



KINGSDALE 11-19 FOUNDATION SCHOOL
Alley Park, Dulwich, London SE21 8SQ Tel:020 8670 7575 Fax:020 8766 7051
E-mail: info@kingsdale.southwark.sch.uk Web:
www.kingsdalefoundationschool.org.uk
Headteacher: Mr S. H. Morrison



Co-educational Academy of Advanced, Artistic and Academic Studies

30th August 2020

Re: A Warm Welcome to All Students from September 2020

Dear Parents, Guardians, Carers,

Subsequent to my previous letter and the belated advice from government issued late on Friday night, I am writing to share the comprehensive and carefully considered arrangements Kingsdale has put in place to minimise risk for all site users and to continue to provide informed reassurance where this is still needed. Feedback from staff, students and parents was overwhelmingly positive with respect to our return to school planning, preparations and procedures in the Summer term 2020 for Years 11 and 13. We expect to build on that success when the school reopens to the entire school this week and next.

As we approach the start of the new academic year, we would like to express our appreciation once again to so many wonderful parents and students for their incredible support since the outbreak of the COVID-19 pandemic. We especially wish to thank parents for all they have done to date to encourage their children to engage positively with the virtual delivery of educational provision.

In light of the continuously changing statutory and discretionary guidance issued by the Department for Education throughout the holiday period we were unable to finalise our plans sooner. Please be advised the most recent DfE updated guidance can be accessed [here](#).

We have also taken on board the many helpful suggestions, ideas and recommendations we have received from parents as part of our extensive ongoing consultation exercises and would like to take this opportunity to thank all parents who contributed so constructively and usefully to this process. We recognise that some parents and students have legitimate worries and anxieties regarding any full reopening of school in September. We have endeavoured to address each and every concern, to the best of our ability, where possible.

Whilst it is a mandatory national requirement that all students should return to school at the designated start of term in September 2020, we shall continue to work closely with families who for specific reasons feel that their child may be unable or unready to return to school immediately without further discussion. Should this be the case please contact the Attendance Office by phone or email at admissions@kingsdale.southwark.sch.uk. We are committed to engaging in constructive dialogue to ensure that all parents have the confidence in the school to send their child back to on-site education with us and to explore every possible avenue prior to being compelled to consider more stringent statutory action in line with government expectations.

The purpose of this letter is to share with parents and students our reopening plans for September 2020, with the proviso that our approaches will almost certainly need to be reviewed and adapted at very short notice, depending on the developing national or local situation. We also realise that there is a considerable amount of information provided in this communication but feel that this is essential to ensure that parents have the necessary information to make informed decisions on behalf of their children.



1. Arrangements for the Start of the Autumn Term 2020

- The school will reopen for all students at the start of the Autumn term in September 2020 with students arranged in distinct **small mini-year group class bubbles** for risk management, organisational and educational purposes. Student to student physical interaction will therefore be limited to within their own bubble, where possible, in line with the latest guidance for minimising transmission of COVID-19 within school populations.
- The return of students to school at the start of the Autumn term will be staggered as outlined below and will include a half-day induction session for all year groups focused on keeping themselves safe at and when travelling to and from school. Details regarding the arrangements for the induction days for each year group will be circulated separately by email in advance.

Staggered Return by Year Group for the Autumn Term 2020

Tuesday 1st & Wednesday 2nd September 2020	<i>Staff Development Days – <u>School closed to students</u></i>
Thursday 3rd September 2020	<i>Year 7 half-day induction (details issued separately)</i>
Friday 4th September 2020	<i>Year 7 full return to school Year 8 half-day induction (details issued separately)</i>
Monday 7th September 2020	<i>Year 8 full return to school Years 9 & 12 half-day induction (details issued separately)</i>
Tuesday 8th September 2020	<i>Years 9 & 12 full return to school Years 10, 11 & 13 half-day induction (details issued separately)</i>
Wednesday 9th September 2020	<i>Years 10, 11 & 13 full return to school</i>

2. Reorganisation of the School Day

- During the school day, each year group bubble will largely remain in one designated area (zone) within the school. For many lessons and where possible, this will be in a fixed classroom base to minimise movement and contact. Student classrooms will be organised to ensure students are facing the front, rather than each other and maximum space has been created through the removal of non-essential furniture in each location.
- In line with government guidance, we will be restricting any non-essential mixing of year groups and minimising cross bubble contact. Students will be able to make use of specialist

teaching spaces on a rotational basis and areas will be thoroughly cleaned before any use by a different year group or other bubble during the day if appropriate and as necessary.

- Year groups will be based in ‘zones’ allocated within the main school site. Further details on exact zonal allocations will be issued separately and discussed further during induction days. Zones may rotate as the term progresses to enable wider student access to specialist teaching rooms as required. Further details regarding these arrangements will be issued separately.
- Whilst it will not be possible to enforce strict social distancing at all times, there will be a clearly articulated expectation that within bubbles, students & staff will maintain as much distance between each other as possible. As part of this approach, staff will usually seek to maintain a routine 2 metre distance from students at all times. Students should also seek to maintain this distance from each other or should this not be possible a 1 metre distance with a face covering if possible. In addition, for students and staff, an even stricter ‘**no touching**’ policy will be in operation and enforced at all times with a ladder of sanctions applied as appropriate.
- Students will start and finish school each day on a staggered basis as outlined below. This variation to the traditional times of the school day will be maintained until further notice. Please be informed that the overall amount of lesson and contact time will not be affected.

Revised Timings of the School Day for the Autumn Term 2020

Timing	08.40-10.00	10.00-10.50	10.50-11.40	11.40-12.10	12.10-12.40	12.40-1335	1335-1430	1430-1525
Years 7, 11, 12 & 13	1	2	3	Lunch	Tutor Time	4	5	6
	0910-1000	1000-1050	1050-1140	1140-1210	1210-1240	1240-1335	1335-1430	1430-1545
Years 8, 9 & 10	1	2	3	Tutor Time	Lunch	4	5	6

- Students will enter and depart the school site via designated entrance points as follows:

08.40am arrival time

- Year 7: Main Front Entrance and Music Block Entrance
- Year 11: Back Gate and Year 7 Playground
- Year 12/13: New Sixth Form Entrance at Front of School

09.10am arrival time

- Year 9: Back Gate and New Sixth Form Entrance
- Year 8: Main Front Entrance and Music Block Entrance
- Year 10: Front Side Entrance via Year 7 Playground

- Student temperatures will be taken on arrival to the main site by no touch infrared thermometers. Students who are identified as having a higher than normal temperature may not be allowed on the school site and will normally have their parents contacted by the school to advise and to make arrangements for collection or for them to return home.
- On arrival to school, students will proceed to a designated area of the school site and proceed directly to their lessons. Students are not permitted to move around the school into unauthorised areas to prevent mixing of year group bubbles. Each zonal area will be allocated toilets to be used by the designated year group bubble, including for regular hand washing in line with our new hygiene protocols.
- Students who arrive late to school will be required to report to the Premises Reception Office at the front of the school or at the back gate. They will be registered and then guided by staff to their year group bubble zonal area.
- Whilst we understand particular challenges students might face travelling to and from school in the Autumn term, we shall be raising our usual high expectations with regards to student punctuality even further. As such, we ask that students allow additional time for travelling to school each day, including time to enable them to access their designated entry points to the school site.
- As part of the arrangements for the safe return of students to the main site from September 2020 parents are asked to note we have had to make provisional changes to the composition of tutor groups and assigned tutors. Where possible, we have tried to maintain some degree of continuity but parents are advised that this has not always been possible. Further information relating to these changes will be shared separately.

3. Health & Safety Considerations

- Students who are unwell, display symptoms of and/or test positive for COVID-19 regardless of whether they demonstrate symptoms must not attend school. Symptoms include, but are not limited to, a high temperature, a recent loss of smell (anosmia) or a new continuous cough. Further information regarding COVID-19 symptoms can be accessed [here](#). Affected students must isolate at home for 10 days from the start of their symptoms or receipt of a positive test.
- Please note that where a student tests positive for COVID-19 but is asymptomatic (displays no obvious symptoms) and then develops symptoms within the 10-day isolation period, they must begin a new period of 10-days isolation from the first day of symptoms.
- Where symptoms develop at school, affected students will be isolated and their parents contacted for them to be collected. Parents of such students will be required to arrange for their child to have a COVID-19 test as soon as possible, ideally on the same day and must inform the school of the outcome once it has become available by contacting Mr Samuel, Lead Health and Safety Officer via covidnotification@kingsdale.southwark.sch.uk. Further details on how to arrange a test can be accessed [here](#).
- Students who live in the same household as someone who displays symptoms of or who receives a positive test result for COVID-19 must not attend school. They will instead be required to isolate at home for 14 days from the start of the period that the person in their household began to display symptoms or from the date the positive result was received. Should they then start to display symptoms, they must isolate for a period of 10 days regardless of where they are within the 14-day initial period. In such situations, the school must be informed as soon as possible through the contact outlined above.
- If a student tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have

symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. Guidance on self-isolation can be accessed [here](#).

- If a student tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- Students who have been overseas during the Summer holiday to a country where a period of 14-days quarantine is required on return to the UK must not attend school until this period has elapsed. Where a student is quarantining as described above, the school must be informed as soon as possible through our Attendance Office at attendanceoffice@kingsdale.southwark.sch.uk and via covidnotification@kingsdale.southwark.sch.uk
- The school will engage with the NHS Test and Trace system and will keep records of who students come in to contact with during their time at school to enable effective liaison with the authorities as required to ensure maximum protection for the school community. Students will also be required to keep their own contact records. Details of all visitors to the school will also be captured and retained for such purposes.
- In the event of students or staff at the school testing positive for COVID-19, the school will take direction from the appropriate authorities in regards to the next steps required. Parents are advised that in such cases, those individuals identified as having been in close contact with an individual who has tested positive for COVID-19 would be required to remain at home, undergo a test and isolate for a period of 14-days. If they then subsequently developed symptoms themselves or tested positive, they would be required to isolate for a period not less than 10-days.
- We will continue to encourage students to wash their hands regularly and promote the ‘Catch it, bin it, kill it’ approach for any sneezes or coughs. These expectations will be reinforced during the initial induction for all year groups at the start of term and regularly throughout the remainder of the academic year. Enhanced signage and information posters have been put in place across the entire school site for this purpose.
- Students will always be permitted to wear face coverings within their mini-class bubbles should they wish to and will be encouraged to wear such coverings when moving either within or outside of their bubbles. Students should bring an appropriate face covering to school each day along with a plastic bag for secure and safe storage. We recommend use of a resealable plastic sandwich bag for this purpose.
- All areas of the school will receive more frequent, enhanced and specialist cleaning in line with our enhanced Risk Assessments. This will include regular deep cleaning of the site, as well as wiping down of areas and any specialist equipment at the end of sessions.
- A copy of the updated Risk Assessment and amended Fire Evacuation Procedure will be published on the school website each week.
- We understand that whilst the national programme of ‘shielding’ for clinically vulnerable individuals has now been ‘paused’, they may be a very small number of students who have a clinical diagnosis which prevents them from returning to school. In such cases, this should be communicated to us via covidnotification@kingsdale.southwark.sch.uk and we will make immediate arrangements for remote learning provision.
- Where parents of students who were previously shielding remain concerned about their child returning to school, we would ask that they contact us to discuss their concerns and to develop a personalised plan to minimise risk.

- Parents are requested not to attend the school site during the Autumn term without an appointment. Should urgent attendance at school be required, we would ask that parents contact the Main School Office on 0208 655 9751 or email info@kingsdale.southwark.southwark.sch.uk so that arrangements can be made. Please be advised that new social distancing and risk reduction measures are in place within all school reception areas at this time.
- Full school uniform should be worn by students at all times in line with the latest clinical evidence regarding minimal transmission rates from such items. To facilitate effective Health and Safety arrangements, students will be permitted to attend school in their official Kingsdale PE kit on days when they have PE lessons on their timetable.
- **Please be advised that one-way systems will be in operation whilst moving around the school buildings and that face coverings will be a requirement when students are moving within two metres in communal areas.**

4. Educational Provision

- Students will continue to receive the full range of subjects on-site as part of their allocated timetable and our broad and balanced curriculum offer. This includes option subjects, including Languages for students in Key Stage 3 and GCSE/A Level option courses for students in Years 9-13.
- Students will be assessed on their return to school to identify gaps in their learning and to ensure that programmes of study address any areas where catch-up learning and a ‘recovery curriculum’ is required.
- It is hoped that by Summer 2021, curriculum plans may have reverted to normal with areas of student learning affected previously addressed. The school will use additional Catch-up funding and resources provided under the National Tutoring Programme from September 2020 to facilitate rapid student progress, including online Saturday and after school revision sessions. Further details will be provided separately.
- Further information will be shared with Year 11 & 13 students and parents regarding expected arrangements for the Summer 2021 examination season, as well as any national modifications to specifications, schedules and examination content.
- Throughout the Autumn term and beyond, the school will operate a ‘blended learning’ approach, incorporating online classes (SMHW/MS Teams) for those students who are unable to physically attend school, e.g. those that are self-isolating due to demonstrating symptoms of illness or undertaking household isolation. Further details regarding this provision will be provided separately but will follow the model used successfully since main school closure March 2020.
- Should provision for a year group bubble be suspended as a result of confirmed cases of COVID-19 at the school, or as part of a local lockdown, the school will revert to online educational provision incorporating lessons delivered by MS Teams and student independent tasks communicated by SMHW. Again, this will follow the model used successfully since March 2020. The school has in place a contingency plan which will be enacted in the event of a Tier 2 or above local or national intervention arising from a sudden increase in COVID-19 cases. In such a case, a separate communication outlining arrangements will be shared with parents.
- For all ‘blended learning’ opportunities in the 2020-21 academic year, the school will continue to work closely with families to identify any barriers to access educational provision and to provide electronic learning devices as required.
- During the Autumn term, school assemblies will not be held as they previously have been. Instead, online assemblies will take place via MS Teams and will be broadcast into classrooms. These assemblies will be recorded and made available as required.

- During the Autumn term, Music lessons for all instruments will continue to be delivered via our online platform to students both at school and those that may be at home. Musical ensembles and groups will also operate later in the term but in specific year group ‘bubbles.’ Further details will be issued separately by Mrs Graham, Director of Performing Arts.
- It is our intention to continue to operate a less extensive but comprehensive extra-curricular club and activities programme throughout the Autumn term, but these will operate within year group bubbles wherever possible. Further details will be issued at the start of the Autumn term.
- Fixtures and sporting matches will not be played until permitted by government guidance but year-based teams may be allowed to train subject to health and safety requirements.

5. Equipment

- Due to the zoning of year group bubbles, access to lockers will be limited. As such, students will need to ensure that they bring with them the exercise books and lessons resources they will need for the day. Further details regarding arrangements for accessing lockers will be issued during induction days.
- Students should only bring with them the equipment that they will need for the school day but this should not be excessive. Please also note that students are not permitted to share items of personal equipment, e.g. pens, pencils etc., with each other. Students will continue to have access to resources for learning within the classroom and their allocated bubble. These will be cleaned and appropriate steps taken to minimise risk.

6. Catering Arrangements

- Students should bring with them to school their own personal water bottle each day which must not be shared with any other student. Water will be provided to students throughout the day as required.
- Student lunchtimes will be staggered by year group bubble as displayed in the school day table. Students are strongly encouraged to bring in a packed lunch from home for their lunch where possible. However, a meal option will be available, for students eligible for free school meals and for those who would like to buy a school lunch. Further details regarding our pre-ordering arrangements will be issued separately. In order to manage student numbers within bubbles and zoned areas, students will eat their lunch in a designated area of the school site or in classroom bases. Students will not be permitted to leave designated areas during lunchtime to prevent mixing of year group bubbles.
- The after school tuck shop will not operate in the Autumn term and students will be expected to leave the school site as soon as possible, once their school day and/or any extra-curricular provision has ended.

7. Travelling to and from School

- Students will be encouraged wherever possible to walk, cycle or be driven to school. If students must use public transport, they will be required to wear a face covering during their journey which would need to be removed and placed in a sealable plastic bag or container when they arrive at school. Students should use hand sanitiser after removing their face covering. An explanation as to how to safely apply and remove a face covering will be provided to students as part of the induction process.
- The school is actively exploring ways to enhance provision for walking and cycling to school and for further developing the school transportation service. Further details regarding arrangements for travelling to and from school, including those relating to the school transportation service and enhanced provision for cycling, will be issued separately.

- Parents who are planning to drive or escort their children to school are asked not to congregate at the entrances to the school and instead to drop off their children a short distance from their assigned entrance. Staff will be on duty at the entrances to the school and in the local area at key times to supervise student arrivals and departures.

8. Expectations for Achievement and Behaviour

- As you would expect, the school will have even higher expectations of student conduct in and around the school site during this indefinite period.
- Accordingly, we have revised our school Achievement and Behaviour Policy to reflect our increased expectations that students will fully comply with all health and safety requirements including social distancing. In addition, we have specifically identified actions which would be classed as serious breaches of the school's policies, such as deliberately coughing on another individual or seeking to cause distress by referring to Covid related matters. Further information regarding this aspect can be located within the revised Achievement and Behaviour Policy which will be issued separately.

We fully understand that some students will feel apprehensive about returning to school after such a long time away. Our pastoral teams are therefore taking particular steps to further develop a programme of well-being within the pastoral curriculum and will also provide time and space for any worries or concerns to be addressed. We want each student to be able to enjoy being back at school. Alongside this, we shall be continuing to offer enhanced counselling services and supportive therapies for our students as required.

Everyone at Kingsdale Foundation School is looking forward to welcoming our students back. We accept that the academic year ahead may still be subject to some interruptions but we remain entirely focused on making sure that every student continues to learn and thrive. We will continue to be in communication with you over the coming days to keep you informed about the additional information families and students will need for the first days of the new term.

Yours sincerely,

Andrew Sear
Deputy Headteacher