



## DRAYTON MANOR HIGH SCHOOL

Dear Parents and Carers,

We hope that this letter finds you well and you have been able to enjoy the summer break.

We look forward to welcoming all of our students back to school very soon. The purpose of this letter is to set out the final arrangements for the return and outline the considerable measures we will be taking to safeguard our students and staff upon their return. To support with your understanding, we would ask you to watch this short film which will highlight some of the key points regarding the return.

### FILM REGARDING RETURN

<https://www.draytonmanorhighschool.co.uk/covid-19.html>

### ARRANGEMENTS FOR SEPTEMBER

*(Please read through this information carefully as there have been some adjustments since our last communication in July.)*

The safety of students and staff is always our priority and we have conducted a full and thorough Risk Assessment around our plans which have been set out in accordance with the Government and Public Health Guidance. This has also been scrutinised by an external Health and Safety Consultant.

I ask you to ensure that before the return in September, you familiarise yourself with the Student Protocol. Click [here](#) to find the procedures and expectations of students within school. This is very important. We will constantly keep this under review in terms of the local and national situation and keep you updated via direct contact and through the school website. A copy of the Risk Assessment will be made available on our website and will be updated subject to further changes to guidance.

We will be staggering the students' return over the first few days. The days and times are listed below in this document. The rationale is quite simple. We want to ensure that all staff are as prepared as possible for the return of students and understand the new protocols required of them. We also need to give additional time to induct Year 7 and 12 as they did not sit exams this year and have not had the opportunity to attend on-site transition events which we know are critical to a successful induction to school. Year groups 8, 9 and 10 will then return. These students have only been able to attend school for Tutor Team meetings since lock down. Then finally Year 11 and 13 will return. Staggering the return will also enable students to be inducted carefully into new systems, feel confident in school and ensure we can focus our efforts on providing a smooth and safe transition back to school for everybody. This must be our priority.

Arrival times to school will start slightly earlier for some year groups with students allocated a Year group entry point to enable us to ensure that we can maintain students in their 'Group Bubbles' and reduce the amount of congestion through the school gates, and within the community.

### RETURN TO SCHOOL DATES AND TIMES (ARRANGEMENTS FOR FIRST DAY RETURNS)

**Please note that staff will be available to guide and support students to the correct gate at the front of school and in the community on arrival**

**On Thursday 3 September students should arrive as below**

Year	Arrive	Arrival Gate
7	08.45	Main Gate
12	11.10-External students 12.30-Internal students	Student walkway Delivery Gate Entrance (Greenford End)

**On Friday 4 September students should arrive as follows**

Year	Arrive	Arrival Gate
7	08.30 – 08.40	Entrance by Dryden Avenue playground
8	09.05 – 9.15	Delivery Gate Entrance (Greenford End)
9	09.20 – 9.30	Entrance by Dryden Avenue playground
10	08.50 – 9.00	Student walkway
12	08.40 – 08.50	Delivery Gate Entrance (Greenford End)

**On Monday 7 September students should arrive as follows (all students back in school)**

Year	Arrive	Arrival Gate
7	08.30 – 08.40	Entrance by Dryden Avenue playground
8	09.05 – 9.15	Delivery Gate Entrance (Greenford End)
9	09.20 – 9.30	Entrance by Dryden Avenue playground
10	08.50 – 9.00	Student walkway
11	8.30-8.40	Delivery Gate Entrance (Greenford End)
12	9.00-9.10	Delivery Gate Entrance (Greenford End)
13	8.45-8.55	Delivery Gate Entrance (Greenford End)

**From Tuesday 8 September onwards, students should arrive as follows (all students back in school)**

Year	Arrive	Arrival Gate
7	08.20 - 08.30	Entrance by Dryden Avenue playground
8	08.20 - 08.30	Delivery Gate Entrance (Greenford End)
9	08.30 - 08.40	Entrance by Dryden Avenue playground
10	08.30 - 08.40	Student walkway
11	08.40 - 08.50	Delivery Gate Entrance (Greenford End)
12	08.30 - 08.40	Delivery Gate Entrance (Greenford End)
13	08.30 - 08.40	Delivery Gate Entrance (Greenford End)

## **KEY POINTS**

### **BUBBLES**

- All students will be in 'Bubbles'
- These bubbles arrive at different times, have different entry 'channels' into school and will not mix within school
- Movement around the school is managed by bubble, and each bubble has its own free time area known as a 'Bubble Zone'
- Students are taught in their designated zone within the school

- Toilet areas throughout the school are allocated to different bubbles and will be carefully monitored by staff

#### **CLASSROOM SET-UP**

- Unnecessary furniture and resources have been removed from rooms to aid the deep cleaning process
- All classrooms have been set-up in a forward-facing seating arrangement and in some specialist areas, such as Computer Rooms or Science labs, Perspex screening has been installed
- We will provide all students with a Mini Whiteboard in September. Teachers will maintain social distancing, and as such we will use these Mini Whiteboards as an additional strategy to ascertain feedback within lessons.

#### **CLEANING**

- There will be enhanced cleaning procedures in place, including regular cleaning of key areas throughout the day and deep cleaning of the school daily. In addition, the school has engaged specialist contractors to 'mist' communal areas, specialist teaching areas and frequently used areas with a recognised anti-viral protection product that is widely used by a number of schools and the food preparation, medical and transport industries. This product (Zoonoo) provides anti-viral protection of all surfaces, equipment and furniture for a 30-day period. This process will take place every three weeks to further enhance our cleaning regime.
- There will be increased ventilation through the opening of additional windows and doors.

#### **UNIFORM AND EQUIPMENT**

- We expect all students to return in full school uniform next year.
- If you would like to donate any uniform that a member of your family has outgrown to support other members of our community, it would be greatly appreciated. We will wash the uniform, and this will help us ensure that all students are able to return to school in full school uniform despite any individual circumstances.
- Students should bring an umbrella and a suitable waterproof jacket in accordance with the school's uniform policy.

#### **FACE COVERINGS**

- In accordance with updates to guidance, face coverings are not required in schools unless in the event of a local lockdown. If this were to happen, the school would contact all parents as a matter of urgency. Movement around the site will be strictly limited and there are stringent control measures in place. However, students will be permitted to wear a face covering should they wish in their 'Free Time Bubble Zone.' This must be plain black, navy or the surgical type and there will be strict expectations regarding how these are worn which will be explained to students.
- Your child must ensure that they are correctly fitted and worn properly at all times. If they are seen with them below their nose, or chin, they will be asked to remove them. If your child is travelling to school via public transport, they will need to bring a clean covering with them to change once they are on the school site.
- Misuse of face coverings and matters of poor conduct in relation to them will be taken seriously and if necessary, managed in accordance with the school's behaviour policy.

#### **EXTRA PROVISION**

- For the immediate future we will be unable to open the dining hall for breakfast and break time.
- The school will endeavour to run any extra-curricular activities possible in accordance with Government guidelines.

However, we do recognise that there may be matters relating to your child and their circumstances that you feel we need to be aware of and give further consideration to as a part of their return. If this is the case, please contact the school at [adminoffice@draytonmanorhighschool.co.uk](mailto:adminoffice@draytonmanorhighschool.co.uk) and we will give a personal telephone call to talk this through and see what additional steps we can take to support you. These phone calls will be made on Tuesday 1 and Wednesday 2 September.

Finally, we are very excited to announce that we will be relaunching our House System at the start of term. Elections for Student House Captains will take place in the first few weeks. We will share further details about this soon.

We are very much looking forward to welcoming all of our students back to school for the start of the new academic year.

Kind regards,

Lisa Mills  
Head Teacher