



28<sup>th</sup> August 2020

Dear Parents, Carers and Students,

### **Re: September Re-opening - Year 7**

Further to our letter last week and our letter at the end of term we are now writing to you regarding the finer details of the start of term for your year group. We are delighted to finally welcome your child through the doors at Biddenham School. We are, however, working hard to ensure that we have in place as many safety measures as possible to ensure we are all safe. We are doing everything possible to get back to learning whilst minimising the risk of an outbreak in school and having to return to remote learning - although we will be ready for that too.

Our students have a big role to play in all of this in following all rules and routines that we have put in place to ensure the safety of all concerned - including the communities in which we all live. It is good that Bedford is now off the Government's 'watch-list', but it is our, and the Local Authorities view that we still need to proceed with caution.

### **Safety message and transition days**

We understand that year 7 have had a very unique start to their secondary journey and we as a school would like them all to feel as happy and safe as we can when starting this journey. With this in mind year 7 will have six days' worth of transition and induction activities. The outline of the days will be sent out to you next week which will involve team building, safety briefings, assemblies, work sharing, support on reading and understanding a timetable and planner as well as some quizzes to allow us to get to know individual students' needs swiftly. The timings of the day will remain the same as they will after the transition week to stop any confusion when students start on their full timetable of exciting lessons. Consider going over the times with your son/daughter so they feel as confident as they can about the new structure to their day.

This means that your child must come in to school on Friday 4<sup>th</sup> September at 7.55am and leave at 2.20pm (please note this is different for Tuesdays where the start time is 8.55 am - timings of the school day are shown below). On arrival they should go straight to their Tutor room (see chart below). Staff members will be on hand to help support your child in making their way to the right classroom. It is important to note that as a visitor to the school site you must remain in your car. Tutors will be making wellbeing calls in the first week to ease any worries or concerns you may have.

There are many ways we are working hard to keep your child as safe as we can. The safety briefing your child will receive will include details about measures that will be in place from September that they will need to be aware of and adhere to, such as:

- Regular hand cleansing and sanitising.
- Students cleaning desks in classrooms after use.
- Doors and windows remaining open to ensure ventilation and minimise touching of handles and surfaces.
- Teachers and TAs will wear visors and/or masks where two metre social distancing cannot take place.
- There is a clear one way system in place for students and staff to follow.

- At break and social times the students will need to stay in their year groups and in allocated 'zoned' areas of the school. Marquees will be in place for wet weather, for each year group. Students will be expected to remain outside as much as possible.
- Students will need to bring lunch with them initially - although we will prepare and deliver packed lunches for students eligible for free school meals.
- There will be staggered starts at the start of the day, lunchtime and at the end of the day and a tutorial at the beginning of the day for all students.
- Parents and carers are requested not to come to the school to drop their child off, unless by car. When dropping students off parents and carers can walk them to the school gates - there will be a member of staff guiding them to the right place.

### **Face coverings**

The issue of students wearing masks has been in the news recently and we now have the discretion to implement what we think is best given our local context, so to that end we are saying that masks should be worn in corridors moving from lesson to lesson and students need to wear them into lessons, where they can remove them if they wish, but must put them on when working with a TA or teacher where a two metre distance cannot be achieved. Students will also need a bag in which to store their face coverings when not in use. This approach may change in light of updated guidance or if it proves problematic or safety is compromised in any way.

We would like to remind you of a few key areas of our letter to you at the end of term:

### **The School Day**

The school day will look slightly different this September with some staggered starts to the school day, to allow students time to sanitise their hands on arrival, however, this will be minimal in order to limit the disruption to families. Students need to arrive promptly at their designated time and leave site swiftly at the end of the school day. For the first half term, we do not intend initially to offer after school activities until fuller guidance is in place. We will open extra-curricular support fully as quickly as we can, whilst ensuring we are meeting government guidance and ensuring the safety of students and staff. Please see the list of tutor groups below along with the room and tutors name to support their arrival at school.

### **Travel to school**

We encourage all students to walk or cycle to school if at all possible. This is by far the healthiest travel option. Should students need to travel by public transport they will need to follow the government guidelines about wearing face masks. We ask that if a parent or carer is bringing their child to school they remain in their cars and if students are walking they must not meet and arrive in friendship groups. Both gates (north and south) will be opened for students to get on and off site within a set period of time.

### **Attendance**

Attendance is compulsory in September, as the government expects all students to attend school. The usual rules will apply, meaning we will be recording attendance and following up on any absences. If your children have been staying at home due to the current shielding guidance, the government 'paused' this guidance on 1<sup>st</sup> August. That means students should be able to come back to school. However, if you have received clinical or public health advice that your children should still remain at home, please let us know and continue to follow that guidance. We will be offering remote education to these students.

### **Uniform**

Students need to be in full school uniform from September. Details are available on the school website and a link can be found [here](#). Our basic school uniform items are plain black full length trousers, plain black skirt, plain white shirt/blouse, black or navy blue shalwar kamiz/jalbaab and black school shoes can be purchased relatively cheaply from any high street or supermarket clothes retailer; however, if you are experiencing any difficulty, please contact [enquiries@biddendenham.beds.sch.uk](mailto:enquiries@biddendenham.beds.sch.uk) or call 01234 342521 and we will assist where we can. The government guidance suggests that uniform does not need to be washed daily, however we would like to encourage students, parents and carers to ensure that uniform is cleaned as regularly as possible.

However, to avoid compromising social distancing in changing rooms, if students have PE or Dance on their timetable then on those days they should attend in their PE kit. Blazers or coats can be worn over the top, but there should not be any hoodies or other non-uniform tops worn. It is advisable to have more than one set of basic PE kit, if possible and/or wash kit more frequently.

### Equipment

In order to prepare for the new term the following is a list of suggested equipment:

- A school bag - ideally a rucksack.
- Pencil case including pens, colours, pencils, ruler and highlighters.
- Calculator and geometry set.
- Chromebook - charged and in the protective case.
- Earbuds/phones - to be able to hear sound on chromebooks.

Additionally, for health and safety reasons:

- Water bottle - filled, to reduce the need for using water fountains.
- Winter coat (waterproof with a hood) - breaks and lunches will predominantly be outside and windows will remain open in classrooms.
- Umbrella - in case of wet weather.
- Antibacterial wipes/gels and a pack of tissues - whilst we are providing antibacterial gels at every building entrance, we strongly recommend students have their own for personal use to ensure they stay safe in school.
- Face covering (s) and bag for storage.

### Catering

Access to our catering facilities will be limited initially in the interest of health and safety. Students should bring a [packed lunch](#) to school (please avoid food containing nuts and fizzy drinks) and enough water for the school day as access to water fountains will be limited. Students eligible for free school meals will be provided with a packed lunch at school. There will no opportunity to buy food in school initially.

We are looking forward to welcoming your child to Biddenham and sharing all of the excellent work you have been doing over the distance learning period. A letter will be sent next week to outline the timetable for the induction period with a brief overview of what each session will involve. In the meantime please take some time to familiarise yourself with the parents area of our [website](#). If you have any queries please do not hesitate to contact us on [transition@biddenham.beds.sch.uk](mailto:transition@biddenham.beds.sch.uk)

Induction processes will never have been more important for us both academically and socially, than this year. The loss of learning and length out of education is greater for this generation of young people, as they transition to their next phase of education. This will need to be accounted for academically to ensure students to recover learning successfully. Socially, all our students will benefit from being back with friends, new and old, and the structure and stability the school day, week and year will bring and we are very keen to get back to school.

If you have any queries please do not hesitate to contact us.

Warm regards,



Miss E Simpson  
Asst Head - Key Stage 3



Ms E Grylls  
Head of School



Mr D Bailey  
Principal



Year 7 Tutor Groups		
Assistant Head - Key Stage 3 Ms E Simpson  <b>Head of Year: Mrs D Gill</b> Assistant Head of Year: Mr A Simpson		
Tutor Group	Tutor's Name	Base
7 KRW/IM	Mr Walker and Miss Macedo	V6
7 EAP	Miss Parker	V5
7 MLG	Mr Glover	V3
7 GM	Ms Murphy	V2
7 HCB	Miss Badman	V4
7 RJC	Mr Ciantar	V7
7 LMC/TN	Miss Carter and Miss Nagle	V1
7 EC/OF	Miss Calvete and Mr Forde	V8

**YEAR 7 - NEW TIMINGS OF THE SCHOOL DAY - SEPTEMBER 2020**

Monday, Wednesday, Thursday, Friday			
	Time	Mins	Break/ Transition
Tutor	7.55 - 8.20	25	
Transition			5
Period 1	8.25 - 9.25	60	
Transition			5
Period 2	9.30 - 10.30	60	
Break			10
Period 3	10.40 - 11.40	60	
Transition			5
Period 4	11.45 - 12.40	55	
Lunch	<b>12.40 - 13.20</b>		40
Period 5	13.20 - 14.20	60	
Leave	<b>14.20</b>		

Tuesday			
	Time	Mins	Break/ Transition
Staff training	7.45 - 8.30	45	
ELS	8.45 - 9.15	30	
Break			15
Period 2	9.30 - 10.30	60	
Transition			5
Period 3	10.35 - 11.35	60	
Transition			10
Period 4	11.45 - 12.40	55	
Lunch	<b>12.40 - 13.20</b>		40
Period 5	13.20 - 14.20	60	
Leave	<b>14.20</b>		