

Dear parents/carers

We hope you are well and your daughter is looking forward to joining us in September or at Summer School. We were delighted once again to be named as the top school in Sefton in the Real Schools Guide for 2020 and I'm sure you are as proud as we are with this achievement.

We are eagerly awaiting the return of all pupils and would like to outline the provision for September in response to the government guidance which was published on Thursday 2nd July. Since then, we have been working with our Health & Safety Officer, leaders within school, staff and governors to ensure that our plans meet the guidance and adhere to these **key principles**:

- **All pupils return full time** to school in the Autumn term, with the new Year 7 from Wednesday 2nd September to support their transition and Years 8-11 from Thursday 3rd September (times and details below)
- Pupils access the **broad and balanced curriculum** they need to develop as learners and prepare them for their next stage, this will include being able to access the equipment they need in order to learn effectively across the curriculum
- We do all that we can to **reduce the risk of the spread of coronavirus** and keep pupils and staff as safe as possible in school:
 - **Reduce contact between pupils** so that they are part of a smaller bubble of pupils and do not as far as possible, come into contact with pupils from other bubbles
 - **Ensure that staff keep 2m away** from each other and the pupils to allow them to work with pupils from different bubbles
 - Ensure good hygiene with **regular hand washing** on entry and exit to school as well as at intervals throughout the day
- Contribute to the **track and trace system** in place by the government.

We are incredibly proud of how our pupils have responded to the current situation and from our recent reviews with teachers which fed into the process of online meetings with parents, pupils and tutors, we know that the majority of pupils have engaged incredibly well with their online learning and in some cases flourished during this period.

Whilst we aim to maintain the same curriculum for pupils, we also need to ensure that we follow all guidance and health and safety measures and this does mean that there will be **some significant changes to certain aspects of the childrens' experience in school**. We will be going through these with pupils as part of their induction into school but it would be helpful if you can read through this with your child in preparation for their return. Please note that all of these arrangements are subject to change as we continue to review the procedures and processes for the new year as well as respond to any changes announced by the government.

Mr Ian Raikes Headteacher BA (Hons) NPQH

Greenbank High School

Hastings Road, Southport, PR8 2LT

T: 01704 567591 F: 01704 568736

enquiries@greenbankhigh.co.uk

www.greenbankhigh.co.uk

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<p>How will I travel to and from school?</p>	<p>Pupils should walk or cycle to school wherever possible (cycle racks are available in school and pupils should bring a lock to secure it) If pupils are being brought to school by car then they will need to be dropped off on Liverpool Road and access Hastings Road or the school path on foot If there is no alternative option and public transport needs to be used then pupils must use a face mask (disposable face masks will need to be disposed of on entry to school and reusable ones put in school bags to be washed before re-using)</p>
<p>Arrival to school</p>	<p>Pupils will need to arrive at school within a specific window of time to manage the flow of pupils, reduce contact and therefore reduce the risk of catching coronavirus. All pupils will need to wash their hands for 20 seconds on arrival. Year 7 pupils should arrive between 8.20 and 8.40 will be shown to the quad area which is central to our school. We have outdoor sinks with soap and paper towels available at various outdoor areas which we will show our new Year 7 pupils on arrival. PUPILS MUST NOT ARRIVE TOO EARLY AT SCHOOL SO AS TO AVOID PROLONGED CONTACT WITH OTHER PUPILS.</p>
<p>How will PODs be formed?</p>	<p>All pupils will be in year group PODs meaning that they should not come into close proximity with pupils from other year groups. Should they see other pupils from other year groups at any point then they should maintain a social distance of 2m. In Year 7, pupils will be in a form group for almost all of their lessons and social time with the exception of design and technology.</p>
<p>Will the school times be changed?</p>	<p>The school day has been slightly altered to support the reduction in contact between PODs. Please see timetable below. Lunch time has been extended for Years 7-9 and there will no longer be a morning break although pupils will be allowed to bring a snack or drink to have when the teacher indicates during the morning and will be able to access the toilet throughout the day.</p>
<p>Where will lessons take place?</p>	<p>Pupils will be based in a certain area of the school for form time and most of their lessons. In Year 7 they will remain in the same room for all subjects except where specialist equipment or space is needed, e.g. design and technology. These measures will reduce the need for pupils to move around school and therefore contact between PODs. When moving between their POD area and a specialist area pupils will follow a one-way system.</p>
<p>Who will teach the lessons?</p>	<p>Teachers will move to the classrooms and strict guidance will be in place for this to happen to ensure that staff are able to stay 2m away from each other and pupils from different PODs. This means that pupils will have their specialist teachers which will support their learning. Whilst teachers move from room to room, pupils will be set short independent tasks to consolidate and stretch their learning.</p>
<p>What will happen at lunch time?</p>	<p>At lunch time, pupils will remain in their form rooms, they can bring their own packed lunches or can pre-order cold and hot food from the canteen via ParentPay. A separate email will be sent to you closer to the time with instructions. Parents will need to let us know whether children will be taking packed lunches or bringing their own in a survey which will be sent out before the start of the new term. Pupils in receipt of free school meals will be able to pre-order their lunch. Food ordered through the canteen will be delivered to form rooms at lunch time. Pupils will be supervised at lunchtime by supervisors and senior staff, pupils will not be allowed to go to different forms. Pupils will have time to access a designated outside area for part of their lunch time break and will be encouraged to take this opportunity to go outside.</p>

When will children be able to access the toilet?	Pupils will be able to access the toilet throughout the school day. Each POD has their own set of toilets and children should clean the toilet as outlined in the safety video when using them. Pupils will be encouraged to use the toilet during lesson time to avoid contact at lunch times.
What will happen when children have a lesson that is in a different area?	Pupils will follow the one way system in school in order to access their lessons in other areas of the school and reduce the risk of coming into contact with other pupils from other PODs.
What cleaning measures will be in place in school?	As far as possible pupils will be in the same POD and area for their lessons so that the risk of spreading the virus is reduced. We will be employing additional cleaning services during the daytime to clean the most accessed areas, e.g. toilets. If different PODs are timetabled in the same room on the same day then clearing of that room will take place between PODs and in computer based lessons children will be asked to clean their computers at the start and end of lessons with the cleaning spray and cloths provided.
What will happen at the end of the day?	Pupils will wash their hands before they leave school in the same place as when they arrived.
Will I be able to get changed for PE	This will be very difficult so to ease this and to support the more regular washing of uniform, pupils should wear their Greenbank High School PE kit on days when they have PE. This will need to be the full PE uniform and alternatives will not be allowed so that we can maintain the highest standards of presentation. If you wish to purchase the PE hoodie and PE tracksuit bottoms then these are available at our usual stockists and this would be strongly advised particularly in cooler weather, other items will not be allowed.
Will extra-curricular clubs take place?	Extra-curricular clubs will be able to take place for pupils within their Year PODs. These will take a few weeks to set up as we get used to the other routines in school.
Can school visits go ahead?	Overnight stays are still not advised at least for the Autumn term. Domestic, day visits can take place as long as pupils are kept within their PODs.
What are the expectations for attendance?	All pupils are expected to attend school.
What if my child is anxious about returning to school?	We would reassure pupils that it is natural that they may feel worried about returning to school, particularly when there will be lots of new rules and procedures which they will need to learn. Whilst it is helpful for you go through this guidance with them, we will make sure that this is gone through on their return. Please contact us if you feel the level of anxiety is of particular concern as we could put additional support in place through our pastoral team and arrange a visit to school before we start in September.

Timetable for pupils

	Years 7 - 9	Years 10 & 11
8.20 - 8.35	Arrival and hand washing	NA
8.40 - 9.00	Personal Development Time (PDT) in forms	Arrival and hand washing
9.00 - 10.00	Lesson 1	

10.00 - 11.00	Lesson 2	
11.00 - 12.00	Lesson 3	
12.00 - 12.40	Lunch time	Lunch time
12.40 - 13.00		Personal Development Time (PDT) in forms
13.00 - 14.00	Lesson 4	
14.00 - 15.00	Lesson 5	
15.00 - 15.10	Handwashing and leave	

It is crucial to reduce contact that pupils only arrive at their allocated times and we are grateful to parents for supporting us with this.

Behaviour and expectations

Our priority for all pupils is to make sure that they are welcomed back and understand the new routines. We will have a staggered entry to school in September. This will allow us to welcome pupils, assemble them in their year group POD for assembly and go through the new routines. This will be especially important for Year 7 who have not had the normal transition arrangements. Please see below for timing for pupils' induction back to school.

Wednesday 2nd September - only Year 7 pupils will attend on this day to support their transition.	
8.30	Year 7 arrival, hand washing and entrance for assembly and then form time. Pupils will also have 3 lessons on that day and should bring their school equipment but no PE kit is required.
Thursday 3rd September - all year groups attend as per the itinerary. PUPILS MUST ARRIVE VIA THE QUAD AT THEIR ALLOCATED TIME	
8.20 - 8.40	Year 7 arrival, handwashing, form time
8.40 - 9.00	Year 8 arrival and handwashing (followed by assembly and form time)
9.40 - 10.00	Year 9 arrival and handwashing (followed by assembly and form time)
10.40 - 11.00	Year 10 arrival and handwashing (followed by assembly and form time)
11.40 - 12.00	Year 11 arrival and handwashing (followed by assembly and form time)
13.00 - 15.00	Timetabled lessons
Friday 4th September - all pupils arrive as per the normal arrival times outlined above in the Timetable for Pupils section	

We will allow a period of time for pupils to learn the new routines. We know that the vast majority of pupils will adapt well to the new routines but we also need to be very clear that pupils will all need to follow the health and safety

measures in school, failing to do so may necessitate contact home and a child being collected. Again, clarity of communication with this will be the key and we will remind pupils regularly and support them in following all measures. All expectations regarding uniform and presentation will be in place for 2nd September. We appreciate your support in ensuring your child is ready to meet these expectations from the return to school.

Curriculum briefings will be held at the start of the new term for parents and will be pre-recorded and sent out whilst we still reduce the number of visitors to school.

We appreciate there is a lot of information to take on board and there will still be areas we have not covered but please rest assured that we will be communicating regularly in the new term to outline key aspects as required in more detail. If there are any immediate queries then please do get in touch with us at enquiries@greenbankhigh.co.uk. In the meantime, please can we offer our sincere thanks to you as parents and carers and to your children for your response to the forced lockdown and hope you have a restful summer break.

We are very much looking forward to seeing all children back in school in September.

Yours faithfully



Mr I Raikes
Headteacher



Mrs K Robinson
Deputy Headteacher