



Blackfen School for Girls

Raising aspirations - releasing potential

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Dear Parent/Carers,

22nd July 2020

Following the publication of guidance for the full opening of schools (2nd July) we have been working on plans for September 2020. The risk assessment and risk assessment action plan have been put together based on guidance from the London Borough of Bexley. The aim of the action plan is to show the actions the school is taking to mitigate risk for when the school opens in September 2020. A school, like any other organisation, is not a risk free environment but I am confident with the measures that have been put in place to minimise risk. Today, Wednesday 22nd July, the governing body have met and, following discussion and questions, they have signed off the risk assessment and action plan. These are attached with this letter and are on the school website under Covid-19, September 2020. All other documents and letters for September 2020 will also be placed here. The risk assessment and action plan will be kept fully under review in consultation with staff, parents, governors and students. The risk assessment has been written based on the current guidance. A follow up letter to this one will be sent later in the summer.

In following the guidance, the five following systems of control are at the heart of the risk assessment to protect people from harm.

1. Minimising contact with individuals who are unwell by ensuring those who have Covid-19 symptoms, or have someone in their household who does, do not attend school.
2. Cleaning hands thoroughly more often than usual.
3. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Making sure there is enhanced cleaning, including cleaning frequently touched surfaces often.
5. Minimising contact between individuals and maintaining social distance.

There are some key points to note, at this point, with regards to how the school is adopting guidance.

Start of term and Structure of the school day

On the first day of term, Friday 4th September, the school will be open to year 12 and our new year 7 only. Year 12 will attend an induction session on this day and year 7 will be in school from 10.00 am till 2.10 pm. Further details will be sent about this in August. In addition, all year 7 and 12 families will also receive a call from their son/daughter's form tutor on Thursday 3rd September, prior to starting on Friday.

Other year groups will return to school on Monday 7th September (start times as below) and families in these year groups should also expect a call from their son/daughter's tutor on Friday 4th September (for students in years 10,11 or 13) or during the first week of term (for students in years 8 and 9.)

In order to reduce the number of contacts between students and staff and limit interaction, we have made temporary changes to the timing of our school day. These changes will be reviewed and may change later in the year as we respond to government guidance. Students will have 3 sessions each day, 2 longer sessions of learning totalling two hours each and a shorter session of one hour. Students will



have a 25-minute morning break and a 30-minute lunch break.

Students in years 7, 8 and 9 will be in a separate bubble of up to 30 students for all their lessons. They will remain in their own classroom for the majority of their lessons and their subject specialist teacher will come to their room. Students in years 10 to 13 will be taught in specialist rooms and will therefore change rooms for their different lessons. All students will follow the full curriculum.

We have also staggered our start times and our finish times (as well as having staggered breaks) to minimise contacts and support social distancing. See the table below. Please ensure that your son/daughter arrives at their scheduled time. Students will also have to leave the area outside school straight away at their finish time for that day, they will not be allowed to wait for students in other groups.

	Year 7		Year 8		Year 9		Year 10		Year 11		Year 12*		Year 13*	
	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish
Monday	8.15	14.35	8.30	14.35	8.30	14.35	8.45	14.25	8.45	14.25	8.45	14.35	8.30	14.25
Tuesday	every day	14.35	every day	14.35	every day	14.35	every day	14.25	every day	14.25	every day	14.35	every day	14.25
Weds		14.25		14.25		14.25		14.35		14.25		14.25		
Thursday		14.25		14.25		14.25		14.35		14.25		14.35		
Friday		14.25		14.15		14.15		14.25		14.25		14.25		

* When year 12 and 13 do not have a timetabled lesson or timetabled study period session 1 or session 3, they will be allowed to start or leave early to study at home. This will allow for further staggered starts and ends to the day.

Some students will have community time with their form tutor or mentoring sessions with their student support officer at the end of the day by arrangement from 14.35 – 14.55 which will be 1 to 1 or in small groups of students in the same year group. Students will be notified if they are going to have a tutor session or mentoring session the week before it is scheduled. There will be no tutor time or mentoring on a Friday.

Behaviour

We are presently working on an addendum to the behaviour policy of the school and this will be sent to you later in the summer.

Catering

The canteen will be open again in September and we are working with our contractors, Pabulum, on this provision.

Access to water, washing and sanitising

Over the summer, three large outdoor troughs are being installed in the school. These have a dual purpose. Soap will be provided so that they can be used for washing hands. These will then revert to being bottle filling stations for students. Hand sanitisers will be available in, or at the entrance of every classroom in the school.



Equipment

An equipment list will be sent with the letter in August.

Travel to and from school

The parent guidance is that students should be encouraged to walk or cycle to and from school. If your daughter/son has no alternative but to use public transport, you must refer to the guidance for safer travel. (www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers).

We are presently looking at whether a drop off zone is feasible to ease congestion in the morning if you need to use public transport for your daughter/son.

Uniform

Students are expected to be in full uniform in September. Please refer to our uniform list to ensure you fully adhere to the regulations.

Questions and queries

I am sure that some of you will have questions regarding the full opening of schools in September 2020. Some of the answers to these questions can be found in the risk assessment and risk assessment action plan. I am also sure that the guidance will continue to be updated in the summer. Some of the measures outlined above are interim measures taking into account the five controls. If you have any questions, please send them to admin@blackfen.bexley.sch.uk and we will put together a Frequently Asked Questions page to answer these. My letter, later in the summer, may also answer some of these questions.

Finally, I welcome you if your daughter/son is joining Blackfen school in September. I would like to thank all parents/carers and families for all your work to support the school this year. It has been a challenging year for us all. I wish you an enjoyable summer and look forward to welcoming your daughter/son into school in September.

Yours sincerely,



Matthew Brown
Head Teacher