



Anglo European School

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Dear Parent/Carer,

Re: One week to go!

Further to our last communication in July, with one week to go, we'd just like to remind you of key information for managing a smooth and safe return to school next week. We are really excited to see our students and to be back on site with the whole Anglo Family, once more. We really enjoyed meeting over 90 of our new Year 7s at our transition week last week and they very quickly picked up all the new routines and systems in school to maintain our protective measures. We really enjoyed their company and were so proud of the way they started their Anglo careers.

In order to comply with government guidelines, we have implemented some significant changes to the layout of the school, the way we conduct break and lunchtimes and the organisation of our student groups. Naturally, we want to provide you with as much information as possible so that you are secure in the knowledge that we are doing all that we can to keep our school community as safe as possible whilst delivering the same broad and balanced international curriculum with all the exciting opportunities this brings.

This communication contains a lot of information and we don't intend to over-load you but some of this is key to our health and safety protocols and we ask that you read this carefully and share this with your children. If they have any questions, please contact their Tutors in the first instance or our Pastoral Managers who will be able to answer your query or sign-post you to the most appropriate member of staff. Their tutors will see them every morning and will be ready to support them have a smart start every day. We are all feeling a bit new, nervous and uncertain this year, but Anglo students are brilliant at working supportively together to encourage and reassure each other.

Staggered Start to the Year: First, we'd like to remind you of the arrangements for the first week of term: We will stagger the beginning of term to allow our new starters in Years 7 and the Lower Sixth to have the induction that they were unable to have in the summer term.

The return to school will happen in the following order:-

- Tuesday 1st September: Staff Training Day
- Wednesday 2 September onwards: Years 7, Lower Sixth and Mid-Year Starters
- Thursday 3 September onwards: All year groups

The School Day: School will begin at the normal time (8.55am). We'd encourage students to enter the school from 8.35am to create a natural staggered entry. We are planning to have a very slight, staggered departure at the end of school day so that the site can be cleared safely. Year 7 and 8 will be dismissed at 3.20pm, Year 9 and 10 at 3.25pm and Year 11 and Sixth Form at 3.30pm so that all students can move to buses and trains, socially distancing and getting home before the rush hour begins.

Arrival: We expect students, who walk through the village, to proceed straight to school and avoid the shops in the High Street in Ingatestone, using alternative routes such as Bakers Lane, and respecting the social distancing protocols in the village. Students travelling by foot, or train can enter via the Willow Green entrance. Students travelling by bus or being dropped off by car should use the New Road entrance. The car park on New Road will be open for parents to stop and drop off safely. If entering at Willow Green, we would ask Year 7, 8 and 9 to use the gate nearest C Block (affectionately known by our students as “The Late Gate!”) and Years 10, 11 and Sixth form to use the Main Gate near the main hall. Members of staff will be at these two entrances to meet and greet students and direct students to their Tutor Group base for registration, where they will collect their timetables, student planners and talk through the new routines of the school day. Students should proceed straight to their registration tutor base and sit in their designated seats as directed by their tutors.

The International Curriculum: We will maintain our full curriculum offer of a broad and balanced curriculum for all students. Any reduction in the curriculum will be exceptional and for individuals where this is in their best interests, as is our current practice. Students will therefore move to use specialist classrooms such as Science Labs, Music rooms and Technology rooms to give them full access to the curriculum, equipment and essential resources to maximise their potential. We will continue to build and develop our on-line platforms and resources to enhance home learning and in the event that we have to send some students home, some students have to self-isolate or we have a local lockdown.

Zoning in Year Group Bubbles: Students will operate in Year Group bubbles and the rooms have been “zoned”, where possible, to minimise movement around the school. **Year 7** will be in C Block, **Year 8** will be in L and D Block Block, **Year 9** in M Block and the bottom floor of B Block and **Year 10** in A Block. If they have a lesson that requires a specialist room, such as Technology, Music or Science that cannot be accommodated within that block then they will move to the specialist room for that lesson and that room and equipment will be cleaned. **Year 11** students will move to the most appropriate teaching room and given priority access to specialist rooms. **The 6th form** will be in the Sixth Form area in E block and the top of S block and, in a similar way to the Y11, will have access to specialist rooms, across the school. They should be encouraged to keep their distance within their group, where possible.

Breakfast Service: We know a lot of our students value the breakfast service available before school and the snack service available after school. From week commencing 8th September, the 3 external food outlets will open to provide a breakfast service and afterschool snacks. These will operate as follows:-

Year 7 & 11 using the Front Playground food outlet: Year 7 from 8.15-8.30, Year 10 8.30-8.45

Year 9 and 10: using the Back Playground food outlet: Year 9 from 8.15-8.30 & Year 11 8-30-8.45

Year 8/6th Form using the 6th Form food outlet, outside Sixth Form Block: Year 8 from 8.15-8.30 & 6th Form 8-30-8.45

Lunch and Break-times: Two separate break times will operate from 10.50-11.10 and from 11.10-11.30. Each year group has been allocated to a zone for Lunchtime/Break time. These will be:-

Key Stage 3 Lunch:

Year 7: G4/ front playground/ Front playground Food Outlet

Year 8: Dining Hall and courtyard between A Block and Lingua to Sixth Form block

Year 9: Back playground and Back Playground Food Outlet

Upper school Lunch:-

Year 10: Dining Hall and back playground/Back playground Food Outlet

Year 11: G4/Front Food Outlet near the Sports Hall and front playground

Year Group bubbles will eat and socialise in these designated areas. There will be no contact sports such as football or basketball allowed at lunchtimes on the playground, although organised sports activities will be run in year group bubbles by the school, in due course, at lunchtime. Students will be asked to refrain from bringing footballs and other sporting equipment in from home.

Students receiving Free School Meals will be able to access meals from all the catering facilities in their zone. If you think you may be eligible, and have not registered for Free School Meals, please do so by following the link <https://www.aesessex.co.uk/catering/> If you think your child may be eligible for the **Pupil Premium Fund**, please complete the necessary form on the website and we will ensure our PPG Co-ordinator, Miss Revett, will be in contact with your child in the first few days of school to check they have access to all the necessary books, equipment and uniform.

Uniform & Essential Equipment: Students should wear full school uniform as usual (<https://www.aesessex.co.uk/uniform-list/>). Please take care to read what is acceptable, in terms of shoes particularly. They must bring in their own equipment (pencil case, pens, pencil, ruler and water bottle) as students won't be allowed to share. Please remember a dictionary for the languages they are studying is also essential. They will not need their PE kit during the first days of school and they will be told about the arrangements for bringing in kit and changing into their kits during the first PE lesson.

Transport: We have been in contact with Greater Anglia and our bus companies and services will be operating according to normal timetables. Essex County Council have launched the “**Stop.Swap.GO! – supporting children getting to school**” campaign to support parents. This is an information service that will bring together the options and guidance on travel, whether it's operator contact details, how to cycle or walk to school or what the rules are on wearing face coverings on transport. You can follow them on [Facebook](#), [Twitter](#) and [Instagram](#). Face coverings should be worn on all public transport and we strongly advise students to carry hand sanitizer with them to cleanse their hands on entry and when they disembark.

Buses: The bus companies are operating the same bus network as they were running in the Spring of 2020 prior to the closure of schools and the start of lockdown, both on local bus services. They have worked with local authorities and used data from pre-Covid times to anticipate where additional capacity is likely to be required to match demand and as a result a number of additional journeys will operate across the network.

As part of this review and as a temporary measure, a number of services are being re-designated as ‘school children’ only services. In accordance with the guidelines set out by the Department for Transport for dedicated school bus journeys, they can, therefore, operate to almost their normal seating capacity, with no social distancing required. Although face coverings are not mandatory, as part of the bus company's safe travel to school policy, they require all school children to wear a face covering, unless covered by an exemption.

For the journey to and from school on dedicated school services, they also require children to have hands sanitised when using the school service and to be seated in their school / year groups. Specific vehicles will be allocated to designated school services and posters will be affixed to bus windows to advise and indicate that children should sit in groups. Bus windows will remain open where possible during the journey to maximise ventilation within the vehicle.

Whilst most students using these designated services have pre-paid passes or mobile phone tickets, the facility to pay on the bus will remain available, but may be reviewed if the pre-paid ticket sales get close to the bus capacity that is available.

Our bus companies will be dropping off at Seymour Field. Students must proceed directly up New Road and use this entrance to school. They will pick up at Seymour Field and at Market Place. Additional parking bays for 4 vehicles have been secured with normal restrictions removed on double yellow lines and we are grateful to Ingatestone Parish Council for their support with this.

Although both First Bus and Nibs bus companies are saying they will still accept cash payments, NIBs have advised that “where pass sales approach the available bus capacity, we will withdraw the facility to pay cash fares on the bus. Therefore, it is strongly recommended that you purchase a termly or annual pass while space remains available.”

If you have any concerns or problems with transport arrangements, please contact Anne Smith on admissions@aessex.co.uk and we will liaise with travel companies and support where we can.

Study Club/Library will operate a service before and after school from 8-8.55 and 3.30 -5pm (4.30 on a Friday). Parents will need to register students and give consent for them to be in this additional bubble. If you are in Years 8-11 and have already registered, this will stand and we assume your child’s attendance here is an acceptance of your child attending a mixed bubble activity. Year 7 parents need to complete and return the registration form in your welcome packs. This can also be found on our website. Each Year group will also have access to the library on certain days of the week. The library will not be open at break-time, allowing for enhanced cleaning between sessions. Students will be briefed on the protocols for using the resources in here safely by their tutors.

Attendance: The government has been clear that all students are expected to attend school from September, unless they are complying with clinical and/or public health advice. Attendance will be compulsory and the school is expected to record attendance and challenge unauthorised absence in the usual ways. It is important, therefore, that you talk to us if you have any concerns in this regard. For students who were previously shielding or clinically vulnerable, Tutors, Year leaders and Senior Staff can meet with them individually to discuss how we can help them mitigate any increased risk, reassuring them about the protective measures in place and draw up an agreed individual risk assessment with you. If you have specific concerns about this, please contact us and have a conversation as we have already had many conversations and have been able to manage specific needs and both parents and students have left the meeting more confident about returning to school having been reassured.

Managing Sickness: No child should attend school if they are sick or show possible Covid 19 symptoms and any student showing symptoms in school will be isolated and parents required to collect them as soon as possible. These include:-

- New and continuous cough
- High temperature
- Loss or change of senses (smell or taste)

Please have arrangements in place so that your child can be collected promptly should the need arise. Should your child present with symptoms, you will need to arrange a test and inform the school immediately if a positive result is received, as this will enable us to track all close contacts. If a member of your household tests positive your child should not return to school for a period of 14 days after the positive result is received. Any student who develops symptoms during the school day will be isolated in our Sanctuary at the front of

the school and supervised by staff wearing PPE. They will be sent home to self-isolate and we will ask that they arrange a test.

Infection Control Measures:

If a positive test result is received by a member of our school community, all members of staff and students who have had close contact with the confirmed case will need to be contacted and told to self-isolate for 14 days. The identification of the infected person will not be disclosed but those affected will be contacted. If you need to self-isolate, you need to follow the advice at <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>. You will need to stay at home for at least 10 days from the onset of symptoms and only return to school if they are symptom free, other than a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

In the event any students or staff need to self-isolate because they have come into contact with someone who has tested positive, you will be informed and advised to self-isolate for a period of 14 days. The identification of the infected person will not be disclosed. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation
- unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual · travelling in a small vehicle, like a car, with an infected person

Track and Trace: All staff and students who have received a positive test result must be willing to provide details of anyone they have been in close contact with whilst in school and if asked to do so, they must cooperate with NHS Test and Trace.

If the school becomes aware of a confirmed case of Covid 19, we will contact the Local Health Protection Team; The team will also contact the school directly if they have been informed a member of staff or a student has come into contact with a confirmed case. They will provide definitive advice about who should self-isolate. The school will keep detailed records of staff and student bubbles, seating plans and close contacts to support a swift reaction to a call.

To contain an outbreak, the Local Health Protection Team will also be informed if 2 or more confirmed cases are recorded within a 14-day period or if there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The school will work with the Local Health Protection Team (HPT) and follow their advice. In some cases, the HPT may recommend a larger group of students/staff are sent home as a precautionary measure. Where an outbreak is suspected, a mobile testing unit may be dispatched to the school, focusing first on the person's class, then Year group, then whole school if necessary

Infection Control Measures:

We will continue with our enhanced cleaning programme and the promotion of good hand and respiratory hygiene. There will be hand sanitiser stations around the school and in all classrooms along with tissues, wipes and bins for disposal. Students will be expected to cleanse their hands using the hand sanitiser on entry to the school, on entry and exit from every classroom, before using the dining facilities

Face Masks: Students and staff have the option of wearing a plain navy, pale blue, black or white face covering to school. This is not essential for our risk assessment but we realise that some students and staff may be anxious and would feel more comfortable wearing a face covering. Medical Support/ First Aiders, SEND staff providing intimate care or close classroom support and catering staff will wear PPE. Students will receive guidance about how to wear and dispose of these safely if they take this option and this is also published as an appendix to our Behaviour Addendum.

Further guidance can be found at The guidance is here: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>. We are aware this topic is gaining a lot of media attention this week, as a result of Scotland's decision to make wearing masks compulsory in corridors and shared spaces in school. Should the guidance change this week, we will update you again.

Managing Student Behaviour

It is imperative that students comply with the expectations laid down in our Behaviour Policy and specifically, in relation to complying with protective measures to protect the health and well-being of our staff and students during this pandemic. An addendum to the Behaviour Policy has been written to make these expectations more explicit. This is attached for your reference. The students will also receive a short summary version of this called "The Student Protocol" and you have received an adapted "Anglo Agreement" which will be on display in every classroom, along with posters which promote good hygiene practices.

We cannot tolerate any behaviour which compromises the safety and well-being of our staff and students and sanctions will be applied for breaches of these codes of conduct. Where students are being obviously defiant and refusing to comply with protective measures in place to protect lives, we will remove students from the learning environment and serious cases could result in a fixed term exclusion. In these cases, we will expect parents to collect their child from school and be present for the reintegration meeting, where expectations for their return will be made very clear. We have applied this policy when working with our Year 10 and Lower Sixth Students during their recent return to school and we were very proud to say that their behaviour was exemplary and they sustained a safe working environment for us all.

Supporting Students Health and Well-Being: A lot of consideration has been given to supporting vulnerable students who have experienced trauma, bereavement, illness or have heightened anxiety as they return to school in September. We have already had extended conversations with many families about how best to support these students and will have a period of further assessment on our return to school. Our curriculum provision has been enhanced to provide opportunities to teach students strategies for keeping themselves healthy, forming positive, healthy and supportive relationships and dealing with stress, workload and anxiety. We will also be supported by external services such as our counselling service and Headroom, who are trained psychotherapists and counsellors who will be in school during our third week back to deliver well-being and mindfulness programmes and then develop bespoke programmes of support for our students.

In addition, we would like to draw your attention to the "**See Hear Respond**" Service. This service is designed for students, who, because of COVID-19 or wider problems are struggling and would benefit from some immediate help in the short term. The aim is to provide short-term wrap around support to help de-escalate issues and support children with re-integration to education or sign-post them to agencies where their support needs can be met in the longer term.

The support will be delivered both by Barnardo's services and other national and local delivery partners who have been assessed in terms of suitability to provide such support. These partners include large charities such as The Children's Society and Action for Children and smaller local charities who are well respected

in local communities. The free phone number is available for children and families who wish to self-refer or they can fill out a self-referral online form: Free phone: 0800 157 7015. Online self-referral: <https://www.barnardos.org.uk/see-hear-respond>

Communication: We will continue to provide a weekly bulletin to parents which will be sent via In Touch and flagged on all school social media (Website, Twitter, Facebook and Instagram) Please make sure you check these e-mails and follow us. If you can like, share and retweet, we'd be grateful, as it provides extra reminders for other parents you may be linked to. The guidance and legislation is changing frequently and we will endeavour to keep you abreast of any changes as soon as we have confirmation of such changes to policy or practice.

Meetings: We will not be inviting parents and other visitors onto school site until further notice; meetings will be conducted virtually or by telephone. Where essential meetings need to take place, where a virtual meeting is really not possible, this will happen by appointment only and will take place in a large office at the front of the school, with minimum participants, where social distancing can be in place. This will be in exceptional circumstances. We ask that parents do not leave their cars when dropping off students and do not arrive on school site without a prior appointment. We know that this is a difficult balance to achieve as we value face to face contact with our families but we hope you understand the necessity to enforce our protective measures at this point.

Our staff are working very hard to make sure everything is ready for next week so that students feel safe, secure and reassured in our new school environment. We will all get used to the "new normal" and we are really looking forward to seeing everyone learning on school site and working together to support each other.

In the meantime, enjoy the rest of the summer break.

Yours sincerely,

Mrs Gee and Mr Barrs
Headteachers