



17th July 2020

Dear Parent/Carer

End of Year Messages

It is hard to believe that we have reached the end of this extraordinary academic year. The weeks since 20th March, when school closed to most students, have been challenging for all of us – staff, students, and parents alike. However, it is important to remember the many positives of the 2019-20 year (including the achievements of the autumn and spring terms), and to look forward to the new academic year when we will welcome all students back to school full time. In preparation for the latter, please read the following information carefully so that you can support your son or daughter to make a positive start in September.

Start of term arrangements

A reminder about the arrangements for the start of term:

- Year 7 and Year 12 students will return to school on Tuesday 8th September at 8.30am.
- All other students (Years 8, 9, 10, 11 and 13) will return to school on Wednesday 9th September at 8.30am.
- The start and end of every school day will be as normal (8.30am until 3.00pm), and this will be the same for all students.
- To avoid crowding and mixing between year groups, there will be new access arrangements that must be followed on arrival at school. Further information about this, and some of the other control measures introduced to minimise risk, will be shared with students and parents in late August.
- All students will be expected to meet the full uniform requirements, as outlined below and published on the school website.
- The government has made it clear that school attendance will be mandatory again from the beginning of the autumn term. This means that, from that point, the usual rules on school attendance will apply.

Essential Equipment

To avoid your child having to borrow equipment (which increases the risk of spreading infection), please ensure that they have the following essential equipment each day:

- School bag
- Packet of tissues
- Student Planner (a new one will be issued on the first day of term)
- Identity badge / lanyard (sixth form students only. Year 12 will be issued with one on the first day of term)
- Pencil case containing:
 - Pencil sharpener
 - Rubber
 - Glue stick

- Compass
- Protractor
- Green pen
- 3 pencils
- 3 blue or black biros
- Full length ruler
- Colouring pencils
- Scientific calculator
- PE kit (on PE days)

To minimise the risk of infection, students should not bring into school any equipment that they do not need.

Current Year 11 and Year 13 students

There will be a further opportunity for Year 11 students to gain advice and support from the Sixth Form and Careers Teams about next steps once GCSE results are received on Thursday 20th August. Further details of the exact arrangements for this will be sent out via a letter to parents during the second week of August. Sixth Form enrolment this year will be online rather than in person, and details of the arrangements will be included in this same letter. In the meantime, many FAQs are answered on our virtual induction page, found in the [Applying To Our Sixth Form](#) section of the school website.

Year 13 students will be able to check their university offers in UCAS Track from 8.00am on Thursday 13th August, at the same time as receiving their results via email. The Sixth Form team will be available to support students through the clearing and adjustment processes if needed, and details of how to access this support will be included in a letter to parents, which will be sent out in the second week of August. Students can find further details about how these processes work on the UCAS website. Many universities are also running webinars and support sessions over the summer, which students can access directly via the university websites.

If you are worried about what your Year 11 or Year 13 child is going to do in September, there is a lot of support available in addition to the opportunities described above. Please see the [Parent and Carers / Careers](#) section of the school website.

Please remember to return any school equipment or resources loaned to your Year 11 or Year 13 child (e.g. textbooks) as soon as possible. We ask you to please drop any such items (clearly labelled with your child's name) into the school reception between Monday 20th July and Friday 7th August (8.30am to 3.30pm).

Supporting Student Learning

Teachers and leaders are mindful of the impact of Covid-19 on the education, progress and well-being of our students. Specific actions will be implemented to support all students through a process of re-engagement, to lead them back to being fully engaged, confident, and successful learners. A focus on student mental health and well-being will be integral to this. Teachers and leaders also recognise that some students will have gaps in their knowledge and understanding. To address this, teaching staff have been asked to use structured, well planned programmes of re-capping and re-visiting topics and skills. These will be interleaved with the new material. When appropriate, and particularly for Year 11 and 13, there will be additional catch up provision and revision sessions.

Minimising Risk

Please let school know if your son or daughter is, or has been, shielding because they are clinically vulnerable or extremely vulnerable (unless you have already done this). The government has stated

that they expect all clinically vulnerable and clinically extremely vulnerable children to attend school from September. If your child falls into this category, please contact school so we can assess if any special measures are needed to keep your child safe.

If you, your son or daughter, or another member of your household display coronavirus symptoms or they develop Coronavirus symptoms in between attendance times or whilst on site, then your son or daughter **should not attend school** and you should follow government [guidance](#) about self-isolation (including isolating for at least 7 days), and including test and trace. All staff and students who are attending an education or childcare setting have access to a test if they display symptoms of coronavirus. Staff or students who are on site when they develop symptoms will be sent home as soon as possible.

Students will be expected to follow government [guidance on hand cleaning](#), good hygiene and respiratory health. This includes cleaning their hands on entering the building and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. It is also important to follow normal hygiene and washing of clothes following a day in school. Hand sanitisers will be available in school at regular intervals around the school building. However, students may also want to bring their own small bottle of hand sanitiser.

Your son or daughter (and members of your household) are expected to follow the latest government guidance regarding staying alert and safe and [socially distancing](#) whenever possible outside of school.

Except in exceptional circumstances, face-to-face meetings with parents/carers will not take place. Parents and carers should not come into the school building unless by prior arrangement.

Students should **not** wear face masks or face coverings on the school site. Government guidance states: *“Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained. This does not apply to schools or other education settings.”*

Please note that if you need to come into school over the summer holidays (e.g. to return items to the school reception or to access summer activities), there will be no access via the Farnley Lane pedestrian gate due to path improvement works.

Travelling to school by bus

Here are the latest updates we have been given regarding the bus service in September:

- Students will be required to wear a face covering if travelling on school transport. This is because they are likely to be in close contact, for a significant period of time, with students who are not in their year group “bubble”.
- Connexions will run an additional bus service through Headingley up Otley Road for the students who would normally catch the X84 service bus.
- Capacity on the PH6 and PH7 routes from Rawdon/Guiseley will be increased and one of the routes adjusted to pick up the students who would previously have caught a service bus from Burley-in-Wharfedale.
- The PH1, 2, 3, 4 and 5 will all run on the same routes and to the same times as they ran during this academic year (i.e. prior to adjustments due to Covid-19).
- Connexions will be following government guidance regarding hygiene and cleanliness.
- The closing date for receipt of applications for bus passes has now been extended from the 26th June until the 31st July. This will allow us to assess demand further and ensure our routes and bus capacity are accurate.
- The bus passes will be valid on service buses until at least October half-term.
- Connexions buses will be providing all Prince Henry’s buses, so any clarification about the service or routes should be directed to [connexionsbuses.com](https://www.connexionsbuses.com).

School Uniform

Here is a reminder of some of the key school uniform requirements for students in Years 7-11:

- Students who plan to have piercings anywhere other than their ear lobes are advised to do this well in advance of their return to school.
- Students may wear a watch and **one** earring per lobe (small plain silver or gold stud only). No rings, bracelets or necklaces are permitted.
- Hairstyles and colouring should be in line with school policy. Hairstyles should not reflect the extremes of youth culture and hair colourings should be of a natural colour only. Hair should be cut no shorter than a 'number 2 grade'. Skin fades are not allowed.
- Trousers should be bootcut or tailored and must have a waistband and a traditional zip. Skinny fit/tapered trousers or invisible/concealed zips are not allowed. If you choose to buy trousers from a retailer other than our recommended suppliers, please ensure that the colour matches the school blazer.
- Skirts must be traditional tailored navy without pleats, worn no more than 5cm above or below the knee, and must bear the school logo. Please pay particular attention to the requirements regarding skirt length.
- Shoes must be plain black with no logos or white decorative elements. Boots are not allowed.

Our recommended suppliers also supply other schools, so if you are unsure as to which items meet our uniform requirements, please ask them for clarification as we will ask for uniform to be replaced if it does not meet the requirements. Full details of the requirements, together with supplier information, can be found on our website under [Parents and Carers / Uniform](#).

Finally

Thank you for your patience and support over the last academic year, but particularly during the last few months when things have been so challenging. I realise that for many of you the pressures brought about by distance learning have been very trying! A special thank you to those parents who have contacted school to share their gratitude for the dedication of teaching and associate staff and how hard they have worked to support students during the lockdown period.

I hope that you and your family stay safe and well and have an enjoyable summer.

Yours faithfully



Ms Janet Sheriff
Executive Headteacher