

20<sup>th</sup> August 2020

**Etone College**  
www.etonecollege.co.uk

Dear Parents/Carers

Please find detailed in this letter a reminder of our procedures in response to the Government guidance for the full reopening of schools from September. There is also some new information about lessons and what pupils need to bring to school.

**It is essential that all parents/carers and pupils familiarise themselves with these arrangements in order for us to keep our pupils and staff as safe as possible.**

To allow us to welcome back all pupils safely in September, **we will be holding an additional training day on Wednesday 2<sup>nd</sup> September**. As recommended by the Government, we will have a staggered return as follows:-

Date	Year Group	Arrival time
<b>Tuesday 1<sup>st</sup> September &amp; Wednesday 2<sup>nd</sup> September - Staff Training Days (School closed)</b>		
Thursday 3 <sup>rd</sup> September	Year 7 (main entrance) & Year 12 (Sixth Form entrance) only	8.45am
Friday 4 <sup>th</sup> September	Year 7	8.45am
	Year 8	8.50am
	Year 9	9.50am
	Year 10	10.50am
	Year 11	11.50pm
(Above year groups are to enter via the main entrance on 3 <sup>rd</sup> and 4 <sup>th</sup> September)		
Year 12 (Sixth Form entrance)		1.00pm
Year 13 (Sixth Form entrance)		10.30am

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

Other than Years 7, 12 & 13, **pupils are to arrive at school for 9.00am every day. The only exception is their assembly day** where the arrival time for Years 8, 9, 10 and 11 is slightly earlier – please see below.

Year Group	Daily Arrival Time	Entrance & Exit	Dismissal time	Bike Store	Assembly Day Arrival Time
Yr 7	8.45am	St Nicholas Road	2.50pm	Rear bike shed	Monday 8.45am
Yr 8	9.00am (Except Tuesday)	Main Gate	2.50pm	Success Centre	Tuesday 8.45am
Yr 9	9.00am (Except Wednesday)	Main Gate	3.00pm	Success Centre	Wednesday 8.45am
Yr 10	9.00am (Except Thursday)	St Nicholas Road	3.00pm	Rear bike shed	Thursday 8.45am
Yr 11	9.00am (Except Friday)	Trent Road	3.00pm	Sixth Form	Friday 8.45am
Yr 12 & 13	8.50am	Sixth Form	2.50pm	Sixth Form	N/A



**Can I please remind you that 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 closed. 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.** Thank you for your support and co-operation.

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 by bike, should use the bike store listed above, in line with their relevant entry/exit point and bring a bike lock with them.

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 1<sup>st</sup> September after 12 noon, in order that an appointment can be made for you to bring in this medication on Wednesday 2<sup>nd</sup> September.

### **Uniform**

All pupils are expected to attend full time from September in **full school uniform** as per our uniform policy. Uniforms plays 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 school.
- 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 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/](http://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.

## **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.

## **Behaviour expectations**

**If at any time, your child experiences any symptoms of Coronavirus, they must let a member of staff know immediately.**

We have updated our behaviour expectations and these will be shared with pupils at the start of term. We recognise that returning to school after a long time presents a challenge and that pupils will need time to settle back into routine. Some pupils may feel nervous about their return and we will do everything we can to support them. We have put new routines and practices in place to keep everyone safe and reduce the risk of spreading Coronavirus. We recognise that pupils will need to learn these new routines, however, **behaviour that wilfully and deliberately undermines any safety measures put in place or risks the safety of others will not be tolerated.** It will be treated as a high level incident and sanctioned accordingly.

## **Health and safety risk assessment**

A copy of our health and safety risk assessment can be found on our website. Etone College has followed, and will continue to follow, all Government guidance provided. **Please also remember that we are a nut and kiwi fruit free site.**

## **SCHOOL OPERATIONS**

### **Catering**

**Please note that we will be unable to offer Breakfast club and break time food until further notice.**

We will be running a “grab and go” menu (items such as sandwiches/paninis rather than hot meals) for all pupils, including for those eligible for free school meals. Pupils will eat lunch in a designated venue as a year group. **Etone College is a cashless school from September. School related purchases can only be made via WisePay.**

### **Public Transport**

We encourage parents/carers, staff and pupils to walk or cycle to school if at all possible. If pupils have no choice but to use public transport, they should wear a mask.

### **Face Coverings**

If pupils wear a face covering when travelling to school, this **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.

### **Entry to school**

**Pupils will enter and exit the school site via their year group gates as per the table above.** All pupils must use the hand sanitiser provided and socially distance from staff and other pupils at all times. This applies both inside and outside school buildings. There should be no physical contact between pupils at any time. Pupils will then follow the identified pathway to their designated year group outside area where they must remain until lessons.

### **Equipment**

Pupils will not be able to borrow equipment from staff or other pupils. We are providing all pupils with a green pen and whiteboard marker and they have a mini whiteboard at the back of their planner. Due to restrictions on sharing equipment, pupils will need to remember to bring their own every day. Please support us by providing a black pen; pencil, eraser; sharpener; maths set; calculator; crayons; glue stick; highlighters, MFL dictionary (please check whether your child studies French or German). Year 7 pupils will be advised of the language to be studied upon their return 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 meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Teachers will not be storing exercise books for pupils who will be required to bring the correct exercise books to school each day. **Please support us by ensuring your child has an appropriate school bag which is packed each evening.**

### Lessons

- Pupils have to remain in year bubbles and so will be taught in classrooms in zoned areas of the school. The majority of their learning will take place in these zones and teachers will move rather than pupils.
- Where access to specialist rooms is required, we will ensure thorough cleaning of rooms and equipment between use by different year group bubbles.
- Pupils will need to be forward facing in lessons at all times and socially distance from staff. They can request help by raising their hand or using their planner cards and Teaching Assistants will also be in lessons to provide support. Pupils must not move around the classroom.
- All rooms will have tissues to promote respiratory hygiene and we will ask pupils to “catch it, bin it, kill it”
- Our curriculum remains broad and balanced. We are keeping the full range of subjects and adjusting content to meet the requirements of the government guidance. Pupils will continue with all of their examination subjects.
- We will work hard to ensure that pupils have the opportunity to revisit work covered during school closure both in lessons and through a targeted intervention programme – more details will follow.
- We will be setting and providing detailed feedback on written assessments. Please support us by looking through your child’s exercise books to ensure that work is completed and well presented.
- Pupils will be encouraged to use on line learning platforms at home and will have a record of log on details and passwords in their planners. We are auditing home provision so we will be aware of ICT access issues in the event of needing to set work remotely.
- Pupils will have designated toilets for year groups and only be allowed to visit the toilet during lessons in an emergency.
- Lessons have been made longer to reduce the need for pupil movement around the school which we are advised to keep to a minimum. Staff will be working hard to adjust their classroom practices to meet all the requirements of the guidance – please stress with your child the importance of full engagement and positive behaviour at all times.
- One way systems will be put in place to aid movement around the school and ensure pupils in year group bubbles are kept separate in line with government guidance.
- PE - Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use, and contact sports avoided. Outdoor sports will be prioritised where possible and large indoor spaces used where it is not, maximising distancing between pupils

Some things, however, will not change. You can be assured that we will do our utmost to work within the guidance to deliver high quality learning experiences, follow a broad and balanced curriculum and prepare our pupils for their external examinations. We will praise and reward their efforts and achievements as we recognise that they will be working in unusual and challenging circumstances that will require our support.

Rest assured, safety of all associated with Etone College is our number one priority. We will continue to follow all Government guidance including any specific local advice that is relevant. As always, thank you for your continued support.

Yours faithfully



**Mr I Smith**  
**Headteacher**





## 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

