

## Aspiration, Creativity, Character

### Headteacher's Newsletter - 4th Sept 2020

Dear Parents/Carers,

As we approach the start of the new school term, I write to outline our final plans for full re-opening. We have adapted our plans over the summer to take account of new guidance from the government and in some cases to go beyond recommendations so that we can be absolutely confident that we have taken all reasonably practicable steps to reduce the risk of transmission. After such a long period out of formal education, it is critical for children's academic and social development that they return to school and I want to reassure you that it is safe for them to do so.

Please read the information below with your child so that you are both clear about changes to school routines and systems and so that they know what to expect next week. We will also spend time during induction days preparing students and ensuring they are ready for a successful return to school. There is also some important information for parents at the end of the letter which we ask you to read and review. In the event that your child or a member of your household becomes ill with Coronavirus symptoms, it is critical that you do not send your child to school and that you arrange for your household to access an NHS test. We will be communicating closely with our local health protection team and following their instructions in all cases where a suspected or confirmed case is identified within our school population.

Communication between home and school is more important than ever during this period so please let us know immediately if there have been any changes to your contact details.

#### New routines and systems:

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.	
<b>Arrival</b> <ul style="list-style-type: none"><li>• Gates open to students from 8.15am.</li><li>• Students are expected to arrive by 8.30am</li><li>• Line up and entry to lessons begins at 8.40am</li></ul>	<b>Split gates of entry and zones for congregation and line up:</b> <ul style="list-style-type: none"><li>• Year 7 -Enter via Kent Street moving into tennis courts</li><li>• Year 8 - Enter via Queensbridge Road moving into Basketball courts</li><li>• Year 9 -Enter via Thurtle Road Gate moving into the main playground (line up at glass corridor)</li><li>• Year 10 - Enter via Thurtle Road, Pedestrian Gate, moving into Year 10 Garden</li><li>• Year 11 - Enter via Dunloe Street moving into Year 11 Garden</li><li>• 6th Form - Enter via Reception then going directly to lessons</li></ul> <p><b><u>Parents will not be allowed to congregate at the gate.</u></b> If you wish to drop a child at school, please do so from Haggerston Park or a short distance from school.</p> <p><b><u>Students will not be allowed to play ball sports or to bring footballs or other equipment to school for the first two weeks.</u></b> We will review this after two weeks, once new routines have been established.</p> <p>Students who are wearing a facemask on arrival to school should use the following routine to remove it to reduce the risk of inadvertent transmission:</p> <ul style="list-style-type: none"><li>• Remove facemask with clean hands touching only the straps</li><li>• Place the facemask in an individual, sealable plastic bag for safe storage between uses</li><li>• Use hand sanitiser to clean hands.</li></ul> <p>Bins will be provided at gates for safe disposal of temporary face coverings.</p>

<p><b>Lessons</b></p>	<ul style="list-style-type: none"> <li>● Line up: we will bring year groups into the building one at a time.</li> <li>● Year 7, 8 &amp; 9 students will be based in the same classroom and remain with the same 'base' group for most lessons. They will only move to specialist classrooms for practical subjects (PE, Art, Music, Drama, DT, Computing).</li> <li>● Year 10 and 11 students will follow their normal timetable but with fewer room transitions and more double lessons.</li> <li>● Additional cleaning of classrooms will take place between lessons, if a classroom is used by a different group. Each classroom will contain antiseptic wipes, hand sanitiser, tissues and a bin with a lid for safe disposal of items.</li> <li>● A one way corridor system will be implemented to further reduce numbers in corridors.</li> <li>● Students will be expected to hand sanitise on their way in and out of each classroom.</li> <li>● <b><u>Students and staff will be expected to wear face coverings in corridors during lesson transitions. Students should bring their own facemasks to school and they must be plain and contain no offensive slogans or images.</u></b> We recommend students have re-usable facemasks where possible to minimise the environmental impact of disposable masks. Children will not be expected to wear facemasks in the classroom and these are not recommended as they may inhibit communication and learning. However, if your child wishes to wear a facemask in lessons, they may do so. We will have a small supply of facemasks for use only when a student has lost or damaged their facemask. However, this supply is limited so please ensure your child has their own. If your child is exempt from wearing a facemask for any reason, please let us know.</li> <li>● All teachers will predominantly teach from the front of the class, with minimal circulation. Some teachers may choose to wear a perspex visor in lessons (especially in practical subjects).</li> <li>● On days when students have a PE lesson, they may wear their PE kit all day to avoid the need to change.</li> </ul>
<p><b>Breaktime</b></p>	<p>Breaktime Zones and line up areas:</p> <ul style="list-style-type: none"> <li>● Year 7: Tennis Courts</li> <li>● Year 8: Basketball Courts</li> <li>● Year 9: Main Playground</li> <li>● Year 10: Year 10 Garden</li> <li>● Year 11: Year 11 Garden</li> </ul> <ul style="list-style-type: none"> <li>● Teachers will escort their classes to their break time zone at the end of period 2.</li> <li>● The start of breaktime will be slightly staggered by 5-10 minutes to ensure fewer students are moving through the building at once.</li> <li>● Different toilets will be allocated to different zones of the school. They will be supervised, with socially distanced queuing, with reminders to wash hands thoroughly. 6th form will use their designated toilets as required.</li> <li>● There will be no canteen provision at breaktime - students are advised to bring full water bottles with them.</li> <li>● Students will line up at the end of breaktime as normal. Year groups will be brought back into the building one at a time.</li> </ul>
<p><b>Lunchtime:</b></p> <ul style="list-style-type: none"> <li>● <b>Split Lunch 4a/4b</b></li> </ul>	<ul style="list-style-type: none"> <li>● Split Lunch: Years 8 and 11 first lunch. Years 7, 9 and 10 second lunch.</li> <li>● Only one year group will use the canteen at any one time and it will be cleaned between sittings.</li> <li>● 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.</li> <li>● Routine cleaning of fingerprint machines will take place between students. Students will hand sanitise on their way in and out of the canteen.</li> <li>● Years 10 and 11 will be able to eat outside on picnic benches.</li> <li>● Sixth formers will be able to use the 'Grumpy Mule' cafe on site or buy lunch offsite.</li> </ul>
<p><b>Tutor Time</b></p>	<ul style="list-style-type: none"> <li>● KS3 students will remain in 'base groups' for tutor time.</li> <li>● KS4 and 5 will be in their tutor groups.</li> <li>● Tutor time will focus on the recovery curriculum: mental health, staying safe, adapting to</li> </ul>

	<p>change, how to catch up learning, independent study skills.</p> <ul style="list-style-type: none"> <li>Assemblies: students will remain in their tutor groups and classrooms, with assemblies being held remotely using Google Meet, each week.</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>Staggered dismissal from the school site. Teachers will escort their classes to their respective gate. <ul style="list-style-type: none"> <li>Key stage 3 (Years 7-9)- Leave via Queensbridge Road</li> <li>Key Stage 4 (Years 10 &amp; 11) - Leave via Kent Street</li> <li>6th Form - Leave via Reception</li> </ul> </li> <li>Increased SLT patrols will be in place to ensure students go directly home and don't mix or congregate outside school.</li> <li><b>Parents will not be allowed to congregate at the gate.</b> If collecting a child, please meet them in Haggerston Park or a short distance from school.</li> </ul>
<b>Enrichment/ Intervention</b>	<ul style="list-style-type: none"> <li>There will be no enrichment or intervention for the first two weeks of term.</li> <li>Students will have tutor time on Tuesday Period 6 instead of Enrichment/Intervention for the first two weeks.</li> <li>There will be no after school enrichment/clubs for KS3 for the first half term.</li> <li>A programme of 'catch up' interventions will be set up in September for Y11/13</li> </ul>
<b>Detentions</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>

Next week, the focus will be on induction days rather than normal lessons 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.

**Induction Week:** The 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 remotely - a pre-recorded presentation will be sent to all parents on Tuesday 15th September which you can watch from home. We will also be making adaptations to our annual Open Evening and Open Mornings but will communicate new plans shortly after the start of term.

Please ensure your child has full school uniform and equipment and that their Scopay account has been topped up with lunch money so that they are ready for the new term. **Please note that students will not be able to use the cash loaders in school from September** as these present an infection control risk.

#### **Important information for parents and useful links:**

- 1. Guidance for parents on returning to school from the Department of Education can be accessed here:**  
[gov.uk/backtoschool](https://www.gov.uk/backtoschool)
- 2. Useful leaflets which answer frequently asked questions** are available here:  
<https://coronavirusresources.phe.gov.uk/schools-/resources/> by clicking on the 'Parents Leaflets' link at the bottom of the page.
- 3. Travelling to and from school:**  
We recommend that students walk or cycle to school wherever possible. If they do have to travel by public transport, children aged 11 years or over must now wear a face covering. Transport for London have created a useful video which you can watch with your child here: <https://youtu.be/7NeMZ0DA2o4>
- 4. Wearing facemasks:**  
**The government has produced guidance on the use of face coverings which can be accessed here:**  
<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

And here:

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Please explain to your child how to put on and remove the face covering safely (included in the table above) so that they do not inadvertently increase the risk of transmission. If your child is exempt from wearing a facemask for any reason, please let us know.

Finally, I look forward to seeing your children for the first time in many weeks on Tuesday next week. We will be ready to welcome them for their induction days and to welcome them back to Haggerston School.

Yours sincerely,



Ciara Emmerson - Headteacher

### Uniform Expectations

<b>Haggerston Blazer</b>	To be worn in the building at all times unless permission given by a member of staff. School issued badges only.
<b>Haggerston Skirt/ Haggerston Trousers or Haggerston Salwar Kameez</b>	School design only. Skirt worn to the knee.
<b>Plain white school shirt with reverse collar or plain white school shirt with collar and Haggerston Tie</b>	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.
<b>Haggerston Jumper or Haggerston Tank Top</b>	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](http://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)	<a href="#">View history</a>	£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](mailto: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)	<a href="#">View history</a>	£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

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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
<a href="#">Edit</a> <a href="#">Delete</a>	1	Cashless Catering	Mohammed Patel	£10.00
Subtotal:				<b>£10.00</b>

[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

payments powered by **WorldPay**

For help with your payment visit the: [WorldPay Help](#)

[Cancel](#)

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.