

Friday 28th August 2020

Dear Parent/Carer

School Update

As confirmed in my previous letter to you it is our firm intention that all students will be returning to school at the start of the new academic year. Naturally this has presented us with many logistical challenges, and I am writing to provide details about the measures we are taking to ensure that students can continue to access our broad, balanced and exciting curriculum and above all enjoy life at Oriel.

School Organisation

The government released [guidance](#) in July relating to the safe return to school of all students. The guidelines necessitate major changes in school organisation and dictate that students will need to be kept in year group 'bubbles' – i.e. each year group will be kept apart from the others. The rationale behind this is that if there are infections in one year group, this 'bubble' can be removed from the school while students self-isolate for 14 days and the school can remain open for the remaining year groups.

We have put in place arrangements which ensure that all students will be able to access the full curriculum including access to practical spaces and specialist provision across the full range of subjects. We will of course need to review arrangements regularly and the operation of the school will depend on the local and national Covid-19 picture. It is our hope that these restrictions can be lifted as soon as possible but the safety of our community will always remain at the heart of our decision making.

One of the most significant changes to Oriel organisation will be the temporary move to horizontal mentor groups, consisting of students from just one year group, instead of our normal vertical mentor system. These mentor groups will have mentor time sessions within the location of the year group teaching area.

You will receive, by separate parentmail, the details of who your son or daughter's mentor is for our September return and the location of their mentor room and year group entrance/exit.

First Day of Term for Years 7, 8, 9, 10 and 11 is Monday 7th September

On the first day of term students should arrive at the following times and must not be late.
All students must be in full school uniform. **There are no PE lessons for any students on the first day.**

Year 7 students should arrive at 08:20. They should enter the Main Hall via the Fire Doors. Students will have a short welcome assembly and will then be met by their mentor and taken to their mentor rooms.

Years 8 to 11 should arrive from 08:45 as follows through the school entrance detailed below – students should move to their mentor room as indicated in the parentmail detailing your son/daughter's new mentor. Staff will be on hand to assist our students.

Year 8	08:45	Entry via DT Entrance nearest to Asia Pastoral Office
Year 9	09:00	Entry via English/Science Fire Door & up English Stairs
Year 10	09:15	Entry via Science Wing 1 Entrance near to SC5
Year 11	09:30	Entry via Science Wing 2 Entrance near SC10

Mentor time will last until 10:30 on Monday 7th September. Students will receive an induction and safety briefing and lessons will begin period 3 – please see the revised school day structure.

Year Group Arrangements

All year groups will have designated areas of the school for the majority of their teaching, for breaktime and lunchtime as well as a set of designated toilets. All of this will be explained in detail to students by their mentor in September and will be repeated and reinforced regularly; the importance of following these arrangements will be emphasised and explained to them. I must stress that not following these procedures will be treated as serious misconduct.

Students' teaching areas, social areas and toilets are detailed below:

Year Group	Teaching Area	Break Time	Lunch	Toilets
7	Maths	Centre Courtyard	Centre Courtyard & Restaurant	Languages
8	Languages	Centre Courtyard	Main Hall & Break Out Area	Drama
9	English	Back Courtyard	Back Courtyard & Sports Hall	Courtyard
10	Humanities & Science Wing 1	Matthews Drive	Matthews Drive	DT
11	Humanities & Science Wing 2	Back Courtyard	Tennis Courts and Gym	IT (PE at Lunchtime)

Arrival and departure

Beginning of the school day

From the first day of term each year group must use the designated entrance and exit detailed above and this will be reinforced with students regularly. All students from Tuesday 8th September should arrive at the same time to be in their mentor room for mentor time starting at 08:20. Punctuality has always been extremely important, but never more so than in these times.

Initially the School restaurant will not be open for breakfast before school but we hope to be able to offer this provision again in the near future for students who arrive before 08:20.

End of the school day

Students will be dismissed at 14:40 from their year group areas leaving through their designated exit. Initially there will be no after school activities, but we hope to begin these again in the near future. The restaurant will not be open for snacks after school but again we hope to be able to offer this provision again soon.

Revised School day

Organising the school into 'bubbles' has necessitated changes to the school day to manage the new arrangements at breaktime and lunchtime. Lesson times remain the same.

YEAR	REG	P1 8:30 - 9:30	P2 9:30 - 10:30	P3 + BREAK 10:30 - 11:45		P4 11:45 - 12:45	MENTOR AND LUNCH 12:45 - 13:40		P5 13:40 - 14:40
7	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	BREAK 10:30 - 10:45	P3 10:45 - 11:45	P4	LUNCH 12:45 - 13:20	MENTOR 13:20 - 13:40	P5
8	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	P3 10:30 - 11:30	BREAK 11:30 - 11:45	P4	MENTOR 12:45 - 13:05	LUNCH 13:05 - 13:40	P5
9	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	BREAK 10:30 - 10:45	P3 10:45 - 11:45	P4	LUNCH 12:45 - 13:20	MENTOR 13:20 - 13:40	P5
10	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	BREAK 10:30 - 10:45	P3 10:45 - 11:45	P4	LUNCH 12:45 - 13:20	MENTOR 13:20 - 13:40	P5
11	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	P3 10:30 - 11:30	BREAK 11:30 - 11:45	P4	MENTOR 12:45 - 13:05	LUNCH 13:05 - 13:40	P5
12	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	P3 10:30 - 11:30	BREAK 11:30 - 11:45	P4	TUTOR 12:45 - 13:05	LUNCH 13:05 - 13:40	P5
13	MENTOR/TUTOR TIME 8:20 - 8:30	P1	P2	BREAK 10:30 - 10:45	P3 10:45 - 11:45	P4	LUNCH 12:45 - 13:20	TUTOR 13:20 - 13:40	P5

Transport

The government is strongly advising students to walk or cycle to school where possible. If students need to use public transport then face masks must be worn. Three bus routes serve Oriel/Maidenbower the 606, 100 and 11 bus routes. Details of these can be found on the metrobus website. Parents/carers may wish to check with metrobus if these routes will be in operation from September and refer to the Metrobus leaflet sent with this letter

<https://www.metrobus.co.uk/route-information/606#timetable>

<https://www.metrobus.co.uk/route-information/100#timetable>

<https://www.metrobus.co.uk/route-information/11#timetable>

Parents are reminded that Maidenbower Lane has parking and waiting restrictions for safety reasons.

School Bags and Equipment

Students will need to bring the equipment and resources/books that they need for each day with them to school. They will not be able to leave books in classrooms. Students must therefore have a school bag that is big enough to bring everything that they need for their school day. All students in Years 7 – 11 should bring to school the following items:

- Water bottle
- Small bottle of hand sanitiser
- If wearing a face mask to travel to and from school using public transport then a sealable sandwich bag for storing mask during the school day.
- Pencil case
- The normal pencil case contents, i.e. black/blue pens, green and purple biro, pencils, ruler, rubber, pencil sharpener (preferably one that collects the sharpenings), highlighter pens
- Pritt stick type glue
- Colouring pencils and pens
- A plastic A4 folder/wallet to store loose sheets
- Casio Classwizz fx-83GTX Calculator
<https://www.amazon.co.uk/Casio-fx-83GTX-Scientific-Calculator-Black/dp/B07L5YWTPH/>
or
<https://www.amazon.co.uk/Casio-fx-83GTX-Scientific-Calculator-Pink/dp/B07L61MWJ9/>
- A geometry set which must include protractor, ruler and a pair of compasses

All items should be labelled with the student's name and their mentor group.

Telephone: 01293 880350 | Facsimile: 01293 880351

Student Absence Telephone: 01293 880363 (24 hours)

Email: office@oriel.w-sussex.sch.uk | Website: www.oriel.w-sussex.sch.uk



Catering

We are working with our catering provider to consider alternative ways of working, but for the start of the new academic year **only Year 7 will be able to use the school restaurant at breaktime and lunchtime. All other students should bring a packed lunch.** Students who are entitled to free school meals will be supplied with a packed lunch. We will update you when we are able to modify this provision.

Lockers

Due to the allocation of year groups to different zones in our school, we will not be able to offer lockers for all students when we come back to school in September. Learning Community teams will support the distribution of lockers to those wishing to use one.

Face Masks

Whilst we understand that some students may feel reassured by wearing a mask whilst moving around the school or in lessons, we are not making this mandatory. The nature of our organisation of the school into zones and separation of year groups at break and lunch means that even in the event of a local lockdown we should not need to do so (unless guidance changes) and so the decision to wear a mask or not remains one of personal choice. We expect all students to respect each other's choices in this matter. Currently face masks are not compulsory for students to wear in school so students will not be required to wear them. Of course, for many of our students it will be sensible for them to carry a mask anyway as they may be travelling on public transport or going into a shop on their way to school or on the way home.

Uniform

Students are expected to wear [full uniform](#) as usual but must attend school in their PE kit if they are in years 7, 8 and 9 on any days that they have PE as the changing rooms are not available for year 7, 8 and 9 students. Students in Years 10 and 11 will have access to the changing rooms so will wear school uniform as normal on days when they have PE.

Uniform for Key Stage 3 PE

Students in years 7, 8 and 9 must wear Oriel PE kit to school on days that they have a timetabled PE lesson. They will remain wearing their Oriel PE kit for the duration of the school day, as the changing rooms will not be available to students in years 7, 8 and 9 for changing out of and back into their school uniform at the beginning and end of their timetabled PE lesson. Only the following Oriel PE kit clothing items, along with suitable trainers and a suitable outdoor coat (to be worn only when outside during breaktime and lunchtime) are permitted to be worn during the school day: black shorts/black tracksuit bottoms/black leggings/black Oriel PE skort, purple Oriel PE polo t-shirt, black Oriel PE rugby shirt/black Oriel PE fleece.

Uniform for Key Stage 4 PE

Students in years 10 and 11 must wear full school uniform to school every day and should only bring their Oriel PE kit to school with them on the days that they have a timetabled PE lesson. Changing rooms will be available to students in years 10 and 11 for changing out of and back into their school uniform at the beginning and end of their PE lessons. When their PE lesson is timetabled during Period 5 of the school day, students will not be required to change back into their school uniform before leaving the school premises. Only the following Oriel PE kit clothing items, along with suitable trainers are permitted to be worn for PE lessons: black shorts/black tracksuit bottoms/black leggings/black Oriel PE skort, purple Oriel PE polo t-shirt/GCSE PE polo t-shirt/Sport Studies polo t-shirt, black Oriel PE rugby shirt/black Oriel PE fleece/black GCSE PE mid-layer top/Sport Studies mid-layer top.

Attendance

On the 2nd July, guidance was published to announce that from September 2020 all children and young people are expected to attend school unless there are exceptional circumstances.

Site safety

In addition to the changes outlined above, we have introduced a range of control measures to ensure our school community is safe on-site. These include:

Wall mounted hand sanitiser in many parts of the school

Hand sanitiser in all classrooms and additional classroom cleaning routines.

All classroom bins to have lids.

Extra cleaning routines for toilets, social areas and often used surfaces for example door handles, bannisters etc.

Our risk assessment has been posted on our website.

Track and Trace

It is important that students and staff do not attend school if they have Covid-19 symptoms or have tested positive in the last 7 days. If anyone in the school becomes unwell with a new, continuous dry cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the stay at home guidance and be tested for Covid-19 – see [track and trace](#) guidelines. Our medical room has supplies of PPE and we also have an isolation room if necessary. We are in close contact with Public Health England / National Institute for Health Protection so we are able to follow their procedures should they be necessary next term.

We are very aware of the challenges returning to school may bring and we will be on hand to support students and families in any way possible to ensure their successful reintegration to school. Our plans will be routinely reviewed following Public Health England / National Institute for Health Protection, DfE and other government guidance and we will communicate any changes to you as soon as possible.

I very much hope that the provisions outlined above are as temporary as possible, but we must plan for them remaining in place for at least the Autumn Term.

I thank you once again for your continued support and I very much look forward to welcoming our students back to school.

With my best wishes to you and your family

Yours sincerely

Philip Stack Headteacher

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