



MARLING
SCHOOL

Headteacher: Dr Stuart Wilson
SSW@marling.school

MARLING SCHOOL AND SIXTH FORM
CAINSCROSS ROAD, STROUD, GLOUCESTERSHIRE GL5 4HE
01453 762251 | adminoffice@marling.gloucs.sch.uk | www.marling.school

August 19th 2020

Dear Parents, Carers and Students

We hope you are enjoying your summer and looking forward to a return to School.

We have been monitoring government announcements over the summer and there has been no significant change since I shared the guidance with you on June 6th 2020 (a link to the guidance can be found below). We therefore continue with our plans to open to all students in September and detail those plans below. It is important to note that the message to open schools in September is a paradigm shift from what schools had been asked to do last term. In the spring and summer terms, we were asked to follow very detailed safety guidelines, and to do our best to provide as effective an education as possible within those guidelines. For September we are being asked to reintroduce as much in-school education as possible with additional precautions to make this as safe as possible. Our plans are based on a common-sense approach, following the DfE guidance wherever possible, and providing effective education provision whilst maintaining health and safety for our staff and young people.

Key features of the guidance include:

- Public health 'musts' regarding 'prevention' and 'response to any infection'. This includes maintaining our approach to handwashing and sanitising, 'catch it, bin it, kill it' and the enhanced cleaning that started before lockdown and continued through the summer term.
- A recommendation to 'bubble' students in the smallest groups possible to limit pupil contact and facilitate tracing should a confirmed case arise. The guidance recognises that for a secondary school, year group bubbles are possible but notes that there will be inevitable compromises on the curriculum and pastoral offer.
- A recommendation that, when outside bubbles, students should be encouraged to keep some distance between each other and a distance of 2m from adults wherever possible.
- Acknowledgement that staff are allowed to move between bubbles but should, whenever reasonably possible, use 2m social distancing between each other and students.
- A request to stagger start and finish times to reduce the number of pupils arriving and leaving school at the same time and to enable more journeys to take place outside of peak hours. Also, to stagger break and lunchtimes to maintain bubbles.

Using these key areas and the broader guidance, and liaising with Stroud High School, we have therefore developed our plan for opening as detailed below. Please be aware that we will keep this plan under review and may make small or significant changes if we feel that things can be improved. Please take some time to read through the full contents of this letter with your son or daughter; it is essential that all procedures are followed and that students follow the instructions they are given.

Staggered return to School:

We will be using the school week beginning 1st September to induct new students to the School and to reintroduce existing students to the School and show them the new way of working under current guidelines. For this reason, in the first week we will be staggering the days on which students will be required to attend and will focus these days on setting students up for the first day of formal learning on 7th September, which will be 'Week One' on our timetable. Required attendance for the first week only will be as follows and we will be using the timings of the school day set out below:

Raising Aspirations, Inspiring Excellence, Succeeding Together

Marling School is part of Cotswold Beacon Academy Trust, registered in England and Wales no. 7692339, registered office Cainscross Road, Stroud, GL5 4HE



- Tuesday 1st September INSET Day
- Wednesday 2nd September Y7, Y12
- Thursday 3rd September Y7, Y8, Y10, Y12, Y13
- Friday 4th September Y9, Y11, Y12, Y13
- Monday 7th September All year groups

Each year group will receive specific instructions before the end of the summer holiday about where to go upon arrival and the activities that will take place.

Timings of the school day for each year group

	Registration 08:50-09:00	Period 1 9:00-10:00	Period 2 & Break 10:00-11:20	Period 3 11:20-12:20	Period 4 & Lunch 12:20-13:50	Period 5 13:50-15:05
Year 7			Break 10:00-10:20		Lunch 12:20-12:50	Depart from 14:55
Year 8			Break 10:20-10:40		Lunch 13:20-13:50	Depart from 14:55
Year 9			Break 10:20-10:40		Lunch 12:50-13:20	Depart from 15:00
Year 10			Break 10:40-11:00		Lunch 12:50-13:20	Depart from 15:00
Year 11			Break 11:00-11:20		Lunch 13:20-13:50	Depart 15:05
Year 12			Break 11:00-11:20		Lunch 13:20-13:50	Depart 15:05
Year 13			Break 10:00-10:20		Lunch 12:20-12:50	Depart 15:05

Although parents and carers are being asked wherever possible to avoid public transport, we are mindful that many of our students will still arrive by bus or train and will have little control over the time of arrival and departure. For this reason, we are sticking with start times that are close to our normal school day and appreciate that there will be a natural staggering of arrival (see arriving at School below). We have staggered end times to assist in departure from School.

How the bubbles will work for registration and lessons?

Each year group has been assigned a set of core classrooms across the site and will spend most of their registration and lesson time in these classrooms with teachers moving across the site to the different rooms. For Years 10-13 this includes some specialist classrooms in DT, Creative Arts, Music, IT and Science. Year 9 will have some limited access to specialist classrooms, but this is not possible for Years 7 and 8 at this stage, although we hope to provide some access later. Our intention is to supplement the Year 7 and 8 curricula with portable IT solutions that can be used in their designated classrooms. Sixth Form students will additionally have access to study facilities, IT facilities and will be able to buy food and drink. On their first day in School (School week beginning 1st September) these arrangements will be explained in full.

As you will see from the timings within the School day (above), break and lunchtimes will be staggered within extended lessons to minimise the number of students out of lessons and able to be in contact. During these periods, the groups will have access to our Dining Hall and Canteen facilities and will be able to get some fresh air and exercise.

Arriving at School:

When students arrive at the site, they should go straight to their designated registration classroom, following any signs and the marked one-way system and operating with social distancing, especially from those in different year groups. On entry to any building they should use the hand sanitiser. When they arrive at their classroom they sit in their allocated seat and await the start of registration. If they have arrived early, they should read quietly and remain seated.

Students should be dropped off outside of School; parents/carers should not drive into the School. If your child is using public transport, please make sure you read the latest government guidance and are prepared accordingly: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

If face coverings used during the journey to School are removed upon arrival, they should be placed in a sealed plastic bag to be taken home, and hands should be sterilised immediately.

Departure from School

As you will see from the timings of the School day (above), the final period is an extended one lasting 75 minutes and ending at 15:05. Within this period, we will stagger the departure of students allowing Years 7 and 8 to leave from 14:55 and Years 9 and 10 to leave from 15:00. If students are unable to leave and wish to stay until 15:05 their room will remain supervised. Years 11-13 will remain until 15:05. We are hoping between 14:55 and 15:05 many of our buses will arrive allowing students to board and be off the pavements of Cainscross Road. Any students unable to leave by 15:05 should remain on the main School field by the School Hall where they will be supervised until 15:30.

Food:

Food will be provided from the Dining Hall at lunchtime and break time. Sixth Form students will have their own arrangements. Given the shortened lunch break our catering provider, Aspens, will focus on a high-quality 'grab and go' service with hot and cold food available. Water fountains will remain closed but there will be access to a water bottle filler in the Dining Hall. Students will use the biometric scanners as usual (keypads will be cleaned between users); Year 7 is set up on the system and we offer a free lunch to Year 7 on their first day. Students should avoid sharing food and drink and should practise good hand hygiene before and after eating.

Uniform:

Students in Y7-11 are required to wear full School uniform (see website for uniform guidelines). This is in line with government guidance to schools that encourages "all schools to return to their usual uniform policies in the autumn term" and to parents and carers that says, "There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniforms do not need to be cleaned any more often or differently than usual." On days where a student has a timetabled games lesson they should attend school wearing their outdoor games kit (Rugby shirt, shorts etc.) and trainers suitable for school PE activities (bringing rugby or football boots to change into). If necessary, this can be supplemented with the following:

1. Other official Marling School sportswear.
2. A school 'V' Neck jumper, an outdoor coat and/or a plain, pair of tracksuit or jogging bottoms. Please note the latter should be plain black or navy blue in colour and not have any big logos or other designs.

We would also recommend that students bring a coat, as wherever possible they will be outside at break time and lunchtime. Sixth Form students should adhere to the principles and ethos of the published Sixth Form Dress Code and ensure they are appropriately dressed for the workplace.

Equipment:

Please make sure that all students have the equipment they need for the day including pens, pencils, rulers, calculators etc. Students can bring in their phones as per normal. Lockers will not be issued so students should only bring in what they need for the day.

The School Office: Restricted access to parent visits

We will be unable to accept any unplanned visitors to the School, unfortunately this includes parents. If you need to contact us, please do this via email or telephone as shown below. All visitors must have a pre-arranged appointment and must be prepared to leave contact details.

Telephone:

Main School: 01453 762251

Email the School office: reception@marling.school

Sixth Form: 01453 760156

Email the Sixth Form office: info@marlingsixthform.org

Attendance:

In line with Government guidance, school attendance will be mandatory again from the beginning of the autumn term and from that point on the usual rules on school attendance will apply, including:

- A parents' and carers' duty to ensure their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age.
- A school's responsibilities to record attendance and follow up absence.
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

It is the responsibility of the parent/carer to inform the School of the reason for a student absence by 9.00am on each day of absence. For known medical absences of more than one day a first day phone call should be made followed by regular contact with School to update information. The School will operate a phone home system and a parent/carer of every absent student will be contacted by the Attendance Officer.

If a student is required to quarantine for public health reasons, including after returning from a foreign destination, please inform the School by 9.00am on the first day and notify us of the duration of the quarantine.

Illness:

If your child is suffering from any illness, then please ring into School in the normal way.

If your child or someone in the family home is showing symptoms of COVID-19, then you need to inform the School **and** follow government guidelines, which includes getting tested, following self-isolation procedures and engaging with any test and trace procedures (see section 7 of the Guidance for the full opening of schools - link below).

If anyone shows signs of COVID-19 symptoms whilst at School, they will be sent home and be told to follow the government's guidance. To reduce the risk to others, students will be isolated in dedicated areas and their parents or carers will be contacted immediately. Please make sure that you or a responsible adult is available to collect your child. This is essential to protect the whole School community.

Although the government has said it is **not** necessary, the School will support any parent who wishes for their child to wear PPE (to include protective gloves or face covering) during school hours. Likewise, there may be some staff who choose to do so. Please note that upon removal, PPE should be placed in a sealed plastic bag and taken home and hands should be sterilised immediately afterwards.

Behaviour:

Students are expected to follow all new guidelines including guidance regarding hygiene and social distancing. Expectations regarding in-class behaviour and attitude to learning are the same as during normal school opening. An addendum to the behaviour policy can be found on the School website. Incidents of poor behaviour will be reported as normal and may lead to sanctions as per the standard school policy.

Risk assessment

Please note there is a 'live' Risk Assessment on our website for your information.

Reminders for students:

Please remember, when on site, you must:

- Use hand sanitiser as soon as you arrive at School and wash hands (20 seconds) or use hand sanitiser frequently.
- Stay in your bubbles as directed. Transitory passing of older or younger students is fine but keep your distance where possible.
- Always keep a social distance of 2m from staff and respect their space.
- Follow the marked one-way system, including the use of up-stairs and down-stairs.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze, wash your hands afterwards.
- Put any used tissues in the bin immediately and wash your hands afterwards.
- Avoid touching your eyes, nose or mouth if your hands are not clean.
- Upon removal, any PPE should be placed in a sealed plastic bag and taken home and hands should be sterilised immediately afterwards.
- Tell an adult if you are experiencing symptoms of Coronavirus.
- Avoid sharing equipment where possible.
- Follow any additional instructions.

Government guidance for the full opening of schools in the autumn term

The guidance can be found here:

- Guidance for the full opening of schools from the start of the autumn term:
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for what parents and carers need to know about early years' providers, schools and colleges in the autumn term:
<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/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

We would like to finish off by saying how pleased we are to be having our students back in School and to take this opportunity to thank you for continuing support and understanding during these challenging times. If you have any questions about these arrangements please contact Mr Glen Balmer, Associate Headteacher (gcb@marling.school). If your questions are about the Sixth Form please contact Mt Stephen Farr, Head of Sixth Form (sjf@marling.school) and if you have questions about the risk assessment, please send them to Mrs Emma Gray, Business Manager (elg@marling.school).

Yours sincerely



Dr Stuart Wilson
Headteacher