



KING JAMES'S SCHOOL

KNARESBOROUGH

9th June 2020

Dear Parents/Carers,

I wrote to you last week (4th June) to explain that from the 15th June we would be ready for some face-to-face contact in school for Years 10 and 12. This letter explains in more detail how this will work.

Year 12 will have access to most of their lessons. This broadly follows their timetable but there are some variations where we have put lessons together, or where we have to reduce numbers in school. The temporary timetable, showing what lessons are available will be available on My Child at School. You will be notified later this week, when this is ready to view.

Some teachers are still shielding, or have Covid-19 related family commitments, so not all are available. If there are any last minute changes to the timetable we will send a text. Distance learning is still an integral part of the delivery to Year 12 and they should continue with this.

Year 12 should only come into school for lessons where they have them. At other times they should be off site. Year 12 should enter the school at the entrance nearest to the sixth form, and go straight to their allocated classroom for their lesson. If students have transport difficulties and need to stay for a full day there will be some limited study space available in the food court & outside area.

Year 10. We have been advised that we should only have one quarter of Year 10 in school at any one time. Distance learning remains in place and should continue. We are able to bring in one quarter of Year 10 to have a morning of English and Maths, running over four days. This begins on Thursday 18th June. There will be a separate letter telling pupils which day they should attend; this will come out later this week.

With the exception of those arriving on school buses, Year 10 should arrive at school no earlier than 8.40am and no later than 8.55am. They should enter by the gate into the car park outside S1. Staff will be available to meet and greet and then they should then go straight to their designated classroom. The first lesson starts at 9.00am. Pupils will be taught in small groups and they will be based in the same classroom all morning. They will leave school at 12.30pm. They should bring their own snacks and drinks for a morning break. There are no catering facilities available at break time.

Attendance: We recognise that there may be some anxiety about returning to school. For some families a return to school is not possible because of continued Covid-19 shielding. For this reason online learning continues. If a pupil is unable to attend we would like you to email covid19attendance@king-james.co.uk with the name of the pupil and the reason for non-attendance. This will allow us to monitor attendance and keep a record.

Health and Safety Information: The comprehensive risk assessment for the return to school will be available on the Covid-19 section of our website from Wednesday 10th June. There is a short video to watch. This explains some of the basic hygiene and social distancing measures that we have put in place. <http://www.king-james.co.uk/parents-students/covid-19.html>

Uniform: All pupils should wear their uniform. We will adopt the ‘summer uniform’ dress code so there is no need to wear blazers or jumpers.

Lunchtime: Year 10 will be leaving at 12.30pm so the lunch service is for Year 12 only. We will have a limited ‘grab and go’ operation served in the main Food Court for any students that may be on site all day and eligible for free school meals. Socially distanced seating will be in operation.

School Transport: For students who get transport provided by the local authority, there is more information here: <https://www.northyorks.gov.uk/schools-and-childrens-services-during-coronavirus-covid-19#transport>

You will see from this link that there is a booking system for school transport and that the deadlines for requesting transport are a week in advance. Please note that this service is only offered from 22nd June so it will be necessary to make personal transport arrangements for the week commencing 15th June.

Public Transport: If pupils are using public transport to get to school you are strongly advised to check the websites of the bus companies for timetables and the information about the use of facemasks on public transport. An example of the latest information from Transdev is here: https://www.transdevbus.co.uk/_/coronavirus

Equipment: Pupils will not be able to share equipment so they should ensure that they are fully equipped for their lessons.

Behaviour Expectations:

Conduct to and from school. Pupils should set a good example on the way to and from school and follow all of the current guidelines for social distancing in public. They should not congregate in groups before and after school. This will seriously undermine the effectiveness of what we are trying to do in school.

It should be obvious that there are high expectations in terms of conduct in school. Any pupil who is unable to follow the expectations below will have their invitation to come into school reviewed and possibly removed.

This code of conduct outlines the expectations of behaviour during this period to protect everyone’s safety. These rules must be followed every time that you are in school, and all the time that you are in school.

1. Always keep your distance from others – 2 metre points are indicated in every corridor. Always follow them.
2. Enter and exit the school at the designated area for you depending on your year group.
3. All pupils are to follow the instructions of their teachers immediately – into consequences or not.
4. Students are required to sit in the designated places set by the teacher and remain 2 metres apart.
5. Be hygienic:
 - Ensure that you wash your hands regularly and for 20 seconds
 - Use the anti-bacterial gel on entry and exit of school and before eating.
 - If you feel the need to cough or sneeze please do so into a tissue and then place it in the bin. If this is not possible then into your elbow.
6. Avoid touching your face and equipment that you do not need to use.
7. Behave in a calm, orderly and safe manner.
8. You must bring and use your own equipment – do not borrow from others.

9. Stay in your allocated area. Do not go out of bounds or into areas that have not been designated for you including toilets, classrooms and outside areas.
10. Don't wait for friends after school and form large groups.

I hope that pupils are looking forward to this opportunity to have some face-to-face contact with their teachers. It will feel very far away from normality at the moment but, hopefully, it is one small step back towards school.

If you have any questions please do email us and we will pass on your enquiry to the most appropriate member of staff.

Yours sincerely,



Mr CA Sugden
Headteacher