



Wednesday 15th July 2020

Dear Parents and Carers,

As this term is drawing to a close, we would like to take this opportunity to update you of our plans moving forwards at this present time. Please be aware that guidance may change; if this requires any significant variations to our plans in school we will contact you again.

Following the publication of government guidelines for educational settings earlier this month, there will be a number of changes that we will be putting in place including adjustments to the timings of the school day and to the way classrooms are organised. We are implementing changes to ensure that our staff, students and their families are kept as safe as possible.

It is expected another announcement will be made on the 11th August 2020 to finalise the government's position on schools reopening but we are not anticipating any significant changes to current advice. Listed below are some of the key changes that will affect you and your daughter so please do make sure you have read them carefully and if you have any questions please do contact either Mrs Hayden or Mrs Compton at school on the following email: headteacher@nmbec.org.uk (please note that over the holiday emails may not be accessed daily)

It is important to stress that **no student or member of staff should be attending school if they are unwell for any reason**, any student who is taken unwell during the school day will be sent home.

Start and finish times

We are staggering our start and end to the school day to alleviate the pressure on travel for students during the rush hour.

This means that the school day will start for the majority of students at 09.00 (apart from year 11) rather than 08.30. Students will have arrival times depending on their year group and if there is a morning activity. This will result in some students not arriving until 09.30 in the morning (see the table at the end of this update letter for year groups' start times). We have also added an additional period of study for each subject for year 11 students so while the school day for years 7-10 will finish at 15.45, for years 11-13 it will finish at 16.30 Tuesday to Friday and 15.45 on Mondays.





The table below outlines the updated lesson schedule for each key stage:

Time	Activity - year 9, 10, 11, 12 and 13	Time	Activity - years 7 and 8
9.00-9.30	Registration/assembly	9.00-9.30	Registration/assembly
9.30-10.30	Period 1 (registration for some years)	9.30-10.30	Period 1 (registration for some years)
10.30-11.30	Period 2	10.25-10.45	Breaktime
11.30-11.45	Breaktime	10.45-11.45	Period 2
11.45-12.45	Period 3	11.45-12.45	Period 3
12.45-13.45	Period 4	12.45-13.45	Lunch
13.45-14.45	Lunch	13.45-14.45	Period 4
14.45-15.45	Period 5	14.45-15.45	Period 5
15.45-16.30	Period 6 for years 11/12/13 (Tuesday - Friday)		

Protecting against COVID

We will be creating “bubbles” for the students. For years 7 and 8 this means they will be taught as one class for every lesson and this will be their tutor group. To accommodate this there will be changes made to year 8 tutor groups for the next academic year. Year 9 will be in half-year group bubbles based on their tutor groups - one bubble will be BFGJ and the other bubble PRTY. Years 10, 11 and the sixth form will be in year group bubbles to allow them to continue their full range of option subjects.

Around the school these bubbles will be kept together at break and lunch with designated playground areas as well as in lessons and they will use designated toilets. For their protection and yours, as their family, they **must not** mix with students from other bubbles.



This will ensure that should any student or member of staff become unwell with the virus we will be able to quickly identify and contact everyone they have been in close contact with. In school we are:



1. Rearranging the classrooms to ensure students are not facing each other, if they have to face each other protective screens will be provided.
2. In classrooms there is a marked-out 2m zone for the teacher.
3. Hand sanitiser will be provided in every classroom and office space and both staff and students will be expected to sanitise on entry of every new space
4. Desks and chairs will be wiped down between classes.
5. Activities in class will be managed in strict accordance with guidelines and this will limit the opportunities some students have to undertake practical work as equipment will need to be thoroughly cleaned between users.
6. Different year groups will have different break and lunch times and students will be sitting in the dining hall in their bubbles.
7. Enhanced cleaning will take place every day and during the day. Each week the school will be “fogging” the rooms, this distributes a fine mist of cleaner into the rooms which enters the soft furnishings, carpets, etc. The benefits of this cleaning approach last for approximately a week.
8. The canteen **will not be open at break time** but will be open before school and at lunch time. Any student wishing to buy a snack for break can do so before school starts; this includes students who receive free school meals. Students are advised to bring in a drink and snack. The meals served at lunch time will all be served in “pots” to speed up the service and ensure that time is available for the cleaning of tables between year groups. This will not affect the offer and the school will provide a meat and vegetarian option daily along with a range of pasta, salad and sandwiches. The canteen will be open from 8.30 until 9.20 so students can buy breakfast and break time snacks.
9. Students should not be sharing resources in class unless they are able to clean the items between users. Students should come into school with a fully equipped pencil case including pens, pencils, range of coloured pencils, pencil sharpener, rubber, pair of compasses, ruler and protractor (angle measurer). Students will also need a calculator, glue and scissors (fabric and paper). Please ensure that your daughter has all the necessary equipment for lessons as it might not be possible to lend her equipment if she does not have it.
10. We will also be allowing students to use a plain coloured face covering during class change overs and break as this may include brief contact with students outside of their class or year group bubble. Staff on duty around the school may also be using face masks. To prevent cross contamination students would need to have a separate face covering for use in school and one for travel home (if using public transport) along with a secure sterile bag to store face coverings when not in use. This means when students arrive at school they should sanitise their hands and change their face covering.



Uniform

Because of the nature of our changing rooms and the difficulty in cleaning them between classes we are not going to be using them until further notice. If your child has a scheduled PE lesson they need to wear their school PE kit into school as there will be no suitable changing spaces available. We are also encouraging all students to walk or cycle to school where possible and for this reason students will be allowed to wear their trainers to school in place of school shoes.

Starting in September

We are committed to welcoming all our staff and students back in September 2020. To ensure that students understand what our new procedures will be they will be invited back to school in stages during the week beginning the 7th September 2020. It is important all students understand the new routines as well as ensure they are clear about fire evacuation, one way routes and the new break and lunch arrangements:

Monday 7th - years 8, 9 and 10 only in school

Year 8 students should arrive at 09.00, year 9 students should arrive at 09.30 and year 10 students should arrive at 10.00. There will be tutor time all day; this will include fire practice, uniform check, planners, timetables, one-way system, new rules, Google induction training and procedures, etc. There will also be an extended headteacher's assembly and head of year assemblies.

Tuesday 8th - years 8, 9 and 10 only in school

Induction into normal timetabled lessons with lunchtime for years 8/9/10. Students will also be reminded of our emergency procedures such as fire alarms and lockdown preparations. Students will be given work to do virtually and at home for the remainder of the week.

Wednesday 9th - year 7 only in school

There will be a staggered induction process for year 7s which involves face-to-face team building with their tutor and for the parents at the same time in a socially distanced parent meeting with the headteacher and head of year 7 in the hall:

- 09.00-10.00 tutor groups B and F
- 10.00-11.00 tutor groups G and J
- 11.00-12.00 tutor groups P and R
- 12.00-13.00 tutor groups T and Y

Thursday 10th - years 7, 11, 12 and 13 only in school



Students will have a staggered start to the day with year 7 arriving at 09.00, year 11 to arrive at 09.30, and years 12/13 to arrive at 10.00. There will be tutor time all day, to include fire practice, uniform check, planners, timetables, one-way system, new rules, google induction training and procedures and head of year assemblies.

Friday 11th - years 7, 11, 12 and 13 only in school

Induction into normal timetabled lessons with lunchtime for **years 7/11/12/13**. Students will also be reminded of our emergency procedures such as fire alarms and lockdowns.

Monday 14th (week 2): school starts for all year groups with new timings.

Registration times will be as follows:

Week 1	Assembly	Tutor time	Arrive for start of lesson 1 (staggered start)
Start Time	9:00	9:00	9:25
Monday	8	7 & 11	9 & 10
Tuesday	7	8 & 10	9 & 11
Wednesday	9	7 & 11	8 & 10
Thursday	12 & 13	7 & 9	8 & 10 & 11
Friday		7 & 11	8 & 9 & 10

Week 2	Assembly	Tutor time	Arrive for start of lesson 1 (staggered start)
Start Time	9:00	9:00	9:25
Monday		7 & 11	8 & 9 & 10
Tuesday	7	8 & 10	9 & 11
Wednesday	10	7 & 11	8 & 9
Thursday	12 & 13	7 & 9	8 & 10 & 11
Friday	11	7	8 & 9 & 10



This means that unless students are in tutor time or assembly they do not need to be in school until 09.25 ready for an 09.30 lesson start. Year 12 and 13 students will need to be in for tutor time and assemblies on the days they are on the schedule but on other days need to arrive in time for their first timetabled lesson.

School visits to discuss re-opening

We recognise that this has been an extremely unusual time and that sending your daughter/s back to school may feel like a big decision. We are doing everything we can to make sure that school is a safe environment and we would like to invite any parents who are anxious about their child attending school post the Covid-19 lockdown to come into school for a tour so that you can see the changes in person and discuss any concerns you may have between 10.00-14.00 on the following dates:

- Monday 10th August 2020
- Monday 17th August 2020
- Monday 24th August 2020

Please email headteacher@nmbec.org.uk to make an appointment and if these dates are not convenient please do contact us to look for alternatives that are suitable.

Lockers

School will be closing this week for the summer holidays and all students will need to ensure that their lockers are emptied by the end of term. We are aware that some students did not get the opportunity to empty their lockers before we went into lockdown and as we are planning for the new academic year lockers may be re-allocated as tutor groups may move tutor rooms. Students will need to remain socially distanced and can only come in at allocated times for their year group to ensure this. They should only go to their locker and not enter any other part of school buildings (we need to ensure that strict cleaning protocols are adhered to). To facilitate this process students can attend school on **Friday 17th July 2020** at the following slots to empty the contents of their lockers:



Year 7	10.00-10.30 (those students with keys for lockers in the new building will need to return them to reception in an envelope by Friday 17th July 2020.
Year 8	10.30-11.00
Year 9	11.00-11.30
Year 10	11.30-12.00
Year 11	12.00-12.30
Year 12 and 13	12.30-13.00



Goodbyes

As this unprecedented school year comes to a close we also have to say goodbye to some members of staff as they move onto the next stage of their life journeys:

Retirement	Relocating	Returning to study
<p>Mrs K Kershaw - Head of Food Technology with 14 years of service</p> <p>Ms Evans - Pastoral Deputy Headteacher with 21 years of service</p> <p>Mrs A Compton - Headteacher with seven and a half years of service</p>	<p>Ms R Drew - Head of History & Student Voice, moving out of London, with three years of service</p> <p>Miss C Roberts - Assistant Headteacher & English teacher, moving out of London with 11 years of service</p> <p>Miss R Whitehouse - Moving away from area with nine years of service</p>	<p>Miss T Heitmann - Language & Expression Faculty Teaching Assistant with four years of service.</p> <p>Miss K. Agyei-Tabi - Computing & Life Sciences Faculty Teaching Assistant with three years' service</p>





I hope you will join us in wishing the staff who are leaving us this year all the best in their endeavours. We wish them well and welcome them back to visit us in the future.

Can I take the opportunity to say a huge thank you to staff and students for their support and encouragement in my time as headteacher of Norbury Manor; it has been a privilege to lead this school and I am tremendously proud of both the students and staff. I will miss the daily contact but am excited about taking on a different role as the CEO of The Manor Trust, a role that will allow me to continue working with the school in the future. I know I am leaving the school in a safe pair of hands with Mrs Hayden taking over and I look forward to continuing to work closely with her. I will be in school and responding to emails over the summer holiday but Mrs Hayden will take over fully from September.

We wish you all a restful and peaceful summer break and hope to see your daughter/s back with us in September safe and healthy.

Best Wishes

Mrs M Hayden

Mrs A Compton

