



Friday 26th February 2021

Dear parents/carers,

We are really looking forward to welcoming all year groups back to school over the course of the week commencing 8th March 2021 and will endeavour to make it as normal as is possible, whilst following the government guidelines.

I apologise for the length of this letter but you will appreciate that there is a great deal of information which needs to be provided.

We would like to take this opportunity to remind you that we are returning to school at a time of National Lockdown and all restrictions and mitigations that we put in place before Christmas remain in place until at least April 12th. The stay at home rule remains in place until March 29th and it is important to remember the roadmap dates beyond March 29th are not set in stone. They are conditional on the success of the vaccination programme, infection rates, pressures on the NHS and new variants.

### **Friday March 5th**

Following the success of the Wellbeing Day on 28th January and the very positive feedback from all participants we intend to repeat the experience. On Friday March 5th lessons will take place as per the usual timetable in the morning but cease at 12:15 pm. We would invite pupils and students to enjoy an afternoon away from screens and to engage in activities that will benefit their wellbeing. You might want to use some time to reflect with your son or daughter on their hopes for the return to school and the coping strategies and strengths they have developed during lockdown. For pupils attending school on Friday 5th they will be dismissed at 12.15pm to allow staff to prepare the site for reopening on the 8th March. Lunch will be available from the refectory if required. If you require key worker/vulnerable provision for the afternoon, please email [headmaster@beechencliff.org.uk](mailto:headmaster@beechencliff.org.uk).

### **Arrangements from March 8th**

#### **Testing arrangements**

All pupils are strongly advised to participate in the Lateral Flow testing provision on the school site. To enable the school to meet the national guidance related to Covid Lateral Flow tests on return to school we will stagger the return to school over three days. The Government has indicated that all pupils should be provided with three tests on returning to school from 8th March.

The first of these tests should be administered on the first day of attendance. We will therefore test according to the schedule below. Further details of specific times for arrival for your child/children on the 8th, 9th or 10th March are given below.

As previously stated it is strongly recommended that to enable a return to a more normal life for all, all pupils, students and staff participate in the testing programme. To do this consent must be provided by parents for pupils under the age of 16 and by individuals over the age of 16. The link to provide consent is below - please could all parents complete consent via this google form which has been updated. If you provided consent previously these records will transfer, however it would help our administration team if you could resubmit consent. Pupils/students aged 16 and over should complete their own consent using this link.

[Beechen Cliff Pupil/Student Consent Form](#)

**Arrival at school on First day - 8th, 9th or 10th March. Please arrive in alphabetical order according to surname**

Y11 8th March		Y13 8th March		Y7 9th March		Y10 9th March		Y12 9th March		Y9 10th March		Y8 10th March	
8.30am	A- C	12.00p m	A- F	8.30am	A-E	11:00 AM	A-E	13.30p m	A-J	8.30pm	A- C	12:00 pm	A- C
9:00 am	D- F	13.30p m	G- N	9:00 am	F-J	11:30 AM	F-J	14.30p m	K- Z	9:00 am	D-F	12.30pm	D-F
9.30am	G- J	14.30p m	O- Z	9.30am	K-R	12:00 PM	K-R			9.30am	G- J	1.30pm	G- J
10:00 am	K- N			10:00 am	S-Z	12:30 PM	S-Z			10:00 am	K- N	2.00pm	K- N
11:00 am	O- Q									11:00 am	O- Q	2.30pm	O- Q
11.15a m	R- Z									11.30am	R-Z	3.00pm	R-Z

All pupils should arrive at school at the time indicated in the Table above. Pupils should come to the West Yard (next to the Gym). All pupils must use the gate at the rear of the PE Huts car park to enter the West Yard via the Art Class steps.

If they are to be tested they will be directed to the test centre, otherwise they will be sent to their timetabled class.

They should report to the member of SLT supervising the yard. Senior staff will be available to guide pupils where required.

**ALL PUPILS WILL BE EXPECTED TO ATTEND SCHOOL IN PERSON FROM THE TIME THAT THEY ARE INVITED TO RETURN. NORMAL TIMETABLE WILL THEN BE FOLLOWED.**

### Curriculum Provision

Remote learning provision will be in place for year groups working from home between 8th and 10th March 2021.

Year Group	Arrangements
U6th	<p><b>Monday 8th March</b> p1/p2 Live lessons on Google Meet. p3-5 Work set on Google Classroom to be completed at home around attending school for testing.</p> <p><b>Tuesday 9th March onwards</b> Normal timetable of p1-5 each day in school.</p>
L6th	<p><b>Monday 8th March</b> Remote learning at home.</p> <p><b>Tuesday 9th March</b> p1/p2 Live lessons on Google Meet. p3-5 Work set on Google Classroom to be completed at home around attending school for testing.</p> <p><b>Wednesday 10th March onwards</b> Normal timetable of p1-5 each day in school.</p>
Year 11	<p><b>Monday 8th March</b> Attend school for testing at the required time and following this attend normal timetabled lessons.</p> <p><b>Tuesday 9th March onwards</b> Normal timetable of tutor time at 8.25am followed by p1-5 each day in school.</p>
Year 10	<p><b>Monday 8th March</b> Remote learning at home.</p> <p><b>Tuesday 9th March</b> p1/2 No lessons. p3-5 Attend school for testing at the required time and following this attend normal timetabled lessons.</p> <p><b>Wednesday 10th March onwards</b> Normal timetable of tutor time at 8.25am followed by p1-5 each day in school.</p>
Year 9	<p><b>Monday 8th March and Tuesday 9th March</b> Remote learning at home.</p>

	<p><b>Wednesday 10th March</b> Attend school for testing at the required time and following this attend normal timetabled lessons.</p> <p><b>Thursday 11th March</b> Normal timetable of tutor time at 8.25am followed by p1-5 each day in school.</p>
Year 8	<p><b>Monday 8th March and Tuesday 9th March</b> Remote learning at home.</p> <p><b>Wednesday 10th March</b> p1/2 No lessons. p3-5 Attend school for testing at the required time and following this attend normal timetabled lessons.</p> <p><b>Thursday 11th March</b> Normal timetable of tutor time at 8.25am followed by p1-5 each day in school.</p>
Year 7	<p><b>Monday 8th March</b> Remote learning at home.</p> <p><b>Tuesday 9th March</b> Attend school for testing at the required time and following this attend normal timetabled lessons.</p> <p><b>Wednesday 10th March onwards</b> Normal timetable of tutor time at 8.25am followed by p1-5 each day in school.</p>

### **Arrangements for critical worker children/vulnerable pupils**

For pupils who have been invited into school, or where attendance has been arranged with the school, this provision will continue on Monday 8th March for pupils in Years 7-10 and on Tuesday 9th March for pupils in Years 8-9.

Pupils attending this provision should report to the following rooms at 8.25am:

Year 7: Main Hall  
Year 8: C2  
Year 9: C1  
Year 10: C3/Library

### **Arrangements for self-isolating pupils**

Once normal timetables have resumed work will be set on Google Classroom for pupils who are self-isolating.

## **Uniform and Equipment Requirements**

We expect all pupils and students to wear full school uniforms to school from 8th March. Our uniform supplier, Scholars, is providing online supplies of uniforms to parents if items are required.

Due to health and safety and cleaning requirements pupils will not be able to use the changing rooms at school. Therefore, on days where pupils have PE or Games lessons they should attend in their PE or Games kit, wearing school trousers and their school jumper over the top if the weather is colder. Hooded tops are strictly prohibited and will be confiscated if worn to school.

Pupils and students are expected to bring all the equipment to school that they need for their lessons. This includes:

- Blue/black pens
- Pencils, (eraser and sharpener)
- Ruler
- Calculator
- Green pen for self assessment/response to feedback
- Maths equipment: compass & protractor
- PE/Games kit on appropriate days

Please provide your son/daughter with a water bottle filled at home for the start of the day. There will be supervised access to refill stations around the school, however it would be helpful to provide them with an additional water bottle if it is felt to be needed.

## **Safety Procedures**

The guidance for parents provides details regarding the full range of measures set out in the government guidance and can be accessed via the link below. This includes full information regarding protective measures. An overview of our specific process is also provided.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

### Face Masks

Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained such as the lunch queue. In addition, face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

### Classroom setup

All Classrooms have been reviewed and desks and chairs will face forward only, where practicable.

Pupils/Students will be supervised by class teachers on entry and exit from classrooms. Staff will be based in their classroom or faculty area and discouraged from movement within the internal buildings unless supervising a class.

### Enhanced cleaning regimes have been implemented

Our site team has provided every classroom with cleaning products to enable staff and pupils to clean desks and high-contact surfaces between classes. The site team will be cleaning communal spaces more frequently throughout the school day.

### Hand washing

All pupils and staff will be expected to continue to wash hands regularly and to enable this we have installed additional hand wash stations to the exterior of our buildings and there will be a large number of hand sanitiser stations in each faculty block and the main building.

### Respiratory hygiene

All pupils and staff will be reminded that mouths and nose should be covered when sneezing or coughing. Tissues will be provided for every classroom and pupils encouraged to use tissues to safely contain any sneezing or coughing. There are bins situated in every classroom for the disposal of used tissues, which will be emptied daily.

### Posters and reminders

Posters will be displayed around the school reminding pupils and staff about the key hygiene messages, such as hand washing, and staff will regularly remind pupils and students about the importance of good hygiene.

### Toilets

Use of toilets will be supervised at break times and a cleaning regime is in place. All pupils in Lower School will use the East Yard toilets (near the C4 classroom) and a member of staff will ensure that queues are managed and follow social distancing guidelines at all times. Sixth Form students will use the toilets in the Sixth Form Centre.

### Distancing

Government guidelines currently state that distancing between pupils and students is not required in classrooms, where it is not possible. Wearing of masks will mitigate in this situation. However, staff will be expected to maintain distancing between each other and between themselves and students. Classroom setup has been modified to assist with this.

Pupils and students will remain in year group bubbles where we reduce the possibility of mixing with other year groups as much as is practically possible.

### Movement around the school

One way systems will be in place round the school site and the structure of the school day, implemented in September, with staggered breaks and lunchtimes reduces the possibility of mixing of different year groups.

### Equipment

Equipment used by different year groups will be cleaned before it is used again with another group e.g. PE equipment. It would be incredibly helpful if all pupils and students have the correct equipment (as mentioned above) in school each day to reduce the need to loan and clean additional equipment.

### Process for dealing with a pupil showing symptoms

The school will follow the guidelines provided by BANES Public Health should there be any suspected or confirmed cases of Coronavirus within the school community.

Staff, Pupils and students demonstrating any one of the recognised Coronavirus symptoms must not attend school, should self-isolate at home and seek a test. Attendance should be notified of any absence as swiftly as possible.

## **School Day**

The school day structure was modified in September this year to allow for staggered break times and lunch times and for each year group to have their own social space zone apart from other year groups. In addition extra food serving stations were created to prevent year groups mixing during lunch queues. The arrangements that have been in place since September will continue when we return to school.

Once normal timetables have begun, pupils in Years 7-11 are expected to attend school from 8.25am each day.

At the end of the school day pupils a staggered departure will be retained with pupils dismissed at the following times:

Year 11/10: 3.15pm

Year 9/8: 3.20pm

Year 7: 3.25pm

## **Sixth Form School Day**

As previously, Upper Sixth students will only attend lessons. Lower Sixth students will attend lessons as per their timetable and tutor time once per week at 8:25am. Tutors will discuss this with Lower Sixth students in their virtual tutor times next week.

## **Conduct**

Expectations for pupil conduct will be in line with our Culture of Conduct - Be Ready, Be Respectful, Get Involved. This will be integral to the way the school works and to the way in which we all behave towards one another. We acknowledge that it is the responsibility of everyone to respect the rights of others in order to promote positive relationships between all members of the school community.

In addition The addendum to the Behaviour Policy of Beechen Cliff School remains in use for pupils returning to school in March under Covid restrictions as per Government and MNSP guidelines. It is to be used in conjunction with, and read alongside, the Behaviour Policy, Anti-Bullying policy and our Safeguarding and Child Protection policy.

## **Homework**

Since we have all become accustomed to all work being set for students on Google Classroom we will not be returning to using Show My Homework. From 8th March all homework will continue to be set on Google Classroom.

## **School Trips and Extra-Curricular Activities**

Regretfully there will be no school trips in the short term. However, we are able to begin extra-curricular activities in year group bubbles from 12th March in a similar format to the autumn.

## **Homework Support after School**

Many pupils have benefitted from attending this provision after school and it is an important part of our curriculum provision. This will continue to operate in the library and adjacent classrooms every day after school from 3.30 - 4.30pm. Year group bubbles will be maintained with pupils grouped accordingly in these rooms.

## **Catch-up Support after School**

Some pupils will be targeted with additional tuition or revision sessions. Pupils identified for this will be contacted individually. Some of these sessions will take place after school from 3.20 - 4.20pm. Year group bubbles will be maintained for these sessions

## **Travel to and from school**

We would ask parents to make very clear to their sons and daughters that the national lockdown is still in place and that they are required to meet the national expectations. Outside of school pupils **must not** gather in groups and should go straight home. They should observe social distancing and the wearing of face masks on public transport and recognise that they



represent both the school and home when in the community. It is our collective responsibility to ensure that the "roadmap" objectives can be actioned.

We encourage pupils to walk or cycle to school where possible. Cycle sheds are available on site for bike storage during the school day.

If you are dropping off your son or daughter at school please do so at an appropriate distance from the school gates and do not congregate near the entrance to the school site. Please note that parents are **not allowed** onto the school site without an appointment. If you require an appointment or wish to talk to a member of staff please email [headmaster@beechencliff.org.uk](mailto:headmaster@beechencliff.org.uk). We very much look forward to welcoming our pupils and students back to Beechen Cliff from the 8th March.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Andrew Davies', with a long horizontal flourish underneath.

Andrew Davies  
Headmaster