

KING HENRY VIII SCHOOL

Ysgol Brenin Harri'r VIII



Forward to a Successful Future

**PARENT, GUARDIAN AND STUDENT
HANDBOOK**

April 2021



Knowing your children and young people is what makes your school a place that the community will turn to as a key support for children and young people, and in whom the community is placing their trust to aid children and youth in their recovery.



Monmouthshire Educational Psychology Service

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“King Henry VIII School Community will work together to create an inclusive, safe and happy learning environment in which all are challenged and supported to achieve their potential. Everyone is committed to learning today for a fulfilling life tomorrow.”



KING HENRY VIII SCHOOL

Ysgol Brenin Harri'r VIII

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Head of School: Mr M Stockham

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Dear Students, Parents and Guardians,

We trust this guidance booklet will be useful and provides clear information on our return to face-to-face teaching.

We have spent considerable time planning for the safe return of our students; we have missed them dreadfully and cannot wait to welcome some of our older student on Monday, 15 March. Our aim is that, through our strengthened protective measures and safe routines, we keep our school community safe and well.

As senior leaders at KHS we have become avid readers of the Technical Advisory Cell reports that coordinate scientific and technical advice to support Welsh Government decision making during emergencies, and in this case the on-going COVID-19 crisis. One of the emerging themes of these reports is that when students return to school then behaviours in society change.

We are sure nearly every student, parent and guardian wishes for our whole school to return safely, and then remain in school. For us to achieve this, we know everyone in our school and local community will strictly adhere to the national COVID regulations. We need to make sure the current low rates of infection within Abergavenny and surrounding areas remain low. We thank you in anticipation of your support.

Can we ask that students, parents and guardians read through this booklet together. You will therefore be quite clear about our educational aims and objectives for the rest of the academic year, and our safe routines that all staff and students must follow.

Yours faithfully,

Elspeth Lewis

Executive Headteacher

Mark Stockham

Head of school



WELCOMING OUR SCHOOL COMMUNITY

A school is nothing without its students. We have missed seeing our students every day and we cannot wait to welcome them back on to our school site from 15 March. This return to face-to-face learning will be staggered to ensure all students have the best possible support as they return. We know that students cannot wait to see their friends and teachers again, and get back to their 'normal' way of learning. Our focus will be on building on all of the skills our students have learnt during this period of online provision, as well as ensuring our key values permeate through all that we do.

We have conducted a survey with our entire student body to identify how we can best support our community in our return to face-to-face learning. We know what our students have been worried about, and what they want us to focus on as we return to school. We will be here to support anyone who needs it, but also understand that many of our students just want to return to regular school routines, see their friends, and get back to learning with teachers in the classroom.

Our Wellbeing and Learning Support Officers (WBLSOs) alongside Wellbeing Leaders (WBLs) will visit each classroom at the start of each day. Any student can ask any member of staff if they would like an appointment with a member of the Wellbeing Team. If a student has indicated they would like to speak to a member of staff through the student survey, a member of the Wellbeing Team will be in touch on the day they return to school.

Students can also still ask teachers if they need some time out from a classroom, but they must not walk out of the class without permission, or walk around the school on their own.

We understand that some of our community will have experienced loss and bereavement. Please let us know if this is the case. The Wellbeing Team has undertaken training so that we can support students in this area.

We are really looking forward to seeing our students from Monday, 15 March, as we work together to again fill our school with happiness, friendship and learning.

a. Equipment

Our students need to bring a school rucksack that contains their normal writing equipment of pen, pencil, ruler, rubber and glue stick contained within a pencil case. It is also expected students have a geometry set and calculator.

All equipment can be purchased through Parent Pay.



b. Uniform

Students will not need to wear school uniform from 15 March until 26 March. When we return after the Easter holidays, we hope that non-essential retail will have opened in Wales and therefore expect students from Years 7-10 to wear full school uniform. Students in Year 11 will need to meet our post-16 uniform requirements, which includes wearing a KHS lanyard when on school site to identify them as a student of our school. A reminder that expectations around hair colour and jewellery has not changed. Facial piercings may encourage students to touch their face and increase the risk of injury. False nails are also not allowed. Following the Easter break, students in Years 7-10 are reminded that **hoodies are not acceptable and will be confiscated if worn to school.**

We wish our students to undertake practical sessions such as Physical Education. In line with published guidance from the Association for Physical Education (July 2020) we shall not be using our changing rooms and have amended our physical education programme accordingly. After Easter, **on those days students have PE, we are expecting students to wear their PE uniform to school.** Before Easter, all students will be expected to wear appropriate active wear for their PE lessons. This expectation will continue for Year 11 after Easter, when Years 7-10 are back in school uniform.

c. Attendance

As students return to school in a phased manner we understand for some families this may be stressful. Please contact us at the school if you are worried about attending school in the current climate and we will work with you to support your return to school.

The Welsh Government has made clear that it would not be appropriate for a school or Local Authority to commence proceedings for non-attendance at school, unless in cases where persistent absenteeism is not related to COVID-19, and there have been extensive efforts to try and improve attendance.

If a student is unable to attend school we would ask that you follow our normal absence procedure, contacting the school on the first day of absence, and confirming on your child's return by letter the reason for this absence.

It is essential that parents and guardians inform the school of any absences linked to COVID-19.

For those students unable to return due to on-going health concerns we would ask you to contact our Wellbeing Team on 01873 735373 so we can plan a way forward.

We know all parents and guardians will check their child's health every morning prior to sending them to school. All staff will be vigilant for any visual changes to students' temperatures, or signs of fever. Under no circumstances should our students or staff attend school if they:

- ✓ feel unwell, have any of the identified COVID-19 symptoms or they have tested positive to COVID-19, or live in a household or are part of an extended household with someone who has symptoms of, or has tested positive for COVID-19.

The Monmouthshire Education Welfare Service (EWS) and our Educational Welfare Officer (EWO) Mrs Helena Knott will still continue to work with the school to support attendance during this time.

We would ask wherever possible medical and dental appointments occur out of school time. However, we understand this is not always possible. Any student who arrives after the start of the school session should sign in at reception and then go directly to class.

KEEPING SAFE

In our survey, our students indicated that keeping safe was a high priority as they returned to school. We have strengthened our school protective measures, in line with the latest Welsh Government guidance and in response to our students' needs.

As part of our planning for your child's safe return we have revisited and updated our risk assessment. A copy of our updated risk assessment can be found on our website. We have considered the additional risks, and control measures required at this point in time.

It goes without saying **prevention** is the key strand of our safe operations. At King Henry VIII School the preventative measures we have taken are as follows:

a. Face Coverings

All students will be expected to wear face coverings:

- ✓ On transport;
- ✓ In the school building (**including lessons**);
- ✓ During breaks unless they are taking part in a physical activity.

Although students do not need to socially distance within their contact groups as they will be wearing face coverings, they must socially distance at 2 metres from all members of staff.

If a student has a medical or ALN reason meaning they cannot wear a face covering, we ask parents / guardians to contact the school, even if they have made contact previously.

b. Minimising contact and contact groups

To ensure we can keep students safe, we are following all of the NHS Test, Trace and Protect protocols as we return to school. Students will be organised into contact groups and we have robust strategies in place to minimise contacts between different contact groups.



At whole school level

We will not bring whole year groups together for things like assemblies; instead these will be held virtually. We have designated different canteens, outside spaces and break times for different year groups.

At form or subject group level

Our students in Years 7-9 will be taught as a Form Group and are encouraged to maintain this contact group at break times. For our students in Years 10-13, they will form contact groups in line with their subject groups. This is so that we can continue to provide a broad and balanced curriculum. We will minimise the number of contact groups any one student belongs to as much as possible.

To reduce the number of students who will need to self-isolate

All students in Years 7-9 will be taught in the same classroom. All students in the school will be expected to sit in designated seats as part of a seating plan. This will mean that if there is a positive case, only those students who have been within two metres of the student who has positive test will need to self-isolate.

c. Safe Routines

To keep everyone safe, we expect continued adherence to our **safe routines** when in school:

- ✓ Maintain a safe social distance;
- ✓ Do not gather in large groups;
- ✓ Stop and wait when you are asked;
- ✓ Wash your hands for 20 seconds;
- ✓ Cough and sneeze into your elbow;
- ✓ Avoid touching your eyes, nose and mouth;
- ✓ Face coverings to be worn at all times unless participating in physical activity;
- ✓ Students sit at their allocated seat, which can be identified by a number on their table.

This is reinforced through our signage that shall be in place in every classroom, at entrances and outside the school in our banner displays.



Students should not:

- ✓ attempt to deliberately move within 2 meters of any member of staff;
- ✓ deliberately and unnecessarily perform actions associated with symptoms of COVID-19, for example but not limited to, coughing and/or sneezing.

As students will be staying in the same zone and teachers will move around, there may be short periods of time where they will be unaccompanied. Students must continue to show **respect** and **responsibility** during these times. However, note there will school staff who will have oversight of the zone to ensure our expectations are met.

We do ask that parents and guardians go through these expectations very carefully with their child. We shall keep reminding our whole school community of our expectations and safe routines.

d. Lateral Flow Testing (KS4 and KS5)

King Henry VIII School will start a programme of asymptomatic COVID-19 testing in line with Welsh Government guidance. Along with our protective measures we are already taking, such as social distancing and good hand hygiene, testing will allow us to take further measures to help our school community to continue working in as safe an environment as possible. Up to one in three people who have COVID-19 have the virus without symptoms so could be transmitting the virus unknowingly.

Tackling the pandemic requires identifying asymptomatic, infectious individuals. Lateral Flow Device (LFD) tests have been widely and successfully used to detect COVID-19 in asymptomatic individuals. The speed and convenience of LFD tests supports detection of the virus in asymptomatic individuals who would not otherwise be tested. They are clinically approved and are crucial in the fight against the virus.

All students participating in the testing will be given detailed information sheets about the process they must follow.

e. Movement around the school

The school will continue to use a one-way system. All students should arrive promptly at their allocated time and entrance. They are to make their way directly to their classroom when asked to by members of staff on duty.

There is hand sanitiser at the entrance to each zone which students will use as they enter the building by their designated entrance. There will be signs around the school to remind students of our expectations and of the safe routines that we must all follow. Students must try to limit the surfaces they come into contact with, to support infection control.

Due to social distancing guidelines, students cannot gather in groups before or after school with students outside of their contact group.

MEETING EXPECTATIONS

a. The school timetable

In line with the published operational guidance our timetable will remain split into three 100 minute sessions to minimise the number of contacts between staff and students on anyone day. This approach also reduces the movement around the school site. Although we are operating an amended timetable model, all students still have access to a broad and balanced curriculum.

YEAR GROUP	REGISTRATION for Years 7-11 only	SESSION 1 9.00am – 10.40am	SESSION 2 10.40am – 12.50pm	SESSION 3 12.50pm – 3.00pm
7 and 9	From 8.40am until 9.00am	9.00am – 10.40am	10.40am – 11.15am 11:15am – 11:45am (Break) 11.45am – 12.50pm	12.50pm – 1.25pm 1.25pm – 1.55pm - Lunch 1.55pm - 3.00pm
8 and 11		9.00am – 10.40am	10:40am – 11:10am (Break) 11.10am – 12.50pm	12.50am – 1.20pm - Lunch 1.20pm – 3.00pm
10, 12 and 13		9.00am – 10.40am	10.40am – 11.50am 11:50am – 12.20am (Break) 12.20pm – 12.50pm	12.50pm – 2.00pm 2.00pm - 2.30pm - Lunch 2.30pm – 3.00pm

Combined timetable

Home Learning	Lesson 1: 9:00-10:30	Break 1: 10:30-11:30	Lesson 2: 11:10-12:40	Break 2: 12:40-13:30	Lesson 3: 13:20-15:00		
In school - usual timetable 11 and 8	Lesson 1: 9:00-10:40	Break 1: 10:40-11:10	Lesson 2: 11:10-12:50	Break 2: 12:50-13:20	Lesson 3: 13:20-15:00		
In school - usual timetable 7 and 9	Lesson 1: 9:00-10:40	Lesson 2 Part 1: 10:40-11:15	Break 1: 11:15-11:45	Lesson 2 Part 2: 11:45-12:50	Lesson 3 Part 1: 12:50-13:25	Break 2: 13:25-13:55	Lesson 3 Part 2: 13:55-15:00
In school - usual timetable 10 and Post-16	Lesson 1: 9:00-10:40	Lesson 2 Part 1: 10:40-11:50	Break 1: 11:30-12:25	Lesson 2 Part 2: 12:20-12:50	Lesson 3 Part 1: 12:50-14:00	Break 2: 14:00-14:30	Lesson 3 Part 2: 14:30-15:00

From the 15 March until the 26 March the school will be operating a combined timetable with those at home and those at school working on slightly different timings.

The top row shows the timings of those students learning from home against the timetable followed by those in school. This allows us to put the staggered breaks back in place to accommodate the students we have on site. We shall send out daily reminders of timings for lessons until Easter.

b. The school day

We will continue to group students into zones. Zone Leaders and support staff within these areas will also remain in place. Each zone will have their own timings, entry and exit points and students must use our one way system.

Year group	Zone	Student "Drop off and Pick up" areas	Student Entry point	Year group start time	Student Exit point	Year group finish time
7	100 level	Lower car park, below the MUGA	Main reception	8.40am	Music doors	2.50pm
8	600 level	Leisure Centre Car Park	Upper School (Middle doors)	8.40am	Upper School (Science doors)	2.50pm
9	500 level	Leisure Centre Car Park	Upper School (Middle doors)	8.50am	Upper School (Science doors)	3.00pm
10	300 level maths	Lower car park, below the MUGA	LS canteen	8.50am	English doors	3.00pm
11	300 level English	Lower car park, below the MUGA	LS canteen	8.40am	English Doors	2:50pm
12 & 13	701, 702, 610, 401, 403, 404, 104, 110,111, 606, 613, 322, RA	Leisure Centre Car Park	Assigned entrance	9.00am	Assigned Exit	3.00pm

We have a staggered start and end of the school day.

- ✓ Students using school or public transport will arrive at around 8.30am and depart their classroom at 2.55pm going directly to the bus bay. If the bus is late at the end of school students are to line up in a socially distanced manner;
- ✓ All other students are to adhere to the times above.

Those students that live within walking distance should walk. This minimises the traffic on school site and in the surrounding neighbourhood. If essential, parents can drop their child off at the start of school day and pick up using the above mentioned areas only. The bus bays will be in use both before and after school for school transport.

c. Breaks

Student survey feedback tells us that students would value more quiet spaces in school. These quiet spaces for break time will be outside reception and Upper School (Years 8 and 9) and in the MUGA closest to the bus bay (Years 7, 10

and 11). Students wishing to play active games should use the first three MUGAs, the bus bay or astroturf, leaving the aforementioned spaces as quiet areas for students to sit and talk.

CONNECTING WITH ONE ANOTHER

a. Communicating with the school

Our Communication Policy <https://bit.ly/3caw310> outlines our communication methods and expectations as a school. Sections of this policy that are most important to our reopening can be found below:

Your Communication to Us

In the first instance, please use the following methods of contact for different queries:-

- Main Reception staff on 01873735373 or the KHS info email address (Info@KHS.SchoolsEdu.org.uk) If your query is related to your child's curriculum;
- The Wellbeing Administrator, if your query is in relation to wellbeing, by calling main reception number above and choosing option 2.

We work hard to respond appropriately and swiftly to any concerns. Please discuss with the school if there are any issues you wish to address. Sharing issues on social media is unhelpful, can exacerbate an already difficult situation and could be a breach of law. We ask parents and carers not to do this in any circumstance.

The School's Response

The School will always try to return phone calls within 24 hours and emails within 72 hours, however there may be some instances in which this is not possible.

Parents and carers are asked not to attend school to meet with staff without an appointment as staff will not be able to meet with you. This is especially important at present as we must limit the number of people on our school site to keep everyone safe. If you need to speak with the school urgently due to a safeguarding issue, please ask to speak to the Designated Safeguarding Person or any member of the Senior Leadership Team.

Students fed back in their student survey that they would be most likely to ask parents to contact the school if they were finding things difficult. Please use the images above to guide your communications. If students would feel more comfortable asking their peers to contact teachers for support, all students can ask School Council representatives to pass on a request for support. This will go to their Form Tutors. Students can also use our text number 07961870124 to confidentially ask to speak with a member of staff or our email address KHS.LearningHub@KHS.schoolsedu.org.uk and a member of staff will be in touch. Post-boxes in which students can post Wellbeing Support Request Slips can be found in each zone, and images of the post-box and slips can be found below.

We know our students are really looking forward to seeing their teachers and friends and recognise the importance of this for all of our school community.



The image shows a 'Wellbeing Support Request Slip' form. At the top right is a yellow fleur-de-lis logo. The title 'Wellbeing Support Request Slip' is in a large, bold, yellow font. Below the title, there is a line of text: 'Please place slip into box on your zone'. At the bottom, there are two fields: 'NAME' followed by a dashed line and 'FORM:' followed by a dashed line.



FORWARD TO A SUCCESSFUL FUTURE

a. Blend of learning approaches

To be confident that all students at KHS move 'Forward to a Successful Future', we will ensure that a wide range of learning approaches are applied within lessons. Students who replied to the Forward to A Successful Future survey stated that the activities that they most enjoyed were:

- ✓ Group work;
- ✓ Discussion;
- ✓ Quizzes;
- ✓ Creative activities;
- ✓ Problem solving;
- ✓ Practical work.

A blend of approaches will be used to ensure that our students continue to build on the skills that they have gained during the most recent lockdown. When asked about the skills they felt they have developed during lockdown, over half said that they had become:

- ✓ more independent;
- ✓ better organised;
- ✓ more confident with IT skills;
- ✓ better able to work out problems for themselves before asking for help (more resilient).

It is important that we maintain these new and developed skills, as well as developing new knowledge and understanding. To compliment in school learning activities, blended learning will continue to be set using Google Classroom and will make use of popular applications such as Jamboard, Adobe Spark and Flipgrid.

b. Moving forward

It is important to use the remaining time in school this year to secure success for every student. Teachers will ensure that the further development of skills are built into each lesson, and where possible subjects will start with a new topic so that every child is able to pick up from the same starting point.

It is crucial to remind ourselves that even though students have not been physically present in school, they have not stopped learning. Our survey suggests, students have not only made progress with their subject knowledge; they have also gained and refined some extremely important digital communication skills.

c. Digital devices

Students in Years 10, 11, 12 and 13 should bring their own device to school if they have one. School equipment will be available for anyone that does not have a device. A mobile phone is not a suitable device to access learning, and so school equipment should be used. Currently, students in Year 7 – 9 are not being asked to bring their own devices to school and school equipment will be used when needed.

The portal to purchase a school managed iPad will be open to Years 7 – 10 from Monday, March 15. There is still a delay in procurement, and delivery of ordered devices are expected between mid-May and early June. A date for Years 7 – 9 to begin bringing their own devices to school will be communicated at a later date.

Laptops that have been loaned to students have been rebuilt to enable them to work outside of school. A second rebuild would be necessary for them to work on the school system. Therefore, students who have a school device at home should retain that device to complete blended learning and borrow a school device when in class.

ADDITIONAL IMPORTANT INFORMATION

a. Catering

i. *Purchasing Food*

The school will be providing a variety of food for all students to purchase, using our cashless system called ParentPay. The menus for next term can be found on our school website. All students are of course welcome to bring a healthy packed lunch/snacks.

To reduce the risk of infection we shall not be using the fingerprint scanner. All students will continue to use their unique PIN code in the canteen to pay for food and drinks. This will be reissued during their first day back.

It is also important for students to be aware that they will not be able to access our water fountains, therefore if we do have warm weather, please ensure they bring enough water to last the day. **Carbonated and energy drinks are not permitted.**

If there are any worries about accessing lunches, please contact the school.

ii. *Free School Meals*

The Local Authority will continue to pay families who are in receipt of Free School Meals over Easter until 12th April. Therefore students eligible for Free School Meals will need to pay for a lunch or bring a packed lunch up the end of the spring term.

From 12th April, the Local Authority will cease the direct payments and students eligible for Free School Meals will be able to access a free meal in school.

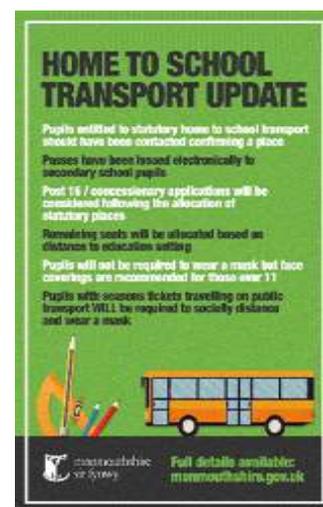
b. Transport

Monmouthshire LA are responsible for implementation of matters relating to school transport. However parents, guardians and school staff all play a role in educating our students on the safe behaviours expected on school and public transport.

As far as it is safe to do so, the use of active travel routes by parents, guardians, staff and our students should be encouraged. At KHS we ask that all students that can walk to school do so.

c. Key messages for those students travelling on MCC dedicated transport:

- ✓ Dedicated school transport will be in place;
- ✓ All routes will commence on Monday 15th March;
- ✓ Parents will be advised to contact the contractor to let them know when their child needs to be picked up. However if parents fail to do this the bus will travel the route anyway and as long as the child is on time they will be picked up accordingly;
- ✓ The LA will undertake a risk assessment with all operators and put in place a system of controls;
- ✓ MCC are asking all students over the age of 11 to wear face coverings on home to school transport;
- ✓ Provision of a face covering is the responsibility of the student, parent or guardian;
- ✓ More information and a full FAQ section can be found here: <https://www.monmouthshire.gov.uk/school-transport-faq/>



c. **Key messages for those students travelling on public transport**

- ✓ For those students that use public transport when traveling to school a face covering is compulsory.
- ✓ Provision of a face covering is the responsibility of the student, parent or guardian. The school cannot supply a face covering.

For those students that do use a face covering whilst travelling on arrival at school they must:

- ✓ Sanitise or wash your hands before removing face covering
- ✓ Remove the face covering by using the handle the straps, ties or clips
- ✓ While removing the face covering do not touch your face
- ✓ Dispose of single use face coverings in the lidded bin in reception or place reusable face coverings in a plastic bag and then in your bag
- ✓ Sanitise or wash your hands before entering the corridors

d. **Travelling to school by car**

Students must not travel by car with anyone outside their immediate family. There is evidence from outbreaks in other parts of the country that the disease has spread due to people car sharing. This is particularly important for any post 16 student that attends King Henry VIII School.

e. **Visitors to school site**

We shall continue to minimise additional staff or outside agencies that attend our school setting. However we do have a number of peripatetic staff that work with our students in small groups. It is important students have access to this provision in an appropriate and timely manner, supported by a risk assessment. There are times when we have additional adults on site e.g. contractors and they must report to our reception and are dealt with in line with our COVID-19 protocols. We wish to continue to work in partnership with our parents and guardians. We request, wherever possible we use virtual lines of communication and minimise face to face meetings. **Parents / guardians will not be able to access the school site without a prior appointment.**