



Monday 24th August 2020

Dear Parent/Carer,

## **Plashtet September 2020 Return Arrangements**

Plashtet will be open in September to all students. We have spent a great deal of time over the summer ensuring that we have followed the government's guidance. Whilst the transmission of Covid-19 still exists we have put in place a number of new arrangements to ensure we minimise the possible spread of the virus whilst delivering a full curriculum for our girls. We have prepared and implemented a detailed risk assessment. This letter summarises those preparations and other important information.

We feel that Plashtet is as safe as it can be and we want to welcome back all our students in September, including those who have medical needs who may have been classified as clinically vulnerable or clinically extremely vulnerable during lockdown. If you have any queries regarding your daughter's medical needs please email [info@plashtet.newham.sch.uk](mailto:info@plashtet.newham.sch.uk) and your query will be passed to one of our school nurses when we return on Tuesday 1st September.

Plashtet will operate differently to normal initially for the first half-term which is seven weeks long. Students will have to take even greater responsibility for their conduct. We will all be working together to ensure Plashtet is a safe place to study and work, and that we minimise the risk of spreading the virus so that we can remain open.

I have bullet-pointed the key headlines below and then given greater detail in the following sections of this letter.

- All students will return to school in September and online provision will cease.
- If a student or anyone in their household has symptoms of Covid-19 then the student must not attend school;
- The first day of term will be different for different year groups, as set out below;
- There have been slight changes to school start and finish times to accommodate staggered arrival and departure for each year group. Please see the 'entering the school site' section below.
- Full school uniform will be required.
- All students will follow their new 2020-21 timetable which will cover our normal curriculum.
- We have created Year Group Zones in five areas of the school site. These are shown on the table below. This includes separate toilet facilities for each year group.

- The five Year Groups Zones will mean that Year Groups will be kept separate upon entering the school site, throughout the school day and when leaving the site. This is what the government calls Year Group 'bubbles'.
- Teachers will be able to move between the Year Group Zones so that we have the right teachers in front of the right classes at the right time.
- Students in Years 7 and 8 will remain within their form group, located in one classroom most of the time.
- Students in Year 9, 10 and 11 will have more movement between rooms within their zone.
- Students are not permitted to congregate in corridors.
- All classrooms have been reconfigured and unnecessary furniture removed to maximise space.
- In accordance with government guidelines seating in classrooms has been arranged with all students facing the front in rows where possible and a teacher zone at the front of the room. Where rows facing forwards is not possible we have used perspex screens as barriers between facing seats.
- All classrooms will have seating plans and students will sit in designated places.
- Students must not move their table or chairs.
- Natural ventilation will be employed in all classrooms with all windows kept open.
- Forced air ventilation/air conditioning will not be used.
- Each classroom has a wall mounted hand sanitiser unit, a pedal operated lidded waste bin, supplies of tissues and disinfectant wipes.
- The site team will schedule checks each day to ensure there are adequate levels of hand sanitiser, paper towels, tissues, hand soap and disinfectant wipes.
- All classrooms have Covid-19 protocols displayed.
- All teachers will be wearing face visors when in classrooms.
- Students are permitted to wear masks should they and their parents/carers wish them too.
- There will be minimal practical work for the first half-term.
- There will be no extra-curricular activities for the first half-term other than additional Lesson 6 sessions for Year 11.
- For morning break students should bring snacks to eat as there will be no canteen service;
- At lunchtimes students will be in their designated year group indoor or outdoor eating space.
- There will be packed lunches provided only for those students in receipt of free school meals.
- The libraries will be closed. The books available both electronically and hard copy will be communicated to each year group and delivered as necessary to students using strict protocols from week three.
- A schedule of regular cleaning as appropriate for different locations has been organised and a team of cleaners will be working in school throughout each day as well as before and after school.
- We will review the situation in the week beginning 5th October with a view to be able to return to some if not all of our normal school arrangements for the second half of the autumn term if government guidance permits this.

## Year Group Zones

Year Group	Rooms in Zone	Large & outdoor space in Zone	Toilets in Zone
<b>11 Pink Zone</b>	North rooms B02, B04, 101, 202, 401, 402, 403, 501, 502, 503, 504, 601, 602, 603 & North Hall <b>Pink stairs only</b>	North Hall North Hall side of Playground	North Front foyer toilets
<b>10 Blue Zone</b>	North rooms 004, 005, 006, 105, 106, 102, 104, 201, 204, 301, 302, 303, 304, 404, 604 & North Gym <b>Blue stairs only</b>	North Gym North Gym side of Playground	North Back foyer toilets
<b>9 Yellow Zone</b>	South rooms F01, F03, F05, F07, S01, S02, S04, S04a, S05, S06, T02, T03, T04, T05, South canteen	South Canteen, bottom of piazza & courts	South toilet block & Canteen Wudhu toilets
<b>8 Orange Zone</b>	South rooms G14, G15, G16, F09, F10, S10, S11, G18, G19, G20, Sports Hall	Sports Hall & part of field	South Aqua & Orange toilets
<b>7 Green Zone</b>	South rooms G02, G06, G07, G08, G11, G12, G13, South Hall, F11, F12, F13, F14	South Hall Top of piazza & part of field	South green toilets
<b>SEND Green Zone</b>	South rooms G10, G09 & G04	South Quads	3 designated South green toilets

### Students showing signs of illness

[The main symptoms of Covid-19 are:](#)

- A high temperature - this means you feel hot to touch on your chest and back.
- A new continuous cough - this means coughing a lot for more than an hour or three or more coughing episodes in twenty-four hours.
- A loss or change to your sense of smell or taste (anosmia) - this means you've noticed you cannot smell or taste anything, or things taste or smell different to normal.

To help us keep Plashet safe and open, please do not send your daughter to school if she is feeling ill and especially if she has just one of the symptoms listed above. If in any doubt please look after your daughter at home.

If your daughter develops Covid-19 symptoms during the school day she will be moved into one of our Covid isolation rooms. Government guidance expects us to have these rooms and follow a set protocol for anyone becoming ill with Covid symptoms on-site. Symptomatic students will have no contact with anyone other than through a windowed door whilst waiting collection. Students will be monitored by one of school nurses or first aiders. We have designated covid isolation toilets available in close proximity to our Covid isolation rooms if needed. If students are poorly and show any Covid-19 symptoms whilst in school, we will contact parents/carers to come to school to collect them. Should we need to use our Covid isolation rooms they will be thoroughly disinfected immediately after use.

Students who show any of the main symptoms of Covid-19 must be tested for the virus. Details of how to be tested can be found [here](#). If your daughter is sent home from Plashet because she is symptomatic we will give you a letter. Students who are symptomatic will not be allowed back into school until they have been tested for Covid-19 and Plashet has been able to verify the result of the test.

Students receiving a positive test result will receive a request by text, email or phonecall to log into the NHS Test and Trace service website and provide information about recent close contacts. Parents/Carers must inform the school of this positive test result via email to [info@plashet.newham.sch.uk](mailto:info@plashet.newham.sch.uk) clearly stating the student's name and form group.

### **Preventing the spread of the virus**

There are major steps we must take to prevent the spread of the virus and students will be expected to cooperate fully to help us ensure that the major steps are implemented every single day at school.

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Actively engage with NHS Test and Trace.

The overarching principle is to reduce the number of contacts between students and staff. This will be achieved by year group bubbles. We need to have year group sized bubbles to allow students to resume the full range of subjects and receive specialist teaching. We are not expected to implement the strict 2-metres social distancing between students within the year group bubbles as this would not allow us to open for all students due to lack of space. We are being asked to put in place structures to reduce the likelihood and scale of transmission. Students will be expected to maintain a social distance from each other where they can and respect each other's personal space; furthermore, touching other people in school is prohibited.

## **Arrangements for the first two weeks of term**

The school term begins on Tuesday 1st September 2020. The details for the first two weeks back are as follows. We are staggering the start back in order to be able to induct those girls moving to us from primary school and introduce lots of new processes to all students. We are also mindful that most students have not been in school since the middle of March and therefore we need to reconnect with them.

- Tuesday 1st September 2020: Staff training day - school closed to students;
- Wednesday 2nd September 2020: Staff training day - school closed to students;
- Thursday 3rd September 2020: Year 7 Induction Day 1 - school closed to Years 8, 9, 10 & 11;
- Friday 4th September 2020: Year 7 Induction Day 2 - school closed to Years 8, 9, 10 & 11;
- Monday 7th September 2020: Reconnection Day 1 - **Years 8, 9, 10 & 11 back - All students in;**
- Tuesday 8th September 2020: Reconnection Day 2;
- Wednesday 9th September 2020: Reconnection Day 3;
- Thursday 10th September 2020: Subject lessons commence with Week B Thursday timetable;
- Friday 11th September 2020: Week B Friday timetable;
- Monday 14th September 2020: Week A Monday timetable and so on.
- Monday 21st September 2020: Week B Monday timetable and so on.

## **Travelling to school**

We strongly encourage girls to walk to school if they can. To help us contain any spread of the virus, girls should avoid mixing with students outside those they live with or in their year group when travelling to and from school. Leaving school in the afternoon and hanging around on High Street North is also to be avoided.

If you are dropping your daughter off within the environs of the school please do not stop on Plashet Grove outside the school as this is a main and very busy bus route. There are other safe areas to drop your daughter off in the vicinity of Plashet and we ask you politely to help us manage drop-off and pick-up times securely. It is imperative that girls use the zebra crossing to cross Plashet Grove.

If students are travelling to school on public transport then they must wear a face covering as these are mandatory on all public transport for children over the age of eleven.

## **Attendance**

School attendance will again be mandatory from the beginning of the new academic year. This means that the legal duty on you as parents/carers to send your child to school regularly will apply from your daughter's start date in September.

You should contact the school if your daughter can not attend school because she is:

- Self-isolating due to symptoms or a positive test result;
- Self-isolating because she is a close contact of someone who has tested positive;
- Quarantining after returning from a country **not on** the UK government's travel corridor list.

## Entering and Leaving the school site

Each year group are arriving and leaving through a **specific gate** at **specific times** as shown in the table below.

Year Group	Year 11	Year 10	Year 9	Year 8	Year 7
<b>Arrival</b>	<b>08.30</b> North Pedestrian gate, across the playground and in front foyer for pink stairs.	<b>08.45</b> North large gate, down side of building around geog block to back doors for blue stairs.	<b>08.30</b> South Milton Road Gate at back of the canteen, into the piazza then into the door by G10 and straight upstairs.	<b>08.55</b> South Field Gate, across the field to south annex back stairs door.	<b>08.40</b> South Piazza Gate, through the piazza to the door by attendance office.

We do not expect students to be arriving late. Should this be unavoidable the student should arrive at the visitor gate and press the intercom button to speak to reception. A member of staff will then meet them and ensure they get to where they are meant to be safely.

Students should not gather around gates. They should arrive promptly and make their way immediately from their Year Group entrance gate via the route demarcated to their form room. Form rooms are shown on page 10.

Students will be walked to their departure gate by their lesson 5 teacher. When lesson 6 sessions commence for Year 11 they will be walked to their departure gate by their lesson 6 teacher.

Year Group	Year 11	Year 10	Year 9	Year 8	Year 7
<b>Departure</b>	<b>15.35</b> Or <b>16.45</b> If from lesson 6 North pedestrian gate	<b>15.20</b> North large gate	<b>15.35</b> South Field Gate Milton Avenue	<b>15.25</b> South Field Gate	<b>15.15</b> South Piazza Gate

## Conduct in school and the wider community

In light of the Covid-19 we have amended our Behaviour Policy to ensure that students act in a manner that fully supports the safety measures necessary during such a pandemic. If an action now results in the potential compromising of a person's ability to socially distance and stay safe it will be treated as a more serious manner. All students will be expected to follow instructions as outlined below.

## **Conduct prompts**

- Arrive at school at the right time through the right gate.
- Leave school through your designated gate.
- Come straight to school and go straight home afterwards.
- Don't hang around outside school or on High Street North to socialise.
- Don't share equipment, food or personal items.
- Do not touch anyone else or their belongings.
- Ensure you have the equipment you need each day.
- Think about your respiratory hygiene when coughing or sneezing.
- Have tissues to hand and remember 'catch it, bin it, kill it'.
- If you can't catch your cough or sneeze in a tissue use the crook of your arm.
- Make sure you safely dispose of tissues and other waste in the lidded pedal bins provided.
- Think about your hand hygiene.
- Use the hand sanitiser in each room.
- Only use your year group's designated toilets.
- Maintain at least one metre if waiting to use the toilet as designated by the staff on duty.
- Wash your hands thoroughly after using the toilet.
- Sanitise your hands before and after eating.
- Sanitise your hands after coughing or sneezing.
- Keep to the right when walking in corridors or on stairs and maintain at least a metre distance.
- Avoiding touching surfaces such as door handles and handrails.
- Remain in year group zones.
- Remain in your designated seat in each classroom you use.
- Remain facing forwards in your seat.
- Some people might be a little anxious and feel uncertain so be considerate in the way you speak to others.

In these extraordinary circumstances, we expect our girls to behave responsibly and to help us run the school safely. We have faith in our girls to do this. It follows then that poor behaviour will not be tolerated. Parental/Carer support for our high standards and expectations is crucial in helping us run Plashet and I would like to thank families in advance for your help in emphasising to your daughter how important it is that she play her part in the return to school under such circumstances.

## **Toilets**

Following the advice from Public Health England, we are focusing some of our increased hygiene practices around toilets, which need, for obvious reasons, to be kept extremely clean. Each Year group has their own designated set of toilets within their Year Group Zone. Students can only use their designated year group toilets. All five sets of toilets will be monitored throughout the day by a member of staff and will also have a designated cleaner in attendance all day.

## **Break and Lunchtimes**

Breaktime will continue to be twenty minutes long from 10.15 until 10.35. Break will be spent in classrooms apart from journeys to the toilet. Students should bring snacks and drinks as necessary for their 20 minute break as no refreshments will be available.

Lunchtime will continue to be an hour long from 12.35 until 13.35. Lunchtime will be spent in the large indoor space allocated within each Year Group Zone as well as an area of outdoor space that has been allocated to each year group.

In the first half-term, in order to ensure the safest start back to school, we will not be able to serve hot food. **We ask that all students other than those in receipt of free school meals bring their own packed lunch.** Those students in receipt of free school meals will be provided with a packed lunch.

All students need to have a water bottle that they bring to school full each day. We have drinking water taps in each zone where bottles can be refilled if necessary but this is something we would prefer to minimise where possible. Students will not be permitted to leave lessons to fill water bottles.

### **School Uniform**

Our Plashet uniform is an important part of the culture and ethos of our school. High standards of dress are expected at all times and girls must come to school each day in neat, clean uniform as an indication that they take pride in belonging to the Plashet School community. There is no change to the wearing of school uniform. Whenever the school uniform is worn, it must be complete and not mixed with non-uniform items.

Students should bring a coat as indoor spaces may be colder than normal due to us having to ensure the best possible ventilation by having all windows open. If it is cold in class as we move through into autumn teachers will be able to allow students to wear their coats if necessary.

### **Equipment**

Students should ensure that the full range of classroom equipment/stationery is brought to school as normal. Students cannot share equipment and staff will not be lending equipment due to the possible transmission of the virus.

Essential equipment contained within a pencil case: black writing pens/biros, a green pen/ biro, highlighter pens, pencils, rubber, ruler, protractor. Scientific calculator, reading book, water bottle and packet of tissues. Students will be given a school planner which contains a diary for the year. School textbooks that are normally shared will not be used and instead individual worksheets and booklets will be.

### **Mobile phones**

Plashet recognises that parents/carers may wish their daughter to carry a mobile phone for reasons of safety and convenience of communication on route to and from school. When on the school site mobile phones must not be seen or heard. They must be switched off at all times - this includes breaktime, lunchtime for all students as well as after school lesson 6 sessions for Year 11. If a mobile phone is seen or heard it will be confiscated and parent/carers contacted to come and collect it.

### **Before and After School Activities**

For the first half-term the only activities outside of normal school hours will be for Year 11 and these will be communicated to Year 11 families separately.

## **Assemblies**

Assemblies are one of many ways we engender a sense of community at Plashet. In light of government guidance we will conduct year group assemblies remotely via Google Meet, with students being able to watch their assembly from their form room.

## **Reconnection**

Our curriculum will play an important part in helping our girls adapt to the 'new normal' at Plashet. Students will need to alter their behaviour, the way they interact with others and how they process and manage their emotions as they return to school. To support our girls we are putting in place three initial days of reconnection activities as well as a programme of form time and learning for life sessions across the Autumn term.

At Plashet we have a curriculum that is challenging and covers the entire subject spectrum. We are committed to ensuring this continues and students study the full range of subjects and receive their full allocation of curriculum time, even in challenging circumstances.

In the event of a local or second national lockdown that closes schools we will continue to deliver student's timetables remotely using Google Classroom. Students will benefit from well planned lessons supported by audio and video recordings of teacher explanations. Further details about these arrangements will be shared with families later in September. We hope though not to have to enact these plans.

## **Home Study**

We will not set any home study until lessons commence on Thursday 10th September and we will continue to use Google Classroom as normal. As well as reinforcing and deepening learning which has taken place at school home study gives students the opportunity to develop their skill as independent learners. Without this practice students don't progress as well as they could. Further into September we will be enabling a feature within Google Classroom so that parents are aware of learning tasks and assignments their daughter's have been set/completed.

## **Lockers**

Students will not have access to lockers for the first half-term. Helpfully due to very reduced movement around the school and reduced practical work lockers will not be needed.

## **Practical Work and PE**

There will be limited practical work in the first half-term for Years 7, 8, 9 and 10 due to access to specialist rooms. PE will be undertaken where possible but this will take the form of individual fitness activities outside only. Students will be asked to wear their PE kit to school when this is timetabled to happen as we will not be using changing rooms.

## **Parent/Carer and Emergency Contact Details**

Communication between school and parents/carers is vital. Schools are required to have at least two emergency contact family members and their current telephone numbers for each student. Furthermore much of the information we send home during the year will be sent electronically, therefore it is also crucial that we have at least one active email address as well. Please ensure we are kept up-to-date if you have changed your contact details.

## 2020-21 School Holiday and Non-student day dates

October half-term holidays: Monday 26th October to Friday 30th October 2020

Non-Student Day: Friday 27th November 2020

Christmas holidays: Monday 21st December 2020 to Friday 1st January 2021

February half-term holidays: Monday 15th February to Friday 19th February 20201

Easter holidays: Friday 2nd April to Friday 16th April 2021

Early May Bank Holiday: Monday 3rd May 2021

Eid-ul-Fitr: Either Wednesday 12th or Thursday 13th May 2021

Whitsun Half-term holidays: Monday 31st May to Friday 4th June 2021

Last day of academic year: Friday 16th July 2021

## Form Rooms

Year 9		
9P	Ms Moir	F07
9L	Mr Hanafi	T02
9A	Ms Neeves	F05
9S	Ms Ahmad & Mr Karim	S04
9H	Mr Mangerah	F03
9E	Ms Harrison	S01
9T	Ms Hyam	T03
9G	Mr Amin	F01
9N	Mr O'Brien	T04
9B	Ms Johnson	T05

Year 10		
10P	Ms Farish & Ms Anwar	005
10L	Ms Esa	006
10A	Ms Zaheer	105
10S	Ms De Graft	404
10H	Mr La	604
10E	Ms Hatcher	106
10T	Ms Veeramany	303
10G	Mr Kamal	302
10N	Ms Butt	301
10B	Ms Nunn & Mr Cowell	204

Year 8		
8P	Ms Teles	S10
8L	Ms Omar & Ms Kara	G14
8A	Ms Yeo	F09
8S	Ms Begum & Ms Roy	F10
8H	Ms Sharma	G16
8E	Ms Banafunzi	G19
8T	Ms Uddin	G20
8G	Ms Pountney	S11
8N	Ms Louot	G18
8B	Mr Azad	G15

Year 11			Year 7		
11P	Ms Murday	202	7P	Ms Roche	G07
11L	Ms Sundhlall	B02	7L	Ms Jones	F14
11A	Ms Johal	403	7A	Mr Singh	G08
11S	Ms Sultana	602	7S	Mr Dry	G11
11H	Ms Chenevotot	603	7H	Ms Boland	G12
11E	Ms Kalote	401	7E	Ms Shirsat & Ms Berouijel	G13
11T	Mr Jeyakkumar	402	7T	Ms Chaudhri & Ms Hazera Begum	F11
11G	Mr Bhat	503	7G	Ms Evenhuis	F12
11N	Ms Taninki	502	7N	Ms Karim	F13
			7B	Ms Heinze	G06

Thank you once again for your support of the school as we move to reopening to all students. There are bound to be unforeseen issues, and we will do our best to communicate clearly with you about any changes to the details set out here.

I am very much looking forward to seeing all of our Plashet community again very soon, and also welcoming all 300 of our new Year 7 girls. We feel confident that Plashet staff and students will rise to the considerable challenge and play their part in ensuring a successful return to school. Staff return to school after their holiday on Tuesday 1st September therefore if you have any questions please email [info@plashet.newham.sch](mailto:info@plashet.newham.sch) and we will deal with your query then.

Yours faithfully,

A handwritten signature in black ink that reads "Rachel McGowan". The signature is written in a cursive, slightly slanted style.

Rachel McGowan  
Head Teacher