



Smestow School
Windmill Crescent
Castlecroft
Wolverhampton
West Midlands
WV3 8HU

Interim Head of School: Mr. D. Smith
Executive Headteacher: Mr. C. Jones

Tel: (01902) 539 500
Email: enquiries@smestow.uwmat.co.uk
Website: www.smestow.org

Tuesday 1st September 2020

Return to School

Dear Parents and Carers,

The Senior Leadership Team and I have been closely monitoring and reading government guidance as it is given. We are meeting regularly to discuss how the return to school will be managed in light of government guidance and which measures we will take to keep the Smestow community as safe as possible. This has produced a slight delay to final arrangements which I would like to apologise for.

In this letter I will be sharing with you my expectations for all students when they return to school. I will also be sharing how the new school day will be approached. Guidance has changed rapidly throughout this pandemic and recently still further. These can be summarised into the following categories:

1. Smestow Bubbles
2. Uniform
3. Equipment
4. Health and Safety
5. Illness
6. Travel to and from School
7. Format of the School Day
8. PE and Games
9. MyChildatSchool / ParentPay
10. Appointments in school



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1. SmestowBubbles

As per the government guidance, we will be operating a 'bubble' system. Each year group will be a 'bubble'. This means certain areas of the school will be restricted to each 'bubble' to help stop mixing between bubbles. For example, every bubble will have a designated toilet. There may be some movement across the school in older years to ensure all students can access Option subjects and give students the maximum specialist teaching. These rooms will be subject to extra cleaning procedures. Guidance states that students can sit together facing forwards in the classroom and socially distance where possible

2. Uniform

Uniform should be worn as normal. If your son/daughter has PE/Games they should arrive at school in their Games/PE kit on that day. We will accept black, all leather trainers as well as traditional leather shoes as part of the uniform after listening to the parent feedback earlier this year. Please make sure that uniform is washed as regularly as possible and we advise that students remove as soon as they arrive home. Please see the Uniform section on the website for further information.

3. Equipment

To help minimise contact between students, they will not be able to borrow equipment (pens, pencils etc) when they come into school. We will be providing paper, textbooks and exercise books. We require all students to bring the following into school every day:

- Black Biro or fountain pen – plus a spare
- Pencil and Spare
- A red coloured pen for marking their own work or improving it
- Ruler
- Rubber
- Calculator
- Reading book

It would also be highly desirable to have

- A pack of highlighters
- Pencil crayons or felt tips
- A Maths set Protractor, Set Square, Pair of compasses
- A glue stick



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4. Health & Safety

'Catch it, Kill it, Bin it' – we strongly advise that your child has tissues with them at all times. However, tissues and hand gel will also be provided in each classroom. We will minimise the amount of travel around the school. In KS3 many of the lessons still take place in form groups so the students will remain in one classroom, while teachers move between classrooms. If your son or daughter moves from one classroom to another, there will be anti-bacterial wipes and hand sanitiser in each classroom. He or she will be able to clean his workspace on arrival. Furthermore, where there is movement this will typically be in the 'zone' for the student's year group bubble. In addition to the intensive cleaning before and after school; school will also be periodically cleaned during the school day to further keep the site as safe as possible. Students will be expected to wear a mask in communal areas inside school. Masks should be a plain colour. We appreciate that some students cannot wear a mask due to medical or emotional needs. Please give your child a note or email the school and we will provide them with exemption. We are aware that the wearing of mask with certain designs may be upsetting

5. Illness

If your son or daughter or a family member living with you is ill with Covid symptoms (new continuous cough, or high temperature, or has a loss of, or change in, their normal sense of taste or smell), your child must stay at home. You must ensure you book a Covid 19 test for your son, daughter or family member. Please under no circumstances send them into school. The latest government guidance on testing, symptoms and public health advice can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

If your son/daughter becomes ill whilst in school and exhibits Covid symptoms he/she will be isolated and you will be called to collect him/her. The isolation area will be in the meeting room near reception, accessible via the reception at the front of school. This will ensure ill children can be separated from the rest of the school community, and can be collected safely. We will be sent testing kits at school which can be provided to complete a test on the same day. This should reduce the chances of a widespread outbreak. We will actively engage in the Track and Trace Programme.

6. Travel to and from school

I must stress the point, that for the safety of the whole of the Smestow community, there will be a staggered time of arrival for each year group, and no one must be onsite before 8.30am. Cleaners must be allowed time before school where the site is completely empty to allow for effective and thorough cleaning.



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When students arrive onsite, they must proceed directly to their allocated rooms via their designated entrance. I understand this change in arrival might cause disruption to the usual school morning routine. Please find below in Section 7 the designated arrival time for each year group. These have been introduced to prevent the mixing of bubbles before school and arrival to school, but can only work with your and your child's support.

Similarly, departure from school will and must be prompt. All students are to leave the site as soon as their onsite lesson or enrichment ends. Again, your co-operation on this matter is essential. The Government advise that public transport use is minimised where possible.

- If your son or daughter travels by public transport he/she must wear a face mask.
- Entry and exit to the school will be staggered but this will not change the teacher contact time between students and their teachers. Find the latest government guidance on public transport here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

7. Return Dates / Format of the School Day

Staff return to school on Tuesday 1st September

Year 7 will return on Wednesday 2nd September (these details have been shared in a separate letter)

Years 8 to 13 will return on Thursday 3rd September (Specific times are below) Please be aware of Government guidance on quarantine measures after return from foreign holidays. Guidance can be found here, <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-whenyou-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

a. Staggered Arrival 8.30 am School gates unlocked for students. Students proceed to designated classrooms.

8.30-8.40am Year 11 arrival – Canteen entrance via back car park

8.30-8.40am Year 10 arrival – Student entrance

8.30-8.40am Year 12&13 arrival – Tennis Court gates, Art block entrance

8.50-9.00am Year 9 arrival – Tennis Court gates, Our World (OW) block entrance

8.50-9.00am Year 8 arrival – Student Entrance

8.50-9.00am Year 7 arrival – 'Late Gate' Entrance via main car park

b. Break and Lunchtime

Different 'bubbles' will be allocated specific recreation zones lunchtime to minimise contact between year group bubbles. Break times will be predominantly in classrooms. Break and lunchtimes will be staggered to allow students access to toilets. If students want to have food



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on site, they will place an order for a 'grab bag' in the morning and this will be delivered to them at the appropriate time. If your son or daughter does not want to order food from the canteen we recommend they bring in a packed lunch, and their own food for break.

c. School Lesson Timetable

8.40-9.00 Y10/11/12/13 Registration

9.00-10.00am Period 1 – All Years

10.00-11.10am Period 2 incorporating 10-minute break. Year 7/8/9 Break 10.00-10.10 followed by lesson; Year 10/11/6th Form 10.00-11.00 lesson, break 11.00-11.10;

11.10am-12.10pm Period 3

12.10-1.30pm Period 4 incorporating 20-minute lunch. Year 7/8/9 Lunch 12.10-12.30 followed by lesson; Year 11/13 12.10-1.10 lesson followed by 1.10-1.30 lunch

1.30-2.30pm Period 5

2.30 – Years 10-13 Leave school

2.30-2.50pm – Years 7/8/9 – Pastoral period 2.50pm – Years 7/8/9 leave school NB: Students have the same length of lesson times but reduced break and lunch means they finish their school day earlier. This is to allow for staggered starts and finishes to the day.

8. PE/Games

PE/Games will take place. We want to allow students the opportunity to enjoy exercise as part of their education to promote physical and mental wellbeing. However, to make sport as safe as possible only non-contact fitness or skills activities will take place. If your son/daughter has a PE/Games lesson they should arrive at school in their Games/PE kit. They will be able to go home wearing this. They will not need to change in their school uniform.

9. MyChildAtSchool App and ParentPay

If we have your email, we have sent you details of how you can track your child at school. This will become the primary form of communication as we move forward and it will be a single location to monitor your child at school. It will also replace ParentPay and any balance will be transferred to your new account. You will receive more information about this shortly.

10. Appointments in School

Please be aware that we will still make every effort to offer opportunities to meet staff in school. This will have to be done by appointment only in order to make sure we have space available to make any meeting as safe as possible.



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Thank you for your support during this unprecedented time of school closure. Your messages of support for the school has helped encourage my staff and I during these difficult times. I sincerely hope that we will be able to make a safe return to school in September. However, should we sadly be subject to local lockdown, we will have a tiered response or we can resume with Teams learning, which has proven to be an excellent online platform.

Finally, I want to reassure you that, as always, the safety of our community remains at the forefront of our thoughts. I hope you and your family have kept safe and well over summer, and I very much look forward to seeing all our students as they return.

Yours faithfully,

Mr D. Smith
Interim Head of School