



24th August 2020

Dear Parents, Carers and Students,

I hope you and your families are well and you are looking forward to returning to school in September. As we approach the start of the new academic year I wanted to update the school community on our plans going forward in line with the Education Secretary's latest announcements.

Students will be placed in 'bubbles' (as per government guidance) and, moving forward, years 10-13 will be in year group bubbles; year 9 are in half-year-group bubbles and years 7 and 8 will be in class bubbles. This has meant that students will be moved into ability groups which may affect which form group they are placed in this academic year; this is because the bubbles must be maintained throughout the school day, form time included. 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 family members, they **must not** mix with students from other bubbles.

School will reopen to all students in September however this will be a phased return for students to ensure that they fully understand the changes to school procedure and environment including fire drills and lock down protocol. This will ensure that from Monday 14th September all students fully understand what they need to do and the expectations we have for them moving forward in order to keep each other safe.

Around school, your daughter will notice lots of signage to promote good hygiene and practice; there will be new procedures in place which they will be shown and talked through and we have also introduced one-way systems in the maths, English and humanities blocks. In other places around the college, where possible, we have designated entrance- and exit-only doors. Break and lunch times are now split for KS3, KS4 and KS5 to reduce numbers in the canteen. All students will have to go into the lunch hall at their year group/class's designated time, regardless of whether they are having school dinners as we must maintain the class/year group bubbles.

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 or member of staff who is taken unwell during the school day will be sent home.

Uniform

Students should wear their school PE uniform to school on the days they have PE and we would advise that they bring wipes and deodorant as usual. Apart from PE days, students should be in full school uniform however they will be allowed to wear plain trainers instead



of shoes as we would like to encourage as many students as possible to cycle or walk to school as an alternative to using public transport.

We will also be allowing students to use a plain-coloured face covering during class change over 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.

Timings of the School Day

Students, with the exception of year 11 and year 7, will only have one extended tutor time and one assembly per week which start at 09.00; the rest of the week they will be registered in their period 1 lesson at 09.30.

Please see below the registration times:

Week 1	Assembly	Tutor time	Arrive for start of lesson 1 (Staggered start)
Start Time	09:00	09:00	09:25
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	09:00	09:00	09:25
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

On Monday 7th September - years 8, 9 and 10 will be in school arriving at staggered times and directed to line up on the tennis courts where they will be collected and taken to their new tutor rooms:

- Year 8 to arrive at 09.00
- Year 9 to arrive at 09.15
- Year 10 to arrive at 09.30

They will spend the day in their tutor groups and will go through everything that is required for the new school year.

On Tuesday 8th September - students from years 8, 9 and 10 will have normal lessons starting at 09.30 and school will finish at 15.40 on that day. Students will be set work to do for the rest of the week online and will be back in school on **Monday 14th September** to start their subject lessons and follow their new timetable.

On Wednesday 9th September - year 7 students will have another Meet the Tutor session (face-to-face) in school and parents will attend a simultaneous meeting in the hall with myself and the Head of Year 7 at the following times:

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

On Thursday 10th September - years 7, 11, 12 and 13 will be in school arriving at staggered times and directed to line up on the tennis courts where they will be collected and taken to their tutor rooms:

- Year 7 to arrive at 09.00
- Year 11 to arrive at 09.15
- Years 12 & 13 to arrive at 09.30

They will spend the day in their tutor groups and will go through everything that is required for the new school year post-lockdown.

On Friday 11th September - students from years 7, 11, 12 and 13, will have normal lessons starting at 09.30 and school will finish at 16.30 on that day.

Monday 14th September - all students in on a normal timetable

Student Records

It is absolutely vital that we have the correct contact information for you and your emergency contacts moving forward and that your daughter's medical information is up to date. If your child takes regular medications, uses an inhaler, EpiPen etc. it is your responsibility to ensure that we have up to date medications and medical contact information from you.

If your daughter feels unwell you must keep your child at home this is to ensure the health and safety of other students, staff and families at home and seek medical advice and follow NHS guidance and self-isolate. If someone in your household contracts Covid-19 please ensure you notify us immediately so we can ensure track and trace is effective in preventing a spread.

Exams

JCQ have confirmed that the exam boards will offer a full suite of GCSE, AS and A-level exams this autumn for any student unable to receive a calculated grade or who would like an opportunity to improve their result. The timetable for these exams will be:

- AS & A-level exams will be from Monday 5th October until Friday 23rd October 2020; entries must be submitted by Friday 4th September 2020
- GCSE exams will be from Monday 2nd November until Monday 23rd November 2020; entry deadline for all subjects except English & maths is Friday 18th September 2020; English and maths re-entries must be submitted by Friday 2nd October 2020

A-level students are now being issued revised grades taking the best of either the exam board calculated grades or the centre assessed grades; this is also being used for the GCSE results. There have been delays to some results being issued but the school has worked with students and parents to support them moving to the next stage of their education. The results showed an improvement on previous years' results and in line with our improving trend and autumn predictions.

There may also be students who now wish to remain at Norbury Manor due to these uncertain times and who may now want to request a sixth form place if they had not already. If this applies to your daughter then please contact the sixth form team (Mr Dale, Ms Scarsbrook or Ms Nicholls) and make an appointment in order to be interviewed for one of our remaining places. Please be aware that some subjects may already be full.

Reminders Regarding the Canteen

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 08.30 until 09.20 to buy breakfast and break time snacks.

We will **no longer be using cash loaders in school** to top up school dinners as it requires the use of finger scans, therefore should you wish to top up your daughter's dinner money you must use ParentPay. Alternatively, you can ask the Finance Office for a payment card to use in shops or in emergency circumstances you can put it in an envelope sealed with your daughter's full name and tutor group and drop off to the Finance Office for processing. Your daughter will be allocated a payment ID card which will identify them as a year group and will be issued on their first induction day session with their form tutor:

- Year 7 – blue lanyards
- Year 8 – yellow lanyards
- Year 9 – green lanyards
- Year 10 – orange lanyards
- Year 11 – pink lanyards

Visits to School

Once the school is back in session parents will not be permitted on site unless it is an emergency. The best way to contact the school is either to write a message in your daughter's planner, phone the school office or email (school contact details are on our website). Meetings will be conducted virtually in the first instance to ensure social distancing. If you collect your daughter from school, please meet her at a safe distance, further away from the school gates to avoid congestion; it is important we maintain social distancing guidance even outside the school gates. The back gate at the junction of Green Lane and Norbury Hill will be open for an hour at the start and the end of the school day to alleviate the pressure on the front gate. Additionally, any visitors to school will be required to complete a Covid questionnaire.

Attendance

The government have stated it is compulsory for all students to be in school as of September and they have increased the fines for non-attendance to £120.00. If there is a valid reason why your daughter cannot attend school please let us know as soon as possible. We are committed to working with families finding attending school difficult by utilising our newly appointed family liaison coordinator Miss Patten and our attendance officer Mrs Bascoe-Smith to work with families.

This is a new normal for everyone and we need to continue to work together to ensure all students can continue their studies in a safe learning environment. We will be hosting parent meetings for years 8-13 and encourage your attendance as an opportunity to hear about your daughter's year ahead. Dates are as follows:

- **Years 12 & 13 - Monday 14th September 2020**

- **Year 11 - Tuesday 15th September 2020**
- **Year 10 - Tuesday 22nd September 2020**
- **Year 9 - Thursday 17th September 2020**
- **Year 8 - Wednesday 16th September 2020**

As we prepare for the return to school for staff and students next week we also come to the end of Mrs Compton's tenure as the headteacher of Norbury Manor. On behalf of all of the Norbury community I would like to thank her for all her hard work and support and look forward to continue working with her as the CEO of The Manor Trust. Please enjoy the remaining holiday and we look forward to seeing you back in September.

Best wishes,

A handwritten signature in black ink, appearing to read 'M Hayden', written in a cursive style.

Mrs M Hayden