



PARK HIGH SCHOOL

24th August 2020

Dear Parents and Carers,

I hope that you and your families are well and have had an opportunity for some rest and relaxation during the summer break. In my earlier letter to you in July I informed you that we were expecting a government update on the 11th of August confirming plans for the re-opening of schools in September, no additional information was released on 11th August and so, like all schools in England, we have continued to prepare for a full re-opening for all students as follows:

- Friday 4th September Y7 and Y12 will return to school
- Monday 7th September all other year groups will start
- There are tables attached explaining when your child's year group is expected in and when their school day will finish with some additional information regarding the health & safety measures in place around the site, the full approved risk assessment will be available to view on the school website from Wednesday 26th August along with a COVID-19 school assurance check, completed by our Health & Safety Advisors, Carstens & Robinson Ltd.

Although levels of COVID-19 remain low in Harrow, we need to be vigilant in adhering to the advice of the government agencies to reduce the spread of the infection. We have put in place a very comprehensive system to ensure students have minimal movement around the school and have access to handwashing/hand sanitising facilities. The school is well signed to help students move safely and we have ensured where possible that students remain in class and year group bubbles to again reduce the spread of the virus.

When students arrive for their first day in school, their tutor will go through a detailed explanation and guidance on how the school will operate and the expectations of their engagement and behaviour. Our advice regarding the wearing of face coverings remains as before on advice from the local authority Health and Safety advisor.

It is essential that students quickly adapt to the routines expected during the school day in order to maximise their learning opportunities on their return to school. Expectations of behaviour and engagement remain high. In their first session with their tutor these expectations will be reinforced. We fully expect and are prepared for the students' need to process what has happened since schools closed in March. Their emotional well-being is as important to us as their academic progress and we have planned a long-term programme to address this across the school. Students will have access to any support they may need.

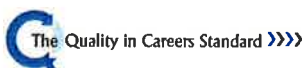
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Headteacher Mrs Colette O'Dwyer

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We are currently working on how we will effectively communicate with you, using technology wherever possible so as to reduce the transmission that might occur through visits onto the site. With this in mind, please do not be offended when you are not admitted past the gate without having booked an appointment in advance. I understand that students forget equipment, lunches, books etc. but these will have to be delivered to the gate for the foreseeable future. We will write to you again outlining how parent-teacher consultations will run this year.

In the meantime, should you need to communicate directly with the school, please use the usual channels of communication.

Yours faithfully



Mrs Colette O'Dwyer
Headteacher

Please see specific information relating to your child below:

YEAR 10 –Year group bubble	Group A
Time of entry to school:	8.30am to 8.40am
Enter school via:	Burnell Gardens Gate ONLY
Designated area for lessons:	Main building Languages & Humanities corridors, Rooms L1 – L5 & H1 – H5
Breaktime:	9.50am – 10.05am
Lunchtime:	11.45am – 12.20pm
Designated area for breaktime:	Main school hall & central quad area
Designated area for lunchtime:	Centenary Park (staff on lunch duty)
Designated area for wet break and/or lunch:	Sports Hall
Designated area for catering:	Outlet 1 – Kodak corridor: sandwiches, baguettes, pizzas, paninis and drinks Outlet 2 – Designated section of the main canteen: hot, plated meals only
Designated toilets for Year 10:	Girls – Sports Hall Upstairs Boys – Sports Hall
End of day:	14.50pm
Exit point:	Burnell Gardens Gate ONLY

INFORMATION FOR ALL STUDENTS:	
Travel to school	By staggering the start of the school day, we are reducing the number of students arriving at any one time. There must be no waiting at the school gate. You must arrange a more dispersed drop off and collection point on the surrounding roads with your child. There is more Department for Transport advice here about travelling to school, encouraging you to walk or cycle: https://extranet.dft.gov.uk/safer-transport-campaign/ Cycle racks are available on the school premises but you must provide your own padlock.
Face coverings – public transport	If you have to travel by public transport you MUST wear a suitable face covering.
Face coverings – disposal/re-use	On arrival to school, please either: <ol style="list-style-type: none"> 1. Dispose of your face mask (if disposable) 2. Place your face mask in a sealable sandwich bag (if re-usable and wash daily) The school will not be supplying masks to students or staff.
Household health	If you or someone in your household suspects they may have COVID-19 please do not come into school, inform the school and request a test. Please follow government guidelines.
Road closures during peak drop off and collection times	Please note Harrow Council have introduced ANPR cameras at the beginning of Burnell and Thistlecroft Gardens, the restrictions are in place from 8.15am to 9.15am and 2.30pm to 3.30pm. The school will not take any responsibility for any parents/carers or visitors to the school receiving a fine.
Track & Trace	Staff and students displaying symptoms of the virus will be sent home and asked to follow the COVID-19: guidance for households with possible coronavirus infection https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Follow government advice: Request a test* Self-isolate for 10 days Members of their household should self-isolate for 14 days Testing and tracing – Book your test through the link below: Students & household: Ask for a test to check if you have coronavirus - Coronavirus (COVID-19) - NHS *If the test is negative you can return to school and your household can end their self- isolation. *If the test is positive, you should immediately inform the school, those persons who were in close contact should be sent home to self-isolate for 14 days, however the rest of the household do not need to self-isolate unless that person subsequently develops symptoms.
Bubbles	Each year group will form their own bubble.

Staggered start & finish, break and lunch times	<p>Y7 to Y13 have been split into 2 groups, Group A and Group B. There will be staggered start, finish, break and lunchtimes for each group.</p> <p>At the end of the school day students must leave the site to enable cleaning staff to thoroughly clean the site.</p>
Handwashing/sanitising facilities	<p>We have portable handwashing stations situated around the site including at the front gates, canteen, playground and entrances to the English block, Sports Hall and Park Block.</p> <p>There is a sanitising station in every classroom and more dotted around the school. Antibacterial wipes and tissues are also available in every classroom.</p>
One-way system	<p>The following areas of the school have a one-way system in place:</p> <p>English block Park block 6th Form block</p>
Keep left	<p>The rest of the site has a keep left system clearly marked.</p>
Uniform	<p>Full school uniform is to be worn daily and washed regularly.</p>
PE Kits	<p>No PE kits to be brought into school at the present time.</p> <p>The changing rooms are closed until further notice.</p>
School bags	<p>Please try not to bring a bag into school if possible, if you do please make sure it is a wipeable material and wipe it down with antibacterial gel/wipes daily before and after school.</p>
Stationery – pencil case etc.	<p>It is very important that students have their own supply of stationery, they MUST NOT share pens, pencils etc.</p>
Catering – extra outlets, cashless & reduced menus	<p>Please ensure you top up your Parentpay catering account before the first day of term. (New Year 7 – please activate your account, if you have not received your login and password please contact the school at: info@parkhighstanmore.org.uk</p> <p>Please observe the information regarding the assigned catering outlets for your year group bubble.</p> <p>The caterers have a reduced menu – available to view on the website.</p> <p>A risk assessment from our catering contractor, ISS is available in the full risk assessment on the school website.</p>
Cleaning	<p>We will have a cleaner on site throughout the school day to routinely clean touch surfaces, door handles, toilets and the canteen in between break/ lunch sittings for Group A and B.</p> <p>Our contractor has a fogging machine, large areas of the school can be fogged and disinfected within one hour.</p> <p>A full risk assessment of our cleaning procedure is available in the full risk assessment on the school website.</p>
Contingency Plans – in case of second spike and possible lockdown	<p>If there is another lockdown, students will switch to remote learning or a blend of face to face and remote depending on the restrictions imposed.</p>