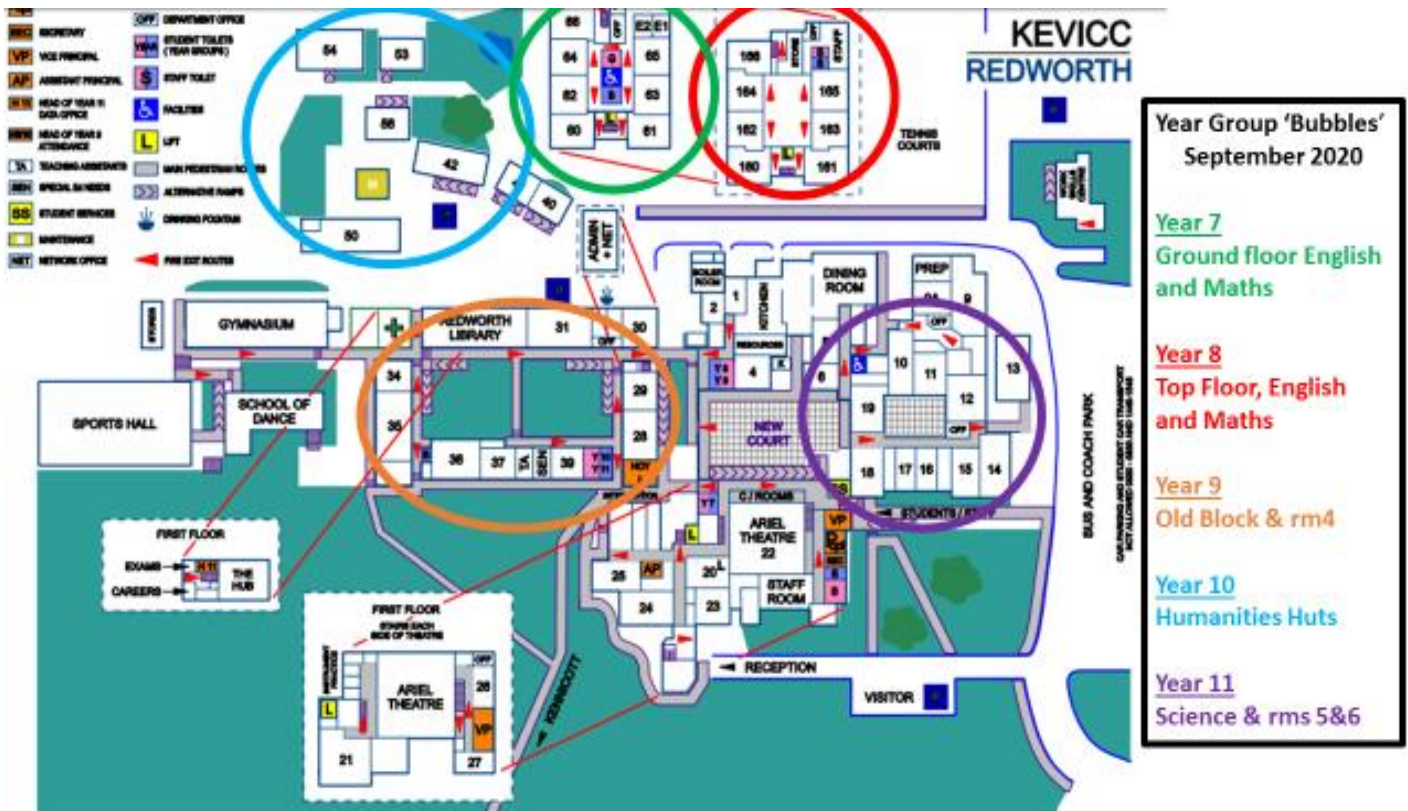
\*as always, use of fields will be weather dependent. Years 10 and 11 will have separate areas of the main field to use when appropriate.

Within their bubbles, **students will be able to attend different classes with different teachers** and in different groups - just as they would pre-lockdown.

Over the summer the College has invested in additional **hand washing stations, toilets and drinking water stations** so that each bubble has access to these and facilities are not shared by students from different bubbles.

Our planning has used the College site in a way that means **students will not be sharing corridors or social areas** outside of their bubbles. It will also ensure that students have some access to **specialist rooms** such as computer suites, technology spaces, science labs and performing arts facilities to support their learning, although unfortunately we will not be able to use these to the same extent we enjoyed before lockdown. These areas will be cleaned between use by different groups from different bubbles.

Below for ease of reference is a **summary map** showing the location of the Y7-11 bubbles on the Redworth Site.



#### 4. Social Distancing

Maintaining social distancing where we can is still an important part of reducing infection. This will be challenging in classrooms where class sizes do not allow 2m distance between students, and we are not in a position to reduce class sizes.

However, where we can, staff and students will maintain social distancing. This means trying wherever possible to keep 2m apart, and where this is not possible, maintaining 1m apart from each other. It also means avoiding physical contact. We will reinforce this message continually with students, and would appreciate if parents and carers could support us in doing so.

#### 5. Lunches

We have worked very hard with our caterers, Aspens, to be able to give students the opportunity to buy food onsite from Monday.

We are limited by the requirement that only one bubble has access to the Redworth canteen at any one time. Therefore students will only be able to access the canteen physically twice a week.

#### Access to Redworth Canteen September 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Break	Y8	Y9	Y10	Y11	Y7
Lunchtime	Y7	Y8	Y9	Y10	Y11

As an alternative, students will be able to **pre-order food and pay for it** at stations in their year group hubs before school starts at 0845 every morning - their orders will then be delivered to their hub areas at lunchtime. We are working with Aspens to see whether this pre-ordering can be extended so that parents and carers can do so remotely online, and will update at the first available opportunity.

As the first week will be busy with students getting accustomed to the new systems, it may be a good idea to **ensure students have their own snacks or packed lunches** if they may be unable to be on site early enough to order food for lunch.

We would also like to remind parents and carers of the changed system for online payments - these will be via our school app, further details of which, see point 12.

#### 6. Tutor Groups

You will be aware from my letter of 14 July that we have had to temporarily change our tutor group system to only have groups made up of students from the same year. You will receive a separate email on Friday 4 September letting you know who your young person's tutor is.

Please remember all of our emails and contact details are available on the College website at <https://www.kingedwardvi.devon.sch.uk/page/?title=How+to+contact+Staff&pid=36>, that your young person is still allocated a house and that our Heads of House remain on hand to help deal with your pastoral queries.

### 7. Face Coverings/ Masks

Government guidance is clear that face masks are not required in schools which are not under local lockdown restrictions.

However, we recognise that some students and some staff may feel more comfortable wearing one, and recognise that wearing one can contribute to lowering rates of infection and protecting others.


Therefore, **students are welcome to wear face masks if they wish to do so**. Students will also see adults on occasion wearing masks. For example myself and senior leadership colleagues will wear masks when visiting lessons.

However it is vital that everyone follows all other social distancing and handwashing hygiene protocols, regardless of whether they wear a mask. It is also important that if wearing masks we remember to:

- Clean hands before and after touching masks – including to remove or put them on
- Store them in individual, sealable plastic bags between use
- Where face coverings become damp, they should not be worn and should be replaced carefully
- Dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin)

### 8. Equipment

We obviously would like to avoid students borrowing equipment from friends or teachers if they have forgotten or lost their own equipment. Please support us as a school community by ensuring your young person has enough pens, pencils and other equipment for their lessons. A suggested basic equipment list is below:

 Pens (black, blue or purple) ✓	Ruler ✓	Coloured pencils (not felt-tips) ✓
Lead Pencils ✓	School bag (large enough to hold A4 folder) ✓	Mathematical equipment (compass, protractor, etc) ✓
Pencil Sharpener ✓	Eraser Pen (not tippex) ✓	Rubber ✓
Scientific Calculator ✓		

## **9. School Transport and Drop Off/ Pick Up**

**Devon County Council** have released information on their website and also contacted directly students entitled to free transport. Please note that if your young person uses either DCC transport or public transport, they **will be expected to wear a face covering** unless exempt. On public transport they will be expected to follow social distancing guidelines and on DCC transport drivers will direct them to sit in year groups.

Please encourage your young person **to travel safely on public or DCC transport with due consideration to others**, and please remind them that the College behaviour policy applies to students on journeys to and from school as well as during the school day.

We would encourage all students who are able to travel by foot or bicycle to do so. Parents and carers are welcome to drop off students on **the Redworth site in the morning**, providing they take special care during this busy time. Please note parents and carers cannot access the site past the no entry sign at the far end of the bus turnaround.

For pick up after school, parents and carers **cannot access Redworth site until after 3.40pm** and should arrange collection from the Elmhirst site.

## **10. Visitors/ Parent and Carer Meetings**

We will be limiting non-essential visits to the College from all visitors, and those visiting the site will be expected to abide by social distancing and where appropriate, use face coverings.

This means that **parent and carer meetings will need to take remotely either online or by phone**. Whilst this is not ideal, we do understand the importance of regular communication and are reviewing ways in which we can provide parents evening events virtually later this term.

## **11. Ready, Respectful, Safe**

Existing students and parents and carers will be aware how we frame our expectations for students around being **ready, respectful and safe**. These principles will provide a good foundation for working with students to ensure that our school community is safe and operates as smoothly as possible during the pandemic.

**The College behaviour policy** was updated in June to reflect some of the special circumstances regarding the pandemic and is available on our website. Please be reassured staff will continue to remind students of expectations and ensure behaviour that is ready, respectful and safe.

## **12. School App**

Since lockdown we have launched our own school app which is how we generally communicate with families as well as where you can access a lot of information about KEVICC, the College day and check the details we have on file for your young person.

You can access this by downloading the WEDUC app from any app store. Many existing parents have their own accounts set up, however if you haven't yet set up an account, or if you are the parent or carer of a student starting KEVICC for the first time next week, **you will receive your log on details by email on Friday 4 September.**

## **13. Feedback**

As ever, the new school year will bring excitement as well as lots of challenges. Given the strange circumstances in which we are operating we want to make sure we gain as much feedback as possible. As always, please feel free to email me with your thoughts or comments. In addition, **next Thursday 10 September I will be hosting a Q and A on the new school term from 4pm-5pm via google meets.** You should be able to access this with an internet connection and google chrome as a browser. The invitation code for the meeting will be emailed out to parents and carers just before the meeting at 3.30pm on Thursday. I look forward to hearing from you then. Of course, in addition to this I would welcome any comments or questions via email to [asalt@kingedwardvi.devon.sch.uk](mailto:asalt@kingedwardvi.devon.sch.uk)

Thank you for taking the time to read this long letter. I hope it has helped you understand what will be happening in College when our students start next week, and provides reassurance that, as always, safety is our priority.

With best wishes,



Alan Salt  
**Principal**