



# Returning to school

## PARENT, GUARDIAN AND STUDENT HANDBOOK

**September 2020**

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*Knowing your children and young people is what makes your school a place that the community will turn to as a key support for children and young people, and in whom the community is placing their trust to aid children and youth in their recovery.*



**Monmouthshire Educational Psychology Service**

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*“ King Henry VIII School Community will work together to create an inclusive, safe and happy learning environment in which all are challenged and supported to achieve their potential. Everyone is committed to learning today for a fulfilling life tomorrow. ”*

**KEEP EDUCATION SAFE**



**KING HENRY VIII SCHOOL**  
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21 August 2020

Dear students, parents and guardians,

We are delighted to welcome back our whole school community in September. As outlined in individual year group letters and our previous letter to parents and guardians 15 July 2020 we are using a phased approach to re-start our schooling. This approach allows us time to plan appropriately and ensure we support every individual student and each year group as they return. Once a year group commences the year they then remain in school. The information below outlines our phased re-opening schedule and start dates for individual year groups.

<b>Tuesday 1<sup>st</sup> September</b>	Staff planning and preparation day	
<b>Wednesday 2<sup>nd</sup> September</b>	Staff planning and preparation day	
<b>Thursday 3<sup>rd</sup> September</b>	Year 7 induction in school Years 8, 9, 10, 11, 12 & 13 Blended Learning	<b>Year 7 start date</b>
<b>Friday 4<sup>th</sup> September</b>	Year 7 induction in school Years 8, 9, 10, 11, 12 & 13 Blended Learning	
<b>Monday 7<sup>th</sup> September</b>	Year 7, 11 and 13 in school Years 8, 9, 10 & 12 Blended Learning	<b>Year 11 and 13 start date</b>
<b>Tuesday 8<sup>th</sup> September</b>	Years 7, 10, 11, 12 & 13 in school Years 8 & 9 Blended Learning	<b>Year 10 and 12 start date</b>
<b>Wednesday 9<sup>th</sup> September</b>	Years 7, 9, 10, 11, 12 & 13 in school Year 8 Blended Learning	<b>Year 9 start date</b>
<b>Thursday 10<sup>th</sup> September</b>	All students in school	<b>Year 8 start date</b>

Our planning has used two key documents:

- Welsh Government: [Operational guidance for schools and settings from the autumn term;](#)
- Welsh Government: [Guidance on Learning in schools and settings from the autumn term.](#)

These two documents along with the experience of organising our summer term Check In, Catch Up, Prepare provision has allowed us to develop robust plans for the safe return of our whole school community. Over the summer holiday we have worked closely with Monmouthshire LA finalising our approach and making use of the most recent published advice.

We know returning to school may be an anxious time for everyone. The aim of this guidance booklet is to provide you with key information so your child can make a settled start to the term. This booklet also outlines our provision if we need to decrease operations in response to any changes to local COVID – 19 infection rates. We trust that this will not be required but all schools in Wales must have plans that are flexible and able to respond promptly to local circumstances.

Can we ask that students, parents and guardians read through this booklet together so you are quite clear about our educational aims and objectives for the forthcoming year and our safe routines that all staff and students must follow.

Yours faithfully,

*Elsbeth Lewis*

Executive Headteacher

*Mark Stockham*

Head of school

## WELLBEING AND PREPARING TO RETURN TO SCHOOL

As we move into this new phase of learning, as ever, our focus is on the physical safety, and mental and emotional wellbeing of students and staff, in planning our whole school community's return to school.

We understand that a return to school at full capacity will mean some students, parents and guardians may feel some worry and anxiety. In our planning for a return to school, we will ensure we address any worries and work with students and their families to allay any fears that they may have.

Wellbeing and Learning Support Officers (WBSOs) alongside Wellbeing Leaders (WBLs) will visit each classroom at the start of each day. Wellbeing will continue to be the focus for our form tutor sessions and resources will be shared through students' Form Tutor Google Classrooms. Any student can ask in the morning to make an appointment to speak with a WBSO. Students can also use our text number 07961870124 to confidentially ask to speak with a member of staff, or use this link <https://bit.ly/38VTkvQ> or the QR code below to access our Microsoft Form to request an appointment. These requests will be treated confidentially.



Students can also still ask teachers if they need some time out from a classroom, but they must not walk out of the class without permission or walk around the school on their own.

We understand that some of our community will have experienced loss and bereavement. Please let us know if this is the case. The Wellbeing Team has undertaken training so that we can support families and we will be taking some time to reflect upon and pay our respects to those lost in our virtual assemblies during the first fortnight back in school.

Although we are welcoming back our whole school community, there are some significant changes to how we shall organise the school and what our expectations are of you. We will expect all members of our school community to be **ready** to return to school, be **respectful** about each other's perspectives about returning to school, and be **responsible** in following our safe routines established last summer.

### a. Equipment

Our students need to bring a school rucksack that contains their normal writing equipment of pen, pencil, ruler, rubber and glue stick contained within a pencil case. It is also expected students have a geometry set and calculator. **All equipment can be purchased through Parent Pay.** We shall also provide every student with their own mini white board pack to allow for interactive learning in the classroom. This will be theirs and it is expected they bring this to school every day. For those students given a mini whiteboard pack last term we would ask they bring this with them when they start.



## b. Uniform

It is expected all members of our school community will wear school uniform on their return to school, including ties and blazers. A reminder of our uniform code can be found below.

<p><b><u>School Uniform – Years 7 – 11</u></b></p> <p>Black blazer with gold school logo (purchased from Reflex Embroidery).</p> <p>Black blazer (purchased from other suppliers) with sew on school logo (purchased from Reflex Embroidery).</p> <p>Optional black jumper with embroidered gold logo.</p> <p>Black tie with two thin gold stripes.</p> <p>White shirt (short or long sleeves).</p> <p>Black tailored, formal trousers</p> <p>Black box pleated skirts.</p> <p>Black tailored shorts.</p> <p>Plain black leather or leather look traditional shoes or plain black traditional boots to the ankle.</p> <p>Black socks or tights.</p> <p>Belts, if worn, must be plain and black.</p> <p>Coats are to be of a plain, dark colour. It is acceptable for coats to have reflective elements for safety when travelling to and from school.</p> <p>Small, plain stud earrings (one in each ear) are acceptable.</p> <p>Students may wear a wristwatch.</p> <p>Make-up, if worn, should be natural.</p> <p>Hair must be of a natural colour. Tram-lines/patterns cut into the hair are not permitted.</p>	<p><b><u>PE and Miscellaneous Uniform – Years 7 -11</u></b></p> <p><b>Rugby and Football</b> Blue and amber reversible rugby shirt. Blue and amber football socks. Navy shorts. Rugby / football boots. Shin pads.</p> <p><b>Netball</b> White polo-shirt with school logo. Navy shorts/skorts. White socks. Trainers.</p> <p><b>Hockey</b> White polo-shirt with school logo. Navy shorts/skorts. Long white socks. Shin pads. Gum shields. Trainers.</p> <p><b>Swimming</b> Swimming shorts or trunks or a 'one-piece' swimming costume.</p> <p><b>All other sports</b> White polo-shirt with school logo. Navy shorts/skorts. Trainers.</p> <p><b>Miscellaneous Uniform</b> Plain apron (for cookery/technology lessons). Plain navy tracksuit/leggings (optional)</p>
<p><b><u>Unacceptable Items</u></b></p> <p>Hooded jumpers (hoodies) with or without a zip, denim or leather jackets are not acceptable outerwear.</p> <p>Tight, clingy or tube type skirts are not acceptable.</p> <p>Jeans, jeggings, chinos or leggings are not acceptable.</p> <p>Trainers, plimsolls or 'Vans'-type shoes are not acceptable.</p> <p>Facial piercings are not acceptable in school (please consider when a child may get a piercing if they wish to, for example if a piercing is to be done at the start of the summer holidays, it will be able removed for the school day when we return in September).</p> <p>False nails are not acceptable.</p>	

A reminder that expectations around hair colour and jewellery has not changed. Facial piercings may encourage students to touch their face and increase the risk of injury. False nails are not allowed, again as they increase the risk of injury. **Hoodies are not acceptable and will be confiscated if worn to school.**

We wish our students to undertake practical sessions such as Physical Education. In line with published guidance from the Association for Physical Education (July 2020) we shall not be using our changing rooms and have amended our physical education programme accordingly. **On those days students have PE, we are expecting students to wear their school PE uniform to school.** PE uniform will not be needed on the first day back as students will not have their timetables. Can we ask parents and guardians support their child by checking which days they have PE and need to wear their school PE uniform.

### **c. Digital devices**

As a school we are currently working on a digital strategy and shall be in touch with parents and guardians in the new academic year to consult on a sustainable approach to the desired position where every child has their own device. This approach would allow us to further develop the digital competence of every child and embed the use of technology within our teaching and learning. If you are intending to purchase a digital device for your child please do not do so until we have undertaken the consultation with parents and guardians. For those students that already have a device that is fine, we shall not expect anyone to buy an additional device. Our long term aim would be to have consistency in the type of device our students' use however this is not our current expectation. Watch out early in the term for the date of our parental and guardian consultation on this.

At KHS we would ask that those KS4 and KS5 students that have their own digital device bring these to school in the autumn term. All students that do bring a device must read carefully our Acceptable Use and Bring Your own Device (BOYD) policy found on page 19.

For those student without a device and all KS3 students we have a large number of IT devices for their use. As part of our preventative measures school digital devices will either be allocated to contact groups or thoroughly cleaned prior to being used by another contact group.

### **d. Attendance**

It is expected that all students, including those previously shielding, will return to school in line with our phased start to the academic year. We understand for some students who have been shielding or living with a family member who has been shielding this may be stressful. Our phased start to the year, our school operations, protective measures and safe routines are all designed to lower these levels of anxiety.

The Welsh Government has made clear that it would not be appropriate for a school or local authority to commence proceedings for non-attendance at school. The Welsh Government will monitor the situation over the first half term before reviewing its position.

If a student is unable to attend school we would ask that you follow our normal absence procedure contacting the school on the first day of absence and confirming on your child's return by letter the reason for this absence.

**It is essential that parents and guardians inform the school of any absences linked to COVID-19.**

For those students unable to return due to on-going health concerns we would ask your contact our Wellbeing Team on 01873 735373 so we can plan a way forward. For those students that have a known long term absence the school will engage regularly with the learner remotely.

We are also working closely with families and students to identify those that are very anxious about returning, developing bespoke plans for these learners to re-engage back into our school routines. We have excellent links with a range of outside agencies using their expertise as and when required. Again if you child is particularly anxious please do not hesitate to make our Wellbeing Team aware on the above contact number.

We know all parents and guardians will check their child's health every morning prior to sending them to school. All staff will be vigilant for any visual changes to students' temperatures or signs of fever. Under no circumstances should our students or staff attend school if they: -

- ✓ feel unwell, have any of the identified COVID-19 symptoms or they have tested positive to COVID-19, or live in a household or are part of an extended household with someone who has symptoms of, or has tested positive for COVID-19.

More detailed information regarding [self-isolation](#) and arranging [a COVID – 19](#) test can be found using the links.

The Monmouthshire Education Welfare Service (EWS) and our Educational Welfare Officer (EWO) Mrs Helena Knott will still continue to work with the school to support attendance during this time.

We would ask where ever possible medical and dental appointments occur out of school time. However we understand this is not always possible. Any student who arrives after the start of the school session should sign in on the sheet that will be placed outside the attendance office in Upper School. They then go directly to their class.

### **Catering**

The school will be providing a variety of food for all students to purchase, using our cashless system called ParentPay. The menus for next term can be found on our school website or [here](#). All students are of course welcome to bring a healthy packed lunch/snacks.

To reduce the risk of infection we shall not be using the fingerprint scanner. All students will be issued on their first day back a unique PIN code to use in the canteen to pay for food and drinks.

We ask that all top-ups to ParentPay accounts are completed online. Students are not to bring cash to school as they will be unable to use the automated finger scanning machine. Parents and guardians of all new students should have received an activation letter to set up their accounts.

For those parents and guardians that do not have access to ParentPay then they can request from the school a payment card that can be topped up at local pay points. In exceptional circumstances we will arrange for cash to be accepted at the finance office if there are problems with parents registering for ParentPay in the first two weeks of term.

It is also important for students to be aware that they will not be able to access our water fountains, therefore if we do have warm weather, please ensure they bring enough water to last the day. Carbonated and energy drinks are not permitted.

Parents and guardians of students who receive Free School Meals will cease to have payments made into their bank accounts after Friday 11<sup>th</sup> September. Until this date parents and guardians of Free School Meal students will be expected to provide a healthy packed lunch or top up their ParentPay accounts online. As from Monday 14<sup>th</sup> September all students in receipt of free school meals will automatically have credit added to their account.

We are awaiting guidance on whether post 16 students can leave the site during the day as in previous years. When received this shall be shared the guidance with post 16 students and their parents and guardians.

If there are any worries about accessing lunches, please contact the school.

## PROTECTIVE MEASURES

When planning to re-open for September we have based all our planning on the operational guidance published by the Welsh Government. We know being out of school is detrimental for a child's cognitive and academic development and their health and wellbeing, particularly for disadvantaged children; and can have an impact both in the short term and long term. We have amended our school organisation and our school day putting in place proportionate protective measures for our students and staff that enables our students to receive an education that offers a broad and balance curriculum allowing them to thrive and progress.

As part of our planning for a full return in September we have revisited and updated our risk assessment. A copy of our updated risk assessment can be found here <https://bit.ly/2CNjmWx> and is placed on our website. We have considered the additional risks and control measures required to return to full capacity.

It goes without saying **prevention** is the key strand of our safe operations. At King Henry VIII School the preventative measures we have taken are as follows:

### **a. Minimising contact and contact groups**

Years 7, 8 and 9 will be in 'contact groups' of 30, which will be their teaching groups. They will not be able to come into close contact (i.e. within two metres) with students outside of this group in nearly all circumstances.

Years 10 and 11's contact group will be their year group. They will be able to move into different, smaller contact groups for their lessons. They will not be able to come into close contact with students in different year groups in nearly all circumstances.

Years 12 and 13's contact group will be their year group. They will be able to move into different, smaller contact groups for their lessons. They will not be able to come into close contact with students in different year groups in nearly all circumstances.

Our contact groups allow us to offer a broad and balanced curriculum including option subjects at KS4 and KS5.

Tables will face forward in rows in nearly all classrooms.

Organising our school into contact groups allows if the need arises to engage with the [Test, Trace and Protect](#) Strategy. This will also allow us to manage any confirmed cases of COVID-19 among our school community and work with the local health protection team if required (see poster Appendix 1 page 21)

**Although students do not need to socially distance within their contact groups, they must socially distance at 2 metres from members of staff.**

**b.** Clear communication to parents and guardians about expectations regarding attendance and students of staff that may have possible symptoms of COVID-19.

- c. Continued adherence to our **safe routines**:
- ✓ Maintain a safe social distance;
  - ✓ Do not gather in large groups;
  - ✓ Stop and wait when you are asked;
  - ✓ Wash your hands for 20 seconds;
  - ✓ Cough and sneeze into your elbow;
  - ✓ Avoid touching your eyes, nose and mouth.



This is reinforced through our signage that shall be in place in every classroom, at entrances and outside the school in terms of banner displays.



Additional expectations shall include:

- ✓ Students walk directly to their classroom when they arrive in school;
- ✓ Not attempt to deliberately move within 2 meters of any member of staff;
- ✓ Not deliberately and unnecessarily perform actions associated with symptoms of COVID-19, for example but not limited to, coughing and/or sneezing.

As students will be staying in the same zone and teachers will move around, there may be short periods of time where they will be unaccompanied. Students must continue to show **respect** and **responsibility** during these times. However, note there will school staff who will have oversight of the zone to ensure our expectations are met.

We do ask that parents and guardians go through these expectations very carefully with their child. As part of our recovery curriculum we shall remind our whole school community of our expectations and safe routines. We shall also practice these so they become our common practice.

**Students that deliberately and maliciously breach these expectations will be dealt with through our updated 'Behaviour for Learning' policy. This will be deemed a serious breach of our expectations and will be dealt with severely. This approach allows us to maintain a safe site for all other students and all staff.**

**d. Enhanced cleaning**

Our thorough cleaning regime will continue in September. Whilst it is important that all students bring their own equipment to school as we cannot lend equipment, any resources such as textbooks or PE equipment will either be kept within the same contact group, or cleaned thoroughly / not used for 48 hours (72 hours for plastics) if shared between groups. Frequently touched surfaces will be cleaned regularly.

Where possible each year group will have a set of designated toilets. It is expected students use hand sanitiser before entering their toilet and then clean their hands using soap and water thoroughly after using the toilet. Each set of toilets have a designated cleaner in attendance.

## SCHOOL ORGANISATION AND THE SCHOOL DAY

### a. Start and end of the day

Each year group has been allocated a different area of the school, their zone. They have their own entry and exit point and they must use our one way system.

Year group	Zone	Entry point	Year group start time	Student start time (Transport)	Exit point	Student finish time (Transport)	Year group finish time
7	100 level	Main reception	8.40am	8.30am	Music doors	2.55pm	2.50pm
8	600 level	Upper School (Middle doors)	8.40am	8.30am	Upper School (Science doors)	2.55pm	2.50pm
9	500 level	Upper School (Middle doors)	8.50am	8.30am	Upper School (Science doors)	2.55pm	3.00pm
10	300 level maths	LS canteen	8.50am	8.30am	English doors	2.55pm	3.00pm
11	300 level English	LS canteen	8.40am	8.30am	English doors	2.55pm	2.50pm
12 & 13	701, 702, 610, 401, 403, 404, 104, 110, 111, 606, 613, 322, RA	Assigned entrance	9.00am	8.30am	Assigned exit	2.55pm	3.00pm

We have a staggered start and end of the school day.

- ✓ Students using school or public transport will arrive at around 8.30am and depart their classroom at 2.55pm going directly to the bus bay. If the bus is late at the end of school students are to line up in a socially distanced manner;
- ✓ All other students are to adhere to the times above.

Those students that live within walking distance should walk. This minimises the traffic on school site and in the surrounding neighbourhood. If essential parents can drop their child off at the start of school and at the end of the school day can we ask the following areas below that are aligned to entry and exits points into the school building.

Year group	Drop off and pick up zones
7	Lower car park, below the MUGA
8	Leisure Centre Car Park
9	Leisure Centre Car Park
10	Lower car park, below the MUGA
11	Lower car park, below the MUGA
Post 16	Leisure Centre Car Park

The Bus bays will be in use both before and after school for school transport.

## b. The school timetable

In line with the published operational guidance we have reorganised our timetable into three 100 minute sessions to minimise the number of contacts between staff and students on any one day. This approach also reduces the movement around the school site. Although we are operating an amended timetable model all students still have access to a broad and balanced curriculum.

Group	Staggered start 8.40am – 9.00am	Session 1 100 mins 9.00am – 10.40am	Session 2 130 mins 10.40am – 12.50pm				Session 3 130 mins 12.50pm – 3.00pm			
			Years 8 & 11	Registration & form tutorial	Lesson 1 9.00am – 10.40am	Break 10.40am – 11.10am	Lesson 2 11.10am – 12.50am		Break 12.50pm – 1.20pm	Lesson 3 1.20pm – 3.00pm
Years 7 & post 16	Registration & form tutorial	Lesson 1 9.00am – 10.40am	Lesson 2 10.40am – 11.10am	Break 11.10am – 11.40am	Lesson 2 cont. 11.40am – 12.50pm	Lesson 3 12.50pm – 1.20pm	Break 1.20pm – 1.50pm	Lesson 3 cont. 1.50pm – 3.00pm		
Years 9 & 10	Registration & form tutorial	Lesson 1 9.00am – 10.40am	Lesson 2 10.40am – 11.40am		Break 11.40am – 12.10pm	Lesson 2 cont. 12.10pm – 12.50pm	Lesson 3 12.50pm – 1.50pm		Break 1.50pm – 2.20pm	Lesson 3 cont. 2.20pm – 3.00pm

## c. Movement around the school

The school will continue to use a one-way system. All students should arrive promptly at their allocated time and entrance. They are to make their way directly to their classroom. (See table on page 12)

There is hand sanitiser at the entrance to each zone which students will use as they enter the building by their designated entrance. There will be signs around the school to remind students of our expectations and of the safe routines that we must all follow. Students must try to limit the surfaces they come into contact with, to support infection control.

Due to social distancing guidelines, students can't gather in groups before or after school with student outside of their contact group.



#### d. Breaks

Students will have two 30 minute breaks and these breaks will be staggered at different times for different year groups. All students will be able to access the canteen and will have designated outside spaces to use. Hand hygiene is essential before and after eating. It is important students are able to access some fresh air time, so a waterproof black or navy coat is essential for all students as they may be outside in inclement weather.

Year group	Designated Canteen	Outdoor area
7	Lower School	Back of school & Astro
8	Upper School	In front of Reception & MUGA
9	Upper School	In front of Reception & MUGA
10	Lower School	Back of school & Astro
11	Lower School	Back of school & Astro
12 & 13	Upper School	In front of Reception & MUGA & Coffee Bar & RA

When the weather is inclement, a wet break, students will return to their zone.

#### e. Practical subjects

Through careful planning we shall be able to offer practical subjects to our students. Where additional resources are used in science, PE or technology they will wherever possible be used within the contact group. These resources will be cleaned frequently and meticulously. If resources need to be used by another contact group then resources shall be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastic).

### THE CURRICULUM AND HOW STUDENTS SHALL LEARN

#### a. Recovery curriculum

We understand that learning will have been impacted in some form over the recent months, with more significant impacts expected in vulnerable and disadvantaged groups. Students returning to school will not be able to 'pick up where they left off' and so teachers will work with students to identify the areas that need addressing in learning. We will however avoid blanket tests to give a baseline of student ability as this approach can be harmful to student's wellbeing

We recognise students will have enjoyed the independence in learning during the school closure; this independence will be built into the tasks / activities that we design as part of our recovery curriculum.

Our recovery curriculum priorities include:

- ✓ Learners health and wellbeing, including time to reconnect socially with peers in their contact group;
- ✓ A strong emphasis on literacy, numeracy and digital competence. It is important we address any skill deficits brought about by the significant time out of school.
- ✓ Ensuring it is broad and balanced;
- ✓ Ensuring our formative and summative assessments to support us in identifying next steps for our learners.

For those students taking a formal qualification in 2021 the school will share at the earliest opportunity subject adaptations made by examinations board for this examination series. For all KS4 and KS5 parents and guardians the school will organise a virtual information evening in September to communicate clearly what the year will look like.

The Welsh Government has announced £29m to recruit, recover and raise standards across Wales. Regardless of our allocation at KHS we shall where possible utilise our workforce to provide more in-depth focused support for those that have specific challenges to enable them to achieve their potential next summer.

### **b. Blended learning approaches**

The Welsh Government have stated that the blended curriculum should be a 'single and seamless curriculum, where practitioners can develop a more integrated approach to learning and students can build connections across learning as per the principles of the curriculum for Wales. Schools have been instructed to use aspects of the new curriculum guidance to support them in developing a blended learning approach.

At KHS we will:

- ✓ Use the Four Purposes of the Curriculum for Wales as the basis to support and plan learning activities;
- ✓ Focus on developing the KHS cornerstones for education.
- ✓ Consider key pedagogies that will support subject and topic development, building of the 12 pedagogical principles of the Curriculum for Wales.

Many of the online resources used during the school closure have been extremely beneficial to learning and we will continue to use them as we return to school, developing a more integrated approach.

Time in school will be used to support the activities that learners can complete at home at their own pace. These include guided investigations and extended opportunities to apply new skills, knowledge and concepts.

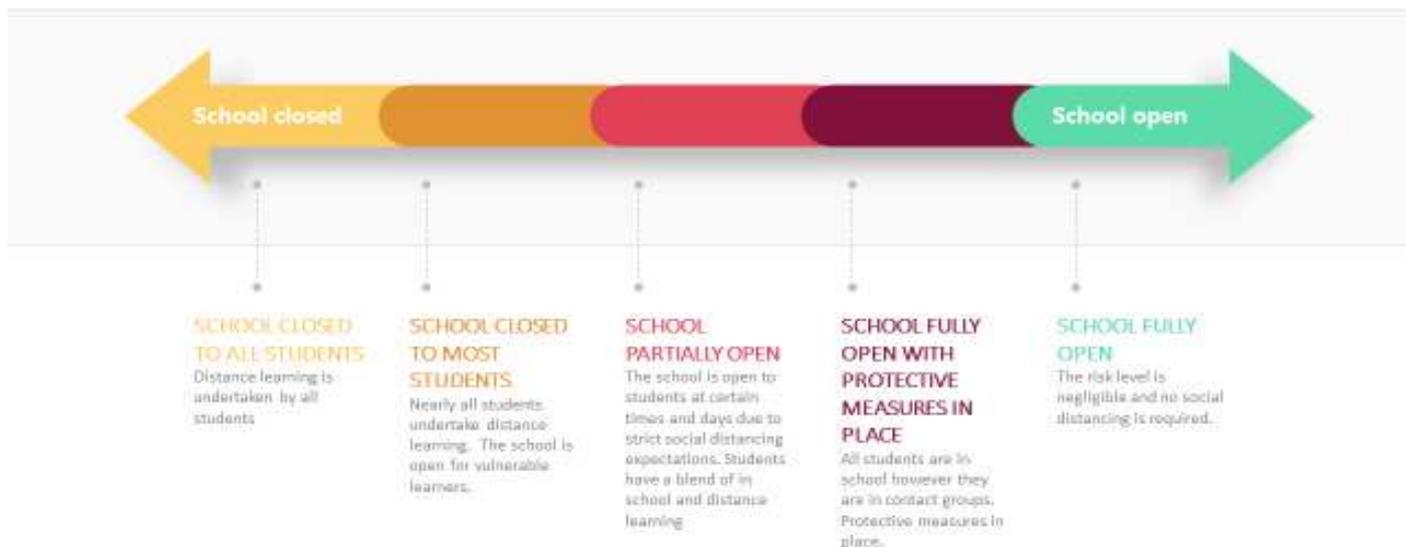
Google Classroom will be used as our sole online learning platform. Learning at home will be set through this platform, although we will also provide details via the SIMS App that students, parents and guardians have been used to using in the previous academic year.

School assessment policy states that students should receive written diagnostic feedback that moves learning forward at least once per half term. Verbal feedback can be given at any time. Until further notice, teachers are not permitted to take in books from students for marking and so feedback must be provided online with the use of Google Classroom.

The Welsh Government have made it clear that should there be a spike in COVID-19 cases and schools need to close again, students will be able to seamlessly move to online learning. We truly hope this will not be the case however we must be prepared. In September we shall ensure all students become confident with Google Classroom; students however will need a device to use at home. If your child does not have access to a device please make the school aware of this.



The infographic below indicates how our provision will alter depending on our operational statuses. We are prepared to decrease or increase operations depending on levels of local transmission of COVID-19.



Learning from the past year we are confident that we can offer a full educational provision if we move to a partial or full lock down through our blended learning approach.

### ADDITIONAL IMPORTANT INFORMATION

#### a. Transport

Monmouthshire LA are responsible for implementation of matters relating to school transport. However parents, guardians and school staff all play a role in educating our students on the safe behaviours expected on school and public transport.

As far as it is safe to do so, the use of active travel routes by parents, guardians, staff and our students should be encouraged. At KHS we ask that all students that can walk to school do so.

#### Key messages for those students travelling on MCC dedicated transport:

- ✓ Dedicated school transport will be in place;
- ✓ All routes will commence on Thursday 3<sup>rd</sup> September;
- ✓ Parents will be advised to contact the contractor to let them know when their child needs to be picked up. However if parents fail to do this the bus will travel the route anyway and as long as the child is on time they will be picked up accordingly;
- ✓ The LA will undertake a risk assessment with all operators and put in place a system of controls;
- ✓ MCC are recommending face coverings for all students over the age of 11;
- ✓ Provision of a face covering is the responsibility of the student, parent or guardian. The school cannot supply a face covering;
- ✓ More information and a full FAQ section can be found here: <https://www.monmouthshire.gov.uk/school-transport-faq/>



### **Key messages for those students travelling on public transport.**

- ✓ For those students that use public transport when traveling to school a face covering is compulsory.
- ✓ Provision of a face covering is the responsibility of the student, parent or guardian. The school cannot supply a face covering.

### **Face coverings**

For those students that do use a face covering whilst travelling on arrival at school they must:

- ✓ Sanitise or wash your hands before removing face covering
- ✓ While removing the face covering do not touch your face
- ✓ Dispose of single use face coverings in the lidded bin in reception or place reusable face coverings in a plastic bag and then in your bag
- ✓ Sanitise or wash your hands before entering the corridors

### **Travelling to school by car**

Students must not travel by car with anyone outside their immediate family. There is evidence from outbreaks in other parts of the country that the disease has spread due to people car sharing. This is particularly important for any post 16 student that attends King Henry VIII School.

### **b. Visitors to our school site**

We shall continue to minimise additional staff or outside agencies that attend our school setting. However we do have a number of peripatetic staff that work with our students in small groups. It is important students have access to this provision in an appropriate and timely manner, supported by a risk assessment.

There are times when we have additional adults on site e.g. contractors and they must report to our reception and are dealt with in line with our COVID-19 protocols.

We wish to continue to work in partnership with our parents and guardians. We request, wherever possible we use virtual lines of communication and minimise face to face meetings.

## **ACCEPTABLE USE**

It is important all students understand our expectations with regard to the use of digital devices. As we use more digital technology it is important we use this in a safe manner that protects every child, every family and our staff. As part of our booking form parents and guardians will confirm they have read and agree with this policy.

### **Acceptable Use Agreement for students at King Henry VIII School**

#### **COVID-19 Update – Autumn 2020**

The ICT facilities at King Henry VIII School are provided:

- ✓ As an aid to academic work in lessons, for homework, independent study and research.
- ✓ As a means of communication between students, staff and parents and others.

Students are expected to use the School equipment and software for the purposes stated above. ICT equipment owned by the pupils (e.g. mobile phones) is subject to the same terms.

It is the responsibility of King Henry VIII School to provide safe use of ICT and all those who use it must adhere to the following Acceptable Use Policy.

#### **This contract should be read, understood and signed by all students**

##### **Access**

- ✓ I understand that school information systems may not be used for private purposes without specific permission from the Head Teacher.
- ✓ I will respect system security and I will not disclose any password or security information to anyone.
- ✓ I will respect copyright and intellectual property right and adhere to the Data Protection Act 1998.
- ✓ I will not download or install any software or files on schools ICT equipment.
- ✓ I will not attempt to bypass any computer or network security setting.

##### **Internet**

- ✓ I will ensure that electronic communications with others included email, instant messaging and social networking (where applicable) are compatible with my role as a pupil of King Henry VIII School. I will not send emails:
  - That bully, threaten or use bad language
  - Under another's name
  - To large groups of people without permission
  - In such a way to bring the school into disrepute
- ✓ I will demonstrate e-safety with other students and display a responsible attitude to system use, communications and publishing. I will not:
  - Access inappropriate, offensive, obscene or illegal material
  - Load or download inappropriate material or software from the internet
  - Attempt to access restricted sites.
- ✓ I will report any incidents of concern regarding cyber bullying to my teacher in the first instance.
- ✓ I will not use my school email address to sign up for any social networking sites or other sites.
- ✓ I will not open any attachments, using my school email address, from any unknown sources.
- ✓ I appreciate that plagiarism is unacceptable and could result in disqualification from public examinations.

- ✓ All of these considerations apply to online learning platforms used in the COVID-19 pandemic, including, but not limited to Hwb, Google for Education (Google Classroom), Educake, Edmodo and Hegarty Maths.

### **Storage**

- ✓ I will store only school related or educational data, files and images on the school network and/or VLE.
- ✓ Any photographs/video taken of students or staff and use of afterwards will be for the sole use in my academic work. They are not to be used for any other purposes.

### **Use of Equipment**

- ✓ During the school reopening after the COVID-19 pandemic, I will be able to use my mobile phone within the school building, if I am unable to access a laptop. If I use my mobile phone in the classroom, I will use it only for school work.
- ✓ I will report any technical issues/viruses or damage to equipment following school procedures as soon as possible.
- ✓ I will lock a computer down or log off when leaving a computer unattended, even for a short period of time.
- ✓ I will ensure I do not swap laptops and use only my assigned laptop in order to keep everyone safe and healthy.
- ✓ I will use printers for school work only and not print any work without permission.

### **Cyber Bullying**

- ✓ I will follow the procedures and expectations set in King Henry VIII Challenging Behaviour Policy and Challenging Bullying Policy.
- ✓ I will keep evidence of cyber bullying by taking screenshots, saving emails and texts and inform my class teacher immediately of any concerns.

### **Bring Your Own Device (BYOD)**

- ✓ I understand that all of the above agreements still apply if I decide to bring my own device into school.

The school or SRS may exercise its right to monitor the use of the school's information systems and internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Breach of this policy will be considered a serious matter and will be dealt with in line with King Henry VIII School's Behaviour for Challenging Behaviour Policy

## **FAQs**

### **Will learning still be set through online?**

Blended Learning will be set between 3<sup>rd</sup> and 10<sup>th</sup> September for students not in school, therefore even if students are not expected in school on 3<sup>rd</sup> September, term will start for them and work will be set during this first week. Distance learning will be set for students who cannot attend school for medical reasons or who have to self-isolate.

### **Why do some Year 7 get preferential treatment to other year groups leading up to 10<sup>th</sup> September?**

In line with the Education Minister's announcement on 9th July, schools are able to use the fortnight at the start of the term to prioritise key groups. Given Year 7 missed out on many transition activities in the summer term, we will use our first two days in school to acclimatise these students to our school. All students will be back in school by 10<sup>th</sup> September, giving them at least two extra days in school than Welsh Government guidelines suggest.

### **Will students and staff be expected to wear PPE?**

No. Personal, protective equipment will not be necessary. The best preventative measures is to follow our safe routines.

### **How will you keep my child safe when they return to school?**

As always, we will do everything we can to ensure the safety of your child and our staff. We have undertaken a comprehensive assessment of the risks associated with the reopening of school for all. We have identified a range of control measures which are designed to lower these risks. However, it does require students, staff and families to work with us to adhere to these. If you have any further concerns, please do not hesitate to contact the school and we can work with you to help plan your child's return.

### **How will the school ensure my child catches up on the missed learning? How will the school support those students who have not been as engaged with online learning?**

We have developed a detailed Recovery Curriculum and Blended Learning strategy and have identified students who have found distance learning more challenging, so we can support them in their return to school. For A-Level and GCSE / BTEC students, examination specifications have changed to ensure no student is disadvantaged by the school closure.

### **Will parents / guardians be allowed on to the school site?**

At the time of writing, the current guidance suggests the school should limit the number of people all members of the community should come into contact with. Therefore, in line with this guidance, we ask that all meetings which are possible are hosted 'virtually'. It will not be possible for parents / guardians to arrive at the school to meet with any member of staff without an appointment.

### **Why does the school want to reinstate school uniform?**

Guidance from Welsh Government gave flexibility for schools in terms of uniform from the first phase of increased operations from 29<sup>th</sup> June. At the time we felt it was more important for students and staff to wear something comfortable to undertake a range of activities, including physical exercise. However, a school uniform helps play a valuable role in contributing to the ethos of the school and sets the appropriate tone. From September, in line with the operational guidance, the school will revert to its usual uniform expectations. We ask parents to support us fully with this. Uniforms will not be required to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

## My child usually accesses school transport. When can I expect to hear on this?

School transport is coordinated and delivered by Monmouthshire LA. All parents and guardians should have had a letter from the LA. If this is not the case please contact them directly. They will provide guidance to families to ensure safety measures are in place.

## Will lunchtime and after school sports clubs be reintroduced? Will external staff, such as peripatetic music teachers be able to offer session?

We will aim to reintroduce as many clubs and lessons to school as quickly and safely as possible, however as you may expect some of these activities may need to change in the way they offer their provision.

## APPENDIX 1



# What to do if you have a case of COVID-19 in your educational or childcare setting

Version 1  
03/08/2020



**Local Authority contacts: Diane Thomas 01873 735497 or Nicola Williams 01873 735422. If no reply please contact our general Admin number 01873735420 and ask for Gill Dicken.**

