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Dear Parents and Carers

I would like to start by saying that we are looking forward to seeing all our pupils return to school at the start of September and, in particular, meeting our new Year 7s in person for the first time. I hope over the last few months, despite the challenges we have all faced, families have been able to spend some quality time together and have enjoyed something of a summer break.

This September we are very excited to be fully reopening and welcoming all of our pupils back to school, it seems such a long time since we were all together at Oakwood High School. We have so many talented and positive children who work so hard day in and day out to be the very best they can be. I understand there will still be some worries and reservations about returning to school. However, I hope in this letter I can reassure you that we have planned and prepared to manage the risks and, in doing so, provide a safe and productive learning environment. Please take time to read this letter carefully, and if there is anything more you might need to know, please do not hesitate to contact the relevant person at the school.

If you need some help with a translation of this letter, please do not hesitate to contact us.

COVID 19: Self assessment - Before arriving at school

The first line of protection against the spread of the virus is for individuals to take responsibility for carrying out a personal health check, by ensuring good personal hygiene in terms of regular hand cleaning and using a tissue to: **catch it, bin it, kill it**, as well as keeping an appropriate distance from other people.

Each day before leaving for school, pupils, parents and carers should carry out a personal health check.

The main symptoms of the coronavirus are:

1. a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
2. a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
3. a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms.

4. Have they, or any member of your family, been in contact with someone who has tested positive for the coronavirus in the past 24 hours or have been contacted by NHS Test and Trace?

If you answer yes to any of the above, you should keep your child at home and arrange for a test. In the case of points 1 to 3 the child should remain at home until the test results are returned and only return to school if the result is negative.

If they have been in contact with someone with the virus, then they should self isolate for 14 days.

Details of how to get a test can be found by following the link: [NHS TESTING](#)

School Day - Arrival, timings and routines

Arrival: In order to ensure pupils are safe and reduce the number of contacts they have with each other, whilst allowing them access to a broad and balanced curriculum, we are introducing 'Year Bubbles' and a number of changes to the timings of the school day and the routines in school.

Hand sanitiser will be available at all entrances, in all classrooms, toilets and in the dining area for pupils to use at any time. We will ensure they use it before each lesson, but we would also encourage them to use it after using the toilet (even after they have washed their hands), wiping their nose or coughing. It is also good practice for pupils to sneeze into their elbow and have tissues with them.

Return to Oakwood High School: from Wednesday 2 September, our new Year 7 pupils will attend school from 8.30am to 2.30pm; this will form an important element of our adjusted transition process and the Y7 children will be in school on their own on that day.

All year groups (including Years 8, 9, 10 and 11) will return to school on Thursday 3 September from 8.30am. On that first day, all pupils will go to their tutor time. To maintain pupils in year bubbles, we have had to disband our vertical tutor group system for this year. Pupils will be grouped in year group tutor groups. However, they will still remain aligned to their House and their Head of House will continue to be key to their pastoral care and wellbeing. Pupils will be able to see which tutor they are in and the location of their tutor room by checking on Go4Schools.

The start of a typical day:

Year Group	Before 8.00	8.00-8.30 Entrance	Designated meeting area	8.30
7	Pupils can go to the Dining room and enter the school through pupil entrance. At 8.00 pupils in Year 8,9,10,11 move to their designated areas. Y7 will remain in the Dining Room.	Main pupil entrance (gate off Lawton Lane)	Dining room	Move to Tutor Room
8		Pupil entrance steps	Sports Hall (fire exit)	
9		Perform gate	Sports Hall (Perform corridor)	
10		Pupil entrance steps	Canopy area	
11		Perform gate	Main Hall	

Movement around School and timings: in order to keep year groups separate and manage the number of close contacts pupils have, there will be changes to the timings of breaks and lessons during the day. In addition, to manage the number of pupils leaving the building at the same time, we have adjusted the finish times for each year group. We expect all pupils in each year group to vacate the school site within their given time slot. However, we also appreciate that some pupils have siblings in other year groups. We will still allow this small number of pupils to wait in the dining room at the end of the day.

To reduce face-to-face contact between pupils at busy times, there will be a one way system in place. After all lessons, tables and chairs will be wiped down and all high-touch surfaces, such as hand rails and door handles will be regularly wiped down throughout the day.

	Year 7	Year 8	Year 9	Year 10	Year 11
8.40	Tutor	Tutor	Tutor	Tutor	Tutor
9.10	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
10.25	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
11.40	Outside Break	Lesson 3 Part 1	Break Main Hall	Dining Room	Lesson 3 Part 1
12.00	Dining Room		Lesson 3	Outside Break	
12.20	Lesson 3	Dining Room		Lesson 3	Outside Break
12.40		Outside Break			Dining Room
13.20		Lesson 3 Part 2			Dining Room
13.30	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
End of day	14.30	14.35	14.40	14.45	14.50
A programme of extra curricular activities will run on a year group basis after school.					

Breaks: as you will see from the timetable, break times will look different as we need to keep pupils in their 'Year Bubbles'. Most pupils will only have one break of 40 minutes (2 breaks of 20 minutes for Year 9), but a shorter day. The service provided and the range of foods available will continue to be very important to us all. We are confident that we will be able to offer healthy and tasty snacks and meals throughout the day. We will continue to offer a full food service. Food will be available from both the dining room and from an outside servery, when pupils are scheduled to be outside (for Year 9 this will be located in the Main Hall). We know that pupils learn even better when they stay on site at breaktimes, and when they eat using the school facilities and so, as ever, all pupils are expected to stay on site at breaktime. Pupils will use a biometric cashless system (money can be put onto the system via ParentPay, please contact the finance office for more details at finance@oakwood.ac) or pay in-cash on a daily basis. Children eligible for free school meals will still be able to access our snacks and meals as previously. We urge you, if you are eligible, to apply for free school meals.

Classroom precautions: as already mentioned, all classrooms will have a supply of hand sanitiser and antibacterial spray to wipe down desks and chairs after each lesson. Where possible, all pupils will sit facing forward, where this is not possible, for example in the computer rooms, perspex screens have been erected to add additional protection.

Routines have been put in place to ensure where any equipment is shared i.e. PE/ Technology/ Science/ Music, there is a cleaning and rotation regime in place.

PE Changing: it is important on the grounds of personal hygiene that pupils change for PE. To reduce the numbers of pupils in the changing areas, we have set aside additional changing space to double our capacity.

Enhanced cleaning schedule: in addition to our regular daily cleaning schedule and to ensure frequently used and touched surfaces are kept clean i.e toilets, door handles, banisters, we have increased the number of cleaners who are on site all day from one to three. This will allow for regular wiping down of high contact areas, and respond quickly to situations that may require attention during the day.

Uniform: please find enclosed a copy of the school's uniform policy. Our uniform policy is largely unchanged and we need to reiterate that the blazer and tie will be mandatory items again in September. Every pupil is expected to wear our uniform every day. Some key pointers would be- full length black school trousers and black skirts, worn modestly to knee length (no mini-skirts); all items must be plain black. Jeans (no rivets, metal buttons or seams), tracksuit type trousers, and leggings/jeggings are not allowed; plain black leggings may be worn only with an appropriate and modest skirt. For shoes, pupils must wear sensible, serviceable 100% black footwear (no coloured laces, logos, stripes, soles or flashes), no platform or high heels, boots are not acceptable; no hoods and no hats! Please note that a bag is an essential part of the school uniform.

Despite the recent situation we still expect to maintain our high standards. Please be reassured that this policy will be rigorously enforced in the usual way: **Oakwood is a full and correct uniform school**. Any child not wearing the **full** school uniform will be offered a uniform to change into (**even if they arrive with a note**), and will be expected to wear that uniform; we do not want to have to send children home to change. This uniform will be washed on a regular basis and sprayed with antibacterial fabric spray. Staff will check uniform either on entry into the building or at tutor-time, and appropriate action will be taken, where necessary. We understand that there may be some issues related to uniform and these may be more difficult to resolve at this time. Please contact the school as soon as is practical if there are any issues regarding your child's uniform – we will do all we can to support families in ensuring that children have the correct uniform (please contact us at the school if we can support). Uniform is always available online and in the shops, including Pinders and Johnny D's. All pupils will be expected to take off their outside coats once inside the building. They will need to carry those coats in a school bag.

Equipment: as always, we will expect all pupils to be properly equipped for school. They are required to have their fully charged electronic device, as provided by the school. The pupil's device must remain in the case provided by school and be brought to school, charged, each and every day.

We strongly encourage all parents and carers to check pupil devices often and, if necessary, have rules for usage - when, where and for how long. As we have learnt over the last few months, they are a fantastic tool for school work as well as home-learning, but should not interfere with family life. As always, if you are concerned about your child's safety online, please visit our website for guidance and support or contact us directly at school.

Year 7 Chromebooks will be issued in the first few weeks of school. Under normal circumstances we would hold an information evening for parents and pupils to distribute these. Under current guidance we will not be able to do this. However, you will receive the same information via a video presentation and we hope to have all our Year 7s up and running with their Chromebooks as soon as possible.

It is important to note that we will not be able to loan equipment as readily, due to the crisis and, consequently, it is doubly important that all pupils have their own pens, pencils, a ruler, and **scientific calculator** and PE equipment in an appropriate school bag. We see the equipment and bag as important elements of the school uniform policy and an indication of an individual's readiness to learn.

Communication: we will continue to communicate using technology. As a matter of course, we now communicate using email, text message and the website www.oakwood.ac. The website will be refreshed over the summer. The website should be the first location to look when attempting to communicate with the school. Unless you specifically ask for a letter to be posted home, all communication will be electronic. We hope to continue to reduce our carbon footprint.

In 2018, the General Data Protection Regulation (GDPR) replaced the Data Protection Act 1998. The GDPR 2018 introduced new individual rights relating to personal data and consents. It is important that we keep complete and up-to-date records of all our pupils and their contact information. Please assist us with checking and updating your details and consents via GO 4 Schools, the school website shows more information and guidance on this.

If any of your contact details do change or you need any support please contact Ms N Moorhouse at n.moorhouse@oakwood.ac or Mrs Lonsdale at e.lonsdale@oakwood.ac

And finally ...

The success of Oakwood High School has been built on the positive relationships and mutual respect between staff, pupils, parents and the wider community. The current situation has meant that we have not had the luxury of spending time working together closely. We hope that over the coming weeks, we begin to reestablish our routines and reconnect as a learning community. We are really looking forward to seeing our pupils back in school and supporting them to achieve their potential.

If you have any queries or concerns, please do not hesitate to contact the school and talk to your child's Personal Learning Tutor. We thank you for your continued support for your child and for the school. We have an incredibly strong school community in which children, parents/carers and staff work as one to create the very best conditions. It is in those conditions that success will blossom.

Yours faithfully

Chris Eccles
Head of School

Enclosures:

Uniform Policy

School Uniform Policy



OAKWOOD HIGH SCHOOL UNIFORM POLICY

Oakwood High School is a school proud to wear its uniform.

All pupils attending the school will be required to wear the uniform at all times.

There will be no exceptions; there will be no excuses.

We encourage pupils to take pride in their own appearance.

UNIFORM

- Full length black trousers for boys and girls and black skirts worn modestly (**New for 2020/21-skirts no shorter than knee length**) for girls, all items must be plain black with no noticeable buckles, rivets, zips, studs, logos or badges. Tracksuit type trousers, jeans and leggings/jeggings are not allowed. Plain black leggings may be worn only with an appropriate and modest skirt.
- Plain black blazer with Oakwood High School crest (badge) to be worn inside the building
- Plain collared white shirt which must be tucked in at all times.
- Oakwood High School clip on tie.
- Plain black hijab may be worn, a school shirt and tie must be visible.
- Sensible, serviceable black shoes or trainers (no coloured laces, logos, stripes, soles or flashes). No platform or high heels. Boots are not acceptable. Footwear which extends above the ankle bone will be classified as a boot!
- Make up should be discreet. False-eyelashes are not allowed.

Optional: Grey v necked jumper or cardigan with Oakwood High School logo.

No other combination of uniform is acceptable.

SPECIAL UNIFORM

- **Year 11 Pupils only.** As above, but with the option of purchasing a Graduates special tie, subject to successful graduation at the end of the Year 10.

PE UNIFORM

- Navy blue polo shirt with school logo
- Black shorts
- Navy blue socks
- Black tracksuit bottoms
- Trainers
- Football boots (optional)

JEWELLERY

No jewellery except for watches and plain studs. If you have piercings, only one set of earrings and one nose stud allowed.

MAKE-UP

Only discreet make-up is allowed at school. (Discreet means subtle and not obvious, so, no coloured eye-makeup, lipstick or blusher; only a thin layer of foundation; minimal eyeliner and mascara. **(New for 2020/21-No false eyelashes).**

ADDITIONAL INFORMATION

- All equipment brought to school should be clearly marked.
- Watches and ear studs should be removed for PE lessons.
- A strong bag is necessary for carrying books, iPads and sports equipment.
- **A sensible outside coat, when necessary – no hoods up or caps at any time! Pupils will not be allowed to wear any outdoor clothing within the school building, they will be asked to remove outdoor coats, jackets, hoodies, scarves, etc., and place them in a school bag prior to entry to school buildings. Lockers are available for pupils in Year 9, 10 and 11 who have successfully graduated**

PLEASE MAKE SURE YOU HAVE YOUR NAME IN EACH ITEM OF YOUR SCHOOL CLOTHING, SHOES AND PE KIT, SO IT CAN BE RETURNED IF LOST.

REMEMBER VALUABLE ITEMS SHOULD NOT BE BROUGHT INTO SCHOOL

NB The majority of the uniform may be obtained from a wide variety of retail outlets.

Specific Oakwood items can be bought online from:

- * Pinders School Wear Shop, College Walk, Rotherham
www.pindersschoolwear.co.uk/oakwoodhigh
- * Johnny D's, Howard Street, Rotherham
www.johnnydschoolwear.co.uk.

Clean uniform and shoes will be held by the school; pupils will be expected to change into that uniform if they attend school with the incorrect uniform. Refusal to wear items of uniform from the uniform store may lead to a pupil being sent home to get changed.

