

Leytonstone School

Great things will grow

Head Teacher: Ms Jessica McQuaid

Friday, 17 July 2020

Re: September 2020 opening

Dear Parents and Carers,

Thank you for your patience in waiting to find out more about the school's plan to re-open to all pupils from September 2020.

The information which follows will be shared a number of times before September in order to ensure that you are clear about how things will work. We will also be scheduling a Zoom video meeting on **Wednesday 22nd July at 5pm** in order for you to have a chance to ask any questions about the school's plan. The link for this meeting is below:

<https://us02web.zoom.us/j/85285812208?pwd=RkVldzhEelk1Z290MGFHUFdMcDZxUT09>

Meeting ID: 852 8581 2208

Password: 2AUruP

The school will remain operational throughout the summer break and members of the administrative team will also be on hand to answer your questions.

Please keep this information safe as you are likely to need to refer to it more than once.

Please be reminded that the school will no longer close to pupils at 1:50pm on Wednesday afternoons.

Wishing you and your families a restful summer break,

Jessica McQuaid

Head Teacher



September start dates:

Year 7 – Thursday 3rd September 1:30pm

Year 8 – Thursday 10th September 9:00am

Year 9 – Thursday 10th September 8:30am

Year 10 – Wednesday 9th September 9:00am

Year 11 – Tuesday 8th September 8:30am

Engaging preparatory exercises will be available on google classrooms for pupils in Year 8 and 9.



Pupil entry and exit points:

Year 7/8 – Main gate on Colworth Road

Year 9 – Black gate on Forest Road

Year 10/11 – Gate behind the sports hall on Forest Road



Staggered school day – in line with DfE guidelines, we will be staggering the start and end of the school days for different year groups.

Years 7, 9 & 11 – **Group 1** – Must be on-site ready for an 8:40am start

Years 8 & 10 – **Group 2** – Must be on-site ready for a 9:00am start

The school day – Group 1

	Years 7, 9, 11
Registration	8:40 to 9:00
P1	9:00 - 9:50
P2	9:50 - 10:40
Break	(10:40-11:00)
P3	11:00 - 11:50
P4	11:50 - 12:40
Lunch	(12:40 - 13:20)
P5	12:40 - 14:10
P6	14:10 - 15:00
Dismissal	15:00

The school day – Group 2

Group 2	Years 8, 10
P1	9:00 - 9:50
P2	9:50 - 10:40
P3	10:40 - 11:30
Break	(11:30 - 11:50)
P4	11:50 - 12:40
P5	12:40 - 13:30
Lunch	(13:30 - 14:10)
P6	14:10 - 15:00
Registration	15:00 - 15:20



Enhanced hygiene routines – all pupils will either need to wash their hands or sanitise them before they enter the school building. The school has purchased handwashing stations which are situated outside of the school building. All classrooms and office spaces are also now equipped with hand sanitising pumps, disinfectant, tissues and lidded bins. Pupils will not be permitted to wear PPE on entry to the school site.



Teaching and learning zones

- Pupils have been assigned to particular zones in the school.
- Each zone has accessible toilets.
- Pupils will follow their normal timetable.
- Pupils will remain in their zones for the majority of the school day. Teachers will move to lessons; pupils will remain in their zones.
- Assemblies will be reconfigured and will take place remotely.
- Pupils will be taught in mixed attainment tutor groups for the majority of their curriculum at KS3. At KS4, pupils will be taught in tiered Maths and Science lessons.
- Staff will assist with duties at lesson changeover.
- Non-teaching members of SLT will also be on duty at each lesson changeover.
- **Specialist exceptions** are: PE, Computing, Drama (where possible) and Music (where possible)

Year 7 – Main building (ground)

Year 8 – Main building (1st floor)

Year 9 – Main building (ground and 1st floor rooms beyond the fire doors)

Year 10 – Practical building (1st floor)

Year 11 – Practical building (2nd and 3rd floor)



Break and lunch times:

Group 1

Year 7 – Small playground - Toilets = main building

Year 9 – Middle playground (incl. Basketball cage) - Toilets = outside new LRC

Year 11 – Bottom playground/grass (w/ access to MUGA + sports hall) - Toilets = restaurant

Group 2

Year 8 – Middle playground (incl. Basketball cage) - toilets = outside new LRC

Year 10 – Bottom playground/grass (w/ access to MUGA + sports hall) - toilets = restaurant

Wet Break:

Year 7 = Main hall

Year 8/9 = Restaurant

Year 10/11 = Sports hall

Break time:

Only cold food snacks will be served to pupils at break time (yoghurt, fruit, sandwiches etc)

Lunch time:

- All lunchtime food will be pre-ordered (during AM or PM registration) and must be prepaid.
- Menu choices will be limited to two hot options (vegetarian and meat) and one cold option.
- Food will be boxed in advance and brought the service points above.
- Parents will be informed well in advance of September about the importance of regularly topping up parentpay accounts.
- A timetable with precise times for when pupils need to collect their lunch will be published and circulated.



Remote learning

Google Classrooms will continue to be the platform used for independent and remote learning (homework). Content and tasks uploaded, will reflect the curriculum being taught in school.

Once school is in session, parents will be invited to join google classrooms to have access and oversight of the independent work pupils are being set.



Fire plans

All school fire plans to be updated. New congregation points to be agreed by 01/09

Medical point 1: Located inside the Sports Centre

Medical point 2: Located in the main building, behind the main hall.



Communication

Parent-friendly and pupil-friendly visual leaflets will be shared in August 2020. They will also be distributed in school for pupils in September.

'New school' workshops will be scheduled for pupils in Years 11 to 9 between the 26th to 28th August.