



RETURN TO SCHOOL SEPTEMBER 2021

ESSENTIAL INFORMATION FOR PARENTS

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INTRODUCTION

As you are already aware, the government has published guidance for the return to school in September 2021. This [updated guidance](#) sets out the new expectations for schools, including the key risk mitigation measures. As the guidance says, this marks a new phase in the government's response to the pandemic, moving away from stringent restrictions, towards treating COVID-19 as a virus that we learn to live with. Most people recognise that there is now an imperative to reduce the disruption to children and the negative impact this has on children's education and well-being.

There are, however, a range of risk mitigation measures that can be used to help keep students, staff and the wider community as safe as possible, whilst not restricting the delivery of face-to-face, high quality education to all students. These control measures have been written into the new Risk Assessment for Prince Henry's, available on the [COVID-19 Additional Measures](#) page of our school website.

It is important to note at this stage that the government recognises there cannot be a 'one-size-fits-all' approach as individual school leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. Therefore, it is likely that there will be a range of different approaches taken in schools across the country.

At Prince Henry's, the return to school arrangements include the following measures to reduce the risk of spreading the infection:

- **Asymptomatic testing**
All students have been offered two on-site Lateral Flow Tests at the start of the autumn term. Staff and students will then be encouraged to undertake twice weekly home testing until at least the end of September (when it will be reviewed). Please encourage and support your child to home test regularly. Likewise, if your child is not participating in on-site testing at the start of term, please support them to undertake a test at home on the evening before returning to school.
- **Face Coverings**
Students and staff will have the option of wearing a face covering on corridors and in communal areas. Students will be expected to wear a face covering when travelling to school on public or dedicated school transport.
- **Ventilation**
Maintaining good ventilation in all spaces will remain a priority.
- **Hand and respiratory hygiene**
Hand sanitiser will continue to be available throughout the school building, and the expectation of regular hand cleaning will continue to be extremely important. The 'catch it, bin it, kill it' approach to coughs and sneezes will also remain.
- **Enhanced cleaning**
The school's cleaning contractor will provide an enhanced cleaning routine, for example regular cleaning of key areas throughout the day, with a particular focus on frequently touched places.
- **Following PHE guidance on testing, self-isolation and managing positive cases**
Students or staff should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). Anyone displaying symptoms will be sent home and asked to follow PHE guidance.

- **Outbreak Management Plan**

The Outbreak Management Plan (available on the [COVID-19 Additional Measures](#) page of our website) outlines how Prince Henry's will operate and what additional mitigation measures may be put in place if there were an outbreak in the school or the local area. The decision to implement some or all aspects of the school's Outbreak Management Plan will be made in conjunction with Public Health England. Additional measures in the Outbreak Management Plan include:

- A return to the separation of Year Groups (bubbles)
- An expectation that all students and staff wear a face covering in corridors, communal areas or classrooms
- Increased testing
- Limiting activities such as on-site Parents' events
- Limiting attendance on-site and return to remote education (last resort)

In addition, there will be a review and update of the Individual Risk Assessments for Clinically Extremely Vulnerable staff and students (those who previously received a Shielding Letter).

ARRANGEMENTS FOR STUDENT RETURN

Asymptomatic Testing

The updated DfE guidance for schools sets out an expectation that all secondary school students should receive two on-site Lateral Flow Device (LFD) tests, 3 to 5 days apart, on their return to school in the autumn term. As outlined in the letter to parents sent on 9th July 2021, this means that the start of term arrangements are slightly different to previous years. Please see the table below for information about the arrangements for your child. The arrangements allow for Year 7 and Year 12 to have additional induction time ahead of the return of the wider school.

Year Group	LFD Test (1)*	First Day of School	LFD Test (2)**
Year 7	Tuesday 7 th September	Wednesday 8 th September 8.30am start	Friday 10 th September
Year 8	Tuesday 7 th September	Thursday 9 th September 8.30am start	Friday 10 th September
Year 9, 10	Wednesday 8 th September	Thursday 9 th September 8.30am start	Monday 13 th September
Year 11	Wednesday 8 th September	Thursday 9 th September 8.30am start	Monday 13 th September
Year 12	Tuesday 7 th September	Wednesday 8 th September 8.30am start	Friday 10 th September
Year 13	Tuesday 7 th September	Thursday 9 th September 8.30am start	Friday 10 th September

*Students have been given a specific time to arrive at school for their on-site LFD Test (1). After the test they can return home.

**Students will receive their on-site LFD Test (2) whilst in school, returning to normal timetabled lessons after the test.

If your child is not participating in the on-site Lateral Flow Testing programme at the start of term, please support them to undertake a test at home on the evening before they return to school. Test kits are available free of charge from a local pharmacy or school reception.

Students who are not taking part in on-site testing should attend for their first day of school along with the rest of their year group, as shown above. On this day, arrangements for each year group are as follows, with school starting at **8.30am**:

- Year 7 - students go to the Netball Court area, next to the main entrance of school (Wednesday 8th September)
- Years 8, 9, 10, 11 – students go straight to their NEW form room on arrival (Thursday 9th September). See final page of this booklet for details.
- Year 12 - students go straight to Main Hall (Wednesday 8th September). Year 12 students new to Prince Henry's should meet in Main Reception and a member of staff will guide them to Main Hall.
- Year 13 - students go straight to Main Hall (Thursday 9th September).

The first school day will end as normal at 3.00pm for all students.

PREPARING FOR THE RETURN TO SCHOOL

Essential equipment

To avoid your child having to borrow equipment (which increases the risk of spreading infection) it is really important that you check your child has the following essential equipment *every day*. There will be limited opportunity to borrow equipment:

- School bag
- Packet of tissues
- School Planner (a new one issued on the first day of term)
- Identity badge / lanyard (sixth form students only)
- Pencil case containing:
 - Pencil sharpener
 - Rubber
 - Glue stick
 - Compass
 - Protractor
 - Green pen
 - 3 pencils
 - 3 blue or black biros
- Full length ruler (30cms)
- Colouring pencils
- Scientific calculator
- PE kit (on PE days)

Students are asked to arrive with a **filled water bottle** to reduce congestion at water dispensers.

We also strongly recommend that your child brings their own bottle of hand sanitiser, if possible. This will make it easier for them to sanitise their hands at key points (including whenever they put on or take off a face mask, where applicable).

School Uniform

School uniform requirements are available on [our website](#) (which also gives details of the new PE kit requirements which have been communicated previously). Due to the requirement to open windows and doors to increase ventilation, please encourage your child to wear an additional layer under their school uniform, where appropriate. Students are also encouraged to wear a school jumper, in addition to their blazer.

School meals / lunchtime arrangements

In order to reduce congestion, and following consultation with students and staff, a split lunchtime arrangement will operate over the coming year, as follows:

- 12.10 – 12.55pm – Lunchtime for Years 7, 8, 10 and 12
- 1.10 – 1.55pm – Lunchtime for Years 9, 11 and 13

Please add credit to your child's school meals account online, as this will reduce the need for queuing at the revaluation machine to top up with cash.

All students in Years 7-11 will remain on site at lunchtime.

Travelling to school by bus

In line with government guidance, students are expected to wear a face covering when travelling to and from school by bus.

For details of bus services, including a link to bus routes and timetables for Connexions buses, please visit the [Travelling to School](#) page of the school website.

Updating medical information, contact details etc

Please inform school if there are any changes to your child's medical, allergy or emergency contact details. The easiest way to do this is by using the SIMS Parent App. Details are available on the [Parent Consultation](#) page of our website.

KEY COVID-19 RISK MITIGATION MEASURES

Self-Isolation

- If your child is displaying Coronavirus symptoms, or they develop Coronavirus symptoms in between attendance times, then your child **must not attend school** and you must follow government [guidance](#) about self-isolation, including test and trace.
- If your child tests positive for Coronavirus using a Lateral Flow Test, your child **must not attend school**. You and your household members should follow government [guidance](#). You should also arrange for your child to have a follow-up PCR test as soon as possible. If the follow-up PCR test result is positive, your child must continue to self-isolate in line with the guidance. If the follow-up PCR test result is negative, your child can stop self-isolating and return to school.
- If another member of your household is displaying symptoms of Coronavirus or has tested positive, then your child may still attend school provided that your child is not displaying symptoms / has not tested positive, and that you follow government [guidance](#) regarding PCR testing for household members.
- Staff or students who are on site when they develop symptoms will be sent home as soon as possible.
- Students returning to England from abroad must follow the current government [guidance](#) regarding testing and self-isolation.

Hand and respiratory hygiene

Students will be expected to maintain robust hand and respiratory hygiene at all times. This means:

- Students are required to clean hands (either wash with soap and water for at least 20 seconds, or use hand sanitiser):
 - on entry to the building
 - on entering each classroom
 - after coughing / sneezing
 - before and after eating
 - before and after using a water dispenser
 - before and after using the toilet
 - before leaving the site

Hand sanitisers have been installed around the building and adjacent to every classroom.

- Students are required to follow the “catch it, bin it, kill it” routine for coughs and sneezes (lidded pedal bins are provided in each classroom).
- Students are expected to bring their own tissues and are encouraged to bring their own hand sanitiser, but there will also be tissues, hand sanitiser and anti-viral wipes provided in every teaching area.
- Students will also be expected to follow government [guidance on hand cleaning](#), good hygiene and respiratory health when they are not in school. This includes cleaning their hands at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing and before and after eating.

- There is no need for anything more than normal washing of clothes and personal hygiene following a day in school.

Other measures to reduce risk of infection

- Your son or daughter (and members of your household) are expected to follow the latest government guidance re staying alert and safe outside of school.
- In order to avoid congestion on corridors / staircases, students should walk on the right-hand side, except for those parts of the school where a one-way system continues to operate. Where it applies, the one-way system must be adhered to at all times except:
 - Before 8:50 (students to use external doors closest to their form room)
 - In an emergency
 - When leaving school at the end of the day (use nearest door to exit)
- In some subjects, students may be asked to assist in sanitising equipment after use using anti-bacterial cleanser spray or wipes.
- When visiting school, parents/carers should access the building via the main school reception only (and by prior arrangement, wherever possible). You must not come onto school grounds if you are displaying Coronavirus symptoms, if you have had a positive test result or for any other reason requiring you to stay at home due to the risk of passing on COVID-19 (for example, you are required to quarantine).
- Parents/carers are asked to wear a face covering when attending meetings or events in school where social distancing is not possible, or when interacting in enclosed / crowded spaces.

Positive Discipline (PD) procedures have been amended to reflect the new expectations of students. The Positive Discipline Addendum (COVID-19) is available on the school website under [School Policies](#).

THE USE OF FACE COVERINGS AT PRINCE HENRY'S – September 2021

The government has introduced new guidance regarding the use of face coverings by staff and students in schools from September 2021. This guidance states that face coverings are no longer advised in classrooms or in communal areas.

Whilst the government has removed the requirement to wear face coverings in law, it recommends that they are worn in enclosed and crowded spaces where staff or students may come into contact with people they don't normally meet. This includes public transport and dedicated transport to school or college.

Therefore, at Prince Henry's, the following will apply from September 2021 (to be reviewed regularly).

When to wear a face covering:

- Students should wear a face covering when travelling to school on public transport or dedicated school transport
- Staff and visitors will be asked to wear a face covering when interacting in enclosed / crowded spaces where social distancing is not possible.

Students and staff have an option to wear a face covering when:

- Moving around the school, such as on corridors
- In enclosed and crowded communal areas, such as waiting outside of classrooms, in the dining area or in assembly

Face coverings will not be worn in classrooms / teaching spaces, except where specifically agreed as part of an individual risk assessment, or other agreed circumstances.

How to wear a face covering:

Although the definition of a face covering is broad, at Prince Henry's if the option to wear a face covering is taken then we expect staff and students to wear a face mask that is secured to the head with ties or ear loops (i.e. not a scarf / bandana etc.). The face mask:

- Should cover both the nose and mouth
- Should fit comfortably but securely against the side of the face
- Should be reusable and be washed regularly, following the manufacturer's instructions
- Should not contain a slogan, image, or any embellishments (eg badges, decorations affixed etc)
- Should be stored securely in a plastic re-sealable (zip-lock) bag when not in use
- Can be removed when a student needs to use a tissue to sneeze or cough

Wherever possible, staff and students should wash their hands thoroughly with soap and water for 20 seconds or **use hand sanitiser** before putting on and after removing the face covering. Avoid handling the straps, ties or clips of the face covering.

Staff and students should have at least one spare face covering available in case it gets damaged or becomes damp.

If a single use face covering is used it should be disposed of carefully in a lidded bin and not recycled.

Exemptions:

Some individuals are exempt from wearing face coverings. This applies to individuals who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

In such cases the medical or other evidence will be reviewed by the SENCO or a senior leader in order to make a decision regarding the exemption.

Monitoring and review:

This information about the wearing of face coverings at Prince Henry's will be kept under review and subject to change in response to local or national circumstances and updated government guidance.

FORM ROOMS 2021-22

Key Stage 3/4	French Mini School					Spanish Mini School				
	BRATLEY	CAVE	DYNELEY	FAIRFAX	HAWKSWORTH	JENNINGS	KNIGHT	NAYLOR	ROBINSON	WHITEHEAD
Year 7	Miss Parkinson-Chambers	Mrs C Burton & Mrs Holstead	Mr Gasson-Hudson	Mrs Sparkes	Mrs Kapoor	Mr Horner	Mr T Murphy	Dr Watts	Mr Hyam	
<i>Room</i>	HU10	LC3	SC9	EN7	SC10	EN4	EN10	HU1	HU6	
Year 8	Mr Adam	Mrs Moore & Miss Jones	Mr Curtis (HDB)	Mr West & Mrs Bamford (NEA)	<i>Miss Morrissey (KSA)</i>	Mrs Crampton	Mrs G Thomas & Mrs Chant	Mr Low	Miss Wittering	
<i>Room</i>	MA7	MA1	EN6	MA11	HU4	EN9	HU3	HU5	EN3	
Year 9	Dr Firth	<i>Mr Marriott (WNT)</i>	Miss S Thomas	Mr J Murphy	Mr Russell	Mrs Lockwood & Mrs Jenner	Miss R Taylor	Mr Wainwright	Mrs J Williams	Mrs Twitchin & Mr Matthews
<i>Room</i>	SC6	EN1	SC8	SC5	MA5	HU9	HU2	EN8	TE1	HU8
Year 10	Mrs Smith	<i>Mrs Hussain (SHJ)</i>	Mrs Dayes & Mrs Cullen	Miss Prince	Mrs C Marshall (art)	Mrs Brooks	Mrs Wilkes & Mrs C Marshall	Mr Mani	Miss Wormald	Mr Atkin
<i>Room</i>	EN5	HU11	HU7	AR3	AR2	SC7	TE4	LC7	MA8	SC11
Year 11	Mr Fox	Mrs Burns	Mr Khan	Mr Walker	Mr Condry (<i>HDS</i>)	Mrs Clews and Mrs J Burton (KSV)	Miss Normington	Miss Sadik	Mrs Moss	
<i>Room</i>	MA6	LC4	LC8	SC4	PE1	SC2	MA4	EN2	SC1	
Key Stage 5	CHEVIN	FORTITER	MANOR	PARADE	SPEEDWELL	WHARFE	YORK	Staff initials in (brackets) indicate previous tutor. <i>Italics</i> indicate maternity cover.		
Year 12	Mr Cooper & Mrs Greenhalgh	Mrs Cetin	Mrs Ellis	Miss A Taylor	Miss Speak	Mrs Hall	Mrs Wray			
<i>Room</i>	MA2	LC5	MS1	LC1	BS1	BS2	MA3			
Year 13	Mr Green	Mrs G Williams & Mr Hunt	Mrs Critchley & Mrs Blakeley	Mrs Ward & Mrs Naughton	Mr Drewett	Mrs Watt	Mr Field			
<i>Room</i>	AR4	TE3	TE2	PY1	SC3	LC6	MA9			