

HIGHGATE WOOD SCHOOL



4Cs: COURTESY, CONSIDERATION, COOPERATION & CONTRIBUTION.
PERSEVERANCE & HARD WORK.
COMMON HUMAN VALUES: RESPECT & HONESTY.
GROWTH MINDSET: PERSEVERANCE & HARD WORK.

MAKING A POSITIVE DIFFERENCE | MAINTAINING HIGH EXPECTATIONS | INSPIRING SELF-BELIEF



Welcome back!

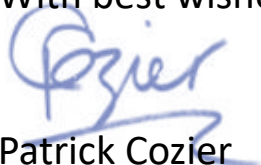
Through the summer we have been busy preparing for the reopening of the school to all students. New systems have been introduced, new building works completed and a whole range of changes put in place to minimise all risks and help ensure the safety of our staff and students. At the same time teachers have been working to adapt their schemes of work and lesson plans so that students are able to restart and resume their learning effectively and happily.

We know from the ImpactEd survey that students are anxious about their return to school. We know some are worried about the learning they have missed, others are concerned about the classes they will join, everyone has some questions about what school will be like. We have been through such a unique experience, it would be strange if there were not some worries! But we have done so much that we are confident we have the plans in place to keep everyone safe and allow everyone to be their best. Of course, there will be some things that don't go according to plan and we will need to adjust these as they occur, but we are certain that our staff, our students and everyone in our wider community has got what it takes to make school return safe and happy and our new ways of working a success.

In the following pages I outline some of the changes we have introduced, and some of the new expectations that form part of your Highgate Wood School.

Looking forward to a fantastic new academic year.

With best wishes.



Patrick Cozier
Headteacher



NB. Please read this together with our earlier [Return to School](#) publication which we circulated at the start of the summer holidays.

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WHO TO CONTACT

PASTORAL CONCERNS



For most pastoral issues the first point of contact in school for parents and carers is their child's form tutor. These contact details are available on the school website.

For students in Year 7 they are being additionally supported by a nominated tutor from amongst their teachers. This is because we are re-opening with students in Key Stage 3 being in their teaching groups and, for the immediate future, there will not be the regular daily contact with their form tutor. Though this is also true of Year 8 and Year 9 tutors, they have already developed relationships with their tutees and tutees' families. Key Stage 4 and Post 16 concerns should also be raised with their tutors, as previously.

ABSENCES AND SICKNESS

Particularly at this time, we ask that you inform us if your child is not coming to school. Call Ms King on the main school absence line directly **0208 342 7972**

For Sixth Form absences please call Ms Gordon on **0208 342 7978**

Please let us know if your child's absence is COVID-19 related, whether that be because they have been required to isolate following guidance from NHS Test and Trace or because they have exhibited some COVID-19 symptoms.

SAFEGUARDING CONCERNS

If you have any safeguarding concerns about a child please email **safeguarding@hws.haringey.sch.uk**. This email will go to Ms Jen Burniston, our Designated Safeguarding Lead, or one of her team.

NETWORK OR ICT ACCESS

If you have any issues accessing any of our online systems please email **data@hws.haringey.sch.uk**

TRAVEL TO AND FROM SCHOOL

The Department for Education's guidance [What parents and carers need to know about early years providers, schools and colleges in the autumn term](#) contains useful information about travelling to and from school. They say *"If possible, you should look for alternative transport options, especially walking or cycling, particularly at peak times."*

We are currently working with the Local Authority to support alternative means of coming into school other than public transport. We are also linking with parent groups to help organise car shares. More information on this will be available shortly.

To help students cycling into school we have installed bike racks close to all three entrances: Montenotte Road (used by Year 7, 10, 12 and 13), Park Road (used by Year 8 and 10) and the Tennis Courts (used by Year 9).

Please be aware that we are running staggered start times to ease congestion of travel as well as protect year group bubbles, and it is important that students arrive in that 10 minute window allocated to them in the morning.

Years 7, 8 and 9. Arrival time window no earlier than 8:15am and no later than 8:25am, and gather in their allocated assembly points.

Years 10 and 11. Arrival time window no earlier than 8:30am and no later than 8.40am, and gather in their allocated assembly points.

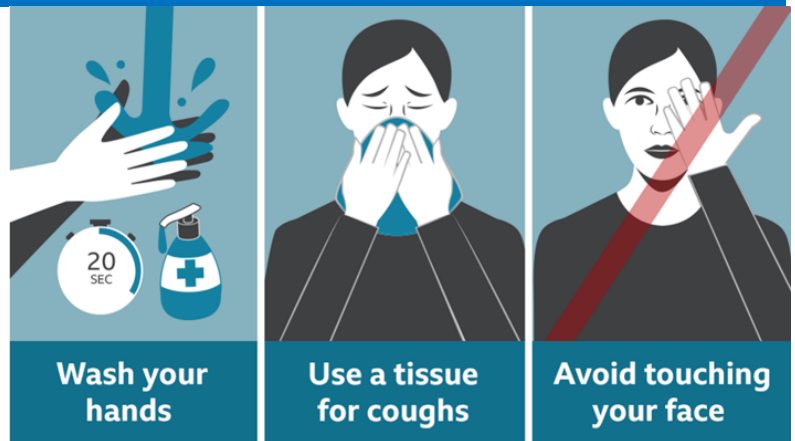
Post 16. Arrival time between 8:45am and 8:55am, and going straight to their first lesson

We are using different entrances for different year groups. We do appreciate that this will cause some inconvenience, especially for those with brothers or sisters in other years, but it is critical we enforce this to enable us to maintain the integrity of our year group bubbles.

If there is a particular reason why a student needs to be in school before their allocated arrival time please email admin@hws.haringey.sch.uk.

HYGIENE AND SITE SAFETY

The most effective ways to minimise the risk of spreading disease is to maintain good personal hygiene. We have installed a large number of sanitising gel dispensers in schools and an additional number of wash basins (which will be added to this term). Families have also been asked to include a bottle of sanitising gel as part of a student's regular school equipment.



Students will be encouraged to wash their hands regularly (either with soap and water or gel), particularly before on arrival at school and at breaktimes. We will promote the “Catch it, Bin it, Kill it” mantra for dealing with coughs and sneezes. Students will also be encouraged to wipe down the areas that they are using at the beginning and end of lessons.

We will be giving students guidance on what are safe and healthy behaviours, maintaining distance from each other and appropriate conduct. There will be additional sanctions for behaviour that is particularly Covid-19 risky, for example spitting or coughing without covering your mouth.

To help maintain a more hygienic school environment we have employed three “day cleaners” so that the common “touch surfaces” (door handles etc.) of the rooms in the three main school buildings are frequently cleaned. We have also increased the capacity of our regular cleaning staff to ensure there is thorough cleaning at the end (and start) of each school day.

Classrooms have been rearranged so that students are all facing front.

As far as possible, teachers keep windows and doors open to assist ventilation.

Unnecessary furniture and equipment has been removed from teaching spaces.

BUBBLES: YEAR GROUPS AND CLASS GROUPS

In line with Department for Education guidance we will be operating a system of Year group bubbles. This means that the year groups themselves will be required to be distant from each other (hence the staggered start and finish times, lunch times and break times and different entrances/exits and the start and end of the school day). Within each year group we will also minimise the mixing of different groups. Thus, for the majority of the time, students in one teaching group will not mix with students from another. There are circumstances, however, where this is impractical. These include break times and lunchtimes, during PE lessons, prior to the start of the school day and following the end of the school day.

In Key Stage 3 (Year 7, 8 and 9) children will remain in their class groups within their Year group areas for all lessons (with the exception of PE), and these groups will remain fixed. Teachers will move to the students' classes, rather than groups of students moving around the school.

In Key Stage 3 all practical activities will be kept to a minimum as these lessons will not take place in practical spaces.

Seating plans are in place for all classes to ensure that student movement within classrooms is kept to a minimum.

In Key Stage 4 and Post 16, the students will move to enable them to access specialist classrooms and also to facilitate the necessary student movement for different option\subject choices.

The school has introduced a strict one-way system to maintain distancing, particular with regard to movement of Key Stage 4 and Post 16 students to their different lessons.

Movement between lessons will be heavily supervised by staff.

All students will be encouraged to maintain a level of social distance in the playground and elsewhere.

UNIFORM AND EQUIPMENT

[The Department for Education's guidance for parents](#) encourages all schools to return to their usual uniform policies. They also stress *"You do not need to clean uniforms differently or any more often than usual because of COVID-19."* We expect all students to wear full school uniform and follow the usual rules around this.

Please be aware that we will be issuing Year Group Ties during the coming term to students in Years 8 to 11. We will allow students to swap their existing House ties with the new Year Group one. There will thus not be any additional expense. Until that happens students should continue to wear their House tie.

Students are not allowed to swap or share equipment. Each classroom will have a good supply of stationery, including pencil cases, for students who are missing items of equipment. No student should therefore feel under any pressure to borrow another students' pen, pencil or other item of equipment. They need simply to ask their teacher.

We have asked families to provide students with their own sanitising gel but, again, there is a good supply in school so no child should be concerned about using the school sanitising gel rather than their own.

Sanitising wipes will be available in every classroom so teachers are able to clean keyboards, mice and other equipment. Students may also use these to clean the areas where they are working.

The school's position around face coverings remains that they are voluntary. We will inform you if this should change.



LUNCHTIMES AND BREAK TIMES

Each year group will have their individually designated break time and lunchtime.

Each year group has been allocated a base from which to purchase food (either from the Pod or the Canteen), as well as a designated area of the playground - separated from other year groups—for social and recreational activities.



Children from different classes within each year group are able to mix and socialise together, but they will be asked to maintain an appropriate social distance.

We are encouraging children to bring in their own pack lunches and do hope that families will be able to support us in this happening.

The school caterers will be providing as close to their usual range of choices as they can, and will implement a regime of cleaning tables before each dining session.

We have purchased additional cutlery so there will be ample for each session.

At both break and lunchtimes we will have additional staff to supervise students and help them maintain safe behaviours.

We have redesigned and extended the Dining Hall to allow for greater social distance and reduce congestion.

We have built a new Sixth Form Café to provide our Post 16 students with a space of their own and reduce congestion in the main dining areas.

Please be aware that fingerprint ID will be suspended so identification at the tills will be through ID cards only.

RESUME AND RESTART LEARNING

After sixth months without school we know that there will be a lot of bridges to build to restore knowledge and understanding in many subjects. We are also aware that many students are anxious about resuming learning and nervous about being criticised for the consequences of school closure.

We have put together a programme of pastoral support to help the children return to learning and feel positive about their experiences of lock-down and proud of the resilience they displayed during such a difficult time.

We hope they will all understand that it will be necessary for there to be a number of assessments taking place, which we are calling “understanding checks” so their teachers will be able to understand how best they can help them and get back to successful learning in the classroom.

We are delighted that most of the learning will now be taking place in a regular lesson with a teacher in front of the class. However, we do not want to lose sight of some of the success we had with on-line learning. We will be maintaining and developing work on Google Classrooms and trust that students will engage with this to develop their skills and build on the understandings they already have.

PARENTAL CONTACT DETAILS

In the first week of term students will be bringing home a print out of the contact information we have for parents and carers. Please ensure that this is checked, corrected and returned to the school. At this time it is critical that we have accurate up-to-date contact information.

The form will also ask about access to ICT at home. This, again, is information that we do need to have so we are able to support the students as much as we can.

RULES AND EXPECTATIONS

We know these are unique times. We also know that at the moment our school is not the same as it was before. But our beliefs, our obligations and our expectations remain the same.

We still expect students to wear their uniform properly, and with pride. We still expect them to work hard and try their best. We still expect staff and students to display the 4Cs of consideration, cooperation, courtesy and contribution. And we still expect everyone in our community to treat each other with tolerance and respect.

The current situation means that some rules will need to change, and some will need to be modified. It has always been important to be punctual and on time for school, now it is critical. We have always asked students to keep their hands to themselves, we now must enforce it more strictly.

We will be letting every student know of the changes to our behaviour policy when school starts. We will also tell them that they will have some time to get used to the new systems. But they will also be made aware that, after the period of familiarisation, there will be consequences for failing to follow the rules or exhibiting behaviours that could harm the school community.

We are absolutely confident that the vast majority of students will need no further guidance on the expectations we now have and we look forward to the full support of our parents and carers in making the coming term a very safe and successful return to school.

MEETINGS WITH STAFF

We will be working closely with parents and carers to keep them informed with how things are progressing with the return to school of their children. Meetings with parents, carers and other family members will need to be scheduled and agreed. During the first half term these will all be conducted virtually, and we will support families in enabling this virtual meetings to take place as required.

SUPPORT AND SAFETY

In assemblies we have often used the quote: “Everyone is fighting a battle you know nothing about, Be kind, Always.” Never will that be more true than now, with 1500 students and nearly 200 staff returning to school after such a long absence and such a unique experience.

A key part of our plans for return includes providing avenues and opportunities for students to express their concerns and feelings, to get the support they may need to deal with the issues that concern them and to feel safe in acknowledging the challenges that they are facing.

We have structured the school day so there are regular times - before Period 1, during Period 2, at the end of the school day and during PHSEE lessons - when many of these issues can be discussed and addressed.

We have also created a safe space to which students can be referred for support and guidance. All our staff have received some training in supporting others with emotional difficulties, anxiety and other mental health concerns.

We will be develop our support programme as the term develops and we get a clearer understanding of different student’s needs.

If you have any specific concerns or needs please alert your child’s form tutor, Head of House or Deputy Head of House in the first instance so they can take the appropriate steps. Similarly with any concerns relating to Sixth Form students please contact the Post 16 team.