



KING JAMES'S SCHOOL

KNARESBOROUGH

14th July 2020

Revised 4th September 2020

Dear Parents/Carers,

I'd like to begin this letter by thanking you all for the support you have given us over the past few months. We have all found the disconnection with school difficult and are now really looking forward to getting our community back together again in September.

As we prepare the school for the return of all students, we thought you may find it helpful to have some information in advance, so that it will help make those first few days back run as smooth as possible. Our primary aim is for all staff and students to return to a safe environment where we can all get back into the rhythm of learning again. This letter will outline the key areas of our planning for September.

Health & Safety:

A range of rigorous health and safety risk assessments have been undertaken to protect students, staff and vulnerable groups. This has included where necessary separate subjects, individual and specific risk assessments.

Hand washing and hand sanitising facilities are available all around school. These are set up for when students come into school, along with entering and leaving lessons.

Reducing Mixing Between Year Groups:

In order to minimise mixing, we are aiming for students to remain within their year groups as much as possible. This will involve each year group having a designated entry/exit point into school, own toilets and their own social spaces for the start of the day, break time and lunch. These are outlined below: (Please note these are for the new year groups in September)

Year Group	Entrance/ exit to school	Social space	Entrance / exit to social space	Toilets	Outside space
7	S1 Car park	Challoner Hall	CH Fire escape doors	Tetra Toilets	Top Field
8	Cemetery Lane	Girls Gym	Front entrance of the Sports Hall	Airedale	Middle Field
9	Cemetery Lane	Sports Hall	Fire doors of the Sports Hall	Sports Hall	Bottom Courts
10	S1 Car park	Dining Room	Student Services doors	Wharfedale	Top Courts
11	Sixth Form	S1	Swaledale Lockers	Swaledale	Quad

On entering school all students in the first instance need to report to their social space. There will be a one-way system that all students must follow when they are around school. This is clearly marked and staff will be around site to assist students in the first few days. For the first half-term, the locker areas will be closed off so that the movement around school is not interrupted and to prevent students gathering during unstructured times. As with all our measures this will be reviewed when guidelines allow.

The school start and finish times will remain the same for all students, although we have amended slightly the actual lesson times to build in movement time for students to travel from one lesson to the next. This is outlined below and we would really appreciate it if you would share this with your child:

8:45-9:00. Form time/assembly. All students to meet in their allocated year spaces.

9:05-10:05. Lesson 1

10:10-11:10. Lesson 2

11:10-11:25. Break. All students to meet in their allocated year spaces. Modified selection of food/drink will be available.

11:30-12:30. Lesson 3

12:30-1:05. Lunch. All students to meet in their allocated year spaces. Modified selection of food/drink will be available.

1:10-2:10. Lesson 4

2:15-3:15. Lesson 5

Food Arrangements Break/Lunch:

From September we will serving food to each year group bubble in their social space. A limited morning break offer will be available. At lunch we will start off by having a rice and pasta bar with different sauces along with an extensive range of sandwiches, desserts and drinks. We will continue to offer a variety of meal deals. As far as possible, food products will be individually wrapped. Hand sanitiser must be used when purchasing food and the area will be supervised to ensure no overcrowding. Staff will adhere to strict social distancing rules and all the servers and till points will be protected by screens.

We will issue all students with a card which is linked to your Parent Pay account to ensure a contactless experience. We would request that all accounts are topped up online where possible. A machine where money can be added to the account using the card will be available, but does not offer change. No money can be accepted in the Finance Office directly. The cards are required for every transaction and will cost £1 to replace.

We would request and will reinforce that there must not be any sharing of food and drink by students. If you have any questions or any specific dietary requests please contact bite2eat@king-james.n-yorks.sch.uk

Cleaning:

A new cleaning schedule has been implemented to increase the frequency of cleaning corridors and classrooms. Linked to this, chewing gum is not allowed in school. Please could you also ensure your child has their own stationery resources for the day to prevent any sharing.

Face Coverings:

In line with the guidance released last week we will be advising the use of face coverings in the areas of school such as corridors where there will be higher concentrations of pupils. At the time of

updating this letter we are still working through the practicalities of this policy. We want to see how it has worked in schools that have returned to school this week and what problems they have faced. We will make expectations and exemptions clear before all students are due back on Wednesday 9th September.

Transport:

The Local Authority provide free school transport to the catchment school or nearest school to your home if it is over the walking distances set out by law.

Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated school transport. The approach to dedicated school transport will align as far as possible with the principles underpinning the system of hygiene and distancing controls.

The school does not have direct responsibility for school transport. For more information or questions please go to:

<https://www.northyorks.gov.uk/school-transport-reception-year-11-children>

Wider public transport

In some areas, pupils make use of the wider public transport system, particularly public buses. We expect that public transport capacity will continue to be constrained in the autumn term. We would recommend use of busses is kept to an absolute minimum and encourage our parents, staff and pupils to walk or cycle to school if at all possible.

Families using public transport should refer to the [safer travel guidance for passengers](#).

Expectations Evenings:

Traditionally these have taken place for the parents of all students on a different evening for each year group. Our intention is for these still to take place within the first few weeks of the new term in September, but they will be done remotely via Zoom. Further information on this will follow.

Although the majority of this letter was written when we began making plans back in July you will find here the most up to date government guidance that are working to:

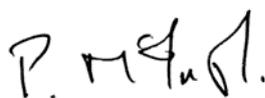
<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Many thanks again in advance of your continued support. We are looking forward to welcoming all of your students back into school.

Yours sincerely,



Mr CA Sugden
Headteacher



Mr P McIntosh
Deputy Head