

14th July 2020

Etone College
www.etonecollege.co.uk

Dear Parents/Carers

You will be aware that the Government is asking schools to prepare for all pupils to return full-time from the start of the autumn term. Please find detailed in this letter information regarding our return in September. It is essential that all parents/carers and pupils familiarise themselves with these arrangements in order that we can keep our pupils and staff as safe as possible.

In order for us to be fully prepared to welcome back all pupils safely in September, **we will be holding an additional training day on Wednesday 2nd September**. All other term dates for academic year 20/21 can be found on our website (www.etonecollege.co.uk/about/termdates).

As recommended by the Government, we will have a staggered return as follows:-

Date	Year Group	Arrival time
Tuesday 1st September & Wednesday 2nd September - Staff Training Days (School closed)		
Thursday 3 rd September	Year 7 (Main Entrance) & Year 12 (Sixth Form) only	8.45am
Friday 4 th September	Year 7	8.45am
	Year 8	8.50am
	Year 9	9.50am
	Year 10	10.50am
	Year 11	11.50pm
	Year 12	1.00pm
	Year 13	10.30am

From Monday 7th September all pupils will be required to attend school every day for full time education as per the information below.

Other than Year 7, Year 12 & Year 13, pupils are to arrive at school for 9.00am every day, except for their assembly day as below:

Year Group	Daily Arrival Day/Time	Entrance & Exit	Bike Store	Assembly Day/Time
Year 7	Mon–Fri 8.45am	Main Gate	Success Centre	Monday 8.45am
Year 8	Mon, Wed, Thurs, Fri 9.00am	Main Gate	Success Centre	Tuesday 8.45am
Year 9	Mon, Tues, Thurs, Fri 9.00am	Main Gate	Success Centre	Wednesday 8.45am
Year 10	Mon, Tues, Wed, Fri 9.00am	Back Gate (Oaston Road)	Rear of school	Thursday 8.45am
Year 11	Mon–Thurs 9.00am	Trent Road	Sixth Form	Friday 8.45am
Year 12 & 13	8.50am each day	Sixth Form	Sixth Form	N/A

Parents/Carers will not be allowed to drop off or collect pupils from site for health and safety reasons and the main entrance will be blocked. Parents and carers must arrange for the safe drop off and collection of their child away from the school site. Please consider our neighbours and do not block driveways etc.

Due to the above restrictions, there will be dedicated year group entrance and exit points for pupils as detailed above and on the attached map. Please ensure that pupils are aware of which entrance/exit they should use. Pupils who travel to school on a bike, should use the bike store listed above, in line with their relevant entry/exit and bring a bike lock with them.



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In line with Government guidance there are no visitors allowed on school site at all without a prior appointment. If you require an appointment please contact school reception in advance on 02476 757300. Should your child have a medical condition which requires them to have medication in school, please telephone school reception on Tuesday 1st September after 12 noon, in order that an appointment can be made for you to bring in this medication on Wednesday 2nd September.

All pupils are expected to attend full time from September in **full school uniform** as per our uniform policy. Uniforms play a valuable role in contributing to the ethos of our school and helps to create a sense of pride and belonging. **Government advice states that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.** Please find detailed below, a reminder of our uniform requirements.

- All pupils must wear full college uniform on the way to and from college.
- Blazers should be worn at all times but can be removed in the event of hot weather.
- Shirts should be tucked in and top shirt buttons must be fastened with the tie showing a minimum of six stripes.
- Only standard school trousers are permitted. No jeans or skinny/fashion style trousers.
- **Formal black school shoes (which can be polished) should be worn – no trainers, canvas pumps, trainers or work boots.** Shoes should be **plain black only**.
- Skirts should be knee length and no shorter. **No lycra or stretch skirts.**
- Black or navy blue coat to be worn outdoors only – **no hoodies or tracksuit tops.**
- No extreme hair fashions – brightly coloured, dyed. Short haircuts **MUST** be grade 2 or above. There should be no tramlines or shaved eyebrows.
- Only pupils in Key Stage 4 are permitted to wear **subtle** make-up. Key Stage 3 pupils should not wear any at all. False nails and gel nails are not permitted due to health and safety reasons and will be removed.
- Pupils are allowed to wear a wrist watch and one pair of gold or silver studs in the lower lobe. **These must be removed for PE lessons. No other piercings are permitted.**
- A **school bag** that will hold an A4 folder is essential. Please do not allow your child to have a large handbag for college.

The Headteacher's decision will be final in all matters relating to uniform, jewellery and hairstyles and pupils will be sanctioned accordingly should they not meet our expectations. Further details as well as examples of correct and incorrect uniform can be found on our website at www.etonecollege/uniform/. **Please ensure you consult this guidance before making any purchase.**

Etone College is a **NO MOBILE PHONE SITE** for Years 7-11. This also includes any other mobile or electronic devices such as tablets and digital cameras. These devices can lead to safeguarding, child protection, bullying or data protection issues with regard to inappropriate capture or distribution of images of pupils and/or staff. We do not take any responsibility for electronic items brought onto school site.

Should a mobile phone/device be heard or seen, it will be confiscated for collection by the pupil at the end of the day. Should a mobile phone or device be confiscated three times, parents/carers will be contacted to arrange collection. Should this be repeated, the phone/device will be confiscated and kept securely for one week. Please support us in safeguarding our pupils.

I continue to be amazed not only by the dedication of my staff, but also of our pupils during what has been a very difficult period for us all. I hope that you all have a safe, peaceful and relaxing summer break. It is a privilege to be the Headteacher of Etone College and I very much look forward to continuing our work in September.

Yours faithfully



Mr I Smith
Headteacher

Coronavirus regulations and guidance from September

All of the information given below is taken from Government guidance for full opening of schools September 2020. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.

Etone College must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures as detailed in Government guidance.

A copy of our health and safety risk assessment can be found on our website.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together into 'bubbles'
- avoiding contact between groups/'bubbles'
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Schools are required to have a set of actions in place which are grouped into 'prevention' and 'response to any infection' as detailed below:

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
 - Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.
 - If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Etone College will comply with the guidance above.

Parents/Carers must inform us immediately of the results of a test:

- if someone 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.
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 7 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 7-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.

2) Clean hands thoroughly and more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.

Etone College will ensure that pupils clean their hands regularly and hand sanitiser stations have been placed throughout the school.

3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

The ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine.

Please support us by making sure your child brings their own tissues into school. Additional bins have been purchased.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

If pupils/staff choose to wear a face covering when travelling to school, they must be removed upon arrival. Pupils must not touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival, dispose of any temporary face coverings in a covered bin or place reusable face coverings in a plastic bag which they can then take home with them. They will then wash their hands again before heading to their classroom. All school entrances will be staffed and bins will be provided.

4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

Extra cleaners will be employed to circulate the school throughout the day, constantly wiping down touch points and toilets. Additional toilets will be available in school for pupils.

5) Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.

When pupils return in September, Etone College will be zoned into year group areas to ensure that we are compliant with the guidance. The majority of lessons will take place in these zones and movement will be kept to a minimum. Please ensure that your child is aware that they must remain in their allocated zone and sanctions will be applied if pupils do not comply.

Pupils will be kept in their year group 'bubbles' at all times, this includes assemblies, lessons, break and lunch times. Movement around school will be kept to a minimum but any passing on corridors is low risk.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.

Response to any infection:

- 1) Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: engage with the NHS Test and Trace process. Book a test, provide details of anyone they have been in close contact with if they were to test positive for Coronavirus, self-isolate. Etone College understands the NHS Test and Trace process and knows how to contact the local [Public Health England health protection team](#).

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

- 2) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 3) Contain any outbreak by following local health protection team advice

Measures within the classroom

Staff will stay at the front of the class and all pupils will be sitting side by side and forward facing at all times.

SCHOOL OPERATIONS

Public transport

We encourage parents/carers, staff and pupils to walk or cycle to school if at all possible. Families who have no other option but to use public transport should refer to the safer travel guidance for passengers.

Attendance

School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

If your child is unable to attend school, for any reason, you must contact their House Office and provide a full reason for absence. You are obliged to notify us if you believe any absence is related to Coronavirus symptoms.

Pupils who are shielding or self-isolating

We now know much more about Coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school.

You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

Catering

The Etone Café will be open from the start of the autumn term, however, we will be running a reduced menu. Pupils eligible for free school meals will be provided for. There will be a catering service in the café as well as the main hall.

Please remember that we will be a cashless school for any school related purchases (including food) so you will need to have credited your child's Wisepay account. **There will be no cash accepted on site.**

Unfortunately we will be unable to operate a break time food service as we will be operating in strict zones. Pupils may therefore wish to bring a snack.

Extra-curricular provision

Further guidance will be provided in September regarding extra-curricular provision.

CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT

The key principles that underpin Government advice on curriculum planning are:

- education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.
- remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.

Etone College will comply with the above.

Specific points for Key Stage 3

For pupils in Key Stage 3, the curriculum will remain broad from year 7 to year 9 so that the majority of pupils are taught a full range of subjects over the year. Targeted support and intervention will be put in place where required.

Specific points for Key Stages 4 and 5

Year 10 and 11 pupils will continue to study all of their examination subjects. Ofqual is currently consulting on proposals for examinations next year and we will confirm its decisions as soon as possible.

We are planning on the basis that GCSEs and A levels will take place in summer 2021 but with adaptations. Further information will be provided regarding this as soon as Government guidance is received.

We will be offering a range of catch up and support measures for examination groups including breakfast club, holiday sessions and targeted support and intervention after school. Pupils in Year 11 and 13 should not expect to go home prior to 4.00pm. **Your support in closing the gap for your child to help them maximise their potential is vital.**

Equipment

All pupils should bring an appropriate school bag (big enough for an A4 folder, PE Kit and water bottle) and their own pencil case containing all items required for learning including pens, pencils, ruler, rubber, highlighters, glue stick etc. as these items will be unable to be shared. **They should only bring essential items to school.** Classroom based resources, such as books and games will be shared within the bubble but will be cleaned regularly along with all frequently touched surfaces.

Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours between use by different bubbles.

Physical activity in schools

Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports will be prioritised where possible and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.

Pupil wellbeing and support

If you feel that your child requires additional support when returning to school, please contact your child's Head of House to discuss.

Behaviour expectations

Our Behaviour Policy can be found on our website and will remain in place in September. Any pupil who fails to follow the additional advice and guidance provided will be sanctioned appropriately.



Etone College

Entrance & Exit Zones

- Year 7 - Via St Nicholas Road
- Year 8 - Via Leicester Road
- Year 9 - Via Leicester Road
- Year 10 - Via St Nicholas Road
- Year 11 - Via Trent Road
- Sixth Form - Via Leicester Road

No Pickup/Drop Off

