



Haygrove School

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Executive Headteacher/CEO – Mrs K Canham, BA (Hons), MA
Headteacher – Mr A Reid, BSc (Hons), MA



06 November 2020

Dear Parents/Carers

I am writing to you to provide you with an update on our health and safety procedures at Haygrove School in light of the most recent government guidance issued on Wednesday 4 November 2020

(<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>). These will come into effect from Monday 9 November 2020.

In the interest of protecting students, staff, parents and all family members, we have spoken to all students this morning to inform them of the following changes:

1. Face coverings must be worn by ALL students when moving around the school – students can decide to continue wearing these in lessons should they choose to do so.
2. ALL students must wear face coverings when travelling on school transport
3. ALL staff (teaching and support) must wear face coverings during school hours when moving around school, conducting their duties, walking around school corridors and in confined spaces
4. Teachers in classrooms are required to keep within their 2-metre zone at the front of their classrooms
5. Staff conducting 1:1 work MUST protect themselves with a face covering
6. **Any parent, carer, contractor or visitor to Haygrove school site MUST wear a face covering** to ensure Covid transmission does not take place. This includes parents and carers picking up children outside of school
7. School leaders will revisit Covid risk assessments and will ensure the following live action points are being carried out:
 - a) Regularly wiping down high-touch areas, such as door panels and door handles
 - b) Refreshing classroom, office space and communal space regularly to flush through fresh air. As the days get colder this becomes even more important as windows may not be left as open as they have been, so regular air flushes are important. If this happens periodically through the day windows can be left ajar or top-openers used if available rather than main windows remaining wide open
8. Track and trace systems are in place
9. Classrooms continue to follow seating plans so learners can be tracked if Public Health England advise the need to send learners home
10. School systems for the movement of learners around school site have been reviewed and shared with students as have fire evacuation procedures



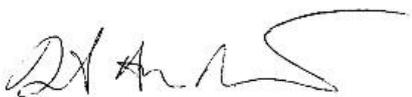
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11. All students have been reminded of their responsibilities to themselves and to others in the school and community. This focused on the need for social distancing, regularly washing hands/using hand gel, wearing face coverings
12. All students will be reminded of the government's 'Hands-Face-Space' campaign
13. Staff will be reminded on the safety measures
14. There are support processes in place for anxious learners and staff. Some staff may need to shield due to medical reasons in this new lockdown period, but the *government guidance* says that children no longer need to shield.
15. All face to face meetings continue to be limited and carried out line where possible.
16. External visitors are discouraged to reduce the risk of transmission. This will not include having peripatetic music teachers or supply staff
17. All students are expected to be in school, unless told otherwise by track and trace/family member testing positive, being sent home by the school with a 'bubble closure' or have tested positive themselves. We will of course continue to support students who meet these criteria
18. All staff have been asked to be ready for home learning. There will be a blend of live lessons by the class teacher, pre-recorded lessons by the class teacher, resource lessons from other sources and teacher assessments. Strict safeguarding measures will be in place and we ask parents/carers to ensure that their home situation is safe and free from any inappropriate background activity, if virtual lessons are instigated
19. Students who are scheduled to be taking external exams (particularly Year 10 and 11) will be strongly advised that their HCSEs (mock exams) and other assessments *could be* taken into account if the government asks for centre-assessed grades again this summer. This is a strong possibility
20. We are currently exploring how we can improve our arrangements for break and lunchtime. We are confident that solutions will be in place from next week.

I kindly ask for your support with these measures to ensure that everyone stays safe and we are able to continue to provide your children with the best possible education under the current circumstances.

Yours sincerely



Mr A Reid
Headteacher