

5th March 2021

Dear parents/carers,

Re: Full reopening of John O'Gaunt School w/c 8th March 2021

I hope that you and your children are looking forward to next week as much as we are. I promised to write to you again with detailed information about our arrangements from next Monday. As you will understand I'm sure, there is much to tell you so I hope you will forgive the long letter and take the time to read and digest the information fully. I have also included in the footnotes, links to some important government guidance that you may wish to read in conjunction with this letter.¹

Mass testing Monday 8th March

We have now finalised the revised arrangements for mass lateral flow device (LFD) testing on Monday. As stated in my letter of the 2nd March, we are operating a 'test-and-go' arrangement. Students who have given consent, will be asked to attend the site at an allocated time and will be asked to return home immediately after their test is complete. Results of the test are communicated to the mobile number or email address provided to us when consent was given.

The schedule for testing has been included below in Appendix A. Please study this carefully to ensure that your child turns up at the correct time. Organising testing on such a large scale is a large logistical operation for the school and students arriving too early or too late will jeopardize the smooth running of this. If a student is accompanied to site, parents/carers must wait outside the school gates if on foot, or in cars in the car park if driving. Please do not congregate in groups. Students will need to queue outside so please ensure they come in appropriate clothing, including a coat if it is cold.

We have arranged 10 testing bays across two sites in school to enable good social distancing and efficient running on the day. Students who usually catch the school buses will be tested first and returned as soon as possible back to their usual stop, where they should make their way home immediately by whatever way is usual for them. We estimate that these students should be home by around 11am. All other students should not be needed for more than 20 minutes or so.

Students have been pre-registered for their test and will be directed to their testing bay by staff upon arrival. Students do not need to wear school uniform. For the rest of the day, students should complete the remote learning tasks set on Teams/Class Charts. There are no live lessons on Monday 8th March as all staff will be involved with testing. Our KVV provision is open, although we encourage these students to work at home if possible. Please remember that students who have attended school during the lockdown period **must not travel on their school bus on Monday**; they can attend school if they walk or are dropped off.

LFD tests are uncomfortable but not invasive and there will be plenty of staff and trained volunteers on hand to assist and reassure students on the day. Students carry out the swabbing themselves and will not be in contact with others to take the test. A video introducing lateral flow tests can be found here:

¹ <https://www.gov.uk/coronavirus>

Parent information: <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-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19>

Guidance for schools:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

Stay at home guidance for suspected cases of coronavirus: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.youtube.com/watch?v=ebxhEOLfTNO>. The test is relatively simple to administer but staff guidance and lots of information will be available on Monday to put students at ease.

If your son/daughter receives a positive result, you should immediately book a PCR test and follow stay at home guidance, including self-isolation. The results of all tests will be known by the school and we will contact families in cases of positive tests. Please keep in mind that the purpose of LFD testing is to identify *asymptomatic* individuals, so it is possible that anyone could test positive. A negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures regardless of whether they have been tested.

I would like to take this opportunity to formally thank the many staff who have worked so hard to organise such a large-scale operation. I would also like to record my gratitude to the many volunteers without whom this would not be possible.

Full return Tuesday 9th March onwards

All students should return to school on Tuesday at the usual start time of 8.45am. Students who did not consent to a test may attend as usual. **Attendance from this point forward is mandatory for all students**, unless your child is ill/isolating due to COVID and our normal procedures for attendance will apply. Therefore, please inform the school if your child cannot attend for any reasons and expect contact from us if we do not hear from you. Work will be set remotely in the normal way for those who are isolating but well enough to work. Please visit the COVID section of our website for more information about remote learning plans: <http://www.johnogauntschool.co.uk/219/covid-19>

On Tuesday 9th only, we have suspended periods 1 and 2 to give us time to deliver assemblies/health and safety briefings to students and time for them with their tutor group. This day will also be kept in reserve in case mass-testing does not go to plan due to unforeseen circumstances. Therefore, please keep a close eye out for communications from the school, especially Monday 8th March.

School operations

The school day from the 9th March will follow the normal timetable. School transport will be running as usual. Our canteen will be fully open and operating normally, including providing for students in receipt of Free School Meals. Our 'daily routines', that were originally issued in September 2020, remain largely unchanged (see below about face coverings however) and are contained in Appendix B.

Behaviour and uniform expectations

Students are required to adhere to our code of conduct, including provisions for health and safety, especially in light of COVID-19. Our usual reward and sanction procedures will be in place, and disruptive or poor behaviour will not be tolerated. Our high expectations of students remain, and they must continue to work hard, follow the rules and do their best.

Students are required to be in full school uniform from Tuesday 9th onwards without exception. I can see no reason why this will not be possible for all students given the notice that families have had about reopening. With the weather still potentially cold, please ensure your child has a suitable coat. The PE department has secured a new jumper (see picture) which can be purchased from our uniform supplier. Whilst the top itself is not compulsory, I would remind you that hoodies are not allowed in school, even for PE.



Spirit B250 1/4 Zip Top - Royal / Navy / White

Face coverings

New government guidance about face coverings has been issued and it is our expectation that all students, unless officially exempt, should wear face coverings in all indoor areas where social distancing is not possible. **This now includes most of our classrooms**, where it is not possible to keep students 2 metres apart. This guidance runs until at least Easter when the DfE are due to review it and we will update you about arrangements after this. Teachers may also be wearing a face covering but can remove these to address students.

After school clubs and extra-curricular activities

These will resume from Tuesday 9th March, including peripatetic music lessons in school, sports clubs (but not fixtures) and our Homework Clubs.

Homework

As you will be aware, during remote provision and in response to feedback, we suspended the homework timetable in favour of allowing students time to catch-up or get away from their screens. As we return to school, we will reinstate the usual homework timetable from Monday 15th March onwards and will continue to set and monitor this through Class Charts.

Communications and COVID symptoms

In the coming days, there may be further information that we need to give you. Your communications with the school, especially if you or your child suspect you may have symptoms of COVID-19, remain vital. I am sure these are well known to you by now, but by way of a reminder the symptoms to look out for are as follows:

- a high temperature
- a new, continuous cough
- you've lost your sense of smell or taste or it's changed

If you have any of these symptoms or have been a close-contact with anyone with them, you should stay at home, self-isolate and book a PCR test. **LFD tests do not replace a PCR test.**

I am sorry to have to send you another lengthy letter, but I am sure you will understand the reasons why. This is a good opportunity to offer you sincere thanks for your patience and support with the school over the past couple of months. I am immensely proud to work alongside such dedicated colleagues, a tremendously supportive community and incredible students and all of us at JOG are excited to be welcoming your children back next week.

In the meantime, if you have any queries then please do not hesitate to contact the school.

Yours sincerely,



Richard Hawthorne
Head of School



APPENDIX A
Schedule for student LFD Testing on Monday 8th March 2021

ARRIVAL TIMES

If students attended Keyworker provision on Thurs 4th March and had an LFD test on that day, they do not need to attend testing on Mon 8th March. Transport groups will attend first, followed by all remaining students in tutor groups. **Students who have attended school during the lockdown period must not travel on their school bus on Monday**; they can only attend school if they walk or are dropped off. Students should arrive promptly.

Group	Arrival time	Test Station
Wilts B1008 (Aldbourn, Ramsbury)	8.30am	Sports Hall
Wilts B2800 (Little Bedwyn, Shalbourne)	8.30am	The Pod
JOG Minibus 1 (Lambourn)	8.40am	Sports Hall
JOG Minibus 2 (Baydon, Lambourn)	8.40am	The Pod
West Berks JOG04 (Wickham, Lambourn Woodlands)	8.45am	Sports Hall
West Berks JOG06 (Gt Shefford, Inkpen, Kintbury)	8.50am	The Pod / Sports Hall
West Berks JOG01 (Lambourn)	9.10am	The Pod / Sports Hall

Students who do not travel by school bus should attend with their tutor group and attend at the following times:

Year 11 A	9.45am	Sports Hall
Year 11 B	9.40am	The Pod
Year 11 C	10.00am	Sports Hall
Year 10 A	10.00am	The Pod
Year 10 B	10.10am	Sports Hall
Year 10 C	10.20am	Sports Hall
Year 9 A	10.15am	The Pod
Year 9 B	10.35am	Sports Hall
Year 9 C	10.30am	The Pod
Year 8 A	11.50am	Sports Hall
Year 8 B	12.05pm	Sports Hall
Year 8 C	12.20pm	Sports Hall
Year 7 A	12.35pm	Sports Hall
Year 7 B	12.45pm	Sports Hall
Year 7 C	13.00pm	Sports Hall

APPENDIX B
John O'Gaunt School
Daily routines from March 2021

DfE guidelines state that schools must balance the delivery of a full-time, broad and balanced curriculum to all students with stated 'systems of control' to protect public health. This document is not intended to be exhaustive but sets out the key principles for the operation of the school under this guidance. It should be read alongside the available guidance from GOV.UK and information from professional bodies such as unions, associations and Public Health England. Staff and students will receive health and safety briefings at the start of the new term and regular reminders will be given through assemblies² and the pastoral programme.

The school day:

Time	Activity	Notes
8.30-8.45	Arrival (split entrances)	Some staff out by buses/entrances to welcome and supervise. Tutors in Tutor bases by 8.30am. Students go straight to Tutor room via handwashing/sanitising
8.45-9.00	Tutor time/wellbeing	Tutor groups in Tutor bases. Year group assemblies possible but kept to a minimum
9.00-10.00	Period 1	As normal timetable – controlled entry and hand sanitising completed, work areas wiped down by students, staggered release at end of lesson and hands sanitised
10.00-11.00	Period 2	As normal timetable – controlled entry and hand sanitising completed, work areas wiped down by students, staggered release at end of lesson and hands sanitised
11.00-11.30	BREAK	Students allowed outside/to zoned areas OR canteen – no mixing <ul style="list-style-type: none"> • Y10/11 have access to canteen 11.00-11.15 • Y7/8/9 have access to canteen 11.15-11.30
11.30-12.30	Period 3	As normal timetable – controlled entry and hand sanitising completed, work areas wiped down by students, staggered release at end of lesson and hands sanitised
12.30-13.30	Period 4	As normal timetable – controlled entry and hand sanitising completed, work areas wiped down by students, staggered release at end of lesson and hands sanitised
13.30-14.10	LUNCH	Students allowed outside/to zoned areas OR canteen – no mixing <ul style="list-style-type: none"> • Y7/8/9 have access to canteen 13.30-13.50 • Y10/11 have access to canteen 13.50-14.10
14.10-15.10	Period 5	As normal timetable – controlled entry and hand sanitising completed, work areas wiped down by students, staggered release at end of lesson and hands sanitised. Staff present supervising until departure of buses at 3.25pm

General:

- These arrangements are temporary and, as per DfE³ guidance, we are working towards normal operation as soon as possible
- These arrangements adhere to the 'systems of control' set out by DfE guidance and a full assessment of risk has been completed. Copies of these documents are available upon request
- If the guidance changes on any aspect, these plans will be altered accordingly
- Attendance at school is mandatory and the usual expectations will apply (e.g. not taking time off during terms time, reporting absence etc.)
- Staff and students will be required to social distance when on the school site
- Students and staff must abide by hygiene and sanitisation rules and routines

² Assemblies may be given via Microsoft Teams or recorded to aid social distancing

³ Department for Education

- Where it is necessary to use supply staff and to welcome visitors to the school (such as peripatetic teachers), those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils
- Usual expectations of behaviour and attendance apply, including any addendums that have been put in place for COVID-19
- Students are in year group bubbles for the majority of their day. Where this is not possible, we will minimise mixing as far as possible
- The school will operate a one-way system for student movement and an implicit staggered release at lesson changeovers
- Assemblies will be kept to a minimum and will happen in year group bubbles only
- The school will follow government/PHE guidance if a confirmed case of COVID-19 occurs in school
- Students are required to attend in full school uniform
- Toilets will be open as normal and operate on a one-in-one-out system
- **We have suspended the use of lockers**
- All students will be given a health and safety briefings on a regular basis

Arrival and departure from school:

- Students are encouraged to cycle, walk, or drive into school rather than use the school bus services
- Where students must use bus services, we will adopt the relevant bus companies' risk assessment and abide by their rules for travel (e.g. use of masks etc.)
- Students will be supervised upon arrival to school and entry will be staggered and controlled
- For arrival **Y7/8/9** will use the main student entrance, **Y10/11** will use the far entrance gate by the Pod. The one-way system does not apply to arrival/departure
- Students must wash their hands and/or sanitise their hands before making their way to their Tutor room for the start of the school day and before leaving at the end of the day
- Parents are not permitted to wait on the school site at the start/end of the school day and must make an appointment if they wish to visit the school for any reason. As far as practicable, meetings will be held outside of the hours of the school day

Lesson routines:

- The school will operate under the approach of 'Hands, Face, Space'
- From 8th March, new DfE guidance about face coverings has been issued and it is our expectation that all students, unless officially exempt, should wear face coverings in all indoor areas where social distancing is not possible. **This now includes most of our classrooms**, where it is not possible to keep students 2 metres apart. This guidance runs until at least Easter when the DfE are due to review it and we will update you about arrangements after this. Teachers may also be wearing a face covering but can remove these to address students.
- As far as possible, classrooms will be organised to enable students to all face the front (this is not possible in some classrooms, e.g. computer rooms or DT workshops)
- Teachers should stay at the front as far as possible
- Where these things are not possible, good social distancing and hygiene practices will reduce risk of transmission (e.g. Catch-it, Kill-it, Bin-it)
- Seating plans in all classes (except PE/Drama) are compulsory and copies must be left when cover is set
- Hand sanitiser and anti-bacterial wipes will be provided for every classroom
- Where TAs are deployed, they should work with small groups of children where they are able to. If possible, this should be done in a separate space. If neither of these are possible, they should minimise movement around the room
- Students must stay seated at all times unless directed to move by their teacher
- Students are permitted to bring equipment into schools and staff and students can take books to/from home for homework/assessment etc.
- Students should avoid sharing equipment with other students. Teachers can lend equipment to students but should try and keep several separate sets of equipment and avoid using between classes without sanitising it



Start/end of lessons:

- Students will go straight into classrooms – there will be no queuing in corridors
- Teachers must be in rooms to greet students (from a safe distance) at the start of every lesson. Where teachers operate from multiple rooms and need to move between them, they will do their best to get there as quickly as possible
- Students must use hand sanitiser at the start and end of all lessons
- Students must wipe down their own work area, ideally at the start and end of every lesson. In specialist rooms (e.g. computer rooms) students must do this even if the previous class has wiped workspaces down
- Students must follow the one-way system in all circumstances (except for the start/end of the school day – see above). They must do this even when their next classroom is close by and the one-way route means they have to take a longer route⁴
- Bells will be used to signal the end of lessons
- An implied staggering of releasing classes will be in place and we ask staff and students to follow this as far as possible to aid the smooth transition between lessons

Break/Lunch:

- Each year group will be allocated an indoor and outdoor zone – these will be shared with students at the start of term. Apart from when they are accessing the canteen, students must stay in these zones and are not permitted to mix with students from other year groups
- Where weather permits, students will be asked to spend as much of their break/lunchtime in the outside zones⁵ and parents are asked to invest in a good coat (as per our uniform code) to ensure this can continue into colder months
- Where inclement weather does not allow the use of outdoor zones, students will be asked to go to their indoor zones instead. A 'wet break' bell will sound to alert students and staff if inside zones need to be used as well as emails/direct communications. The indoor/outdoor system operates on an either/or approach; students will be asked to be *either* outside *or* inside but **never both**
- Staff will be on duty in these zones to supervise and must move with students if the zones change from outside to inside or visa versa
- Students should not bring their own sports equipment (e.g. footballs) into school as these cannot be shared

PE/Music/Drama:

The school has given particular attention to these subjects due to the nature of the activities frequently undertaken in lessons. Specific guidance will be given to students; however, the following key principles will apply to these subjects:

PE:

- Students will be permitted to change for PE
- Equipment will not be shared between groups
- The curriculum will be planned to enable safe practice and social distancing to the best of our abilities. This will mean no contact sports will be permitted in the short term and activities that use equipment will be carefully managed.
- After school clubs may resume from 8th March onwards but we will keep this provision under constant review and will only take place if it is deemed safe to do so
- We will follow the guidance set out by the DfE and, where it exists, that issued from the governing bodies of individual sports and the 'afPE'⁶

Music/Drama:

- There is an additional risk of infection in environments where singing, shouting, playing brass or wood instruments occurs, even if done at a distance. Therefore, large groups (e.g. large drama performances or choirs during school assemblies or events) undertaking such activities will not be permitted

⁴ This is for the safety of everyone and a key part of social distancing

⁵ Public health information shows this is safer as transmission of COVID-19 is reduced

⁶ 'afPE' is the 'association for Physical Education'



- Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at [working safely during coronavirus \(COVID-19\): performing arts](#).
- Where students do play wood/brass instruments, they will never be seated face-to-face
- Music and drama lessons may take place outside to help prevent transmission
- Where students play instruments, sharing will be avoided as far as practicable and cleaning will take place between uses
- Teachers will avoid situations where distancing requirements are broken
- Drama performances will involve no contact and small 'performance zones' will be marked out for students to remain in during lessons
- Drama lessons may need to reduce the use of props/costume and where used these will be cleaned/allowed to lie fallow between uses
- Peripatetic lessons will be allowed to resume under this guidance and any other health and safety arrangements put in place for managing and minimising risk

