



# Tring School

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Head of School: Mrs Sally Ambrose BA(Hons), NPQH  
Mortimer Hill Tring Herts HP23 5JD



Friday 10 July 2020

Dear Parents and Carers

## Head of School Update

I am relieved to be able to write with the eagerly awaited plans for our return to school in September. Please be aware that the Government will be releasing a further review of the guidance for schools on 11 August. Until then, I would like to share with you our current plans.

The DfE has announced that in September 2020 **'all students, in all year groups, in all schools will return to school'**, which is fantastic news and something that we all agree with. However, there will still be restrictions in place; we will still have social distancing guidelines, particularly for staff, and students will need to remain with their year groups; movement around the school site will be one way; we will have very traditional classrooms with students facing the front and we have to operate the school with year groups moving at different times and staggering breaks and lunches will have to be arranged. Vertical tutoring will have to be temporarily ceased and assemblies and collective worship will be delivered virtually.

Whilst we agree with the ambition for all students to return full time, we have been considering how we reintegrate our students back into our school setting so that they successfully manage the transition from home learning to school learning as swiftly as possible. We also need to recognise the different ways this unexpected and prolonged period of absence from a busy school environment, due to COVID-19, has impacted both students and staff.

We will need to allow students time to:

- Reconnect with our environment (which will be very different from when they left due to the building works)
- Meet with their peers and teachers safely
- Understand our new expectations and required conduct

Many students have shared that they are very eager to come back to school and they have missed having the routine and structured guidance in their day. We know that some students will be nervous, whilst others will, understandably, be over-excited - all students will need time to adjust back to the new school environment.

In addition to the prolonged absence and the disruption that home learning has caused to students, our school site is now very different. All classrooms and departments have been relocated to new areas of the school, which will require further adjustment for our students.

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We will, therefore, have a staggered start to the Autumn term to integrate students and staff in a slow and controlled manner allowing them all the appropriate time and support to readjust to school following the six month absence.

The first week of the school term will continue to be online, which will be enhanced with a bespoke reintegration programme for each year group. Students will return half a day at a time, per year group. During their first visit, they will have time with their tutor, where they will receive emotional support to address any concerns or frustrations that they have. They will have a tour of the new layout of the school and modular village; site safety due to the building works will be clearly explained, as well as any prescribed social distance requirements. Students will have some social time with their peers and then move onto four shortened lessons which will be different to what is timetabled for that day. The following day they will return in their year group and follow three more timetabled lessons.

### Tring School Return:

<b>Week 1</b>		
Wed 2 Sept	STAFF INSET	
Thurs 3 Sept	Year 7 Induction Day Year 12 (appointments)	
Fri 4 Sept	Year 7 Induction Day Year 12 (appointments)	
<b>Week 2</b>	<b><u>Morning Session</u> (to follow normal timetable)</b>	<b><u>Afternoon Session</u></b>
	8.40-9.05am - Tutor Time 9.05-10.05am - Period 1 10.05-11.05am - Period 2 11.05-11.35am Break 11.35am-12.35pm - Period 3 12.35pm - Leave	12.00-12.35pm Assembly (Desb. Hall) 12.35-1.05pm - Break 1.05-1.20pm - Tour with Tutors 1.20-1.50pm - Session 1 1.50-2.20pm - Session 2 2.20-2.50pm - Session 3 2.50-3.20pm - Session 4
Mon 7 Sept	Year 7 Year 13 (appointments)	Year 10, Year 12 Year 13 (appointments)
Tues 8 Sept	Year 10	Year 9
Wed 9 Sept	Year 9	Year 8
Thur 10 Sept	Year 8	Year 11
Fri 10 Sept	All students in school from 8.20 am.	

**From Friday 11 September, all students in all year groups will return to school full time.**

To ensure that we continue to comply with the guidelines of maintaining year group bubbles and staggering the break and lunchtimes, we are operating the following until October half term, when arrangements will be reviewed and modified.

- Students to remain in year group bubbles, therefore, no vertical tutor group time

- Students using school transport should wear face coverings and sit in year groups or family groups
- Times for break and lunch will be staggered
- Classes will be full size, however, where possible students should sit side by side and facing the front
- Staff should endeavour to stay 2m away from students and colleagues
- Practical equipment can be shared but should be cleaned regularly

The 'new day' will be slightly adjusted during the first half term. Period 1 will be extended by 10 mins to allow student messages on a rolling powerpoint (RPP) and weekly virtual assemblies/collective worship (VA) to be shared. Break and lunchtime will be staggered by incorporating them into Period 2 and 4.

<b>Sept - Oct Half term</b>	<b>Students</b>
<b>Buses</b>	Required to wear face coverings. To sit in year group/family bubbles On arrival, students to go straight to year group zones Departure - Buses will be called from designated areas
<b>Arrival</b>	Arrive <b>after</b> 8.20 am Enter through specified entrance 8.20 - 8.30 am - In Year Zones 8.30 am move to Period 1 classroom
<b>School Day Timings</b> (Fri 11 Sept - Fri 23 Oct)	<b>8.40 am- 2.50pm. Bus collection times TBC</b>  Period 1 8.40 - 9.50 am Period 2 9.50 - 11.20 am (to incorporate one hour learning time and half an hour break time) Period 3 11.20 am - 12.20 pm Period 4 12.20 - 1.50 pm (to incorporate one hour learning time and half an hour lunchtime) Period 5 1.50 - 2.50 pm

<b>Year Entrance</b>	<b>7 Far Gate</b>	<b>8 Middle Gate</b>	<b>9 Sports Centre Gate</b>	<b>10 Far Gate</b>	<b>11 Middle Gate</b>	<b>12&amp;13 Lesson time only</b>
<b>Zone</b>	Astro	Astro	LRC Quad	Desborough Playground	Netball courts	SFC/ LRC

<b>Attendance</b>	It is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on your child's education, wellbeing and wider development. School attendance will, therefore, be mandatory again from the beginning of the autumn term.
<b>Lesson time / Movement</b>	Students and staff will be required to adhere to a one-way system. Students to be issued a sanitised wipe on arrival to each classroom and take responsibility for cleaning their own work space.
<b>Equipment</b>	All students must have hand sanitiser and tissues. Sharing of equipment is not permitted.

<b>Period 1 - 70 Mins</b>	Student notices (RPP) shared in the first 10 mins. Virtual Assemblies/Collective Worship.
<b>PE lessons</b>	Students are to wear their <b>Tring School PE kit</b> to school for the whole day, when they have timetabled practical lessons. (Plain black tracksuit bottoms/ leggings and a plain black sweatshirt, with a small logo will be acceptable.)
<b>Movement</b>	No congregating in groups around site; move towards and into classroom/break location.
<b>Break/Lunch</b>	Break/lunch to be incorporated into Period 2/Period 4, for example, students could have 30 minutes teaching, 30 minutes break time, 30 minutes teaching. Or, 30 minutes break time, 60 minutes teaching or vice versa. 2 year groups to break at one time. Each year group to have one sitting in Dining Hall, one in the Desborough playground. A reduced selection of food can be pre-ordered.
<b>Year 11/12/13 - lunchtime</b>	Year 11 will not be permitted to leave the site at lunchtime during this time. Year 12 and 13 will be allowed to leave the site but discouraged to converge at Tesco to reduce the risk of cross-contamination on school site.
<b>Year 12/13</b>	Year 13 to be encouraged to attend for timetabled lessons only, completing home study. Disengaged Year 13 students in school full time. Year 12 to be in school full time initially, potentially moving to a modified home study programme for some. Non-contact time will be in the Sixth Form Centre and Learning Resource Centre
<b>Wet weather</b>	All students required to bring appropriate outdoor clothing in case of rain. Exceptional conditions - use Desborough Hall
<b>Uniform</b>	Full school uniform, including the correct shoes, are required now that non-essential shops are back open. Students need to ensure that all piercings and jewellery are removed in line with school policy. PE Days - see above
<b>Compliance</b>	All students expected to comply with H&S expectations. Non-compliance will result in a 20-minute lunch detention in the Desborough Hall with the Student Support Team.

If you have any concerns regarding this information, please do not hesitate to be in contact. Uniform and pastoral issues should be directed to your child's Head of House and all other concerns to [tringschool@tringschool.org](mailto:tringschool@tringschool.org)

Thank you for your continued support and patience. Further communications will be shared later in August to reconfirm these plans in case the guidance changes during the next few weeks.

Kind regards

Sally Ambrose  
Head of School