



Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Dr K Milcoy

Dear Parent/Carer,

I hope that you and your loved ones are keeping safe and well.

I write to outline plans for the reopening of Hazelwick to all students next week following the most up to date guidance from the Department for Education and Public Health England. The guidance is clear that all students are expected back in school in September and we are very much looking forward to welcoming back your daughters and sons.

We are putting in place a number of additional temporary measures to ensure the safety of both staff and students. These include:

- hand sanitiser dispensers on the wall of every classroom
- wipes, cleaning material and pedal bins in every classroom
- the displaying of posters around the school and in every classroom reminding students about the importance of enhanced hygiene regimes
- the employment of further cleaning staff to undertake cleaning throughout the school day in addition to our overnight cleaning regime
- the opening of windows and, wherever possible, doors, throughout the school day to allow classrooms to be ventilated

To minimise contact between students across the school, they will be organised in “zones”; there will be a separate zone for each year group, with its own designated sanitiser stations, where students will register, be taught, have access to food at lunchtime, to their own toilet areas and have their social space. The only exception to this will be that some lessons will be taught in specialist rooms. When students arrive in school, they will be expected to go to directly to their year zone, sanitise their hands and then remain in that area until form time.

Year 7	South playground
Year 8	Medical area
Year 9	North hall
Year 10	South hall
Year 11	Upper school quad

I would be grateful if you could inform your child of the designated social space that they should go to on their first morning of school.

At break, we will have only drinks on sale in the school serving areas; there will be a separate area for each year group. As we are unable to use the fingerprint scanners, there is no time for students to purchase food at break. If students require food at breaktime, they will need to bring it into school and keep it in their bag until break. I would like to remind you that we are a nut-free school and students must not bring in any food items which contain nuts. Food will

be served at lunchtime in our three canteen areas. Lunchtime will be staggered across the year groups, keeping them separate and allowing for cleaning in between sittings.

Year 7	13.25 in an isolated area of south canteen
Year 8	12.20 in south canteen
Year 9	12.20 in north canteen
Year 10	13.25 in an isolated area of south canteen
Year 11	13.25 in north canteen (students will not be permitted to leave the school site)
Year 12/13	Sixth form common room

Students may choose to wear a face mask, should they wish, and they should use and dispose of these appropriately. If they wear a disposable mask, it must be placed in one of the specific bins provided. If the mask is reusable, it should be stored in a sealed plastic bag within the student's school bag. Wherever possible, students must maintain a 2 metre distance from staff as well as students in other year group bubbles.

As we prepare welcome students back into classrooms there will inevitably be changes to the way in which we teach and work together. Not sharing equipment is an important hygiene measure that all schools are putting in place to limit the risk associated with COVID-19. Therefore, teachers will not be permitted to loan equipment to students so it is essential that all students have a full pencil case with everything necessary for them to engage with their learning. To assist you we have compiled the equipment list below so you know exactly what your daughter/son must have with them every day. The list is no different to the standard equipment that we would expect all students to have in any year.

- black or blue pens (at least 2)
- a green pen
- a pencil, sharpener and eraser
- a highlighter (at least one)
- a glue stick
- a ruler
- a protractor
- a calculator
- colouring pencils

Should your child be eligible for Pupil Premium funding, then we may be able to support you with obtaining essential equipment. Please email acahill@hazelwick.org.uk and we will be able to advise you further.

Lessons will take place in specified year group zones. Years 7-10 will continue to have PE lessons using the changing facilities, which will ensure social distancing and will be thoroughly cleaned between year groups. There will be no Maintaining Health PE lessons for Year 11, who will have timetabled supervised study instead. This is in order to provide these students with the additional targeted support required following the disruption to their studies in Year 10.

We are unable to run any lunchtime or after school clubs at the start of term and we will, of course, update you further should this situation change.

You will be able to contact your child's teachers and other staff members via email or telephone. Currently, visitors are not permitted on the school site unless in exceptional circumstances. There will be no face to face meetings between parents/carers and teachers.

All of these arrangements require a great deal of focus and effort from all school staff. Students will also be responsible for ensuring the safety of themselves and others in our school community. Hazelwick has always had high expectations of student behaviour and the national threat of COVID-19 had further increased the importance of good behaviour and compliance with school rules and government guidance. With reduced capacity for individually accommodating students on site, poor behaviour and the refusal to follow instructions cannot be tolerated. I have attached a document which is an addendum to our Behaviour Policy from September 2020 and will therefore be in place when we welcome back students. I have also attached some guidance on school attendance, should your child or someone in your household present with the symptoms of COVID-19. In addition, I have attached an overview of school logistics for your information.

The government has advised walking or cycling to school wherever possible to reduce the use of public transport. Currently, buses are working on a reduced capacity so please allow extra time for your daughter/son to travel to school. I have attached the latest information from Metrobus about students using their service.

Below are the dates for the start of term:

Thursday 3 rd September	INSET day
Friday 4 th September	Year 12 enrolment day
Monday 7 th September	Year 7 students only in school
Tuesday 8 th September	All students in school, apart from Year 12
Wednesday 9 th September	All students in school

With the range of changes brought in under the Department for Education's guidelines, some parts of Hazelwick may initially feel a little strange, but they will not detract from the things that make Hazelwick such a positive, happy and successful school environment; all students will continue to benefit from excellent teaching, a high quality and caring pastoral system and the many opportunities on offer.

We are very much looking forward to welcoming back your daughters/sons into school.

Yours faithfully,

Ms A Fearon

Headteacher

Logistics for September

Area by Area Overview

Social areas for break and lunch time

Every year group will have specific and unique arrangements for break and lunchtime and these will not be shared with other year groups, keeping students in their bubble of 300.

Year 7 social area will be **South playground**, up to the double doors next to room 16. In the case of a wet lunch, they will either go to their form rooms or they can all go to the **Sports Hall**.

Year 8 social area will be the section of **South playground**, to the right of the double doors next to room 16, as well as the **picnic area outside the medical block and the covered area** between ACA's office and the medical block. In the case of a wet lunch, they will use **South Gym**.

Year 9 social area will be **North Hall** and the **grass area** facing rooms 45 and 46. In the case of a wet lunch, they will use **North Hall**.

Year 10 social area will be **South Hall and the adjacent Picnic area**. In the case of a wet lunch they will use **South hall and the adjacent picnic area**.

Year 11 social area will be **the wood-chipped picnic area** outside room 41, **under the sail** next to the tech block and **the quad** next to MCH's office.

The Sixth Form social area will be **the common room** and the **Octagon**.

Hand Sanitisers

All students should wash their hands for 20 seconds with soap, or use hand sanitiser, when they arrive at school. The hand sanitiser stations will be dedicated to specific year groups and will be clearly labelled as such. The intention is to have 6-8 dispensers for each year group.

The sanitisers will be located as below:

Year 7 – On South playground outside DLE and PMY's office windows and outside HoY7 office.

Year 8 – On South playground outside room 16.

Year 9 – Outside Room 40 and in North Foyer.

Year 10 – South Foyer

Year 11 – Under the sail and in the quad.

Departure at the end of the school day

The arrival of students at school is naturally staggered by the location of their home, their journey and their own timeline each morning. The end of the school day is very busy at the school gates. Therefore to reduce the interaction between all year groups as they leave the school site, the dismissal of students from lesson 5 will be staggered. Class teachers will dismiss Year 7 and 8 at 2.56pm, Year 9 and 2.58pm and Year 10, Year 11 and the Sixth Form at 3.00pm.

Toilets

Due to the zoning in school and in order to avoid mixing different year groups, students cannot choose which toilets to use. They should use the toilet blocks allocated below:

Year 7 – toilets opposite Rooms 10 and 11

Year 8 – toilets opposite Rooms 12 and 13

Year 9 – toilets on the top and middle floor of Middle School

Year 10 – toilets opposite Room 28

Year 11 – toilets in the tech block and on the ground floor of Middle School

Sixth Form – Common Room toilets and toilets opposite Room 89

Breaktime

At breaktime, each year group will have their own distinct area. No food will be served but drinks will be available for purchase.

Year 7 – South Canteen (Minibus side)

Year 8 – South Canteen (Medical side)

Year 9 – North Canteen

Year 10 – South Hall picnic area servery

Year 11 – Quad Pod

Sixth Form – Common Room

Lunchtimes

Early lunch (12.20 – 12.55)

South Canteen – Year 8 (medical side), North Canteen – Year 9

Late lunch (13.25 – 14.00)

South Canteen Year 7 (minibus side) and 10 (medical side), North Canteen – Year 11

The canteens will be cleaned between each sitting. Having gone through the canteen, there is then a clean path for students in each year group back to their social areas.

Year group by Year group Overview

	Sanitiser location	Social area	Break	Lunch	Toilets	Departure time
Year 7	South playground outside DLE/PMY office	South playground (sports hall if wet)	South canteen (minibus side)	1.25pm – 2.00pm South canteen minibus side	Opposite Rooms 10 and 11	2.56pm
Year 8	South playground outside Room 16	South playground and medical picnic area (South Gym if wet)	South canteen (medical side)	12.20pm – 12.55pm South canteen medical side	Opposite Rooms 12 and 13	2.56pm
Year 9	North Foyer and outside Room 40	North hall	North Canteen	12.20pm – 12.55pm North canteen	Top and middle floor of Middle School	2.58pm
Year 10	South Foyer	South Hall and picnic area	South Hall picnic area	1.25pm – 2.00pm South canteen medical side	Opposite Room 28	3.00pm
Year 11	Quad and under the sail	Wood-chipped picnic area, under the sail and the quad	Quad pod	1.25pm – 2.00pm North canteen	Tech block and ground floor of Middle School	3.00pm
Sixth Form	Inside double doors by Room 89	Common Room and Octagon	Common room	Common Room and Octagon	Common Room and opposite Room 89	3.00pm

Hazelwick School

Addendum to the Behaviour Policy – September 2020

As a result of the presence of COVID-19 and the need for social distancing in our school community, the following expectations need to be adhered to. These principles must be followed and understood by all students to support our school community at the start of this school year.

No one will....

- *put the safety of others at risk; threaten, intimidate, abuse or attack another student or a member of staff regarding COVID-19 infection e.g. coughing in a person's face, spitting, licking objects, deliberate repeated infringement of social distancing.*
- *use COVID-19 / Coronavirus related terminology to verbally threaten, intimidate, abuse or bully another member of the school community.*
- *deliberately set off the fire alarm maliciously. Evacuation of the whole school for a fire alarm overrides 'bubbles' and social distancing and puts the school community at increased risk of COVID-19 transmission between groups and staff.*
- *deliberately leave their zone and knowingly enter another year group bubble's zone*

In instances of such behaviours, the full range of sanctions will be considered, dependent on the details of the incident. This can include Fixed Term Exclusion and possibly Permanent Exclusion.

All students must...

- *avoid interactions with students not in their year group bubble whilst on the school site*
- *endeavour to maintain a minimum 2m distancing from all staff*
- *use and dispose of masks appropriately. If the mask is disposable, it must be placed in one of the specific bins provided. If the mask is reusable it should be stored appropriately (in a sealed plastic bag) within the student's school bag.*
- *wash/sanitise their hands on arrival at school and throughout the day. Hand sanitiser stations have been installed at both gates and dedicated Year group hand sanitiser points are in each of the social areas. Every classroom has also had hand sanitiser installed.*

Attendance advice (September 2020)

What to do if...	Action needed...	Return to school when...
I am feeling anxious about sending my child to school	Read through the school information about the measures put in place to prevent infection and minimise risk Contact the school to speak to someone for advice/further information Send your child to school	Your child is next due to attend
My child has coronavirus symptoms	Do not send your child to school Contact school daily via the appropriate year team Self-isolate Make sure that your child is tested Inform school immediately about the test result	The test comes back negative
My child tests positive for coronavirus	Do not send your child to school Contact school daily via the appropriate year team Self-isolate for the recommended amount of time	The period of self-isolation has been completed
Somebody in my household has coronavirus symptoms	Do not send your child to school Contact school daily via the appropriate year team Self-isolate Make sure that the household member is tested Inform school immediately about the test result	The household member's test comes back negative
Somebody in my household tests positive for coronavirus	Do not send your child to school Contact school daily Self-isolate for the recommended amount of time	The period of self-isolation has been completed
NHS test and trace identifies my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	Do not send your child to school Contact school daily via the appropriate year team Self-isolate for the recommended amount of time	The period of self-isolation has been completed
We/my child has travelled and has to self-isolate as part of a period of quarantine	Do not take holiday during the term time Consider quarantine and FCO advice when booking travel If returning from a destination where quarantine is required: Do not send your child to school Contact school daily via the appropriate year team Self-isolate for the recommended amount of time	The period of self-isolation has been completed
We have received medical advice that my child must resume shielding	Do not send your child to school Contact school via the appropriate year team and provide medical evidence Self-isolate for the recommended amount of time Shield until you are informed that restrictions are lifted	You are advised that the restrictions have been lifted

<p>If my child presents with symptoms while at school</p>	<p>Your child will be isolated in school and a member of staff will contact you. Your child will be sent home and you will be advised to follow “stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection” (www.gov.uk/government/publications/covid-19-stay-at-home-guidance), which sets out that the child should self-isolate for at least 10 days and should arrange to have a test.</p>	<p>The period of self-isolation has been completed</p>
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Getting you back to school safely

METROBUS

The safety of children returning to school is paramount - our goal is to get them there and back quickly and as safely as possible.

We've put plenty of safety measures in place such as extra cleaning (using hospital grade products) and will continue to operate a comprehensive network of services to get children to and from school, while adding many additional buses to provide extra capacity. We also have six months' experience of providing bus services safely during the pandemic.

Our journeys for schoolchildren are in accordance with the guidance set out by the Department for Education and Department for Transport for dedicated bus journeys. We have worked very closely with the local authorities in all of the areas we serve and with the head teachers of many schools to get children back to school safely.



I hope you find this information useful and good luck with the start of the new term.

Martin Harris,
Managing Director

EVERYTHING YOU NEED TO KNOW

- We are operating a comprehensive service for schoolchildren across our network.
- We are converting a number of regular bus journeys to be available to schoolchildren only, as well as adding extra school buses. Schoolchildren only journeys are open to those aged 18 and under. You can find out more on our website - metrobus.co.uk/school-travel-information
- When travelling to school children should sit in their bubbles. On regular buses children should sit upstairs on double deck buses where possible.
- We highly recommend you get your Child key card from our travel shops at Crawley Bus Station and Redhill Bus Station as soon as possible. As with all shops, capacity is limited in our travel shops and you need to wear a face covering.



KEEPING YOU SAFE



Buses are cleaned every day with hospital grade cleaning products, plus on street cleaning is carried out up to five times a day directly on our buses.



Everyone must wear a face covering unless they are exempt. Children under 11 are exempt along with people who have certain medical conditions. If you're unsure, visit metrobus.co.uk/face-covering-guidance. We provide Helping Hand exemption cards to those who would like one.

Over 90% of customers are wearing face coverings but we do ask you to show kindness to those who may not be able to wear one.



We have reduced cash handling to minimise contact and do not offer change. Please consider alternatives to cash such as downloading tickets to your Child key card online or getting tickets loaded onto your phone. Details of all non-cash ways to pay for children's journeys can be found at metrobus.co.uk/child-ticket-alternatives. If you do pay in cash a change voucher will be given which can be used on further journeys.



Drivers' cabs are sealed, so they do not need to wear a face covering. If you are concerned about anything on the bus you can still speak to the driver.



To support social distancing, we have limited capacity on our regular bus services. This is advertised on the side of our buses, by the front door and on our website. The capacity limits do not apply on 'schoolchildren only' services, although the rear facing seats and seats within 2m of the driver will remain closed and there is no standing on any buses.

We will monitor the operation of school journeys very closely and make adjustments where needed. All information relating to safer travel and bus services is available on our website - metrobus.co.uk

WHY GETTING THE BUS IS GOOD FOR EVERYONE

- Reverting to increased numbers in car journeys on the school run will generate greater congestion and impact negatively on local air quality, especially around schools.



- Travelling by bus can lead to improved air quality, helping to keep us healthier. Did you know the average walk to a bus stop in the UK is around 1,000 steps? If you do that five days a week for a year that's over 260 miles – that's the equivalent of walking to Disneyland Paris!



GET IN TOUCH

We understand that going back to school will be a big change for everyone. All information relating to safer travel and bus services is available on our website - metrobus.co.uk

Our customer services team are also available seven days a week to help with any worries or questions you may have.

You can contact them by email, social and telephone.

Email us at feedback@metrobus.co.uk
Telephone us on **01293 449191**
SMS for customers with hearing impairments on **07583 051915**

Facebook - [@gometrobus](https://www.facebook.com/gometrobus)
Twitter - [@METROBUS](https://twitter.com/METROBUS)
Instagram - [@metrobusuk](https://www.instagram.com/metrobusuk)

Mondays to Fridays: 07:00 - 19:00
Saturdays: 08:30 - 17:30
Sundays: 09:30 - 16:30