

Dear Families,

Information for the Start of Term

We hope that the weeks of the summer holiday have gone well for you all. We thought you would appreciate having some information on the updated risk assessment and our plans in advance of the start of the new school year. The school's COVID response risk assessment has been updated once again and can be found here: <https://frankwise.oxon.sch.uk/wp-content/uploads/2021/08/Response-to-Guidance-September-21-V.1.pdf>. It takes account of the changes to the DfE guidance, but you will see that we have made the decision to maintain some of the measures that we had in place last year, although some at an adjusted level.

Organisational Arrangements

These can be summarised as follows:

- Children based in their usual class groups with their usual class staff
- Bubbles enlarged to (i) all Primary classes, (ii) all Secondary classes, (iii) GC
- Playtimes outside with the classes in the same larger bubble
- Lunches eaten in classrooms (three classes in the hall, replicating the arrangements used last year)
- Absence cover from staffing within the bubble wherever possible, but beyond the bubble if needed, which would be recorded for individual contact tracing

Arrival and Departure Arrangements (for those children not using LA transport)

It is important that the following timings are carefully adhered to once again. Please ensure you are wearing a face mask when you are dropping off or collecting your child on foot or by car, and remain in your vehicle if by car.

Arrivals

- Please arrive at the school **between 9.15 and 9.25** (please note, these timings will be reviewed and revised)
- Drive through the gate and around the turning circle
- Please pull forward around the turning circle as far as you can - this really helps keep everyone moving
- A member of staff from your child's class will come and collect your child from your vehicle

Please can we request that you do not arrive outside of this time slot. The buses take up the space around the turning circle and your early arrival may cause congestion. If you arrive early, you may be asked to turn around, park off-site and return between 9.15 and 9.25 (please note, these timings will be reviewed and revised).

Departures

Option 1 - Parking Onsite

- Please arrive at the school **between 3.00 and 3.10**
- Follow the directions of the member of staff on duty to either the main carpark or the carpark at the end of the field, known as the 'GC Carpark'
- A member of staff from your child's class will accompany your child to your vehicle
- Once all vehicles (including buses and taxis in the main turning circle) are loaded and the buses and taxis have departed, you can drive away

Please can we request that you do not attempt to arrive outside of this time slot. If you are early, you will not be allowed to enter the gates and if you arrive later, you will be asked to turn around, park off-site and return on foot.

Option 2 - Collecting on Foot

- Please park in the roads beyond Hornbeam Close (**not** in the close or in any of the private parking bays)
- Walk down to the pedestrian gate **for 3.20**
- A member of staff from your child's class will accompany your child to meet you

At all times, please can we ask that you avoid parking in the turning bay just outside of the school gate. We have found that we rely on this to turn delivery vehicles that arrive at these busy times of day, which allows us to avoid unmanageable congestion and keep the system running as smoothly and swiftly as possible.

Thank you for your continued support. We appreciate that elements of these arrangements may feel inconvenient at times, but hope you appreciate that we are aiming to ensure we can be as efficient as possible during the arrival and departure times of day, in order to maximise the learning opportunities that the students have when with us.

Staff Testing

School staff will continue to carry out Lateral Flow Testing using home testing kits. This, in combination with a high uptake of the vaccine, is considered to create a helpful level of protection around the school community and means we will combine to be able to identify asymptomatic cases of COVID-19.

Home Testing for Secondary-aged Pupils

Pupils in Year 7 or above will continue to be entitled to access home testing where families are confident that they can support their child to complete the process or where their child could complete the process independently. This is not compulsory and should only be undertaken if the benefits of engaging with testing outweigh the risks.

Children and Staff Showing Symptoms of COVID-19

In line with national guidance, any child or staff member who shows any of the three specified symptoms of COVID-19 (a high temperature, a new, continuous cough or a loss or change to the sense of smell or taste) should get a PCR test (a Lateral Flow Test is not sufficient) and should remain at home until a negative result is received. You must be contactable and available at all times to be able to collect your child immediately, should we require you to do so. Please be aware that we may have to ask you to collect your child when they have symptoms of a lower level than you may judge as problematic. We realise that this may be frustrating, but hope you understand it is part of our role in managing the risk for the school community as a whole.

Identification of a Positive Case

If a positive case of COVID-19 is identified, all staff in the class team will be asked to get a PCR test, along with any other staff members identified as a close contact. You can also get a PCR test for your child if they are in the class group in which the case has been identified. This choice is yours, but any information on the results you can share with us is always appreciated.

Planned Action in the Event of Staffing Shortages

The fundamental responsibility that we have is to ensure that, to the very best of our ability, children and staff are safe when they come to school. Our staffing levels are critical to us achieving that aim. Therefore, in anticipation of arising scenarios where our staffing levels fall, we need to plan for the possibility of disruption to our ability to safely provide continuous education on site. The staged plan remains as follows:

Stage	Action taken
1	Normal education with re-distribution of staff or additional staff called in
2	Activities, rather than fully structured lessons, delivered by minimum staffing required for safety
3	Reduction in numbers in a class to manageable level on a temporary or rotational basis, with family support
4	Emergency closure of a class, either temporarily for one day to instate arrangements for Stage 5, or for a longer period of time deemed necessary to be confident that staffing levels required for safe operation can be reinstated
5	Rotational class closures (eg two days in school, two days at home) with pupils in school staffed by those available

As ever, if you have any questions or concerns about the risk assessment or the planned arrangements, please do always feel that you can contact us at school.

Kind regards,



Heidi Dennison and Simon Knight
Joint Headteachers