



Aylsham High School

*Part of the Aylsham Learning Federation
It takes a Whole Community to Educate a Child*

September 2021

Dear Parent/Carer

Back to school 2021

We are really looking forward to seeing everyone back for the new term especially our new Y7s. I would also like to congratulate all students who received their GCSE results, they achieved some excellent results and we are incredibly proud of all their successes, especially in the incredibly hard times we have faced in the past 18 months.

Introduction

This letter is designed to give you an overview of key routines and systems for the new academic year. With the lifting of most restrictions, we have reverted to many of our original routines. However, we will monitor systems closely and should mitigations need to be put in place we will do so accordingly.

Please take the time to look at each section which will cover the following:

- 1) Start dates of the school year
- 2) Start of the school day
- 3) Timetable of the school day
- 4) Routines and systems
 - o Uniform
 - o PE lessons
 - o Use of lockers
 - o Calculators, geometry sets and gum shields
 - o Reception procedures
 - o Use of the library
 - o Clubs and after school activities
 - o Break and lunch times
 - o Wintle building and one way systems
- 5) Buses and school transport
- 6) End of the school day
- 7) Positive COVID-19 cases and Lateral Flow Tests (LFTs)

1) Start dates of the school year

Year group	Date of return to school	Remote learning on Google Classroom
7	Monday 06 September	None
8,9,10 &11	Tuesday 07 September	Monday 06 September



Business & Enterprise



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The Cambridge Network

Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)

Deputy Headteachers: Mr C Bridge B.Sc. (Hons), Mr P Brockington B.Sc. (Hons) M.A., Mrs K Garnham B.A. (Hons) M.A.

Director of Business and Community Strategy: Mrs J Tuttle

2) Start of the school day

The start time of school will remain at 08:50. The canteen area will be open to purchase breakfast from 08:30 and this area will be open to students that are dropped at school earlier along with the outside playground and multisport area. When the first bell goes they need to go straight to their P1 lesson.

If you are dropping your child off in the back car park please use the far end of the horseshoe, adjacent to the 3G pitch, leaving the first and middle section free for buses.

If your child is late to school, please ensure they go to reception to sign in.

3) Timetable of the school day

08:50	Period 1
09:55	Period 2
10:55	Tutor Time
11:20	Break
11:35	Period 3
12:35	Lunch
13:25	Period 4
14:25	Period 5
15:25	End of school day. Those children being picked up by car will be asked to wait until all the buses have left the car park before they are collected.

4) Routines and Systems

Uniform

Students are to come into school in their normal uniform every day. Prefect ties will be issued during their first week, therefore please could Y11 students wear their current tie.

PE Kit and Lessons

Students should **not** arrive to school in their PE kit (even on GCSE PE days), changing rooms are being reinstated, so students will be able get changed for these lessons. For the first week all students will be doing fitness, therefore they will need their outdoor PE kit and trainers.

Use of lockers

Students will be able to use their lockers from the start of term. Those that have not been issued with their locker keys (Y7 & Y8 students) will be given their locker keys at tutor time during the first week.

Those that have a locker, but have lost their locker key, please contact finance on finance@aylshamhigh.norfolk.sch.uk

Calculators, geometry sets and gum shields

Items that have been purchased from our finance department will be issued during your child's first week. If your child has not received the items ordered by Friday 10 September please contact finance@aylshamhigh.norfolk.sch.uk

Reception procedures

Reception will remain locked with the intercom in operation. If students have forgotten anything, we will ask that these items are placed in the drop off box outside reception.

Use of the Library

The library will be available to students after school Monday – Thursday until 16:30.

Clubs and after school activities

Further communication will be sent with regards to this in the coming weeks.

Breaks and lunch times

Break and lunch times will revert back to normal, so there will be 1 break time and 1 lunch time for all year groups. All students will be able to use all social areas. Those wishing to access hot food provision from the canteen will queue under the covered walkway in the playground. Pasta pots and sandwiches will be served at the reception end of the canteen. There will be an additional eating area in the main hall most days.

Students will not be required to bring their canteen card as the biometric fingerprint system will be back in operation. Students in Y7 and Y8 whose parents that have consented to biometric fingerprinting, will have

these taken during their 1st day back at school. Money to purchase food from the canteen can be added to your child's ParentPay account. Alternatively, students will be able to use the cash loader, in the main corridor, once their fingerprint has been scanned using our biometric system.

Water fountains across the school are back in operation. Therefore, students will be able to use these to refill their water bottles.

Wintle building and one way systems

We would like to remind students that we will continue, in corridors, to keep to the left and when using the Wintle building to go up the stairs via the covered walk way and when leaving to go through the library and down the stairs by the multi sports area.

5) Buses and school transport

Norfolk County Council (NCC) school transport have stated that it is their policy that masks must still be worn on all transport. Therefore, please ensure your child has a mask when they leave home in the morning, at the bottom of this letter is the guidance from NCC.

If you have any questions regarding your child's bus timetable we would recommend that you contact NCC school transport or the bus provider.

6) End of school day

The end of the school day will finish at 15:25. Those children being picked up by car will be asked to wait until all the buses have left the car park before they are collected, this is for the safety of students as we do not want them crossing the carpark when buses are leaving.

In wet weather, students waiting for a lift or a late bus will be able to remain in the building.

I would also like to remind parents not to park on Sir Williams Lane grass verges. The carpark at the back of the school is the safest place to pick up your child.

7) Positive COVID-19 cases and Lateral Flow Tests (LFTs)

These are the national guidelines which as a school we will follow:

- If we have a positive student case, the parent/carer will notify the school but any requirement for track and tracing will be carried out by NHS track and trace
- Close contacts identified by NHS track and trace will be advised to take a PCR test but will not need to self-isolate if they are up to 18 years and 6 months or double vaccinated, this includes those in the same household of a positive case.
- We will recommend, if we have siblings in school, to the parent/carer that they take a PCR test and if this is negative to carry out lateral flow testing on a daily basis, if it is positive they will self-isolate

We will keep classrooms well ventilated and will have hand sanitisers available throughout the school, reminding students that hand hygiene is really important.

We would encourage students to continue with twice a week LFT testing at home, however you will not need to submit the results through our website. If you have any questions regarding LFTs please email lftesting@aylshamhigh.norfolk.sch.uk

Once again we look forward to seeing everyone back next week and hope that you enjoy the last weekend of the holidays.

Kind regards



Duncan Spalding
Executive Headteacher

Covid-19 guidance for operators of school and college transport

September 2021

This guidance follows current government guidance, which has been developed in line with advice from Public Health England (PHE), the Health and Safety Executive (HSE) and the Department for Education (DfE). Implementing the measures in this guidance will reduce the risk to all staff and passengers.

- **Social distancing** is no longer required and so school and college transport will be loaded up to the maximum capacity of the vehicle. In addition, students from different schools will sometimes be on the same vehicle.
- There is no longer any need for students to sit in **year group or class bubbles**, but we have recommended to students that they sit in a consistent seat with the same group of people where possible, particularly if transport is shared with students from other schools.
- **Face coverings** are no longer an absolute requirement but we are stating that we **expect all students aged 11 or over to wear one** when travelling on our services (unless they have a valid exemption) and for younger children to do so if they can.

Please be mindful that it is likely that many students will not wear one and there is very little we can do about this, because it is no longer a legal requirement on any transport services, but for adults who have been double-vaccinated it's important to remember that the risk of a) catching Covid and b) getting very ill from Covid is extremely low and so transport staff should be advised of this. In addition, drivers in particular have very little face to face contact with students for a prolonged period of time.

- **Bus passes:** Where bus passes are used (i.e. on all large vehicles) drivers should ensure students validate their pass on the ticket machine on each journey so that we know who has travelled and can trace individuals easily if necessary.

All transport services

The following is a system of control measures that can help to minimise the spread of Coronavirus. Under the Health and Safety at Work Act 1974, it is mandatory to implement measures that are reasonably practicable and effective at reducing the risk. This means we must consider the extent to which measures are reasonably practicable and, where they are, to take these measures.

- **Minimising contact with individuals who are unwell:** Parents have been advised that their child should not travel if they, or a member of their household, has symptoms of Coronavirus. If a child is sent home from school with symptoms, they will be told to self-isolate for 10 days and to get a test. They can then return to the transport service when the 10 days is over or they have a test and the result is negative.

Likewise a driver or passenger assistant should not work if they have symptoms. If they develop

symptoms whilst at work, they must go home and get a test and self-isolate for 10 days or until they get a negative test result.

You should not routinely ask to take a child's temperature before allowing them to board the vehicle.

- **Clean hands thoroughly more often than usual:** Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser – washing hands for at least 20 seconds is advised.

We have asked students to carry hand sanitiser with them and to use it before boarding the vehicle. If you can also have hand sanitiser available on the vehicle, this would be very helpful.

Drivers and passenger assistants should use alcohol hand rub or sanitiser at intervals throughout the journey and should always do so after performing tasks such as helping a child into the vehicle or handling a child's belongings.

- **Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach:** This approach is very important and will be reinforced with students at school. If you can make a covered waste bin or plastic bag available on board your vehicle then that would be very helpful.
- **Ventilation:** It is very important to maximise the ventilation of fresh air (from outside the vehicle) on transport, particularly through opening windows and ceiling vents, where possible.
- **Cleaning:** Coronavirus (COVID-19) is easy to kill on surfaces. Normal cleaning products will do this - specialist cleaning products are not needed. Cleaning of high-touch areas like grab rails and door handles should be undertaken after every trip where possible, and an enhanced clean should be carried out at the end of each day.
- **Face coverings for transport staff:** It is not mandatory for transport staff to wear face coverings, however we strongly request that
 - drivers wear either a face covering or visor where they do not have a screen around them, or where they are providing assistance to passengers and
 - passenger assistants wear a face covering or visor as they are assisting some of our most vulnerable children.

Young people up to the age of 16 have not been able to get vaccinated and so this is to protect them.

Response to any infection

- All staff and families are expected to engage with the NHS Test and Trace process.
- If anyone starts to display any symptom of Coronavirus then they should book a test <https://www.gov.uk/get-coronavirus-test> and follow government guidance on self-isolation (currently 10 days unless symptoms persist) until the result is back. Staff should also inform you as their employer and you should inform us.
- If the result is positive, then we need to be informed immediately and they need to continue their self-isolation period.
- If the result is negative, they can return to work.

- **Close contacts and self-isolation:** If a member of staff is identified as a close contact (which includes of a child on their vehicle) then there is **no need for them to self-isolate as long as they have received both doses of the vaccine and the last dose was at least 14 days ago**. However they are advised to get a PCR test to test their own status and to test themselves daily for 10 days using a home lateral flow test.
- These new self-isolation rules also apply to young people under the age of 18 years and 6 months.
- Drivers, passenger assistants and families should be willing to provide details of anyone they have been in close contact with if they test positive for Coronavirus or if they are asked to by Test and Trace.
- If we become aware of a positive test for Coronavirus involving a child on your transport, then we will contact you immediately and advise what you and your staff should do.

This is the information we have on our website about Coronavirus and school transport

<https://www.norfolk.gov.uk/education-and-learning/school-and-college-transport/home-to-school-transport/coronavirus-and-school-transport>