



Brentwood County High School

Executive Headteacher Mrs. A. Hughes | Head of School Miss M. Ryan

Address Shenfield Common, Seven Arches Road, Brentwood, Essex. CM14 4JF

Telephone 01277 238900 | Email bchs@osborne.coop | Website bchs.essex.sch.uk

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19th August 2020

Dear Parent/Carer

September 2020

May I start this letter by thanking you once again for your continued support of Brentwood County High School during what has been a challenging period. We know that you have helped us tremendously with home schooling and aided us to sustain an element of continuity throughout these unprecedented times.

We look forward to welcoming back all our students and below is further detail about the safe re-opening of school in September, following the most recent government directions.

We will have planned procedures and protocol changes carefully alongside our risk assessments to ensure that students and staff are as safe as possible and that everyone can be welcomed back to continue their educational progress. Following government guidance, we will ensure all students have access to a broad curriculum. During the course of the first two weeks we will also be concentrating on supporting students with their emotional well-being and their readjustment back to school life.

As far as possible, students will only be in contact with their own year group. Students in Years 7 to 9 will be in a consistent classroom. Each year group will have a designated area of the site for social time. Movement around the school will be carefully regulated with hand and hygiene facilitated measures in place. The site will have enhanced cleaning and sanitising throughout the day.

A **staggered start** will be implemented on Monday 7th September only in order to allow all year groups to receive important information about how to keep themselves and others safe, and to understand new routines and their bubbled, zoned areas. The start times on this day only are below:

Monday 7 th September	8.30 am	Years 7 and 12
	11.00 am	Years 8, 9, 10, 11 and 13

As NIBS buses will be dropping off students at 11.00 am, Years 7 and 12 will need to make their own way to school on their first day. From Tuesday 8th September, school buses will run as normal.

Students are advised to **travel** safely to school either walking or cycling where possible. School buses dedicated to carrying students will advise parents of the arrangements they will be putting place (www.nibsbuses.com). Following government guidance, students are required to wear a face covering on school buses as there are likely to be students from different year groups on the bus. Students travelling by public transport must wear a face covering. Any student arriving



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at school with a face covering will be advised to remove it safely and, if disposable, place in the bins provided. According to government guidance, face coverings should not be worn in school. If your child wishes to wear a mask during the school day please ensure it is of a solid colour (black or white) with no logos. Students should bring a plastic bag to put their mask into when not in use.

Upon **arrival at school**, students should remain outside in their designated year group zones until 8.30 am. If possible, students should arrive on school site no earlier than 8.15 am. Disembarking from buses will be supervised by a member of staff and students will be directed to their zoned area.

Year 7	Swimming Pool zone
Year 8	Quad zone
Year 9	Table Tennis/Back Playground zone
Years 10 to 13	Tennis Court/Field zone

Parents may drop off children at the drop off point in the main car park as normal. Your child should then go directly to their zoned area. Cars are unable to pick up on site at the end of the day unless it is for a blue-badge holder.

If your child arrives late to school they are directed to go to reception to sign in. Should your child need to leave the school site for an appointment, again they must go to reception to sign out/sign in as appropriate.

Please note, no visitors will be allowed on site unless a pre-arranged meeting has been made with a member of staff.

Specific **entry and exit routes** will be implemented. This will be explained on the first day at school. Classrooms will be well-ventilated and doors will be propped open where possible. Students will sit in the safest possible arrangements in each room. This will be side by side and facing front. Heads of Year have worked on pre-planned seating for each class which is non-negotiable. We would advise that students bring their own sanitisers but dispensers will be available. Students will be encouraged to use soap and water (for the advised 20 seconds) whenever possible.

Classroom Zones

Year 7	200 – 208
Year 8	211 to 222
Year 9	500s and 600s
Years 10 to 11	Science and Technology Block
Years 12 to 13	Maths Block



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Toilet Zones

Year 7	Canteen
Year 8	Main Toilets
Year 9	PE
Years 10 to 11	Science/Technology
Years 12 to 13	Maths

Social zones

Year 7	Swimming Pool zone
Year 8	Quad zone
Year 9	Table Tennis/Back Playground zone
Years 10 to 13	Tennis Court/Field zone

Should it be raining, contingencies have been made during break/lunch time.

It is vitally important that all our students maintain high **standards of behaviour** and follow our direction. In addition to our usual expectations, all students need to have full regard to safety and hygiene. We are currently preparing an addendum to our Behaviour Policy regarding current circumstances which will be uploaded to our website. I am sure that you will appreciate that unsafe behaviour, whatever the intention, cannot be tolerated and would ask parents/carers to ensure that their children understand the importance of the arrangements that we are putting in place.

Students will only be allowed access to the part of school where their year group is based, under no circumstances should they leave that zone unless directed by a member of staff (for example in a fire drill).

We will be sending out a behaviour powerpoint presentation alongside a virtual tour/route for students to watch.

On returning to school our high expectations will apply for the wearing of **school uniform**. This is also the advice given from the government. School photos will be being taken on Monday to Wednesday. Please note however that after Wednesday, any student who has PE on that day will be expected to come to school in their kit as changing rooms will not be available as normal.

Please ensure that all nails, eyelashes, jewellery, hair colour are compliant with our uniform policy. This can be referred to on our school website.

It is important that all students bring their own **equipment** to school and have it with them every day as we will be unable to supply due to government guidelines. The expectation is for all students to have:



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- Black, blue, green and purple pens (including spares)
- Pencil (including spare)
- Maths set
- Sharpener
- Eraser
- Ruler
- Glue stick
- Highlighters
- Calculator
- Reading book
- Tissues
- Small bottle of hand sanitiser for personal use
- Water bottle – please fill at home as the water dispensers will not be available for use due to cross contamination.

New class exercise books for each subject lesson will be distributed upon return. These books will be expected to be brought to each lesson as teachers are unable to collect them for storing.

Under government guidelines, students need to take responsibility for all their equipment and not share with anyone. Please note that all equipment will need to be in the school bags as lockers will not be in use.

It is suggested that students bring a packed **lunch** with them daily as there will be a limited “grab and go” menu provided. All payments will be taken through Parentpay and no cash will be taken.

For our new Years 7/12 students it is advised that they bring a packed lunch until the Parentpay account has been set up. Biometrics cannot be taken until government guidelines are changed. Invitation to Parentpay should be completed by the end of the first week of school.

Page BreakLunch Zones

Year 7	Main Canteen
Year 8	“Grab and Go” Quad Zone
Year 9	Small Canteen
Years 10 to 11	“Grab and Go” Art Block
Years 12 to 13	“Grab and Go” Maths Block

Currently no trips, events or extra-curricular activities will begin in September. However, we will constantly monitor this and will ensure that when it is safe to do so they will begin.

Should any students who have symptoms (a new continuous cough, high temperature, a change in their normal sense of taste or smell), please keep them at home and following guidance from the government guidelines. A COVID chart will be sent out prior to returning to school.



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Please ensure the school has your most up to date contact details (i.e. e-mail, telephone, mobile number) should we need to contact you urgently. Please e-mail Mrs Green (v.green.bch@osborne.coop) with any amendments which need to be made to our records.

We will be sharing further information and a Powerpoint presentation with you on the 2nd September clarifying all of the above points and with any necessary amendments should the government guidelines be amended.

Once again, I would like to thank you all for your support during this difficult time. We are constantly monitoring guidelines and will be assessing our arrangements continually to ensure that both staff and pupils are kept safe and well. Should the government release any further amendments/updates prior to welcoming back our students, we will keep you informed and up to date with any which impacts on our re-opening.

Yours sincerely

Miss M Ryan
Headteacher



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