



**KING HENRY VIII SCHOOL  
YSGOL BRENIN HARRI'R VIII**

Headteacher/Prifathrawes: Mrs E. Lewis BA (Hons) MA Ed

Old Hereford Road, Abergavenny,  
Monmouthshire NP7 6EP

Tel/Ffôn: 01873 735373

E-mail/E-bost: [info@khs.schoolsedu.org.uk](mailto:info@khs.schoolsedu.org.uk)

18 September 2020

Dear Parents/guardians

**Contingency Plans for confirmed case of Coronavirus (COVID-19)**

Since the start of the academic year, you will be aware of the growing number of instances where students and/or staff have been asked to self-isolate following confirmed cases of infections within schools.

We wish to reassure families that, as part of our planning we have prepared for such an event. We wanted to be open with you and communicate our procedures so you can be assured we have taken the necessary steps to react to this. Our plan is designed to safeguard those who are unwell; the school community as a whole; and seek to minimise any potential spread of the virus. A table outlining key actions that will be followed in the event of a confirmed case at the school is included with this letter.

We work very closely with Monmouthshire County Council, Public Health and Environmental Health. If we have a confirmed case of COVID-19 within our school community we should be contacted by the Test, Track and Protect team (TTP). However, we know there is significant pressure within the TTP system therefore we are asking parents and guardians to notify us of any official correspondence received from the NHS Wales Test, Trace, Protect Service, including the unique reference number which confirms either a positive test or that your child has been identified as a confirmed contact. Our school office have received training to help react to such a situation to minimise the stress for you, while acting promptly to support the school response.

Where a student may be required to self-isolate and is well, work will be provided through Hwb and Google Classroom for the identified period of self-isolation as part of our blended learning offer.

**COVID-19 related student absences**

A quick reference guide for parents and guardians to assist when making decision about sending your child to school is included in this letter. We have been informed that current demand for tests is very high and it is important families only apply for a COVID-19 test if they have or their child has symptoms. These are:

- A new continuous cough: this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- High temperature: this means you feel hot to touch on your chest or back
- Loss of taste and/or smell: this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

**Arrival at school**

If your child travels to school by car, bike or walks we are asking for your support that your child arrives for school at the times listed below. For students arriving on public or schools to school transport, we have identified designated waiting areas until they are allowed to enter the school building. The staggered times allow us to keep year groups separate from one another.

Zones	Year group	Start Time	Entrance/Exit
MUGA 2	Year 7	8.40am	Student entrance is through Reception. Students to go directly to their classroom from 8.30am
In front of Upper School	Year 8	8.40am	Student entrance is through the middle doors in Upper School. Students to go directly to their classroom from 8.30am
MUGA 1	Year 9	8.50am	Student entrance is through the middle doors in Upper School. If an early arrival is unavoidable students must proceed to the MUGA 1.
Astroturf	Year 10	8.50am	Student entrance is through the Canteen. If an early arrival is unavoidable students must proceed to the Astroturf.
Astroturf	Year 11	8.40am	Student entrance is through the Canteen Students to go directly to their rooms from 8.30am

The early arrival of students not on public or schools to school transport means our ability to separate year groups could be compromised.

It is also really important our students do not gather as large groups on the way to school, close to school or outside our school entrance.

### **Changes to the timing of the breaks for Years 9, 10, 11 and Post-16**

In order to facilitate the safe movement of students around the school we have made a decision to switch the timing of the breaks for Years 9, 10, 11 and Post-16. They will now be as below:

	Session 1		Session 2			Session 3		
	8:40-9:00	9:00-10:40	10:40-12:50			12:50-15.00		
<b>Years: 10 &amp; 8</b>	Registration	Session 1	Break 10:40-11:10	Session 2		Lunch 12:50-13:20	Session 3	
<b>Years: 7 &amp; 9</b>	Registration	Session 1	Session 2	Break 11:15-11:45	Session 2	Session 3	Lunch 13:25-13:55	Session 3
<b>Years: 11 &amp; Post-16</b>	Registration	Session 1	Session 2	Break 11:50-12:20	Session 2	Session 3	Lunch 14:00-14:30	Session 3

### **Visits to drop off forgotten items**

We are currently managing a number of parents and guardians who wish to drop off forgotten equipment. We cannot accept this as passing on equipment or having additional guests within reception increases the risk of cross-infection. We are happy to make internal arrangements for those students that do forget items. In the first instance they should make their form tutor aware of the matter. It would be really helpful if you could check with your child the night before or in the morning that they have the right equipment for the day ahead.

The partnership between home and school is always important however your contribution is greatly appreciated. Our aim is that by working together, sharing key information, we keep everyone as safe as possible through this crisis. We thank you in advance of your support

Yours sincerely

*E Lewis*

Mrs Elspeth Lewis  
Executive Headteacher

*M Stockham*

Mr M Stockham  
Head of School