



Kirkby High School

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Dear Parent/Carer

We are looking forward to the return of all our students in September. This letter is extremely important as it contains essential information and plans to keep our children safe and ensure they have access to a full, broad and balanced curriculum.

Since March, I have tried to strike a balance between keeping you updated and not overloading you with information and I have sent a combination of texts and letters and kept Twitter updated, although I am aware that not everyone uses this forum. In the current climate, clear communication is even more important than ever and in September we will be relaunching Parentapp. It will be the main form of communication with families and details of how to download the updated version will be sent in the coming weeks.

As you are aware, government guidance on full reopening of schools is ever-changing and as such the plans in this letter are subject to change if the DfE updates guidance at any stage.

Students in Bubbles

School will be divided into a model that allows 5 'mini-schools' within a school. Each year group will be a bubble and have its own zone in school. Break times and lunch times will be held in separate locations in school. During the day students will not cross bubbles or go to other zones. Students will be provided with a coloured lanyard on return to school in which they can keep a copy of their timetable and their lunch card. Each year group will have a specific colour lanyard which they must have in school each day as part of their uniform.

Hand sanitising units are installed in all key areas of school including every classroom.

Curriculum

The timetable for each year group has been written to allow school to adhere to current government guidance linked with limiting the spread of coronavirus. Each faculty has a recovery curriculum planned which will enable students to make up for lost time. There are plans in place which are designed to support students to re-engage with school and a huge focus this year is building student confidence.

Return Dates

Wednesday 2nd September	Staff Training Day	All Staff	8.45am start
Thursday 3rd September	Year 7 Induction Day	Year 7 ONLY	8.45am start
Friday 4th September	Year 7 on Timetable	Year 7 ONLY	8.45am start
Monday 7th September	All Year Groups Start New Timetable	Year 7,8,9,10 and 11	8.45am start

Please note that our school building is big enough for us to have five different entrances, one for each year group (bubble) and therefore we do not need to stagger the start of the school day. Instead we have changed the timings of the school day to allow for teachers to only teach across two bubbles and to allow for lunch to be provided to students in separate zones.



Kirkby High School is a member of The Rowan Learning Trust.
Company Number: 8010464 VAT Registration Number: 134 6833 09
Carr Lane, Wigan WN3 5NY



Timing of the School Day

	KS3 (Y7, 8 & 9)	KS4 (Y10 & 11)
8.45 – 9.20	FORM (PD)	FORM (PD)
9.20 – 10.20	PERIOD 1	PERIOD 1
10.20 – 11.40	PERIOD 2	PERIOD 2
		11.20 – 11.40 BREAK
11.40 – 1.00	11.40 – 12.00 BREAK	PERIOD 3
	PERIOD 3	
1.00 – 2.00	LUNCH	PERIOD 4
2.00 - 3.00	PERIOD 4	LUNCH/HOME

Operating Model for Provision of Food

- There will be no before school breakfast service until further notice.
- There will be a limited menu on offer to all year groups, including a selection of both cold and hot food.
- The menu will be shared with students on their first day back.
- The usual break time options of toast etc will be available.
- Students will pre-order their lunch during form time.
- Each year group (bubble) will access food in their designated area.
- Students are permitted to bring a packed lunch if they so wish.
- In order to reduce risk, the biometric (finger) system will not be used and students will be provided with a lunch card. The initial cost of this card is covered but should a student lose it and require a replacement, the cost to parents/carers will be £3.

Year 10 and Year 11 break and lunch arrangements (Free School Meal allowances will be credited to students' accounts prior to break time)

Option A – Eat lunch at break time and go home at 2pm

Option B – Eat lunch at 2pm and go home at 2.20pm

Payments to School

In the interest of safety, we are discouraging students from using the cash loaders if possible. If you can, the best option is to use ParentPay. Each parent has received a login but if you no longer have access to this, please contact school and we will reissue it. Parents of Year 7 starters will receive your child's log in details with this letter.

Transport

In line with government guidance we are encouraging as many pupils as possible to walk or cycle to school. Students can be brought by car and should be dropped off and collected outside the school gates. If they require transport to school, we have adapted the school bus service in accordance with government advice. For each route there will be a KS3 (Y7, 8 &9) bus and a KS4 (Y10&11) bus.

Please see the times overleaf.

- Students will not be permitted to get on a bus that it is not meant for their year group.
- Students will be expected to wear their lanyards that identify their year group and staff will monitor the buses on arrival.
- Failure to comply with the rules will result in students being banned from the buses.
- In an attempt to support families, school will continue to subsidise the cost of the buses and we are keeping the cost of each bus journey at 50p.
- Students must have the exact change for each journey as bus drivers are not in a position to hand out change.

<u>771 - Tower Hill</u>	KS3 (Y7,8,9)	KS4 (Y10,11)
Bank Lane	07:50	08:18
Headbolt Lane	07:55	08:23
Kirkby Station	08:00	08:28
Kirkby High School	08:10	08:38
<u>772 - Northwood</u>	KS3	KS4
All Saints RC Sch	07:53	08:18
Bramcote Walk	07:58	08:23
Quarry Green	08:01	08:26
Simonswood Lane	08:03	08:28
Kirkby High School	08:13	08:38

Masks

Following current government guidance, it is not mandatory that your child wears a mask in school. If it is your wish that your child does wear a mask, we will fully support your decision. If guidance to schools in Knowsley changes, I will contact you immediately.

It is recommended that all students travelling via bus wear a mask.

Uniform

School uniform rules and our expectations about appearance are unchanged. Information about uniform, appearance and school rules is available on the website. This includes carrying a school bag (**not a handbag**) that is big enough to hold A4 books. We will provide each student with a pencil case and essential equipment.

As students cannot use PE changing rooms, they should wear their PE kit to school on the days they have PE. This will enable us to deliver a practical PE curriculum, which is extremely important at this time. PE kit must be the authorised Kirkby High School full kit.

Behaviour

Our expectations of behaviour are unchanged and I ask that you discuss expectations around behaviour with your child. A dim view will be taken of any student who breaks rules that may result in putting staff or other students at risk during this pandemic.

Contacting School

Visits to school without an appointment are not allowed and we will work hard to conduct the majority of meetings and discussions with parents and carers over the phone.

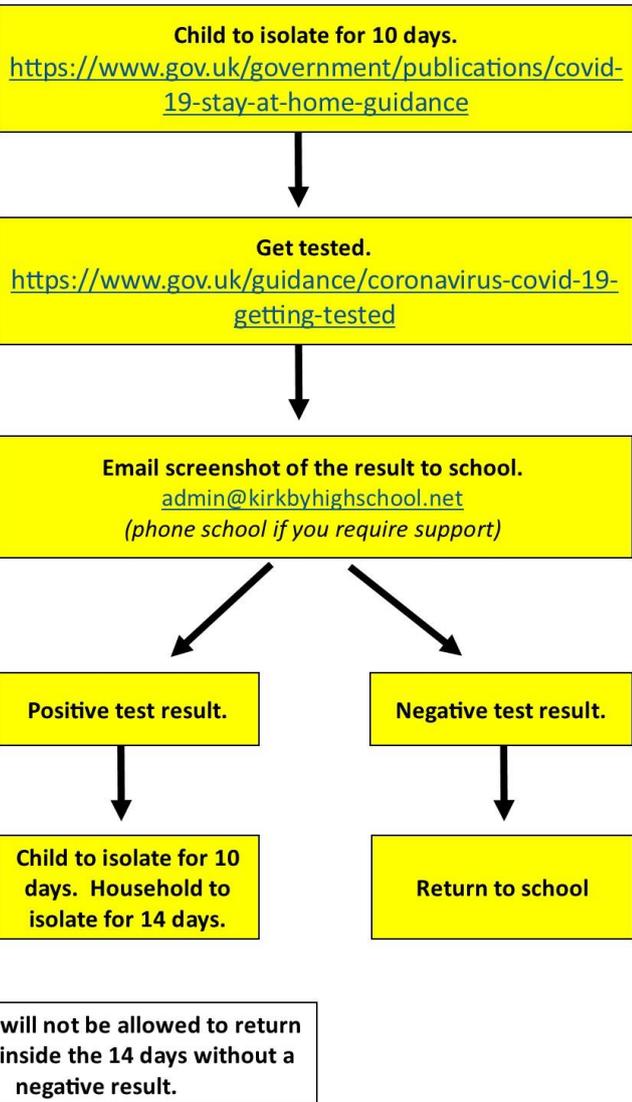
During the autumn term there will be no parents' evenings. Each student will receive at least one phone call home during this time and we will be in touch if we have any concerns. Equally, please phone or email school and let your child's form tutor or head of year know if you or your child has any concerns.

Student or Family Illness

If a student becomes ill with Covid 19 symptoms during the day, they will be isolated in a safe place and parents will be called to take them home. Please see our school flow chart overleaf.



PROCEDURES FOLLOWING COVID-19 TEST PARENTS



I understand that there is a lot of information to absorb and I equally understand that you may have many questions. I must stress, however, that both as a headteacher and a parent I believe it is essential that all young people return to education in September. We have worked tirelessly over the summer period to prepare school for your children and for all staff. I am aware that all parents and carers may not agree with all my decisions but I ask that you place your trust in me and in the staff at Kirkby High School and please know that the decisions are made with the well-being and welfare of your children at heart.

Please email school at admin@kirkbyhighschool.net if you need to.

I hope you and your families stay safe and well,

Yours faithfully,

Mrs R Conefrey
Headteacher