

28th August 2020

Dear Parent and Pupil,

I hope you have all managed to have a restful and enjoyable Summer. Here at Ballard we are all looking forwards to having all our pupils back and recuperate some sort of normality. We have also been working hard to take the necessary steps to prepare the School for the children to make a happy and successful return back to School. We understand that every child returning to School will have had a different experience of learning at home and our priority will be supporting them to readjust to School routines and social interactions with their peers and teachers, whilst taking every precaution we can to support everyone's wellbeing and safety.

We aim to make School welcoming to help the children settle back securely but whilst following Government guidelines, there will inevitably be some changes to our normal routines, which are detailed below. These arrangements may be subject to change, depending what changes occur throughout the rest of the School.

How it will look

The pupils will be separated into year group bubbles. They will have exclusive use of separate designated areas of the School, both inside and outside, making use of our beautiful school grounds

Year 11 pupils will be based on the top floor of the Senior building. They will attend registration and lessons within that part of the School and will have access to the portable toilets at the front of the building. They will access the School by their usual entrance and go straight up the stairs. Year 11 will have specialist lessons in their specialist rooms as per their timetable.

Year 10 will be based on the ground floor of the Senior building. They will use the toilets on the ground floor and have all lessons and form times there. They will access the School via the main Senior block entrance.

Year 9 groups will be in two different locations. Three groups will be located in the Music Block and one group will be situated in P4 (Mr Whalen's room last year). Pupils based in the Music Block will access the building via the war memorial side of the building directly into their classroom. They will have access to portable toilets outside around the Food Technology room and the toilet situated on the ground floor of the music block.

Please see below the allocated form rooms:

	Building	Room No	Use
Year 11	SB-top floor	SLRC	11JPF
	SB-top floor	S22	11SW
	SB-top floor	S15	11JiH
	SB-top floor	S21	11TT
	Common Room	Common Room	Y11 base
Year 10	SB-ground floor	S11	10LP
	SB-ground floor	S7	10MH
	SB-ground floor	S10	10JLG
	SB-ground floor	S6	10CB
Year 9	Music block-ground floor	M1	9HS
	Music block- ground floor	M2	9DEH
	Music block- ground floor	M3	9MW
	Main House	P4	9HM

Normal school rules will apply.

Date of Return

All pupils will return on Thursday 3rd September at 8.30am. Buddies to new pupils will be meeting new pupils in the allocated area of the car park at 8.45am. Registration will start at 8.30am and will extend over two periods. For Year 9 and new pupils, this will be a great opportunity to get to know their tutor and the peers in their new form group. Pupils will be provided with their timetable and log books and they will be reminded of the expectations at Ballard.

Arrival Arrangements

Please arrive promptly at 8.30am to drop off your child. We ask that only one parent / carer comes to School to drop off / pick up, please.

Drop off will be in the main car park. Details will be finalised early next week. Please maintain the 2 metre social distancing rules at all times and please refrain from gathering in the car park after dropping off your child. Parents must not enter school buildings at any time. Tutors will take pupils' temperature and record it on arrival to tutor bases using a hand-held infra-red thermometer. If your child's temperature is 37.8°C or greater, their temperature will be checked again after a few minutes and if it is still high you will be asked to take them home immediately.

Pick up Arrangements

The children will leave school at 4.00pm or 5.00pm and make their way to the designated area where they are dropped off in the morning. We recommend you stay in your car and please maintain the 2 metre social distancing rules at all times.

What to Wear

Full school uniform is required. On the days the pupils have their double PE lesson/Games afternoon, they are asked to come to School in their PE kit. N.B. there will be no changing facilities available.

Face coverings are compulsory on school transport for those in Year 7 and above. A reminder that dark blue knee-high socks or opaque blue/black tights must be worn as part of the Senior girls' winter school uniform.

What to bring to School

Pupils will need to bring a named water bottle which can be refilled. Please wash and sterilise the water bottles every evening.

Pupils will have to bring a face covering to be used as required. For instance, in corridors and common areas.

Please could pupils bring all their own equipment which will be kept in their bag next to their desk at all times during the day. The same rule applies to coats.

On the days when they have one PE lesson or after-school Sports activity we ask that they bring a pair of trainers in their bag to get changed into.

BYOD policy applies as usual so all pupils must bring their own devices fully charged at the beginning of the day. Pupils need to bring their own headphones as we are unable to provide these.

Normal school rules apply regarding the use of mobile phones.

Classroom Environment

A one-way system is in place, and this will be explained with other guidelines on arrival.

The desks will be facing the front.

The windows and doors will be opened to ensure good ventilation.

As teachers need to travel from one room to another, we encourage our pupils to have a quiet chat whilst waiting for their next teacher and stand up as soon as the member of staff enters the classroom as a sign of respect and acknowledgement that the lesson is now starting.

Pastoral support

There will be a member of the Pastoral Team available at all times for any pupils who wish to speak to them. We believe that our pupils' wellbeing is of paramount importance especially at these difficult times.

School Nurse

Pupils must not go to the School Nurse's room under any circumstance. They must let a member of staff know if they are feeling unwell. The member of staff will contact our School Nurse and she will travel to the child's location.

Break times

A break time snack will continue to be provided.

During break times, Year 11 will continue to enjoy the use of the Common Room and the grass area and benches surrounding it.

Year 10 pupils can use the area under the Canopy outside the Senior block.

Year 9 will be gathering in the outdoor classroom and basketball court.

Lunch

Lunch will be served from three separate stations. To enable us to cater for all year groups without impacting on lessons, we need to have a group rota where every three days a year group will be provided with packed lunch that they'll be able to enjoy in their designated outside area. Packed lunches have been revisited and a new exciting packed lunch menu has been created for the children and staff to enjoy.

Assemblies

Senior assemblies will take place on Wednesday on a year group rota starting with Year 11 on Wednesday 9th September.

Hygiene

Hand sanitisers have been placed at all entrances and exits. Pupils must use these when they arrive at School, before and after eating, playtimes and at regular intervals throughout the day. Hand driers have been disconnected in the toilets so pupils must wash their hands for the recommended 20 seconds and dry them well with paper towels provided.

Good respiratory hygiene will be encouraged and children will be reminded to cough or sneeze into a tissue or their elbow. Tissues must be disposed of in the allocated tissue bins.

Enhanced Cleaning

Classrooms will be thoroughly cleaned the previous evening before the children arrive in the morning and will be professionally cleaned daily, with particular attention on frequently touched surfaces.

PPE

Please see notes from the Headmaster on our expectations regarding the wearing of masks.

Responding to someone becoming unwell at School

If a child shows symptoms of COVID-19 whilst at School, the School Nurse will be contacted. They will be cared for in the isolation room, either with the School Nurse or other member of staff. Parents will be contacted to come and collect them immediately. The government advice below should then be followed

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Finally

It is vitally important that all pupils adhere to these guidelines. Any behaviour that might increase the risk of spreading the virus will result in that pupil being asked to be collected – please refer to the Behaviour Policy addendum produced by Mr Marshall. You can find a copy of this on our website.

If you need to contact the School please use the following email address:
reception@ballardschool.co.uk

Wishing you a lovely Bank Holiday weekend and looking forward to seeing everyone back at School next week.

With best wishes,

Mrs Angela Guillén
Head of Senior School