



17th August 2020,

Dear Parents,

I hope you are all enjoying the holiday and that some of you have managed to get a break away from home somewhere this summer.

I am writing to advise you of the latest arrangements that have been put in place for the safe re-opening of the whole school site from September. As I have done with previous letters, a copy of this letter will be placed on the school website [here](#) for ease of reference later.

Arrival / Departure Doors

To minimise the traffic passing through our entrances and exits, year groups have been allocated a door through which they must enter at the start of the school day and through which they must leave at the end of the school day. These doors are as follows:

Nursery:	the main entrance to the Gatehouse
Pre-Reception:	the entrance to Littlegates
Reception:	the entrance to the Watson building (door to the right of Littlegates)
Transition:	the entrance to the Watson building (door to the right of Littlegates)
L1:	the main entrance to the prep building (Youngers)
U1:	the side entrance to Youngers know to the pupils as “the welly door”
L2:	the entrance by Mrs Wallis’ office
U2F:	the entrance by Mrs Wallis’ office
U2P:	the fire exit stairwell to enter, leaving through the main entrance
L3S:	the entrance to their form room (the Studio)
L3D:	the side entrance to Youngers know to the pupils as “the welly door”
U3 & L4:	the main entrance to Schofield
U4:	the pupil entrance to the Dower House
L5 & U5:	the main entrance to the Library
6 th form:	the pupil entrance to the Dower House

Once inside any of the High School buildings the one-way system, which will be clearly marked, must be followed at all times.



Lockers

These will not be in use for the foreseeable future. Therefore, all High School pupils will need to have a sturdy schoolbag in which all of their school belongings can be stored neatly and safely. These schoolbags will be left in school overnight, with all belongings having been removed to the bag from the pupil's desk to facilitate cleaning of all the surfaces overnight. Prep pupils will continue to store their books in their trays / desks as before.

L5, U5, L6 and U6 will generally be required to work in an appropriately divided single ring binder which they can carry from class to class. This ring binder should only contain the current topic being studied in each of their subjects with a master file for each subject remaining at home. Once a topic has been completed in class, it can be removed from the daily file and placed in the subject specific file at home for later reference. Practical subjects will communicate their own arrangements for the continuation of work once school has resumed.

Breaktimes

Year groups will be expected to spend these outside unless the weather prohibits this. With this in mind, all pupils must have a suitable outdoor coat to wear. The uniform list for each year group can be found [here](#) and the rubric around coats is as follows:

Prep School – [School winter coat](#)
High School & 6th Form – A plain black coat or the [Gateways leisure jacket](#)

Please ensure that your child has the correct coat from the very beginning of the school year. Coats will be kept on the back of the pupils' chairs in their teaching base during the course of the school day.

Each year group will be allocated a zone within the school grounds and they must play / socialise in these areas at first break and at lunchtime if they are not engaged in a club or activity taking place at the time.

Assemblies

Only year group assemblies will take place for the foreseeable future. House activities will take place in Form Rooms on a Wednesday until assemblies can resume.



Autumn term “Meet the teacher” / Parents’ evenings

These will be online events and invitations with further details will be sent out in due course.

Other school events in the first half of the Autumn Term

- Sports Day – the cancelled summer event will now take place on Friday 25th September but will be an internal event only. This means that parents will not be able to attend to spectate.
- The House Music competition will not take place during the Autumn term. If circumstances permit, then it will take place towards the end of the Spring term.
- Our annual Fireworks event will not take place this year.

Educational visits

- No residential trips will take place for the foreseeable future.
- Day trips will only take place where they are deemed necessary for a pupil's course of study.

Water bottles

Further to a previous letter which included details of our revised catering arrangements, all pupils will be required to bring a refillable water bottle to school as it will not be possible for us to use jugs and glasses etc for the foreseeable future. We will have a small supply of Gateways branded bottles on sale at Reception for £5. These have a small panel on the side on which the pupil's name can be written. Should you wish your child to purchase one of these, then please send them in on their first day with £5 in cash and ask them to report to Nurse Diane to buy their bottle before stocks run out.

Reading books for younger children

These will still be lent out to pupils so that they can read with parents at home however there will be a strict timetable for collection / return of books which will operate as follows:

- Books can be collected on Monday and / or Friday morning.
- Books collected on Monday must be returned on Friday morning.
- Books returned on Friday morning will not be available to borrow until Monday as they will undergo a 72 hours “quarantine” period.
- Books collected on Friday morning must be returned on Monday.



- Books returned on Monday will not be available to borrow until Friday morning as they will also undergo a “quarantine period.

1 book will be lent out at a time to ensure that there are sufficient books to go around everyone.

Clubs / extracurricular activities

We are currently assessing what clubs and extra-curricular activities we will be able to run in a COVID secure manner and more details on this will follow in due course.

I would also like to take this opportunity to reassure parents and pupils that our usual assessment processes will be in full force once school resumes. This will be particularly important this year as we need to quickly identify, and then act to remedy, any gaps in pupil knowledge that may have resulted from the extended period of remote learning that we have all endured. We believe that we will have completed this process by October half term at the latest. If there are any specific concerns about your child then the teachers will be in touch with you directly so that we can work in partnership with you to resolve any issues.

As usual, and certainly before I run to a 4th page, I will leave it there for now!

Please expect further communication from me before the start of the new school year and as always, if you have any questions about any of the above information then please contact the following people in the first instance.

- Prep School: Mrs Helen Wallis helen.wallis@gatewaysschool.co.uk
- High School: Mrs Karen Titman karen.titman@gatewaysschool.co.uk
- Sixth Form: Mr Martin Davison martin.davison@gatewaysschool.co.uk

Kindest regards,

Dr Tracy Johnson