

17 July 2020



## Stowupland High School

Church Road  
Stowupland  
Stowmarket  
Suffolk  
IP14 4BQ

Tel: 01449 674827

**Headteacher:**  
Mr P Whear

**Chair of Governors:**  
Mrs K Hudson



Dear parents and carers

I hope this letter finds you well. It includes important information about our plans for reopening the school to all students in September, which will operate in accordance with the following set of John Milton Academy Trust principles:

- **Staffing:** Students will work only with staff who are already employed by the Trust. Additional staff (e.g. supply teachers) will not be brought into school at the present time.
- **Groupings:** In school, students will be organised into protective 'bubbles' in line with government guidelines and bubbles will remain in an allocated space, both inside and outside, to minimise contact and the risk of infection.
- **Safeguarding:** All groups will be taught by qualified teachers, working alongside support staff. In all schools, there will be a headteacher or deputy, designated safeguarding lead, SEND specialist and qualified first-aider at all times.
- **Health and Safety:** An updated comprehensive risk assessment will be completed for each school and quality assured by the Trust. It will address the system of controls set out by the Government.
- **Support for all learners:** Schools will ensure that they are in a position to continue providing high quality online learning and feedback on the basis that some students or groups may, at short notice, need to remain at home.

By adopting these principles, we aim to strike a balance between getting students back into school and learning, whilst providing the safest environment that we can for students, staff and, by extension, their families and the communities in which they live.

### 1. *Is attendance compulsory?*

- *Yes. From the beginning of the new academic year, the legal duty on you as a parent to send your child to school regularly will apply.*
- *Where children are not able to attend school because parents are following clinical and/or public health advice, the absence will not be penalised.*
- *If your holiday plans over the summer period involve travelling abroad, please note any government quarantine requirements that may apply on your return.*
- *If you have concerns about your child returning to school, please contact us.*



Founding Partner of the  
**John Milton Academy Trust**

Company no: 10298832

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**2. Should my child wear school uniform?**

- Yes. Some students may have grown out of their school shoes or uniform over the months since lockdown, and replacing these may have been difficult. We will adopt a considerate approach in relation to parents/carers who may be experiencing financial pressures. If you are in this situation, please contact your child's Progress Leader in confidence.

**3. What if my child becomes ill during the course of the day?**

- If a child begins feeling unwell during the day and the symptoms could be linked to COVID-19, they will be escorted to the first aid room. We will ask you to collect your child as quickly as possible.

**4. Should my child bring any equipment to school?**

- Yes, students should bring in their own books, pencil cases, stationery etc. A full [list of equipment](#) required is on our website. We provide all students with a school planner.
- We ask that they do not share their equipment with other students.

**5. How else can I support the school?**

- Please do not send your child to school if they have symptoms of COVID-19 or are unwell.
- Please ensure that your child washes their hands before coming to school and on arriving home. Please encourage them to follow good hand and respiratory hygiene at all times.
- If a member of your household develops symptoms, please let us know as soon as you can.

**6. What hygiene measures will be in place?**

- Staff will regularly reinforce hygiene measures (cleaning hands more often than usual; washing hands thoroughly for 20 seconds with running water and soap; drying them thoroughly or using alcohol hand sanitiser ensuring that all parts of the hands are covered; promoting the 'catch it, bin it, kill it' approach.)
- We have completed a risk assessment of the site and working arrangements.
- Whenever it is safe to do so, we will open windows to increase ventilation.
- The school building is cleaned throughout the day by the on-site cleaning team. They will disinfect contact points that are touched regularly such as tables, door handles, toilet flushers and taps.

**7. What will the curriculum look like?**

- We will teach a broad and ambitious curriculum from the start of the autumn term. We aim to return to our normal curriculum by summer term 2021.
- We will teach the full range of subjects to all year groups. There will be modifications to our planned schemes of learning in some subjects where the normal classroom environments present an additional risk of infection.
- At Key Stage 4, students will move to specialist classrooms for some of their GCSE options.
- Students will have regular PE lessons. Please note that on the days when students have PE, they should **not** wear their PE kit to/from school.
- Teachers will continue to develop our online learning programme to support classroom teaching or in the case of a local lockdown.



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## **8. What about travelling to and from school?**

- *If at all possible, students are encouraged to walk or cycle to school.*
- *Students arriving by car should be dropped off and picked up in the temporary car park near the entrance on Church Road. At the end of the day, please wait in your car for your child to meet you once they have been dismissed.*
- *If your child travels by bus, please note that the following routes are scheduled public services: 384 (Galloways), 387 (Ipswich Buses), 987 (Ipswich Reds). Students using these services **must** follow the requirement to wear face coverings on public transport. Coverings must be removed and stored in a plastic bag before students come into school. We will ask all students to wash their hands when they arrive.*
- *At the time of writing, it is not compulsory for students to wear face coverings on Suffolk County Council (SCC) designated school services. Please check the [Suffolk Onboard](#) guidance for the latest updates as the situation may be subject to change.*

## **9. How do zones and bubbles work?**

- *We have zoned the school into year group 'bubbles' so that year groups occupy certain classrooms for general teaching. Teachers will move to where students are. All students will remain in their zone for their lessons with the exception of PE.*
- *The zones are set out below:*
  - *Year 7 - in the A corridor*
  - *Year 8 - in the downstairs science area (E block)*
  - *Year 9 - in the upstairs science and geography area (D and E block)*
  - *Year 10 - in the mathematics area and selected DT/Art rooms (B block)*
  - *Year 11 - in the concourse/downstairs humanities area and selected DT, art, drama and music rooms (C/D block)*
  - *Year 12 and 13 - in G block*
- *We have published the [temporary floor plan](#) on our website.*

## **10. Will start and finish times be staggered?**

- *Many of our students arrive on dedicated buses and SCC are unable to provide a staggered service. Radically staggered starts are not, therefore, a useful strategy.*

## **11. What will the school day look like?**

- *Please see the plan below. There will still be four 75-minute lessons every day and students will continue to enjoy breaks totalling one hour.*
- *There will be no morning registration period - students will go straight to period one to be registered by their class teacher.*



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Year 7, 9, 11	Year 8, 10, 12, 13
<b>Monday - Friday</b>	
Period 1 9.00 - 10.15	Period 1 8.55 - 10.10
Break 10.15 - 10.45	Period 2 10.15 - 11.30
Period 2 10.45 - 12.00	Break 11.30 - 12:00
Lunch 12.00 - 12.30	Period 3 12.00 - 13.15
Period 3 12.30 - 13.45	Lunch 13.15 - 13.45
Tutor time 13.50 - 14.20	Tutor time 13.45 - 14.20
Period 4 14.25 - 15.40	Period 4 14.25 - 15.40

**12. What are the break and lunchtime arrangements?**

- *Break/lunchtimes will be staggered.*
- *Students can bring in a packed lunch.*
- *The canteen and serveries will be open. We plan to install a cashless payment system for the canteen, and we will provide further information presently.*
- *Students will be encouraged to eat outside, but indoor space will always be available.*

**13. What are the school's expectations of students' behaviour and conduct?**

- *We have introduced some additional school rules and expectations designed to keep all members of our school community safe. Any students who fail to follow these expectations may be putting other people in danger (themselves, their families, other students and staff).*
- *Any student who commits a serious or persistent breach of the new COVID-19 rules may be sanctioned by the headteacher using the full range of sanctions available.*

We expect students to:

- *inform an adult immediately if they feel unwell.*
- *follow the hygiene, hand washing and sanitising expectations and guidance.*
- *follow the expectations in the "catch it, bin it, kill it" message.*
- *follow the guidelines given for using the toilet.*
- *check with a member of staff if they are unsure about anything.*
- *maintain social distancing requirements.*



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- *keep to the one-way system at all times, using the designated entrances and exits.*
- *not enter any 'out of bounds' area, and to follow any queuing directives.*
- *obey the rules for break and lunchtimes and social contact behaviour. This includes staying within their 'bubble' and their designated areas.*
- *follow all new rules at all times and obey reasonable requests made by staff, without question.*
- *follow all existing rules on conduct in the classroom.*
- *conduct themselves well outside school and act as ambassadors for Stowupland High School when they are out in the community.*
- *not bring the school into disrepute when travelling to and from school and to follow guidance issued by 'SCC transport' when travelling on school service transport.*
- *follow the updated anti-bullying principles.*

**14. Can I come into school to talk to a member of staff?**

- *Wherever possible, meetings between parents/carers and the school will take place by telephone or internet. This includes informal conversations or "catch-ups".*
- *Only essential face-to-face meetings can take place in school. Should a meeting be required, we will make specific arrangements with you and we will only meet with one parent.*

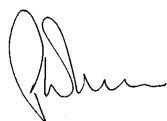
**15. How will the school keep me informed?**

- *Through our weekly Home Bulletin, JMAT newsletters and other notifications as required.*

Finally, I appreciate that this letter contains a great deal of information, some of which you may already know, but I felt it would be helpful to collate the material in one document. Legislation and guidance change frequently. We will be reviewing our approach to control measures regularly and we will let you know as soon as possible if any changes are made.

Once again, thank you for your understanding and cooperation. We are very much looking forward to welcoming students back into school in September. If you have any questions or queries, please do not hesitate to email us at [enquiries@stowuplandhighschool.co.uk](mailto:enquiries@stowuplandhighschool.co.uk) or phone on 01449 674827.

Yours sincerely



Peter Whear  
Headteacher

You may find the following government guidance helpful:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>



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