

13th July 2020

Dear Parent/Carer,

I am delighted to be able to write to you with regarding the full re-opening of Oakwood School from September 2020. Following the recent announcement of government guidelines for full school reopening from September 2020 I can now inform you of all necessary arrangements we are making to welcome **all** students back to school. We are excited at the prospect of seeing the school community open for business once again. I enclose once again the link to the guidance which I am sure you will wish to refer to over the coming weeks.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Start of term arrangements

Oakwood School will start term on Tuesday 1st September and the following arrangements for the reintegration of year groups will be in place:

WEEK A	
Tuesday 1 st September	Staff INSET day
Wednesday 2 nd September	Staff INSET day
Thursday 3 rd September	School open to Years 7 and 11 only*
Friday 4 th September	School open to years 7 and 11 only*
WEEK B	
Monday 7 th September	School open to all year groups

*It should be noted that this arrangement combines next year's smallest sized year group with the largest and will therefore give Senior Leaders a chance to review the arrangements with a controlled number of students in the first instance.

Structure of the school day

In line with government guidance we have considered carefully the timings of the school day, student movement and the segregation of year groups wherever practically possible, to ensure social distancing and to promote the safety and wellbeing of all stakeholder. The timings of the school day from September are therefore attached and you will notice that year groups have a slightly different start time on either a week A or a week B to allow all year groups to have a pastoral input whilst ensuring that there is not too much crossover between different cohorts. Assemblies and large gatherings will not take place until further notice.

Achieving Excellence Together

We will also be operating two staggered break times and lunchtimes for years 7, 9 and 11, and years 8 and 10 respectively. This will allow respective year groups to social distance and have their own spaces within the school grounds. Please note that **a hot food service will be served at lunchtimes only and students are therefore encouraged to bring snacks for the first break.** This measure has been taken to ensure that the canteen does not become overcrowded at any one time and we are able to increase food serving points for reduced numbers of students. Students are always welcome to bring their own packed lunch if they prefer.

I enclose for your information the timings of the school day for Years 7, 9 and 11, and Years 8 and 10 respectively.

Social distancing

On arrival at school and during breaks and lunchtimes year groups will have their own separate social areas. They are as follows:

Year 7	Back of canteen
Year 9	Front playground
Year 11	Quad, LRC and Hall

Year 8	Back of canteen
Year 10	Front playground

I enclose a map of the school with these areas clearly highlighted.

Student movement

The government guidance states that “while passing briefly in the corridor or playground is low risk schools should avoid creating busy corridors at entrance and exits”. To this end, we will be implementing a one way system for pupil movement around the school. This will be clearly signposted and explained to all staff and students at the beginning of term, and it is important that these guidelines are followed rigorously.

Travel to and from school

In addition to the arrangements we have made during the course of the school day, we are required to encourage students and parents to be aware of the need for social distancing whilst travelling to and from school. To this end I would be grateful if you could ensure that your child does not come onto the school site, except on the designated times, and adopts a sensible approach whilst travelling to and from school. The back gates to Oakwood School will be locked and all students will need to access the school via the front access. Parents should note that the front car park will be closed for car drop off/pick up in the morning and afternoon to both Oakwood and Langshott parents. If you wish to have special consideration for your child due to illness or injury please contact the school in the usual fashion. This will minimise the risk of overcrowding at the start and end of the school day.

Health and safety

Whilst we are very keen to get all students back into school as much as possible, parents will naturally understand that this presents a considerable challenge. We are therefore striving to meet the recommendations of the guidance wherever practically possible.

Naturally, the individual circumstances for each school are different. The school has therefore conducted a detailed and rigorous risk assessment for full school reopening. Once this has been shared with staff and governors, it will be published on our school website. Classrooms have been reorganised, and demarcation lines or perspex screens will be put in place to ensure that we meet social distance guidelines. All necessary hand sanitising equipment will be available, and there will be clear instruction and signage to promote safe movement around the school site. Equipment will be cleaned, and where there is a need to share equipment all applicable safety measures will be taken.

A Covid-19 return to school form has been issued to all families prior to the end of term. ***It is essential that these are completed and that we get a full return, before your child can attend school in September.*** Scanned or posted/delivered forms will be accepted. They can be returned electronically to admin@oakwood.surrey.sch.uk

Behaviour and expectations

We are very excited at the prospect of welcoming your child back to school. With so many guidelines and modifications in place, however, a sustained full school opening will only be successful with genuine collegiality, collaboration and cooperation from all. All behaviour and safeguarding policies have been amended to reflect the new guidelines and I am confident that I can rely on student and parent support to ensure that we are successful. It must be clearly stated that any student who does not comply with these instructions and guidelines, and/or deliberately endangers the health and safety of others through careless behaviour will be sanctioned appropriately. I am sure that I can count on full parental support for this. Please see the Oakwood School Behaviour Policy COVID-19 Addendum for further detail.

Please note that full school uniform will need to be worn from September 2020. A letter will be sent to parents regarding this and the guidelines will be published on the school website in the usual fashion.

I very much look forward to welcoming you all to Oakwood School in September, and to working with you in what will very much be “the new normal”. I am sure that with our usual positive response and adherence to the Oakwood School values of the Seven Cs we will continue to thrive in our inimitable fashion.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Potten', with a long horizontal line extending to the right from the end of the signature.

Simon Potten

Headteacher