



The Wren School
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28th August 2020

Dear Parents/Carers and Students,

I hope that you are managing to have a relaxing final week of the summer, despite the summer weather having left us. We are all looking forward to welcoming back all our students to school next week and we are excited to see them.

As I wrote in my last letter we have been busy putting in place a plan to welcome all students and staff back to school safely and this letter will give me the opportunity to share with you the changes that we are making and the final plans for opening next week. Things will be a bit different and we are aware that this is a challenging time for all of us. Some of our students may have found the period of lockdown particularly difficult or are anxious about returning to school. We are here to support you in this time and through these changes, so please do get in touch if you have any further questions for us or have particular concerns.

Attached to this letter are some **Frequently Asked Questions**, which I hope will help you and your child be fully prepared for the start of the new term. I also want to highlight some of the key changes and decisions that we have made over the summer that come into effect on the return to school.

Face Coverings

As you may be aware, the Government changed their stance regarding face coverings in schools. The DfE guidance now states:

“Nationwide, while the government is not recommending face coverings are necessary, schools will have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances.

In addition, and consistent with WHO’s new advice, the government will advise additional measures are taken in areas where the transmission of the virus is high. In these areas, defined as areas of national government intervention as listed on gov.uk, the government’s guidance will state adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain should wear face coverings. It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning.”

As a result of this, we have been engaging in conversations and risk assessment planning to discuss our response as a school. As our corridors in school are busy and enclosed, and we are not able to ensure appropriate social distancing in some indoor spaces, we have decided to make it mandatory for all students and staff to wear masks in all school corridors and in enclosed communal spaces such as the restaurant and café. Only those with a known medical reason will be exempt from wearing a mask.

However, we believe that we have been able to take the appropriate precautions and minimised risk within the classrooms, and so facemasks will not be needed to be worn in classrooms. If however, some students and staff feel more comfortable wearing a face covering within the classroom then they will be allowed to do so.

Symptoms, Testing and Hygiene

It is essential that if a student, or anyone in your household, displays symptoms of Coronavirus they must not come to school. They must stay at home and immediately book a test. Details of which can be found [here](#). Please inform us of any absence as normal and we ask that you inform the school of the outcome of the test as soon as possible. If the test is positive we ask you to fully engage with the NHS track and trace process, and as a school, we will work with our local Health Protection Team, should there be an outbreak.

The best and most efficient way we can combat and prevent the spread of Coronavirus is to have good hand and respiratory hygiene. We have invested heavily in ensuring that throughout the school we have hand-sanitising products, including all entry and exit points and in every classroom. Staff and students should use hand sanitiser when they arrive on school site, enter a building, and every classroom, and before and after all breaks. We will be regularly reminding students to do this and I encourage you to regularly share this message as well. Respiratory hygiene is also crucial and we are asking all students and staff to follow “catch it, bin it, kill it” message. All classrooms will also have tissues and lidded bins but we would encourage all students to bring disposable tissues with them to school.

We have also added further cleaning personnel and regimes throughout the school day to ensure that frequently touched areas and high traffic areas are cleaned regularly throughout the day.

Format of the Day

We have looked to minimise changes to the school day, with the main changes in the creation of year group bubbles. This has allowed us to timetable these bubbles to certain zones of the school and reduce contact with those outside of their bubble. The start of the school day has not changed but we are asking all students to be on school site by 8:40am to help maintain a safe start to the school day. When students arrive at school they must go to their assigned bubble area and only enter the school when asked to. There is a slight change in dismissal times. The following table highlights these bubble zones.

Year Group	Assigned Bubble	Gate Entry and Exit	Designated Bubble Zone	Food Collection Point	Assigned Toilets	Dismissal Time
7	<i>Bubble 1</i>	<i>4G gate (Bath Road), Front car park gate (Bath Road) & SH gate (Southcote Lane)</i>	<i>Sunken Garden</i>	<i>Restaurant</i>	<i>Humanities and Maths</i>	3:20pm
8	<i>Bubble 2</i>	<i>Gate beside reception (Southgate Lane) & gate at the back of staff car park (Bath Road)</i>	<i>Student Support Garden</i>	<i>Café</i>	<i>Science and Restaurant</i>	3:25pm
9	<i>Bubble 3</i>	<i>MUGA gate (Southcote Lane) or 4G gate (Bath Road)</i>	<i>MUGA</i>	<i>Restaurant</i>	<i>English and Food Tech</i>	3:30pm
10	<i>Bubble 1</i>	<i>4G gate (Bath Road), Front car park gate (Bath Road) & SH gate (Southcote Lane)</i>	<i>Sunken Garden</i>	<i>Restaurant</i>	<i>Humanities and Maths</i>	3:20pm
11	<i>Bubble 3</i>	<i>MUGA gate (Southcote Lane) or 4G gate (Bath Road)</i>	<i>MUGA</i>	<i>Restaurant</i>	<i>English and Food Tech</i>	3:30pm
12	<i>Bubble 2</i>	<i>Gate beside reception (Southgate Lane) & gate at the back of staff car park (Bath Road)</i>	<i>Sixth Form Centre</i>	<i>Cafe</i>	<i>Science and Restaurant</i>	3:25pm

Uniform

Students will be expected to wear full school uniform as detailed on the school website, including a facemask. The exception to our normal school policy is that on days where students have a PE lesson they will be able to wear their PE kit to and from school. The same high standards of uniform are expected and only specified PE kit may be worn.

We hope that this letter provides you with the reassurances that we have a comprehensive and secure plan in welcoming back all students to school. Our main focus is ensuring that we keep all students and staff safe whilst ensuring we offer the very best standard of learning and teaching.

I thank you for your patience and support and look forward to continuing to build a successful partnership. Together, we are The Wren.

Kind regards,

A handwritten signature in black ink, appearing to read 'J Salberg', written in a cursive style.

Mr J Salberg
Principal