



27<sup>th</sup> August 2020

Dear Parents and Carers

## September Reopening of Sydenham School

As promised in July, we are writing to you with an update of our plans for the reopening of Sydenham School next week. Much of the information remains the same as that in the letter we sent to you on July 17<sup>th</sup>. **We have highlighted key changes in blue to help make it easier for you to identify them.**

This letter includes information on the following:

1. Overview of the curriculum and changes to timings of the day
2. The dates **and timings** for the return to the school site for different year groups
3. **Face coverings**
4. The equipment and uniform that every student will need - **including a reminder about piercings, hair dye/colour and nails**
5. Advice about safe travel to school
6. Catering arrangements
7. How we will implement our Risk Assessment to help limit the risk of transmission
8. Plans for extra-curricular activities
9. Attendance expectations
10. Details of what you should do if your child or member of your household has Covid-19 symptoms
11. Details of the Covid-19 Safe Addition to the Student Code of Conduct and an addendum to the Home School Agreement
12. Helping students to understand how school will operate from September
13. How we will support well-being from September
14. The details of Parent/Carer Question & Answer sessions in September **including links to where you can post questions for the session**
15. Where you can find a copy of our Risk Assessment.

As has been clear from this week's change in approach on face coverings in schools, government guidance can alter very rapidly. Please continue to check your emails regularly as our plans are subject to change at any point.

## Overview of the curriculum and changes to timings of the day

The Department for Education guidance for the reopening of schools requires the school to limit contact between students in different year groups, by operating where possible a year group 'bubble', and to also offer a full and balanced curriculum. This is a difficult balancing act.



Our students will continue to study all of the subjects on their normal timetable. Where we can, we have kept students in the same classrooms as much as possible to limit their movement around the school. Year groups will have their 'bases' in particular zones of the school, but will move for some specialist lessons (e.g. Music and PE).

The timings of the school day will differ depending on the year group. This is so that we can keep separate year group 'bubbles' apart. To maintain year group 'bubbles', all students will be required to line up in silence in their tutor groups before being taken into the school building. Please make sure your child knows which gate they should enter the school site through.

The arrival and departure timings and entry gates are as follows:

Year Group	Arrival Time	Entry Gate	Departure Time
7	8.40am On Site 8.50am Register	Right Hand Side of Main Gate	3.10pm
8	8.40am On Site 8.50am Register	Left Hand Side of Main Gate	3.00pm
9	8.40am On Site 8.50am Register	STEM Side Gate	3.20pm
10	9.00am On Site 9.10am Register in Period 1 lesson	Left Hand Side of Main Gate	3.40pm
11	9.00am On Site 9.10am Register in Period 1 lesson	STEM Side Gate	3.40pm
Sixth Form	Arrive in good time for the start of your first lesson	Arriving at 9am for period 1: Back Gate (Charlecote Grove) Arriving at any other time: Main Gate	3.20pm

Students should maintain their excellent punctuality, which we have been very proud of over the years. Students will not be able to come onto the site early as they used to and so should arrive as close as possible to their 'On Site' time. As a result of these changes, breakfast will not be available for the foreseeable future; we will review this decision on a regular basis.



## The changed dates for the return to the school site for different year groups

As we explained in July, we need to carefully induct all students into the Covid-19 safety protocols that we will have on the school site. To enable us to do this thoroughly, we are staggering the return to the school site.

The dates for the first day back for each year group remain the same as in our letter of July 17<sup>th</sup>. However, please note the changes to the timings of the day on these induction days. Once a student has had their day of induction, they continue at school for the rest of the week, with the following days being the 'normal timing' outlined above.

Date	Group 1 Timings	Group 2 Timings
Friday 4th September	Year 7 8.40am Arrival 3.10pm Departure	Year 12 11.45am Arrival 3.20pm Departure
Monday 7th September	11 X (11S, 11Y, 11D, 11E) 9.05am Arrival 1.40pm Departure	11 Y (11N, 11H, 11A, 11M) 11.45am Arrival 3.20pm Departure
Tuesday 8th September	Year 13 (Please see separate email from Sixth Form)	
Wednesday 9th September	8X (8S, 8Y, 8D, 8E) 9.05am Arrival 1.40pm Departure	8Y (8N, 8H, 8A, 8M) 11.45am Arrival 3.20pm Departure
Thursday 10th September	10X (10S, 10Y, 10D, 10E) 9.05am Arrival 1.40pm Departure	10 Y (10N, 10H, 10A, 10M) 11.45am Arrival 3.20pm Departure
Friday 11th September	9X (9S, 9Y, 9D, 9E) 9.05am Arrival 1.40pm Departure	9Y (9N, 9H, 9A, 9M) 11.45am Arrival 3.20pm Departure



Remote learning will be provided for year groups not yet back on the school site from Monday 7<sup>th</sup> September, to ensure everyone can start their learning as soon as possible. [Your child should check their school email on the morning of Monday 7th September to find details of this work.](#)

### Face Coverings

As you will have seen in the media this week, the government has changed its position on the use of face coverings in schools. Over this week we will revise our protocols on the use of face coverings in school, ready for our return. In preparation, please provide your child with a face covering for school, which meets the requirements outlined at this [link](#). Please ensure your child also has a plastic bag in which to store the face covering if removed. It is important that you check that your child knows how to wear a face covering safely. This [NHS video](#) provides useful information on face coverings.

We are very aware that some students will be unable to wear a face covering due to physical or mental health conditions. If this applies to your child, please email Nikki Hopkins ([n.hopkins@sydenham.lewisham.sch.uk](mailto:n.hopkins@sydenham.lewisham.sch.uk)), our First Aid Administrator, so that we are aware of this in advance.

### The uniform and equipment that every Year 7-11 student will need

Every student will need to wear the full Sydenham School uniform from September. This includes the blazer for all students in Years 7 to 10.

Students are expected to wear the full Sydenham PE kit for PE or Dance. To help reduce the risk of Covid-19, we are asking students to wear their PE kit to school on the days that they have PE and Dance (and to remain in that kit throughout the day). This will also help reduce the weight of bags, which is important as student lockers will not be in use. We recognise that this is not an ideal situation, but this is a vital measure in our Risk Assessment that enables us to still be able to run PE lessons. [Please note, students will not have PE or Dance on their first day and so do not need to wear or bring kit to school on that day.](#)

We will also need to limit the sharing of equipment on site in order to help reduce the risk of Covid-19. Therefore, it is important for every student to be fully equipped for each day with the following:

1. Pens (including blue and green)
2. Pencils
3. Rubber
4. Ruler
5. Glue
6. Scissors (please make these 'school scissors' without sharp edges)
7. A full water bottle (please note, our water fountains will be out of use)
8. Tissues (to practice 'Catch It, Bin It, Kill It')



9. Headphones for Music if in Year 7-8 or taking Music in Years 9-13. These must have a 3.5mm jack (standard size for most headphones) and can be over-ear or in-ear headphones. Wireless/bluetooth headphones will unfortunately not work with our system. Examples include: [Over Ear Sony Foldable Headphone](#) and [In Ear Headphones](#) (often supplied with mobile phones)
10. A face covering if your child is using public transport ([and for possible use around school](#)), along with a sealable plastic bag in which to store the covering when not in use
11. Hand sanitiser if your child is using public transport.

If you have concerns about the purchase of any of this equipment or uniform, please contact your child's YLC or Jennifer Skinner ([j.skinner@sydenham.lewisham.sch.uk](mailto:j.skinner@sydenham.lewisham.sch.uk)) and copy in Ms Janet Emmanuel ([j.emmanuel@sydenham.lewisham.sch.uk](mailto:j.emmanuel@sydenham.lewisham.sch.uk)) in too.

We fully appreciate that with such a long break from school, some students may have dyed their hair, added coloured extensions, got additional piercings or put on fake nails. Normal uniform rules apply from the start of September, so please ensure your child's hair is their own natural colour, that a piercing is worn only in the lower lobe of each ear and that fake nails are removed for their first day back.

### **Advice about safe travel to school**

We expect that capacity on buses will continue to be limited. To help limit the pressure on our local bus service and ensure your child's journey to school is as safe and reliable as possible, we strongly recommend that your child walks, cycles or scoots to school wherever possible.

If your child needs to use public transport, they must wear a face covering. We have been in contact with Stagecoach bus operator and will operate strict social distancing in the bus queues immediately outside school as these queues may cross year group 'bubbles'.

We have been delighted to hear of students who are going to cycle to school from September. If your child is cycling or scooting to school, they can lock their bike or scooter in the bike shed at the front of school.

If your child is going to be dropped off or collected from school by car, please take note of the following:

- Opposite the school gate there is a small row of houses. The road down the side is a private road and should not be used for dropping off or collecting children.
- Hundreds of children cross our vehicle entrance at the end of school each day. Please do not pull up in this area to collect your child.
- It is not permitted to park or pull up immediately outside the school gates.
- It is not safe to cross the road immediately outside of school because of cars that overtake waiting buses. It is part of the Code of Conduct that students are expected to cross the road at the pedestrian crossings and not directly in front of school.



## Catering arrangements and social time

Our new catering providers, Olive Dining, are making the final preparations for September. To enable us to maintain year group 'bubbles', the school will be separated into six separate year group 'Break Zones'. Students will be escorted to their year group's zone at the end of each lesson and collected from there at the end of each break.

We have had to rearrange the way in which students will eat their lunch, and snacks, by changing our break and lunch timings as follows:

Year Group	Break 1 - 10.50am-11.25am	Break 2 - 1.05pm-1.40pm
7	Eating lunch (purchased from Olive or packed lunch)	Snacks available to purchase from Olive or students can bring own snacks.
8	Eating lunch (purchased from Olive or packed lunch)	Snacks available to purchase from Olive or students can bring own snacks.
9	Snacks available to purchase from Olive or students can bring own snacks.	Eating lunch (purchased from Olive or packed lunch).
10	Snacks available to purchase from Olive or students can bring own snacks.	Eating lunch (purchased from Olive or packed lunch).
11	Snacks available to purchase from Olive or students can bring own snacks.	Eating lunch (purchased from Olive or packed lunch).
Sixth Form		Eating lunch (purchased from Olive or packed lunch/lunch purchased off site).

We appreciate that these measures mean two-year groups of students eating lunch at an earlier time than normal. The decision to do this has been based upon the complexity of implementing the Risk Assessment measures within a large school and our broad curriculum; it is a decision to which we have given great consideration. We very much appreciate your understanding and support with the complex changes that we are having to make and continue to welcome constructive feedback from families.

## How we will implement our Risk Assessment to help limit the risk of transmission

Our Risk Assessment will be available on our website from Wednesday 2<sup>nd</sup> September via this [link](#). We have been hugely appreciative of the work of our teaching and support staff, our Governors and the unions, over the summer to help finalise these plans.

Along with the operation of year group 'bubbles', some of the additional measures that we will operate on the school site include:

1. Frequent hand washing and sanitising procedures, built into routines throughout the day
2. Students trained in 'Catch It, Bin It, Kill It' routines
3. Enhanced cleaning throughout the school day



4. Social distancing protocols of being 2 metres away from adults
5. Students will be escorted in single file and in silence to and from their lessons and Break Zones to prevent crowding on a corridor and the risk of 'aerosol' transmission of Covid-19
6. Clear protocols for what will happen if a student or staff member shows Covid- 19 symptoms on the school site and what would happen if there is a confirmed positive case
7. Amendments to the delivery of some specialist subjects (e.g. Music and PE) and extra-curricular activities in line with the Department for Education guidance
8. Consideration of the use of face coverings at particular points around the school
9. Use of 'divider screens' down the middle of the tables in the dining areas to reduce face to face 'aerosol' transmission.

### **Plans for Extra-Curricular Clubs and Peripatetic Music Lessons**

We are keen to offer as full an extra-curricular programme as possible, as soon as possible. Our Performing Arts and PE staff have risk assessed how any clubs can operate safely. It is essential that we embed the new protocols for lessons and social time first of all and so we will not begin most of our extra-curricular provision until at least the end of the fourth week of the Autumn term. Some of our clubs run by external coaches will begin after half term. We thank you in advance for your understanding about this and hope you strongly encourage your child to attend extra-curricular clubs when they start again.

Our peripatetic music lessons will commence the week beginning 14th September and will take place on site in line with school protocols. An email will be sent to all students at the start of term regarding payment for the Autumn term, specific measures for lessons and timetabling arrangements. If you do not wish to continue with lessons in September please email [e.durban@sydenham.lewisham.sch.uk](mailto:e.durban@sydenham.lewisham.sch.uk)

### **Attendance Expectations**

Across England, school attendance will be compulsory for all students from the beginning of the Autumn Term. The usual rules on school attendance will be in place, including:

- A parents'/carers' duty to ensure that their child attends school
- Schools' responsibilities to record attendance and follow up on absence
- The availability for schools to issue sanctions, including fixed penalty notices, for low attendance.

If you would like to discuss with us how we can support your child to have excellent attendance to school, please contact your child's YLC.



## Details of what you should do if your child or member of your household has Covid-19 symptoms

The responsibility that we have all had since the start of Covid-19 to self-isolate if we have symptoms, or a member of our household has symptoms, will remain the case. All families must commit to:

- Booking a test for your child if they are displaying symptoms and keep them at home. Alert the school immediately and share the test result with us
- Collecting your child immediately if they develop symptoms at school
- Providing details of anyone your child has been in close contact with if they were to test positive for Covid-19 or if asked by NHS Test & Trace
- Self-isolating if you have been in close contact with someone who develops Covid-19 symptoms or someone who tests positive for Covid-19.

We will ensure our Attendance Team has accurate records of self-isolation to both ensure someone does not return to school before the end of their self-isolation and to take into account when contacting families about attendance.

For the safety of the whole school community, it is essential that your emergency contact details are up to date on our school system, so that we can contact you swiftly if your child needs to go home during the school day. Please email [info@sydenham.lewisham.sch.uk](mailto:info@sydenham.lewisham.sch.uk) as soon as possible if your details need to be updated at all.

## Details of the Covid-19 Safe Addition to the Student Code of Conduct and an addendum to the Home School Agreement

As you will appreciate, the new protocols on the school site require some significant changes to our student Code of Conduct. On their first day back we will ensure that every student is fully inducted into these changes. The additions to our Code of Conduct can be found in Appendix 1 at the end of this letter. If you have not already done so, please discuss these expectations with your child before they return to help prepare them for the changes.

We have also had to add an addition to our Home School Agreement, which must be read and agreed to by the parents and carers for every student. The addition to the Home School Agreement can be found in Appendix 2 at the end of this letter. We will assume that all families agree to this addition, unless we are contacted directly via an email to [d.gostling@sydenham.lewisham.sch.uk](mailto:d.gostling@sydenham.lewisham.sch.uk). Our main Home School Agreement, along with the Covid-Safe Addition can also be found online at this [link](#).

## Helping students to understand how school will operate from September

Before the summer, we made a student -friendly Loom video presentation of this information for students to watch. It can be accessed via this [link](#). Please note that the timings of the Induction Days have changed since it was recorded. We will send a new link out to students next Friday, so that they can refresh themselves of the arrangements before arriving at school.



## Student Well-being

We understand that Covid-19 and the school closure has had a negative impact on some of our students. The well-being of our school community is a priority and as such we have put in place a range of strategies to support students in their return to school including:

- The use of tutor time to clarify arrangements in place at school in response to Covid-19 and explain why they are needed so that students feel reassured
- All Year Groups will have discussion time in their first PSHE lesson in the Autumn term to give students a space to share their feeling about Covid-19
- All the Pastoral Teams have completed training led by the Mental Health Support Team which is part of CAMHS on supporting student well-being upon their return to school. This has included being mindful about how Covid-19 has had a greater impact on the mental health of BAME students according to research.
- An additional Learning Mentor to work more directly with students
- Continuing to work with specialised external professionals where possible such as the Art Therapist, Educational Psychologist, Youth Coach and counselling.

## Details of Parents/Carers Question & Answer Sessions in September

We will be holding Parent/Carer Q&A Sessions via Microsoft Teams Live in advance of each year group returning. The details of these are as follows:

Year Group	Time and Date of Q&A Session	Microsoft Teams Invite Link
7	6.45pm-7.30pm Wednesday 2 <sup>nd</sup> September	<a href="#">Year 7 Parent Q&amp;A</a>
8-9	5pm-5.45pm Thursday 3 <sup>rd</sup> September	<a href="#">Years 8 &amp; 9 Parent Q&amp;A</a>
10-11	5.30-6.15pm Wednesday 2 <sup>nd</sup> September	<a href="#">Years 10 &amp; 11 Parent Q&amp;A</a>

If you do not have the Microsoft Teams App you can still access the event. Please select 'Watch on the web instead' when you are prompted after clicking on the link.

Please post your questions by 5pm on Tuesday 1<sup>st</sup> September, to enable us to efficiently manage the events. You can do so via this Microsoft Forms [link](#).

Finally, we know that the return to school is a significant step both nationally and within your families. We are delighted to be welcoming students back into school over the next fortnight and would like to reassure you that we are working hard to ensure that the school is as safe as it can possibly be. Thank you, in advance, for the flexibility that is required from you and your child to enable us to reopen the



school fully. Please do use the Q&A sessions to address any questions that you might have before the return to school and continue to liaise with us throughout the school term.

Yours faithfully

  
Gloria Lowe

Headteacher

## Appendix 1: Covid-Safe Addendum to the Student Code of Conduct

As Sydenham students we also follow Covid-Safe Behaviours:	
We are Ready to Learn	We demonstrate we are <b>Ready to Learn</b> by:  Following the line-up rules at the start of each day and end of breaks Sitting in my agreed seat within the seating plan and not moving from it without permission Arriving on time to my line up after a break Being fully equipped for every lesson, understanding that we now cannot share most school equipment Ensure my hands are clean before entering a classroom.
We Think of Others  We socially distance  We wash our hands  We follow the Covid-Safety behaviours	We show we are <b>Concerned for Society</b> and are able to be <b>Collaborative</b> by:  Following the Government Stay at Home instructions if we have symptoms of Covid-19 or if a member of our household does Having a test for Covid-19 if the school asks me to Immediately informing a member of staff if I develop Covid-19 symptoms whilst on the school site and following the strict instructions of what to do if that occurs Always telling a member of staff immediately if we think someone is at risk of unsafe Covid-behaviours, including ourselves Washing or sterilising my hands regularly, and always when directed to do so Being silent on corridors so that instructions about social distancing and safe behaviour can be clearly heard Following social distancing rules and ensuring we keep a 2-metre distance away from adults Staying in my Year Group Zone in social time Always facing the direction I am told (when eating or in a classroom) Following the Catch It, Bin It, Kill it protocol if I sneeze Avoiding touching my face Walking, cycling or scooting to school if I can Following the strict queuing rules when lining up for the bus. Following Transport for London social distancing and face covering rules if on public transport to or from school Never making physical contact with another member of the school community Going straight home after I leave school and following the government instructions about social distancing and limiting contact with others.
We Work Hard	We create the conditions for <b>Deliberate</b> and <b>Retrieval Practice</b> by:



	<p>Completing all allocated homework set by my teachers and respond to instructions and feedback that is provided.</p> <p>We show our <b>Resilience</b> and <b>Perseverance</b> by:</p> <p>Proactively contacting adults if additional help is required. Organising my time at home to complete the homework that is set.</p>
<p>We Are Curious and Open Minded</p>	<p>We develop our <b>Confidence</b> and the <b>Confidence</b> of others. We show that we are <b>Open Minded</b> and able to <b>Take Risks In Our Learning</b> by:</p> <p>Being supportive of my peers in their learning and responding to new situations.</p> <p>We develop our ability to be <b>Enquiring, Creative and Enterprising</b> by:</p> <p>Actively staying up to date with the government's instructions on Covid-19 Check my emails every day.</p>

## Appendix 2: Covid-Safe Addendum to the Home School Agreement

Through this agreement, we will be making a commitment to work together to keep our community and our families safe from Covid-19. By us all following a few key expectations of each other, we can support each other to keep Sydenham School a safe place to learn and make good progress.

**As parents/carers I/we agree to make sure that the following protocols in relation to the health of my child and hygiene requirements are upheld:**

- I/we will check my child's health every morning before they leave for school and will not send them to school if they are displaying any symptoms of Covid-19, no matter how mild. If they do show symptoms, I will order an NHS test as soon as possible, inform the school and update the school as soon as I receive the test results.
- I/we will not send my child to school if any member of my household has displayed symptoms of Covid-19 in the last 14 days, unless that member of the household has had a negative result from a Covid-19 test via NHS/Public Health England and we have been given notification that we no longer need to self-isolate.
- I/we will share details about a positive or negative Covid-19 test result within my household with the school at the earliest possible opportunity to ensure effective tracing within the school community.
- I/we will ensure that our emergency contact details are up to date on the school system.
- I/we will ensure that I/we make reasonable steps to ensure we can be contacted at all times whilst my child is on the school site to ensure that they can be collected or sent home immediately if showing symptoms of Covid-19.
- I/we give our permission for my child's temperature to be taken by school staff if judged necessary by school staff
- I/we will notify the school Attendance Team if my child is unable to attend school on a scheduled day and notify if this is linked to Covid-19
- I/we will ensure that my child carries tissues with them at all times, in order to follow the Catch It, Bin It, Kill It protocol
- I/we will ensure that my child understands the importance of good hand hygiene and understands how to wash or sanitise their hands in line with Public Health England guidelines
- I/we will ensure my child understands the Public Health England guidelines about the safe use of face coverings.



**As parents/carers I/we agree to make sure that the following protocols in relation to travel to and from school are upheld:**

- I/we will not park near the school site unsafely causing danger to other children, pedestrians or motorists. I/we will respect the private property of residents and businesses in close proximity to the school site
- I/we will follow the recommendations on transport to and from school and will ensure my child walks, scoots or cycles to school wherever possible
- I will ensure that my child understands that it is their responsibility to follow instructions from Transport for London about wearing a face covering and social distancing on public transport
- I/we will ensure that my child goes straight home after leaving the Sydenham School site and limits contact with individuals outside my household, in line with the expectations set out by the Government. I/we understand that a failure to do so puts others at risk and brings the reputation of Sydenham School into disrepute and may result in a sanction in line with the Sydenham School Behaviour Policy.

**As parents/carers I/we agree to make sure that the following protocols in relation to parent/carer presence on and around the school site are upheld:**

- I/we conduct all meetings with school staff remotely if possible
- I/we will not enter Sydenham School if we are displaying any symptoms of Covid-19
- I/we only enter the Sydenham School site with prior agreement of the school. Where an on-site meeting is necessary, only one parent or carer will attend unless with the prior agreement of the school
- I/we will adhere to the allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- I/we will not gather at the school gates and if I am collecting my child, I will ensure I am socially distanced from other members of the Sydenham School community

**As parents/carers I/we agree to make sure that the following protocols in relation to my child's behaviour on the school site are upheld:**

- I/we will ensure my child understands the Covid-19 Safe Behaviour Code of Conduct and will follow it at all times on the school site.
- I/we understand that a failure to follow the Covid-19 Safe Behaviour Code of Conduct may result in a fixed term exclusion for my child.
- I/we will make my child aware of the Covid-19 Safe Behaviour Code of Conduct and the importance of following these behaviours at all times.
- I/we will support the school's decision in relation to sanctions related to a failure to follow the Covid-19 Safe Behaviour Code of Conduct

**As parents/carers I/we agree to make sure that the following protocols in relation to my child's home learning are upheld in case of another lock down or school closure:**

- I/we will support my child to maintain a regular routine to complete home learning
- I/we will ensure that my child is checking Show My Homework and emails from staff and completing the allocated home learning
- I/we will contact subject teachers or form tutors if my child requires additional support
- I/we will alert the school if my child has problems accessing the home learning
- I/we will ensure our child adheres to the protocols for live sessions with members of staff (e.g. Office Hours Sessions or Live Tutor Sessions).



**As staff at Sydenham School, we agree to:**

- Ensure that all health and safety compliance checks and risk assessments have been undertaken, are kept up to date and that Risk Assessment measures are upheld by all staff
- Ensure that the latest Department for Education guidance on the opening of schools is implemented at Sydenham School
- Communicate all plans and changes to arrangements with families and students in as timely a manner as possible
- Provide a safe, disciplined and happy environment in which all students can learn effectively
- Provide structured and safe places for students to spend social time with each other
- Be available to listen to, discuss and act to resolve concerns expressed by parents /carers and students
- Consistently respond to students who are not following Covid-Safe Behaviour Protocols to ensure that the safety of the school community is maintained
- Follow Covid-19 Safe hygiene protocols.

**As a student of Sydenham School, I will:**

- Follow the Sydenham School Covid-Safe Behaviour Code of Conduct alongside the As Sydenham Students Code of Conduct.