

Welcome back to Ballard!

Dear Parent and Pupil,

We have been working hard to take the necessary steps to prepare the School for the children and to make a happy and successful transition 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 will be encouraging all our community to regularly refer to the RESTORE document that Mr Marshall shared in last week's bulletin.

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

Pupils will continue to be allocated different areas of the School with teachers travelling to their classrooms. They will be kept independent from any other year group in School at all times. They will have exclusive use of separate assigned areas of the School, both inside and outside, making use of our beautiful School grounds.

Normal School rules apply. However, there will be a change for our year 9 pupils who will no longer be allowed to bring their mobile phones to School. The only exceptions will be those pupils who need them due to safety reasons when travelling to and from School. These phones must be handed in to the tutor in the morning and collected at the end of the day. If your child is in this situation, please email your child's tutor and copy me in.

There will not be any fixtures until after the Easter holidays.

Dates of Return

Monday 8th March	11JPF	11SW	11JIH	11TT
Arrival Time for Test	8.30am	9.00am	9.30am	10.00am

Monday 8th March	10LP	10CB	10MH	10JLG
Arrival Time for Test	10.45am	11.15am	11.45am	12.15pm

Tuesday 9th March	9MW	9HM	9DEH	9HS
Arrival Time for Test	1.00pm	1.30pm	2.00pm	2.30pm

Year 10 pupils might be set a task to complete on Monday Period 1 before travelling to school.

Year 9 pupils should attend virtual lessons during Period's 1 to 3. Do please inform the tutor if there are any issues with this.

Y9 key worker children who are in School on Monday morning will need to wear full School uniform on the day.

Arrival Arrangements

Please arrive promptly at the corresponding time to drop off your child.

Drop off will be in the main car park. 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 without a prior appointment.

Pupils should report to the Green Room (entrance opposite the Art department outside door) where they will receive a Lateral Flow Test (LFT) Children must ensure that they respect social distancing rules and wear masks whilst queueing. Once pupils have received a negative test result, they will be directed to their lessons. If your child has arrived at School by public transport and he/she tests positive for Covid-19, you will be contacted to collect your child immediately.

Pick up Arrangements

The School day will be as normal with buses leaving at 5pm. There will be a variety of activities offered from 4-5pm including PREP (homework club). In order to support our pupils' transition into School, it has been decided that there will not be clinics until after the Easter holidays. We recommend you stay in your car and please maintain the 2 metre social distancing rules at all times.

What to Wear

School uniform is required. On days when your child has PE, pupils will be allowed to attend School in their PE kit.

Hoodies will be permitted for the remainder of this term, to be worn underneath blazers. However, no hoodies will be allowed from the start of the Summer term.

We are conscious that hairdressers and barbers have lately been closed and we will take this into consideration. However, hair must be kept off the face at all time and this applies to both boys and girls.

Make up rules remain the same and only one pair of earrings that match and are worn on the ear lobes are allowed.

What to bring to School

A face mask. This must be worn in all indoor facilities including classrooms. The face mask will have to be worn during lessons and when collecting food from food trolleys and packed lunches.

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

Please bring all your own equipment which will be kept in your bag next to your desk at all times during the day.

BYOD policy applies as usual so all pupils must bring their own devices fully charged at the beginning of the day.

Normal School rules apply regarding the use of mobile phones, as per above, however, Year 9 pupils are now no longer allowed to bring mobile phones to school.

Classroom Environment

A one-way system is in place and allocated 'bubble' areas per year group.

Pupils have been allocated toilets per year group and these will continue to be located in the same areas as before.

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

Pastoral support

Tutors will be delivering a variety of sessions to support our pupils return to school.

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.

Breaktimes

Location of snack trolleys

Year 11 - by the Cabin

Year 10 - under the canopy

Year 9 - in the courtyard

Play areas

Year 11 - Cabin, area around the Cabin, on the astro (on a rota basis)

Year 10 - under the canopy and surrounding area, on the astro (on a rota basis)

Year 9 - courtyard, on the astro (on a rota basis)

Lunch

A lunch time rota will be displayed in different areas of the school with year groups having one or two packed lunch days a week. Pupils will be able to choose a packed lunch option in advance from a variety of choices by completing a Microsoft Form.

Hygiene

Hand sanitizers will be placed at all the entrances and exits. Pupils should use these when they arrive at School, before and after eating and playtimes and at regular intervals throughout the day. Hand driers will be disconnected in the toilets so pupils must wash their hand for the recommended time of 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.

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

Government guidance suggests that face masks in schools are to be worn in all the different indoor areas of the school including classrooms and during lesson time and we would ask that pupils also wear them when collecting food from food trolleys and packed lunches.

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 another member of staff. Parents will be contacted to come and collect them immediately.

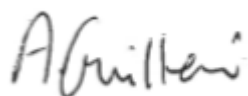
Finally

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 this on our website.

Finally, during the first two days there might be some disruption to learning as the School's aim is to test 150 members of staff and 350 children in two days whilst maintaining teaching and leading. Your understanding in this matter is much appreciated.

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

Kind regards



Mrs Angela Guillén
Head of Senior School