

25<sup>th</sup> August 2020



King Henry VIII Senior School  
Warwick Road  
Coventry  
CV3 6AQ

Headmaster: Philip Dearden  
BA (Hons), MA Ed

Dear Parents and Students,

I hope that you and your families are well. I would like to start by expressing my gratitude for your patience, whilst we have finalised the key details of how reopening will look here at King Henry's. We wanted to make sure that we gave you full information and detail, and not to send information in a piecemeal fashion.

We have been working hard to so that we can fully re-open safely in September and there is more about this below. Many staff have worked throughout the holiday to make sure everything is in place for the start of term or to deal with the examinations and I am very grateful to everyone who has contributed to this fantastic effort. It will feel very different next term, and in places be very frustrating, however we are all looking forward to having everyone back in school.

#### Exam Results

Whilst preparing for September it has been a challenging few weeks dealing with the chaos that was caused through how examination grades at GCSE and A Level have been awarded this year. The vast majority of students achieved grades that they deserved and are pleased with the results they received. The overall school results improved greatly at both GCSE and A Level, and we will share the results on our website when we are allowed to do so, with current HMC guidance requesting that grades are not publicised widely given the unusual circumstances as to how they were awarded this year.

We have spent a great deal of time supporting students over the last few weeks with their results and future options and I would like to thank Mrs Dowding and Mrs Pike for all their help during this time.

We are conscious of how these results will impact the students moving into Year 11 and Year 13 in the forthcoming academic year and we continue to work closely with HMC to ensure that these pupils are treated fairly.

#### Staffing changes

Mr Slack's departure has led to a restructure of the Senior Leadership Team, so Dr. Cuthbert and Mr Sewell will be joined by Mrs Dowding as an Acting Deputy Head. She will continue with her overall responsibility for the Sixth Form. We will also be joined by Mr Fitt, who alongside his substantive role as Director of Sport will also take up the position of Acting Assistant Head, Co-Curricular.

There will be two new members of staff who will be joining us from September. Firstly, I would like to welcome **Mrs Emma Bains**, who will lead Modern Foreign Language as Head of Department, as Mr Anson-O'Connell steps aside after many years of dedicated service. She joins us from Foxford

School where she was Director of Teaching and Learning Languages. She brings her expertise in Spanish and French, having also taught in Canada, France and Spain during her career.

I am delighted to announce that Dr Coull had a baby girl in July. Both mum and baby are doing well. Whilst she is on maternity leave we will welcome **Mr Simon Westmancoat** back to King Henry's to re-join our Music department. Mr Westmancoat previously taught Music here, but left to pursue a career in aviation.

To support the PE and Games Departments, our Sports Apprentice will be a familiar face in Miss Anna Hopley, who has just completed Year 13. Whilst in Drama our new apprentice will be Miss Vicky Basterfield, who will support Miss Spring.

I'm sure you will welcome them all into our community and make them feel at home.

Now onto the small matter of reopening...

### **Re-opening**

We have been working through the holidays since the start of July to ensure that we are ready for the start of term. There is a school-wide risk assessment, which you are able to read in full by visiting by clicking on this [link](#). Please note this is a dynamic document and is being updated on a regular basis. The majority of elements and processes are in place, although I will be continuing to add to it over the forthcoming weeks.

The risk assessment has been written following the Department for Education guidance, which can be read [here](#).

There are separate risk assessments for practical subjects such as Design Technology, Art, Music, Drama, Sciences and Sport and teachers in these departments will explain procedures when students return.

I've outlined the key elements of our reopening below and we will follow this up with a year group specific document at the end of this week, which we would ask that you sit down and talk through with your son/daughter.

### **Risk and Infection**

The risk to young people from Covid-19 is very low; however, it is important that we all follow these rules to reduce the spread of the virus within our community. The impact of not following the rules is that it could put vulnerable friends and family at risk and will increase the chance of further local restrictions. At times, all of us will find some of the rules frustrating, for example, pupils will be restricted from where they can go during their free time and staff will have more duties outside lesson time. We all need to remember that we are doing this because it is the right thing to do and for the benefit of everyone. I am sure you will understand that the rest of this letter needs to make clear what needs to happen and I hope it reassures you about the actions we are taking to keep everyone safe.

Not surprisingly the rules focus on reducing the chance of becoming infected and, if someone has the virus, reducing the chance of further spread. It is important that no one attends school who is showing any of the symptoms of Covid-19. These are:

- A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).

- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

If your child has any of these symptoms, you must get them tested as soon as possible. There are two available testing facilities in Coventry at the Ricoh Arena and closer to school underneath the ring road. They then must stay at home and you should not have visitors until you get the test result. Anyone in the family or support bubble must also stay at home until you get the result.

Pupils should self-isolate for at least 10 days if:

- They have symptoms of Covid-19 and have tested positive, had an unclear result or did not have a test.
- They have tested positive but have not had symptoms.

If they have symptoms, the 10 days starts from when they started having symptoms. If they have not had symptoms, the 10 days starts from when they had the test. If they get symptoms after the test, they need to self-isolate for a further 10 days from when symptoms start.

Self-isolation can end after 10 days if either:

- They do not have any symptoms.
- They just have a cough or changes to their sense of smell or taste – these can last for weeks after the infection has gone.

If you have been told your son or daughter has been in close contact with a person who has Covid-19:

- They should stay at home (self-isolate) for 14 days from the day you they were last in contact with the person – it can take up to 14 days for symptoms to appear.
- They should not leave your home for any reason.
- Do not have visitors in your home, including friends and family – except for essential care.
- Try to avoid contact with others in the house as much as possible.
- Others in the accommodation do not need to self-isolate if they do not have symptoms.

Our school nurse is also available to advise and support if necessary.

If your son or daughter develops any of the main symptoms during the school day, they must immediately report to the school nurse. They will be held in isolation until you are able to pick them up to get tested. While we will follow all the necessary protocols and the nurses will wear PPE, we will, of course, be as reassuring as possible.

If you have travelled abroad during the summer, you must follow the Government's guidance for quarantining. As you know, this is an evolving situation, so if you have been abroad within the last 14 days before we return, please check the current guidance.

### Absence

We expect that these rules mean that there will be a greater level of absence from school during this term, especially as some of the seasonal viruses start appearing, causing similar symptoms to Covid-19. If your son or daughter is away from school for three days or more, we will provide work for them to do. In many cases, this will be via Teams and may mean they can attend lessons remotely. If this is the case, we will have protocols in place to make sure pupils and staff are safeguarded.

Mr Sewell will write separately about this. This provision, however, does not mean that pupils can choose if they come into school! We expect everyone to attend school as normal. In general the shielding of vulnerable and extremely vulnerable people has come to an end, however, we recommend that you liaise with your GP and receive medical advice if you have any concerns in this regard. There may also be local lockdowns, although my understanding is that schools will be one of the last areas to be closed.

As you can imagine, all staff will also need to follow these rules and therefore there may be times this term when a member of staff is self-isolating and delivering work remotely for pupils in school. They will still be supervised appropriately in the classroom! Since we need to wait 48 hours before marking work on paper, there is likely to be less work marked in exercise books and more feedback given in lessons or via Teams.

### Handwashing and Sanitising

Everyone must wash or sanitise their hands frequently. When pupils arrive in school, they should wash their hands for at least 20 seconds. This should also happen before eating and we have installed additional toilet and washing facilities. There are hand sanitiser stations fitted throughout the School and these should be used every time a pupil changes room. We will also encourage all pupils to follow the 'catch it, bin it, kill it' protocol and we have put a lidded bin in every classroom, along with wipes and appropriate cleaning products.

### Start and Finish times

The gates will open at the normal time in the morning and school finishes at the usual time (4pm). We will dismiss Year 7 and Year 8 pupils slightly early, at 3.50pm, to avoid too much congestion at the gates.

Each year will have their own designated entrance and exit. I realise this may mean some inconvenience for pick-up and drop-off but this minimises contact between year group bubbles.

- Spencer Road Entrance                      Y7, Y10, Y11
- Crescent Entrance                            Y8, Y9, Y12, Y13

### Year Group Bubbles

All pupils will be taught in 'Year Group Bubbles' meaning that they will have no contact with pupils from other year groups to avoid any spread across the school. We have set up year group zones in the different sections of the school, where pupils will have all of their lessons, meaning teachers will go to the different zones to teach lessons.

Year 12 will be based in the SFC for lessons and study, along with specific Y12 teaching rooms on the main site. Year 13 will be based in the Lecture Rooms for study and will also have specific teaching rooms on the main site.

In Science, all year groups have been allocated one (or more) laboratory where they will go for science lessons. In other practical subjects, that is Art, Music, Drama, Design Technology, Food Preparation, PE and Games pupils will go to those departments for their lessons.

We will operate a one-way system around the main school building, this will be marked clearly, with practical subjects operating separate entrances and waiting zones.

## Classrooms

Classrooms have been setup following government guidance with all pupils sat in rows facing towards the board. We have also created a 2m zone at the front of the classroom where the teacher will be based. All pupils will receive a mini-whiteboard and pen on the first day to help overcome the issue of teachers not being able to move around school.

## Break Time and Lunchtime

We will operate a staggered break and lunch, to allow all pupils to have the opportunity to go to the dining room and have some social time outside.

The hall and dining room, will be divided up into three zones, allowing us to have three year groups seated and eating at break/lunch. We are introducing a third serving point in the hall to allow us to do this. Equally, there will be three outside zones where pupils will be able to go for social time.

### Break Schedule

Y7	Break	p2 10.20 – 11.10
Y8	Break	p2 10.20 – 11.10
Y9	Break	p2 10.20 – 11.10
Y10	p2 9.55 – 10.45	Break
Y11	p2 9.55 – 10.45	Break
Y12	p2 9.55 – 10.45	Break
Y13	p2 9.55 – 10.45	Break

### Lunch Schedule

	12.55pm – 1.25pm	1.25pm – 1.35pm	1.35pm – 2.15pm
Y7	Lunch – Zone B	Hall Cleaning	Outdoor Time Zone 2
Y8	Lunch – Zone A	Dining Room Cleaning	Outdoor Time Zone 1
Y9	Lunch – Zone C	Managed Transition for Year groups to different areas	Outdoor Time Zone 3
Y10	Outdoor Time Zone 2		Lunch – Zone B
Y11	Outdoor Time Zone 3		Lunch – Zone C
	Sixth Form also have off-site option		
Y12	SFC	SFC	SFC
Y13	Lecture Rooms/Eat or Off-Site		Lunch – Zone A/ Eat or Off-Site

## Toilets

Each year group will have their own designated toilets. Only Year 8 and Year 10 will share toilet and there will be minimised contact between the groups as they have their own separate break and lunch schedules. In the mornings a duty member of staff will support social distancing and additional cleaning will take place.

- New Car Park Toilets                      Year 7
- Swimming Pool Toilets                      Year 11
- Hall Foyer Toilets                              Year 9
- Main Toilets                                      Year 8 and Year 10
- SFC Toilets                                      Year 12
- Sports Hall Toilets                              Year 13

## School Transport

The Foundation Office will contact you separately about school transport. This will still run, although we will need to be stricter about who uses the service. Anyone using school (or public) transport must wear a face covering unless they have medical reasons not to do so. There will also be hand sanitiser available on each vehicle. Face coverings do not need to be worn on the bus to the games field since only pupils from the same bubble will be travelling on it. Any questions about transport should be directed to the Foundation Office.

## Face Masks and Coverings

Face coverings are currently not considered necessary in school, since pupils will only be in close contact with others in their bubble. However, any pupil (or member of staff) who wishes to wear one will not be prevented from doing so.

## Uniform

Pupils should wear normal school uniform except on days when they have PE or games, when instead they should wear their PE kit. The DfE guidelines say that clothes do not need to be washed any more often than normal.

## Catering

I have attached information from Holroyd Howe, our caterers, giving you more information about some of the actions they are taking to keep people safe. While we hope to provide a full catering service, there may be a slightly reduced choice of food at certain times.

## Aftercare

Aftercare supervision will take place in the Hall until 5.30pm. We will be asking parents to book in advance, to ensure we have sufficient space. We will share details of the booking system through the year group letters at the end of the week. We will enforce social distancing during this period since there will be a mixture of bubbles. Unfortunately, this means that there will be no access to computers although we hope to be able to review this once we have started back.

## Sport and Co-Curricular Provision

Currently there is a lack of clarity from the Government regarding school sport. You may have heard that some sports are resuming competitive fixtures, however the DfE are currently saying that there must be no contact sport in schools. Along with all other HMC schools, we are urgently trying to get

clarification about this. We will still be running PE and games and if fixtures are difficult, we are planning on running some Saturday sport. There will be squad training sessions when we will follow the National Governing Body guidance for returning to sport.

We expect to run co-curricular activities this term. These will either be within year group bubbles or following social distance guidelines. Initially our focus will be on returning to school safely so please do not expect these to start immediately. We all have many new rules to learn and follow.

#### Visitors

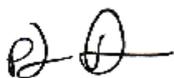
We have been asked to restrict the number of visitors on site. This means that you should make an appointment if you wish to meet with one of us. These appointments will take place after the end of the school day and may happen over Teams or Zoom.

I realise this is a lot of information to take in, which is why we will follow up with specific year group guidance at the end of this week. We will also send out our school calendar which I'm sure you'll appreciate is also quite dynamic.

Thank you for your continuing support and for all of the positive comments about the School and teaching and learning that we have received during the lockdown period and through the holidays. We shared these comments with our teachers and support staff and they were greatly appreciated.

We are immensely looking forward to having everyone back with us and although School will feel different this term I am confident that together we can significantly reduce the risk of infection while still enjoying many of the great things about studying and working at Henry's.

Yours sincerely,



Mr P Dearden  
Headmaster