



Harrow Way Community School

Learning for life, success for all

Headteacher: Mr M Serridge, MA

Harrow Way | Andover | Hampshire | SP10 3RH

adminoffice@harrowway.hants.sch.uk

01264 364533

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Dear Parent/Carer

Important Information - Start of Term

Following my letter last week, I just wanted to remind you of the arrangements for next week. The government has published updated guidance for schools in line with Step 4 of the roadmap out of lockdown. This guidance will apply to schools from September 2021. Many of the restrictions we have become used to this year have been removed, but some precautions still remain in place. In this letter I will update you on the arrangements we will have in place next year and in particular the arrangements for the return to school in September 2021. I would ask you to go through the contents of the letter with your son/ daughter before the start of term.

Arrangements for the academic year 2021-22

Our guiding principle in designing our processes for 2021-22 is to return to as close to “normal” as possible. We are retaining a number of sensible safety precautions where they enhance our provision.

- **Monday 6th September 8.45 am – Year 7 Students and Year 11 Senior Prefects only**
- **Tuesday 7th September 8.45 am – All Year Groups**

Mixing and “bubbles”

Keeping students in year group or classroom bubbles to reduce mixing is no longer a requirement. We will however minimise year groups mixing as this seems prudent. We will also continue with separate year group social areas, and separate food serveries for each year group, to reduce overcrowding and ensure effective supervision and management of students at social times. Details of these social areas and food serveries will be provided to students on the first day back.



Control measures in school

- **Face coverings:** face coverings will no longer be required at any time in school or on home to school transport. Any student who wishes to continue to wear a face covering at any time will be permitted to do so.
- **Hygiene:** we will continue to provide hand sanitiser dispensers in every classroom, and encourage students to follow the “catch it, bin it, kill it” approach if they cough or sneeze.
- **Cleaning:** we will be continuing with an enhanced cleaning programme, including regular cleaning of touch points including door handles and light switches through the day. This is good for the general health of the school, reducing the spread of many infections, not just COVID-19.
- **Ventilation:** we will be continuing to ventilate all our buildings to their full capacity to improve fresh airflow. All rooms will have doors and windows open as much as possible.

Uniform

As detailed in my letter of 26th June, we are returning to our “normal” uniform arrangements from September 2021. Students will need to attend in full School uniform. Full details of the uniform arrangements can be found on the website on our uniform guidance pages.

Jewellery - The wearing of jewellery is not permitted, with the exception of watches and a small ear stud (no more than one per ear lobe). No other facial or body jewellery is allowed. Facial piercings are unacceptable, clear piercings or wearing a plaster over a nose stud are not acceptable. Students and parents should be aware that if we feel that the amount or nature of jewellery worn by a student is inappropriate or unreasonable, they will be expected to remove it.

Hair and Make-up - Extreme styles are not acceptable. Make-up, if worn, should be discreet and appropriate for a school environment. Only clear nail varnish can be worn. Absolutely no nail extensions, false nails or coloured polishes are acceptable. False eyelashes are likewise not allowed. Where prohibited items are worn, students will be expected to remove them.

PE Kit

Students will resume changing into PE kits at the start of PE lessons in September. This is because of the hygiene concerns around teenagers remaining in PE kit all day. If students have PE period 1 and work up a sweat (as they should), or if it’s raining and they get wet or muddy, it would be unhygienic and unhealthy for them to remain in PE kit for the rest of the day.

On arrival

As last year students must not arrive on site before 8.30 am unless previously arranged. Students must wait on the tennis courts if on the school site before 8.40am. (NB - On Monday Year 7 students will enter school via the main reception.)

Behaviour

During assemblies in the first week, I will be reminding our students of the expectations around:

Mobile phones: If mobile phones are brought into school they are the responsibility of the student. They must remain out of sight (in bags) and switched off during school hours, including break and lunchtime.

Punctuality: we expect all students to be at their classroom punctually, ready to learn as soon as the bell has sounded after break and lunch.

Refinements to the Behaviour Policy - We are very proud of our school community and how they have adapted to such a turbulent 18 months. We hope that in September, we will have a sense of normality that will allow us to focus on catching up on the time we have missed. Time in lessons with a subject specialist with no disruption is the best way to support students' progress.

Over the past three months, we have been reviewing our behaviour policy, and we have listened to staff and students to shape what we feel will ensure disruption-free learning. The new behaviour policy will start when we return in September. We will ensure that staff and students are familiar with the changes within the first week of being back. I wanted to let parents know our plans before September so you can support us with the aim of disruption-free learning.

We are keeping the main elements of our consequence system, but we will have a plan to remove students from lessons who are preventing the learning for others. Students who get to a C3 (C1 first Warning, C2 second warning, C3 removed from the lesson) during a lesson will be taken to our protected learning room, where they will continue to access learning while being supervised by a member of senior staff. We will inform parents via a phone call and email that their child has received a protected learning detention, and the student will be expected to attend a 30-minute detention in the protected learning room on that day. If the student does not attend, they will be expected to complete an hour's detention after school in the protected learning room the following day.

The majority of students behave impeccably in lessons, so this will not often happen. I hope that you can see that this change is needed to ensure that we focus on learning after a very disruptive period of time.

Attendance

School attendance is mandatory for all students of compulsory school age and it remains our priority to ensure that as many children as possible regularly attend school. We expect all students to have 100% attendance; we classify "good" attendance as 95% or better. We know that good attendance leads to better outcomes.

Important - As is currently the case, anyone showing any of the symptoms of COVID-19 (however mild) should not attend school. They should self-isolate and book a PCR test as soon as possible. Any student displaying any of the symptoms of COVID-19 in school will be sent home to self-isolate and book a PCR test.

3 symptoms of COVID-19

- 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

Cases of COVID-19 in school

As is currently the case, anyone showing any of the symptoms of COVID-19 (however mild) should not attend school. They should self-isolate and book a PCR test as soon as possible. Any student displaying any of the symptoms of COVID-19 in school will be sent home to self-isolate and book a PCR test.

Please remember that lateral flow tests are not designed for people with symptoms. If you have symptoms, you must book a PCR test.

Contact tracing and isolation

Under the previous guidance, schools identified close contacts of any confirmed cases of COVID-19 and sent them home to self-isolate for ten days. This sometimes involved a few close contacts, sometimes entire classes, and even, on occasion, whole year groups. This system has been scrapped over the summer.

From September, NHS Test and Trace will take over the full responsibility for contact tracing. This means that we will no longer send home close contacts of confirmed cases, unless instructed to do so by NHS Test and Trace.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons.

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. They do not need to isolate while awaiting the PCR test. We would encourage all individuals to take a PCR test if advised to do so.

We will continue to provide remote education to any student required to self-isolate with a positive test for COVID-19. Contact isolations are likely to be short, as PCR test results are usually returned within 24 hours, so we expect the disruption caused by these isolations to be minimal.

Visitors

We will be able to hold pre-arranged face-to-face meetings with parents and visitors from September onwards, where required. We will continue to offer phone calls and/or Google Meet conferencing as an option, as many families find these more convenient. However, please remember that all parent meetings must be pre-booked by appointment so that staff are prepared for the conversations, and so the meeting can be held at a mutually convenient time. Please see our communication policy ([link](#))

Testing

Home testing will resume for the month of September 2021. The programme will be reviewed by the government at the end of September, and we will provide a further update then. We will send further details out next week.

Undoubtedly, the new academic year will be different to previous ones and will bring with it fresh challenges, but I hope it will be a successful one for our school community.

Thank you for your continued support.

Yours sincerely

A handwritten signature in black ink that reads "M J Serridge". The letters are cursive and slightly slanted to the right.

M J SERRIDGE
Headteacher

