

1<sup>st</sup> March 2021**Etone College**[www.etonecollege.co.uk](http://www.etonecollege.co.uk)

Dear Parents/Carers

Please find detailed in this letter our procedures in response to the Government guidance for the reopening of schools from 8<sup>th</sup> March 2021. **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 pupils safely from Monday 8<sup>th</sup> March 2021, there will be no live lessons taking place on Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> March.** During this “off screen” time, pupils will be set work by their teachers and should check their emails for details of the work set which will be sent out on Wednesday 3<sup>rd</sup> March. In addition, pupils can use this time to prepare for their return to school. This includes ensuring that they have all of their exercise books, uniform, as per page 4 of this letter and equipment ready, which should include:

- Black pen & Green pen
- Whiteboard pen
- Pencil
- Ruler
- Calculator
- Face covering
- Homework planner
- Glue stick

Staff will email pupils a list of the work covered in school closure on Wednesday 3<sup>rd</sup> March. **All pupils must complete any outstanding work by the time we break up for Easter at the very latest.** This is to allow time for pupils to seek guidance from their teachers on return to school if required.

**In line with the staggered return to school, pupils will continue with remote learning from home from Monday 8<sup>th</sup> March until they have been tested and are back in normal lessons.** This will be blended learning (live lessons and work set) and pupils should check their emails and Teams calendars for each subject - **please see below.**

|                                  |   |
|----------------------------------|---|
| Monday 8 <sup>th</sup> March     | Year 11, 12 and 13 – in school for testing at allocated time (see schedule on page 2) and then lessons resume<br>Years 7 – 10 should check emails and Teams calendars for remote learning provision at home   |
| Tuesday 9 <sup>th</sup> March    | Years 11, 12 and 13 in lessons. Pupils to arrive in line with table on page 3<br>Years 7 and 10 – in school for testing at allocated time (see schedule on page 2) and then lessons resume<br>Years 8 and 9 should check their emails and Teams calendars for remote learning provision at home |
| Wednesday 10 <sup>th</sup> March | Years 7, 10, 11, 12 and 13 in lessons. Pupils to arrive in line with table on page 3<br>Years 8 and 9 – in school for testing at allocated time (see scheduled on page 2) and then lessons resume   |
| Thursday 11 <sup>th</sup> March  | All year groups in lessons. Pupils to arrive in line with the table on page 3   |

**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 only be open for pupil access. 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 and thank you for your support and co-operation in advance.**



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.

Please find below the testing schedule for the return of pupils from week commencing Monday 8<sup>th</sup> March 2021. Pupils should enter via the main gate at the allocated time.

| Day                  | Time  | Year | English Set | Teachers   | Test no. |
|----------------------|-------|------|-------------|--|----------|
| <b>Mon 8.3.21</b>    | 8.45  | 11   | 1-3         | Mrs Smith, Miss Williamson, Miss Green                     | Test 1   |
|                      | 9.15  | 11   | 4-7         | Mrs Winter, Miss Carlton, Mr Key, Miss Darling             | Test 1   |
|                      | 10.00 | 12   | N/A         |  | Test 1   |
|                      | 10.30 | 13   | N/A         |  | Test 1   |
| <b>Tues 9.3.21</b>   | 8.45  | 7    | 1-3         | Miss Darling, Mrs Winter, Miss Green                       | Test 1   |
|                      | 9.15  | 7    | 4-7         | Miss Taylor, Miss Dunkley, Mr Key, Mrs Smith               | Test 1   |
|                      | 9.45  | 10   | 1-3         | Miss Williamson, Miss Darling, , Miss Carlton              | Test 1   |
|                      | 10.15 | 10   | 4-6         | Miss Taylor, Mrs Smith, Miss Green                         | Test 1   |
| <b>Wed 10.3.21</b>   | 8.45  | 9    | 1-3         | Mr Key, Miss Darling, Mrs Winter                           | Test 1   |
|                      | 9.15  | 9    | 4-7         | Miss Carlton, Miss Williamson, Miss Green, Miss Taylor     | Test 1   |
|                      | 9.45  | 8    | 1-3         | Miss Taylor, Miss Green, Mr Key                            | Test 1   |
|                      | 10.15 | 8    | 4-7         | Miss Kavanagh, Miss Darling, Miss Carlton, Miss Williamson | Test 1   |
| <b>Thurs 11.3.21</b> | 8.45  | 11   | 1-3         | Mrs Smith, Miss Williamson, Miss Green                     | Test 2   |
|                      | 9.15  | 11   | 4-7         | Mrs Winter, Miss Carlton, Mr Key, Miss Darling             | Test 2   |
|                      | 9.45  | 12   | N/A         |  | Test 2   |
|                      | 10.15 | 13   | N/A         |  | Test 2   |
| <b>Fri 12.3.21</b>   | 8.45  | 7    | 1-3         | Miss Darling, Mrs Winter, Miss Green                       | Test 2   |
|                      | 9.15  | 7    | 4-7         | Miss Taylor, Miss Dunkley, Mr Key, Mrs Smith               | Test 2   |
|                      | 9.45  | 10   | 1-3         | Miss Williamson, Miss Darling, Miss Carlton                | Test 2   |
|                      | 10.15 | 10   | 4-6         | Miss Taylor, Mrs Smith, Miss Green                         | Test 2   |
| <b>Mon 15.3.21</b>   | 8.45  | 9    | 1-3         | Mr Key, Miss Darling, Mrs Winter                           | Test 2   |
|                      | 9.15  | 9    | 4-7         | Miss Carlton, Miss Williamson, Miss Green, Miss Taylor     | Test 2   |
|                      | 9.45  | 8    | 1-3         | Miss Taylor, Miss Green, Mr Key                            | Test 2   |
|                      | 10.15 | 8    | 4-7         | Miss Kavanagh, Miss Darling, Miss Carlton, Miss Williamson | Test 2   |
| <b>Tues 16.3.21</b>  | 8.45  | 11   | 1-3         | Mrs Smith, Miss Williamson, Miss Green                     | Test 3   |
|                      | 9.15  | 11   | 4-7         | Mrs Winter, Miss Carlton, Mr Key, Miss Darling             | Test 3   |
|                      | 10.00 | 12   | N/A         |  | Test 3   |
|                      | 10.30 | 13   | N/A         |  | Test 3   |
| <b>Wed 17.3.21</b>   | 8.45  | 7    | 1-3         | Miss Darling, Mrs Winter, Miss Green                       | Test 3   |
|                      | 9.15  | 7    | 4-7         | Miss Taylor, Miss Dunkley, Mr Key, Mrs Smith               | Test 3   |
|                      | 9.45  | 10   | 1-3         | Miss Williamson, Miss Darling, , Miss Carlton              | Test 3   |
|                      | 10.15 | 10   | 4-6         | Miss Taylor, Mrs Smith, Miss Green                         | Test 3   |
| <b>Thurs 18.3.21</b> | 8.45  | 9    | 1-3         | Mr Key, Miss Darling, Mrs Winter                           | Test 3   |
|                      | 9.15  | 9    | 4-7         | Miss Carlton, Miss Williamson, Miss Green, Miss Taylor     | Test 3   |
|                      | 9.45  | 8    | 1-3         | Miss Taylor, Miss Green, Mr Key                            | Test 3   |
|                      | 10.15 | 8    | 4-7         | Miss Kavanagh, Miss Darling, Miss Carlton, Miss Williamson | Test 3   |

**If you have not given consent for your child to be tested, your child should arrive on the date indicated for their year group in the schedule above but not until break time (11.10am). They should enter via the main front entrance. These pupils will be returned to lessons following break. On all other days, they should arrive at the time and entrance point stated in the table on page 3.**

For example, a Year 9 pupil without COVID testing consent, should arrive in school on Wednesday 10<sup>th</sup> March, Monday 15<sup>th</sup> March and Thursday 18<sup>th</sup> March at 11.10am. From Thursday 11<sup>th</sup> March, they should arrive at 9.00am and enter via the front entrance (in line with the table on page 3)

Pupils who have consent for COVID-19 testing will be tested as per the schedule above **and as soon as a negative result is received, they will be sent to lessons.**

**Results of COVID-19 tests will be sent to pupils' school email addresses. Please note, however, that should a positive test result be received, the school will know immediately. Parents/carers will be contacted and your child will have to return home to isolate for 10 days.**

In line with Government guidance, we are required to test pupils 3 times, 3-5 days apart from 8<sup>th</sup> March 2021. Once 3 tests have been completed in school, pupils will be provided with lateral flow test kits for testing to be undertaken twice a week at home. **Further information regarding this will be provided in due course.**

**On the days that your child's year group is not being tested for COVID-19, as per the schedule on page 2, pupils should arrive in school as per the table below.**

| Year Group | Daily Arrival Time | Entrance & Exit  | Dismissal time | Bike Store     |
|------------|--------------------|------------------|----------------|----------------|
| Yr 7       | 8.45am             | St Nicholas Road | 2.50pm         | Rear bike shed |
| Yr 8       | 9.00am             | Main Gate        | 2.50pm         | Success Centre |
| Yr 9       | 9.00am             | Main Gate        | 3.00pm         | Success Centre |
| Yr 10      | 9.00am             | St Nicholas Road | 3.00pm         | Rear bike shed |
| Yr 11      | 9.00am             | Trent Road       | 3.00pm         | Sixth Form     |
| Yr 12 & 13 | 8.50am             | Sixth Form       | 2.50pm         | Sixth Form     |

### **Key Worker/Vulnerable Pupils**

If your child has been attending school as a vulnerable or key worker pupil, they can continue to attend as they have during school closure, if necessary, but should follow the testing schedule above in line with their year group.

For example - a Year 7 key worker/vulnerable pupil with COVID testing consent can attend site on Monday 8<sup>th</sup> March, as per school closure, but on Tuesday 9<sup>th</sup> March should attend at 8.45/9.15 in line with the rest of the year group as per the testing schedule. **If they do not have testing consent, they should arrive at break time (11.10am) on Tuesday 9<sup>th</sup> March.**

### **SEND Pupils**

Should you have any specific concerns, please contact our SENDCO, Mrs Smith, or House Offices in advance of pupils returning

### **Attendance**

School attendance will be mandatory again. This means from 8<sup>th</sup> March 2021, 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.

### **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. If you have any specific concerns, you can contact your child's House office to discuss these in advance.

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.**

### **Uniform**

All pupils are expected to attend full time 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.

## **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. School related purchases can only be made via WisePay.**

Parents/carers of pupils in Year 7-10 will receive a text message next week asking them to complete a Microsoft Form should they wish to collect a packed lunch on the days which their child is not in school. **It is essential that this form is completed and returned by 12 noon on Wednesday 3<sup>rd</sup> March in order that food orders can be placed.**

### **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**

Pupils must wear a face covering when indoors at all times including in lessons and lunch when not eating. Pupils must not touch the front of the face covering during use or when removing them.

### **Entry to school**

**Pupils will enter and exit the school site via their year group gates as per the table on page 3 on any day that their year group is not being tested.** 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.

### **Extra-curricular provision**

Our full programme of extra-curricular activities will resume shortly. More information regarding this will follow in due course.

## **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**

Pupils in Years 10-13 will continue to study all of their examination subjects. Further information regarding examination results etc. will be shared once finalised.



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 throughout Years 10-13. More information will follow regarding this in due course.

### **Equipment**

**Pupils will not be able to borrow equipment from staff or other pupils and should bring the required equipment, as detailed on page 1, to school every day.**

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.
- **Pupils are required to wear a face covering when indoors at all times, including when in lesson.**
- 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 distanced 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.

### **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 your concerns in advance.

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**

