



Tring School

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Mortimer Hill Tring Herts HP23 5JD



26 August 2020

Dear Parents and Carers,

I am sure that many of you are aware that it has been confirmed that approximately 12 young people aged 17-19 in Tring and Berkhamsted have recently tested positive for Coronavirus. I can confirm that some but not all of the confirmed cases were outgoing Year 13 students. All of the students and families involved have been contacted by the local Health Authority and are now following the guidance and isolating for 14 days. All students and parents of this year group bubble were notified of the situation, to raise awareness of the situation allowing those involved to take the necessary precaution. Staff members who came into contact with the affected students have since been tested negative. We wish our students who have been affected well.

We are really looking forward to welcoming the students back to school starting next week. As you will be aware from my last [Head of School Update dated 10 July 2020](#), students will return to Tring School on a phased return (Appendix). This is to ensure that they are able to acclimatise with our new school layout now that the New Build work has started, as well as fully understanding our new health and safety expectations to ensure that students are able to manage themselves responsibly and safely in line with COVID 19 guidance. We will be asking our students to read and sign this [Code of Conduct](#) which they should then adhere to. Please take a moment to go through this with your child prior to the start of term.

Following their first day in school, students should access their timetabled lessons on Google classroom. Lessons will not be live as teachers will be supporting students in other year groups.

Our aim is to try and make our school feel as warm, welcoming and as safe as it always has. However, due to the ongoing pandemic and recent developments in our own community, it is really important that we understand that we all have a part to play to ensure that we are able to maintain our safe environment. I am a firm believer that all secondary school aged students are more than capable of taking responsibility for keeping themselves and others safe by following our safety expectations. For example, students are required to follow the one-way system, maintain a safe distance from others, regularly wash their hands and sanitise their own workspaces and equipment to ensure that it is safe for them to use.

A brief outline of our expectations is set out below;

Tel: 01442 822303 Email: tringschool@tringschool.org www.tring.herts.sch.uk



School day - The timings of the school day have been temporarily modified for the first half term initially.

Students are to gather in year group zones no earlier than 8.20 am and the school day ends at 3.00 pm.

Please read this [Attendance letter](#) from Mrs Golla

School attendance is **now mandatory again for all students** from the start of the autumn term. The usual statutory requirements on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered student at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence;
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct;
- Illness: If your child falls ill, please email our Attendance Office (attendance@tringschool.org) outlining the symptoms and likely return date.
- If your child displays any of the following symptoms - high temperature, headache, loss of taste or smell, please advise the Attendance Office immediately, keep your child at home and follow the Health Protection Institute (Public Health England) guidance and inform the Attendance Office immediately.

NHS Test and Trace process - All staff members and parents/carers need to be ready and willing to:

- **[book a test](#)** if they or their child are displaying symptoms. Staff and students must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for Coronavirus (COVID-19) or if asked by NHS Test and Trace
- **[self-isolate](#)** if they have been in close contact with someone who tests positive for Coronavirus (COVID-19), or if anyone in their household develops symptoms of Coronavirus (COVID-19). Please note that the self-isolation period is 14 days.

Holiday abroad - If you have recently been on holiday abroad and are now required to quarantine, please contact the Attendance Office with the details of location and return dates attendance@tringschool.org

Travel to school - Where possible students should walk or cycle to school and try to remain in year group bubbles. Students need to be aware of the number of other students that they are walking with, Large groups should be avoided at all times.

Public Transport - HCC has been working with public and private transport providers to ensure travel to school is as safe as possible for children and young people. Further information can be found at www.intalink.org.uk/safeschooltransport

School buses - will be operating a normal service. Students must all wear a face covering to protect themselves and others. Students should try to sit in year groups.

Year Group Bubbles - To enable students to follow a full curriculum delivered in specialist rooms by specialist teachers, they will operate in a year group bubble.

Students will follow their normal timetable and break and lunchtimes will be situated in year group zones at separate times.

Face coverings - Recent guidance states that face coverings should be worn in areas where social distancing is not possible. Students will be required to wear a face covering whilst walking inside of the school building, along corridors and using communal areas. Once students are inside the classroom with their year group the wearing of the face covering will become optional for students and staff. We will continue to monitor government guidance.

Classrooms - Classes will be of normal size with 30-32 students in each room.

All students should try and maintain a 2m distance from their classroom teachers/teaching assistants.

Desks will be arranged side by side facing the front of the room.

Teachers will continue to meet and greet the students into their classroom. They will be provided with a sanitised wipe and will be required to wipe down their workspace ensuring it is clean and safe for them to work.

Doors and Windows will be open to maintain a constant airflow throughout the rooms.

Practical classrooms - Students will be able to use specialist equipment, however, they will be required to sanitise before use. Larger equipment will be cleaned between use by department technicians.

PE - On the days that students have timetabled practical lessons in PE, they should attend school in their **Tring School PE kit** for the whole day. (Plain black tracksuit bottoms/ leggings and a plain black sweatshirt, with a small logo, will be acceptable.) Please be aware that this should include a coat as we have very limited indoor space this year due to the building works. The large majority of lessons will continue outside even in damp and wet weather.

A change of footwear will be required if students are completing activities on the grass field.

Personal Hygiene - students should endeavour to cough and sneeze into a tissue, place the tissue into a bin and then wash their hands before touching any surfaces.

Students should take responsibility for regularly washing/sanitising their hands before entering new rooms and before and after eating.

Please read this [Uniform letter](#) from Mrs Golla

All students are required to attend in full school uniform, including the correct shoes which are required now that non-essential shops are back open.

Students need to ensure that all piercings, jewellery and hairstyles are in line with school policy.

New Year 12 students have received a copy of the Sixth Form dress code in their results envelope; Year 13 students are clear on the expectations of them. The dress code can be found on the school website and by clicking on this [link](#).

Equipment - In addition to lesson equipment (Chromebook, stationery, books etc), all students should bring to school their **own face covering, a packet of tissues and a small bottle of hand sanitiser**. Students should not share personal equipment with other students.

Lockers - students **should not** use lockers until further notice. We are working with the external company to reposition lockers into year group clusters. We hope that this will be resolved as quickly as possible.

Movement around the whole school site - There is a whole school site one-way system in operation, which will be clearly explained to the students on their first day, which includes outside areas.

The whole school site will be pedestrian-only between 8.30 am and 3.20 pm, with the main gates remaining closed throughout the day. If you do need to enter the site during the day, please use the middle pedestrian gate and report to reception.

Not only are we trying to manage the virus, but we also have very restricted space as a consequence of the building works. Students are required to follow the one-way system at all times, even if their next class is just next door!

Break and lunchtimes - To maintain year group bubbles, break and lunchtimes have been staggered for each year group. Students will have one access to the dining hall to purchase food, either at break **or** lunchtime. All food will be served in sealable takeaway cartons.

Year 11 will not be permitted to leave the site during this time as this will break their year group bubble and also put unnecessary pressure on the local community.

Wet weather - All break and lunchtimes will be outside and therefore, all students are required to bring appropriate outdoor clothing in case of rain.

Year 12 & 13

Year 12 to be in school full time initially, potentially moving to a modified home study programme for some.

Year 13 to attend for timetabled lessons only and then completing home study. Some Year 13 students will be required to attend school full time and these students and families have been contacted.

Non-contact time will be in the Sixth Form Centre and Learning Resource Centre.

Extra-Curricular Activities - where possible will take place after school on the school site.

Parents' Evenings and Information Evenings - will be delivered virtually for at least the first half term.

We are confident that we will be able to create a supportive and conducive learning environment where all students feel safe. As noted above, we will be discussing the new expectations with students on their first day into school and asking them to agree to a Tring School Code of Conduct, indicating that they fully understand what is required of them.

We are looking forward to seeing our school full and students thriving in their learning very soon.

Thank you for your continued understanding and patience.

Kind Regards

Sally Ambrose
Head of School

Appendix

Return to school schedule - As shared on 10 July 2020

Week 1		
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)	
Week 2		
	<u>Morning Session</u> <u>(to follow normal timetable)</u> 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	<u>Afternoon Session</u> 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 11 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.

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.

Sept - Oct Half term	Students
Buses	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

Arrival	Arrive after 8.20 am Enter through specified entrance 8.20 - 8.30 am - In Year Zones 8.30 am move to Period 1 classroom
School Day Timings (Fri 11 Sept - Fri 23 Oct)	8.40 am- 2.50pm. Bus collection times TBC 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

Year Entrance	7 Far Gate	8 Middle Gate	9 Sports Centre Gate	10 Far Gate	11 Middle Gate	12&13 Lesson time only
Zone	Astro	Astro	LRC Quad	MV Hardcourt	Netball courts	SFC/ LRC