



4th August 2020

Dear Parents and Guardians,

I hope you have had time to digest the contents of my first letter regarding the return to school in September. I am now writing to advise you of further decisions that have been taken in the past week.

As always, these decisions are based on current advice and are subject to change should there be a rise, or indeed a fall, in COVID-19 cases locally and / or nationally.

Wraparound care (Earlybirds, Sundowners and High School Homework Club)

Current Government guidance enables us to operate these services as normal from Monday 7th September. However, at least for the first half of the Autumn term, we would ask parents to use these facilities only if they absolutely have to. This will help us to keep the mixing of pupils to a minimum which in turn helps prevent the spread of COVID-19. Any parents choosing to use these services must understand that their children will mix with children they might not normally mix with during the course of the school day.

Catering

Breakfast Service – this will not operate when school resumes in September. We hope to be able to resume this service at some point later in the school year.

1st Break Tuck Shop & 1941 - these will not operate when school resumes in September. We hope to be able to resume these services at some point later in the school year. In the meantime, pupils should bring their own NUT FREE snacks for morning break and for after school if required.

Lunches – these will operate as normal when school resumes in September. However, in order to reduce numbers in the Dining Hall at any one time, lunch timings will be slightly different as shown in the following table:

Year group	Lunch time:
Gatehouse Nursery Pre-Reception Reception	11.30am
Transition Lower 1 Upper 1	12.00pm
Lower 2 Upper 2 Lower 3 6 th Form	12.25pm
Upper 5	12.50pm
Upper 3 Upper 4	12.50/1.15pm*
Lower 4 Lower 5 6 th Form	12.50/1.15pm*

*This will operate on a Week A / Week B rota so that early / late lunches are shared across the High School year groups.

Pupil movement around the school site

Classes will be taught in the same base teaching room as much as possible and staff will move around the site to teach their classes. They will be seated according to a common seating plan for all of their subjects and their belongings will be left on their desks at the end of each day.

Pupils will only move around the school site when moving to a specialist teaching facility or moving to a subject which is set in some way, for example mathematics.

The pupil teaching bases for Prep will be their Form Rooms.

The pupil teaching bases for Upper 3 – Upper 5 are as follows:

Class	Teaching Base
Upper 3	S1, S2 & S7
Lower 4	S8 & S9
Upper 4	D8 & D9
Lower 5	W4 & S14
Upper 5	S16 & S17

6th Form will continue to be taught in subject specific rooms wherever possible.

There will be a one-way system in operation within all school buildings and pupils will be expected to maintain a safe social distance from each other at all times when moving around the school site.

Homework

Homework will be resourced, set and marked online as much as possible. In the same way as pupils are discouraged from bringing any unnecessary items into school each day, they are discouraged from taking any unnecessary items home at the end of the school day.

Face coverings

The Government is currently advising that face coverings do not need to be worn within schools. Should you wish for your child to wear a face covering however, we will allow them to do so. Any face coverings being used must be properly fitted and worn correctly throughout the course of the school day, apart from when eating / drinking during which time the covering should be placed in a sealable bag brought to school by your child for this purpose.

A fresh covering must be used each day or, if reusable coverings are being used, then these must be washed in hot (>60°C) soapy water each night ready for the next day.

Hygiene

Pupils must wash their hands upon arrival at school. External handwashing facilities have been provided around the school site to facilitate this.

Upon entering and leaving a school building, pupils must use the hand sanitiser stations provided at all entrances and exits. Hand sanitiser will also be available for use within classrooms. Pupils from Upper 1 upwards should bring a small bottle of hand sanitiser to school for their personal use when moving around the school site.

Pupils must wash their hands before and after eating. There is an external hand washing station outside the entrance to the dining room for this purpose.

The “Catch it, bin it, kill it” procedure must be used when sneezing or coughing. Pupils from Upper 1 upwards should come to school with a packet of disposable

tissues on their person for this purpose. Additional boxes of tissues will be available in classrooms but each pupil should have their own supply at hand when moving around the site. Used tissues should then be put in a biodegradable bag and disposed of in a bin in the classroom or around the site. Biodegradable bags will be available in classrooms but pupils from Upper 1 upwards should also have a small supply of these for their own use when moving around the school site. They are readily available on sites such as Amazon. Please choose environmentally friendly compostable bags rather than plastic wherever possible.

Update on the wearing of PE Kit

Further to my previous letter which contained information about the wearing of school uniform and PE Kit, please note that information regarding which days your child will be required to attend school in their PE kit will be communicated to you when timetables have been finalised in the week before the Autumn term starts.

Once again, at the risk of bombarding you with too much information, I will leave it there for now but please do expect further communications from me in the coming weeks on such matters as extracurricular activities, parents' evenings and how we will facilitate other important Autumn term events.

In the meantime, if you have any questions about any of the arrangements detailed above, please address them in the first instance to:

- 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