

Aspiration, Creativity, Character

Headteacher's Newsletter - 10th July 2020

Dear Parents/Carers,

I write to outline the plans for full re-opening in September for all year groups. We have taken account of all guidance from the government and are confident that we have taken all reasonably practicable steps to reduce the risk of transmission. The government has been clear, and we agree, that the balance of risk has now shifted so that the long term implications of students remaining out of school are a greater risk than those presented by Covid 19.

Our school day will effectively remain the same but students will be kept in 'year group bubbles' to reduce social contact. This necessitates different entry points and zones, a split lunch and a significant reduction in movement around the school building. Detailed plans for the school day are outlined below.

New School Day Arrangements:

<p>Our school day timings will remain the same in order to ensure the timetable is deliverable and to provide stability, as students and parents are already familiar with the school day structure.</p>	
<p>Arrival</p> <ul style="list-style-type: none"> • Gates open to students from 8.15am. • Students are expected to arrive by 8.30am • Line up and entry to lessons begins at 8.40am 	<p>Split gates of entry and zones for congregation and line up:</p> <ul style="list-style-type: none"> • Year 7 - Enter via Kent Street moving into tennis courts • Year 8 - Enter via Queensbridge Road moving into Basketball courts • Year 9 - Enter via Thurtle Road Gate moving into the main playground (line up at glass corridor) • Year 10 - Enter via Thurtle Road, Pedestrian Gate, moving into Year 10 Garden • Year 11 - Enter via Dunloe Street moving into Year 11 Garden • 6th Form - Enter via Reception then going directly to lessons <p><u>Parents will not be allowed to congregate at the gate.</u> If you wish to drop a child at school, please do so from Haggerston Park or a short distance from school.</p>
<p>Lessons</p>	<ul style="list-style-type: none"> • Line up: we will bring year groups into the building one at a time. • Year 7, 8 & 9 students will be based in the same classroom and remain with the same group for most lessons. They will only move to specialist classrooms for practical subjects (PE, Art, Music, Drama, DT, Computing) and will be collected by their teacher. • Year 10 and 11 students will follow their normal timetable but with fewer room transitions and more double lessons. Additional cleaning of classrooms will take place between lessons, if a classroom is used by a different group. • A one way corridor system will be implemented to reduce numbers in corridors. • Students will hand sanitise on their way in and out of each classroom. • Facemasks are not recommended by Public Health England for teachers or students in school because 'misuse can inadvertently increase transmission' and they may have 'negative effects on communication, thus education.' • On days when students have a PE lesson, they may wear their PE kit all day to avoid the need to change.
<p>Breaktime</p>	<p>Breaktime Zones and line up areas:</p> <ul style="list-style-type: none"> • Year 7: Tennis Courts • Year 8: Basketball Courts • Year 9: Main Playground

	<ul style="list-style-type: none"> Year 10: Year 10 Garden Year 11: Year 11 Garden <ul style="list-style-type: none"> Teachers will escort their classes to their break time zone at the end of period 2. The start of breaktime will be slightly staggered by 5-10 minutes to ensure fewer students are moving through the building at once. Different toilets will be allocated to different playground. They will be supervised, with socially distanced queuing, with reminders to wash hands thoroughly. 6th form will use their designated toilets as required. There will be no canteen provision at breaktime - students are advised to bring full water bottles with them. Students will line up at the end of breaktime as normal. Year groups will be brought back into the building one at a time.
Lunchtime: <ul style="list-style-type: none"> Split Lunch 4a/4b 	<ul style="list-style-type: none"> Split Lunch: Years 8 and 11 first lunch. Years 7, 9 and 10 second lunch. Line ups will take place in respective zones. Teachers will escort classes down to their lunch zone. Students will line up as normal at the end of each lunch. Cleaning the canteen between sittings. Routine cleaning of fingerprint machines between students. Students will hand sanitise on their way in and out of the canteen. Floor markers will be in place to indicate socially distanced queuing.
Tutor Time	<ul style="list-style-type: none"> KS3 students will remain in 'base groups' for tutor time. KS4 and 5 will be in their tutor groups. Tutor time will focus on the recovery curriculum: mental health, staying safe, adapting to change, how to catch up learning, independent study skills. Assemblies: students will remain in their tutor groups and classrooms, with assemblies being held remotely using Google Meets, each week.
Dismissal	<ul style="list-style-type: none"> Staggered dismissal from the school site. Teachers will escort their classes to their respective gate. <ul style="list-style-type: none"> Year 7 - Leave via Kent Street Year 8 - Leave Queensbridge Road Year 9 - Leave via Thurtle Road Gate Year 10 - Leave via Thurtle Road Pedestrian Gate Year 11 - Leave via Dunloe Street 6th Form - Leave via Reception Increased SLT patrols will be in place to ensure students go directly home and don't mix or congregate unnecessarily. Parents will not be allowed to congregate at the gate. If collecting a child, please meet them in Haggerston Park or a short distance from school.
Enrichment/ Intervention	<ul style="list-style-type: none"> Interventions will run from the start of term for Years 10, 11 and 13. There will be no enrichment for the first two weeks of term There will be no after school enrichment for KS3 for the first half term. A programme of 'catch up' interventions will be set up in September for Y11/13
Detentions	<ul style="list-style-type: none"> Two large detention spaces will run daily: South Gym (KS3) and Study Centre (KS4) with partitioned areas for different year groups. Social distancing measures will be in place.

The Inclusion Department are currently working through the guidance to plan how to best support students on the SEND register and particularly those with EHCPs. These plans will be shared with relevant parents at the start of the new academic year.

We have also had to adapt the start of term arrangements to facilitate proper induction days for students returning. This is to allow us to communicate changes, infection control expectations and routines to students and to deliver part of our recovery curriculum. This will be ongoing throughout the first term and will focus on

students' mental health and wellbeing, managing change and adjusting to the return to school routines. We see two key challenges when children return: supporting them to reintegrate to school and recover from any trauma or bereavement they may have experienced and focusing on their education to ensure any gaps in knowledge are quickly addressed to mitigate any longer term impact on their learning. Both are important and both will be given time and investment in the first term back.

The new schedule for the start of term is outlined below:

Friday 4 September	Staff INSET Day
Monday 7 September	Staff INSET Day
Tuesday 8 September	Year 13 Exam Week begins - students attend for their scheduled exams only Year 9 Induction Day (8.30am-2.30pm for all Year 9 students)
Wednesday 9 September	Year 13 Exam Week Year 11 Induction Day (8.30am-2.30pm for all Year 11 students) Year 7 Induction Day (8.30am-2.30pm for all Year 7 students)
Thursday 10 September	Year 13 Exam Week Year 12 Induction Day (8.30am-2.30pm for all Year 12 students) Year 8 Induction Day (8.30am-2.30pm for all Year 8 students) Year 7 Induction Day 2 (8.30am-2.30pm for all Year 7 students)
Friday 11 September	Year 13 Exam Week Year 10 Induction Day (8.30am-2.30pm for all Year 10 students) Year 12 Induction Day 2 (8.30am-2.30pm for all Year 12 students) Year 8 Induction Day 2 (8.30am-2.30pm for all Year 8 students) Year 7 Induction Day 3 (8.30am-2.30pm for all Year 7 students)
Monday 14 September	Normal school timetable begins for all year groups.

Please note different days and expectations for different year groups. Parent Information Events will take place in September but remotely, so that parents will be able to access the meetings from home.

How can parents help prepare their child for return in September?

Talk to your child and share the information in this letter with them. Normal summertime activities still apply and the familiarity of these will help children to prepare for the routine of returning to school:

1. Ensure your child has a full school uniform, ready for September. School uniform expectations are included below as an appendix and will apply from the start of term. The only change from last year is that on days when students have PE, they should wear their PE kit to school for the full day.
2. Ensure your child has all the equipment they need. A full equipment list is included below as an appendix. It is particularly important that students have their full equipment from September, because they will no longer be allowed to share equipment. Students should also bring a full water bottle to school with them as lunchtime will be the only point in the day when they will be able to buy water.
3. Log into the schools scopay account to set up online payments for school meals and other expenses. For infection control reasons, we will be removing our cash loaders in school and moving to a **fully cashless system from September**. Instructions on how to do this are outlined in the appendices below. Please make sure your child's account is topped up ready for the new term.
4. Discuss and make plans for your child's journey to and from school. Outline the importance of coming straight home after school and avoiding mixing or congregating with children outside of their year group on the way to and from school.
5. Encourage your child to read widely over the summer, stay active and spend time in nature. We know that all of these things promote health, happiness and wellbeing.

Travelling to and from school:

Transport for London are likely to remove free travel for children who travel less than two miles to school. This is to reduce the numbers of people travelling on public transport and to incentivise students to walk or cycle. Your child should avoid using public transport if at all possible. If they do have to travel by public transport, they must wear a face covering. This is now mandatory. Please explain to your child how to put on and remove the face covering safely so that they do not inadvertently increase the risk of transmission. Full guidance from the government about travelling on public transport is outlined in the link here: [Coronavirus \(COVID-19\): safer travel guidance for passengers ...](#). Please make sure that you and your child are familiar with this guidance before September.

What should I do if I am worried about my child returning?

Public Health England and the SAGE committee advising the government are very clear that it is safe for children to return to school and that not returning carries greater risks, long term. Consequently, normal attendance expectations will return in September and schools are expected to issue fines to parents for persistent non attendance. If your child has an underlying health condition, you should seek advice from your GP or specialist. If they advise you not to send your child back to school, please provide us with written confirmation of this advice and we will communicate with you about best ways forward.

If you are anxious about your child's return for any reason, we are happy to speak to you about your concerns and hopefully will be able to reassure you that whilst it won't be a completely risk free environment, we are taking steps to ensure that the school will be a safe place for your child to return to and that this is in their best interests to do so.

What is happening about public examinations?

OFQUAL, the examinations regulator, is currently consulting with schools about arrangements for examinations next summer. Some of the proposals include starting the exams later to maximise teaching time. We will, as always, do everything possible to ensure that students in Year 11 and 13 are well prepared for their qualifications and will write to parents of those students as soon as we have clarity on what will be happening regarding examinations. We will also include information about our catch up and intervention programme to support students to make up for lost learning time.

Finally, I would like to wish you all a healthy and happy summer holiday and thank you again for your support through this very challenging period.

Yours sincerely,



Ciara Emmerson - Headteacher

Uniform Expectations

Haggerston Blazer	To be worn in the building at all times unless permission given by a member of staff. School issued badges only.
Haggerston Skirt/ Haggerston Trousers or Haggerston Salwar Kameez	School design only. Skirt worn to the knee.
Plain white school shirt with reverse collar or plain white school shirt with collar and Haggerston Tie	Short or long sleeves acceptable. No T-shirts to be visible under shirts. Tie should be worn to the waistband, in line with smart, professional dress.
Haggerston Jumper or Haggerston Tank Top	To be worn in the building at all times unless permission given by a member of staff.
Plain, flat, polished black shoes	No canvas or suede. No trainers, boots or logos.
Grey or black socks or black tights	Ankle or knee high socks only. Tights should be opaque.
Haggerston School bag - Year 7, 8 and 9 Rucksack - Year 10 upwards	Suitable for carrying A4 books/folders
Piercings – small gold or silver studs only	One pair of earrings. Maximum 5mm diameter. No jewelled piercings to be worn. No other jewellery permitted.
No make-up or nail varnish	No false nails or eyelashes
Black or navy hairband Haggerston School headscarf (if worn)	No extreme hair-cuts or hair colour. No lines/patterns cut into hair or eyebrows.
Black or navy plain outdoor coat, hat and gloves (suitable for cold or wet weather)	No logos or patterns. No hoodies/sports tops. Beanie style hats only.
PE Uniform: Haggerston tracksuit Haggerston polo shirt Haggerston PE Socks Trainers/Astroturf shoes	Any colour. No plimsolls.

**Items in bold should be purchased from our uniform supplier: Crossbow Schoolwear, 31
Broadway Market, London E8 4PH Telephone: 020 7923 9313**

Student Equipment List

The following equipment must be carried by Haggerston students at all times:

- Haggerston School Backpack (Lower school only)
- Clear pencil case
- 2 Black pens
- 1 Green pen
- 2 Pencils
- 1 Pencil sharpener
- 1 Rubber
- 1 30cm ruler
- 1 Protractor
- 1 Scientific calculator (e.g. Casio FX83GT Plus or similar)
- Reading book
- Planner
- Knowledge Folder & Self Quizzing Book (Provided in Sept)
- Haggerston School PE kit on PE days

The school will provide the equipment listed below, as required in lessons:

1. Coloured pencils
2. Glue sticks
3. Scissors
4. Compass
5. Dictionary/Thesaurus
6. Bilingual dictionary (if required)

Suggested equipment which will be useful to have available at home but should not be brought into school:

- Coloured pencils
- Glue stick
- Scissors
- English Dictionary/Thesaurus
- Spanish Dictionary
- Bilingual Dictionary (if required)
- Compass

Please note: If students do not have the correct equipment, they will receive a 'correction' which will be recorded on our behaviour system. Three corrections result in a one hour detention. We ensure that there is a school shop which sells school equipment at a subsidised price to students and is open before school, at break-time and lunchtime. It is important that students develop organisational habits of checking and re-checking their bags before they leave the house. These organisational routines are vital life skills which will help them to become independent and self-reliant learners. Equipment should be clearly named.

User Guide – Scopay online payments website

Topping up your child's dining card

1. Log in to www.scopay.com/archbishoptemple with your email address and password. *It is advisable to use a computer instead of a mobile or tablet.*
2. On the main page (View Products) you will see Account Balances for your child:


Account balances

1 item in Account balances

Collapse all | Expand all

– € Account balances Add to basket

Name	Actions	Balance	Enter top-up amount
Cashless Catering (Last update from school 22 Jul)	View history	£5.03	£ <input type="text" value="0.00"/>



PLEASE NOTE: The balance and history shown here will NOT be accurate – it will only show the money that you have paid in. If you would like an up-to-date balance and to see what your child has been buying, you can register for Parentscope. Please contact Mrs Higson, the Catering Manager, for more information – r.higson@archbishoptemple.com.

3. Enter the amount you would like to top-up in the white box and click 'Add to basket'.

– € Account balances Add to basket

Name	Actions	Balance	Enter top-up amount
Cashless Catering (Last update from school 22 Jul)	View history	£5.03	£ <input type="text" value="10.00"/>



4. The page will reload and you will see the top-up amount in your basket on the right-hand side:

Your basket

Cashless Catering Mohammed Patel
Total: £10.00

Subtotal: **£10.00**

[View basket](#)

N.B. If you would like to top-up another of your children's dining cards, switch between them by using the drop-down arrow on the top right of the screen.

Selected account :

Mohammed Patel - Archbishop Temple School ▼

Mohammed Patel - Archbishop Temple School

Ayesha Patel - Archbishop Temple School

Then repeat step 3 to add money to their account. This will be added to the same basket, giving a subtotal for both children.

5. Click to View Basket. This will show you all the items you are about to pay for. You can **edit** or **delete** the payments, choose to **continue shopping**, or **checkout** to pay.

Your basket

Payment processor: WorldPay

	Qty.	Name	For	Total
Edit Delete	1	Cashless Catering	Mohammed Patel	£10.00
Subtotal:				£10.00

[Continue shopping](#)

Go back to view products.

[Checkout](#)

Pay for the items in your basket.



6. Click to Checkout.


7. Enter your billing details, if required. This may be filled in automatically if you entered your details when registering:

Checkout: Enter payment and contact information

Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

Your billing address	
Title	Mrs
First name	Anita
Last name	Patel
Address 1	1 Main Street
Address 2	Fulwood
Town/city	Preston
County/state/province	Lancashire
Postcode	PR2 ✕
Country	United Kingdom ▼

Tick here to save your details for next time:

[Process payment](#) 

8. Click to Process the payment.
9. You will be taken to a secure WorldPay page where you will need to select the card you are using to pay. Click on the type of card you are using:

WorldPay

[Help](#) [FAQs](#) [Security](#)



Secure Payment Page

Please review your purchase details, then select a payment method to continue.

Select language English 🗕

Description **Purchases at Archbishop Temple School (ref 888/5405)**

Amount **£10.00**

Select your payment method

MasterCard Visa Maestro JCB MasterPass

[Cancel](#) ✕

payments powered by  For help with your payment visit the: [WorldPay Help](#).

10. Enter your card information, as requested and click in the 'I'm not a robot' box (this is an added security feature). Then click Make Payment to complete the transaction.

Secure Payment Page

Select language

English  

Payment method
Description

Visa
**Purchases at Archbishop
Temple School (ref
888/5405)**

Verified by
VISA

Amount

£10.00

Card details

** Indicates a required field*

* Card number

* Security Code

* Expiry date

* Cardholder's name

Cardholder validation

Please complete this challenge to prove you are a real person:

I'm not a robot



reCAPTCHA
Privacy - Terms

 **Start again**

 **Cancel**

Make payment 

Please note: If you cannot see the 'I'm not a robot' section, you may need to update your browser, or use Google Chrome or Firefox instead of Internet Explorer.

11. You will receive a receipt in your email inbox confirming the payment has been successful. This will come from WorldPay. You should also receive a receipt from Scopay confirming the details of your payment. Please keep a copy of these receipts as they can be used to prove you have paid.
12. When your child goes to purchase food/drinks in school, they will see the money has been added to their account. Please bear in mind there will be a short delay while the system updates, so payments made in the morning will not show until later that afternoon.