

18 December 2020

Dear Parent/Carer

Important Message for Vulnerable and Key Worker students

Information for students in Years 7-10 and Year 12 attending school from Tuesday 5 January 2021 to Friday 8 January 2021

We are pleased to invite your child to attend school during the above dates from Years 7-10 and Year 12.

In order for your child/children to secure a space in school, I need to ask you to confirm with our school by 10am on Monday 4 January 2021. Any responses received after this time will not be accepted. These placements require significant planning and any late responses will be dismissed.

Please notify the school of your confirmation that you require a place in school, and for which student(s) and Year group, during the first week back in January by emailing office@beaconsfield.school. Please do not email any other email address as these will be dismissed.

As I am sure you are aware, there are a number of considerations to bear in mind and follow, for your child to return to school safely.

Please read the details below and ensure that your child(ren) are also aware of the details and adhere to them upon their return. These changes will be effective from 5 January 2021.

If you have changed your mind, please inform the school as soon as possible via our office.

We ask everyone to adhere to these instructions below since the aim of this action is to reduce the impact of the COVID-19 virus on the school and the wider community.

Site access

The school site will **not** be fully open and students will only be allowed to go to specific areas. Students are to go directly to the small court area near to the Main Hall and line up in year group bubbles. They will then be led to the Main Hall where they will be supervised for the whole day. Students will be allowed to have their break and lunchtime in the small courts only and if the weather permits, on the school field. They will not be allowed to wander around the school site. Students will also have allocated spaces during break and lunchtime and must adhere to these restrictions.

Food and drink

- Students need to continue to either bring in a packed lunch or use our Fusion App to order food.
- All students must bring a filled water bottle to school.
- If your child receives Free School Meals, please note that breakfast will not be available. FSM allowance will be issued to students so that families can purchase food for their child outside of school premises.

Clothing

All students will be expected to wear **full uniform** – standard rules apply with two facial coverings and a plastic bag every day. If a student is missing an item, they should report to the Learning Mentor Office (near to The Hub) to exchange their mobile phone for a uniform item. Please refer to our uniform guidance on the website for further information.

Equipment

- All students are expected to bring in their own full equipment – **including their own device and headphones.**
- Students will be able to go to their lessons in classrooms if their teacher is in school on that day.
- If your child does not bring in a device, then they will not be able to access lessons and **we will ask you to collect them as soon as possible. They will not be allowed to remain in school for the day.**

School Rules - Behaviour

- The Behaviour Policy and school rules apply throughout the time all students are in school.
- As students have been **invited** into school, if a student does not follow the above, parents will be called and requested to remove the student from the school site as soon as possible. If this is repeated, the school may not permit the student to attend school for the foreseeable future during this School Closure period.
- The rule regarding mobile phones will still be in force whilst all students are on school site, i.e. **mobile phones are banned from the school site.**

Illness

- If your child feels ill – following Government guidelines, please do not send them into school and contact the attendance number.
- If your child feels ill during the school day, Matron will assess and make a decision.
- If your child needs to be collected as they are feeling ill, you will be asked to collect your child as soon as possible and follow Government guidelines.

Departure from school

Students are expected to leave school at 14:45 (the end of a normal school day). Students must not wander around the school site and will be expected to leave the school site asap. Students who have a later pick up must wait outside the front school gates for collection and not on the school site.

Attendance/Absence

As with all registers, the school is required to keep accurate records of which students are attending school each day during the School Closure period.

If you are aware that your child will not be attending school, please contact the main office number with details of their absence in advance.

If you know that your child will not be in school, please provide us with as much notice as possible to help staff manage their own family lives.

Communication with school

If you have any queries regarding these issues, please email the main office email or call our main number.

Please do not visit the school as we are closed to all visitors during this time.

We would like to take this opportunity to thank you in advance for working closely with the school during this time and wish you a happy and healthy Winter break.

Yours faithfully

Mrs A Harding
Deputy Headteacher