



17 July 2020



MESSAGE FROM THE HEADTEACHER

We have reached the end of a challenging academic year but sometimes in adversity we see the very best of people. I want to thank parents, carers, students and the wonderful staff at Highlands School for the commitment and efforts that have been required to continue to provide a meaningful learning experience for all our students during this time of partial school closure. Below we set out some of the arrangements we have put in place for GCSE and A level results and for September. I look forward to welcoming students back to full time education in September. Have a good summer and stay safe.

Vincent McInerney, Headteacher

THE SCHOOL DAY IN SEPTEMBER

When normal teaching resumes in September, we will be making some changes to our daily school operations. Below is an overview of some of the changes. The explanation below deals with the timetable and timings of the school day. The measures we are taking to keep staff and students safe, the risk assessment and the reopening guidance can be read [HERE](#).

Our decisions around school opening have been underpinned by the following principles:

1. We will be compliant with government guidance around the prevention of infection and in response to suspected and confirmed cases of COVID-19.
2. The curriculum will not be narrowed; students will take the same number of subjects and options as before the COVID-19 outbreak.
3. The school will use a blended learning approach so that students can work at home to supplement face to face teaching and in lieu of it, should schools be shut again.
4. The school will use zoning for students in years 7 and 8.
5. The school will stagger the start and end of the day.
6. The school will ensure that year groups have lunch at a time and in a space that means they are separate from other year groups.
7. The school will reduce movement and overall interactions by combining student break and lunch into one session and by ceasing to hold form time in the morning.



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THE SCHOOL DAY SEPTEMBER 2020

Session	Starts	Ends	Y7	Y8	Y9	Y10	Y11	SF
			<i>Arrival at school time - 09.35. This is for line up and hand sanitising procedures</i>			<i>Arrival at school time - 08.30. This is for line up and hand sanitising procedures</i>		
Session 1*	8:40	9:45				P1	P1	P1
Session 2	9:45	10:50	P2	P2	P2	P2	P2	P2
Session 3	10:50	11:55	P3	P3	P3	P3	P3	P3
Session 4**	11:55	13:25	P4 middle lunch	P4 late lunch	P4 late lunch	early lunch P4	early lunch P4	early lunch P4
Session 5	13:25	14:30	P5	P5	P5	P5	P5	P5
Session 6*	14:30	15:35	P1	P1	P1			
<p><i>On Wednesdays:</i> <i>Year 10, 11 and sixth form students will end their lessons at 13:25.</i> <i>Year 7, 8 and 9 students will end their lessons at 14:30.</i> <i>Staff CPD will start at 14:45 and end at 15:45.</i></p>								

*STAGGERED START AND END OF DAY - SESSION 1 AND SESSION 6

The government recommends that the start of the school day is staggered. Our school day will be divided into six sessions. Session 1 and session 6 are when period 1 is taught. Years 10, 11 and the sixth form will have period 1 during session one, in the morning. Years 7, 8 and 9 will have period 1 during session 6, in the afternoon. This means that half of the school arrives for the start of session 1 and the other half 65 minutes later. At the end of the day the reverse occurs and years 10, 11 and the sixth form finish school at 14:30 and the younger students stay until the end of session 6, at 15:35.

SCHOOL ARRIVAL AND DEPARTURE TIMES

	Y7	Y8	Y9	Y10	Y11	SF
Arrive at school	09:35	09:35	09:35	08:30	08:30	08:30
Lesson start time	09:45	09:45	09:45	08:40	08:40	08:40
Depart school	15:35	15:35	15:35	14:30	14:30	14:30

Students in after school detention will not leave school at the times above. We have included a short summary of highlights from our behaviour policy in this newsletter. Parents/carers should also read the [behaviour policy](#) and [parent information pack](#).

Students in years 10, 11 and the sixth form will, on occasion, be required to remain in school to attend catch up intervention or revision sessions from 14:30.

On Wednesdays school ends early for staff professional development. School will end for year 10, 11 and the sixth form at 13:25 (although intervention may take place until 14:30). School will end for year 7, 8 and 9 at 14:30. Once it is safe to do so our Ed-Extra programme will recommence, which will provide an extra curricular programme to all students in year 7 and students in other year groups. From this point year 7 students will be required to stay on site attending Ed Extra activities until 15:30.



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****LUNCH**

Session 4 is an hour and a half long and will contain period 4 and lunch. To keep students safe, year groups have lunch at different times and in different locations. Years 10, 11 and the sixth form will have lunch during the first half hour of session 4 and then will go to their classroom for period 4. Year 7 students will start period 4, leave the lesson for thirty minutes for lunch, and then return for the last part of the lesson, years 8 and 9 will be taught their period 4 lesson and then will go for lunch for the final part of session 4. Students who wish to bring packed lunch may continue to do so.

Session 4	Y7	Y8	Y9	Y10	Y11	SF
11:55-12:25	P4 lesson	P4 lesson	P4 lesson	Lunch	Lunch	Lunch
12:25-12:55	Lunch	P4 lesson	P4 lesson	P4 lesson	P4 lesson	P4 lesson
12:55-13:25	P4 lesson	Lunch	Lunch	P4 lesson	P4 lesson	P4 lesson

BREAKTIME

We cannot hold seven different break times for all of the different year groups at school without mixing students in a way that we believe would increase risk. Students will be given the opportunity to use the toilet between lessons. Students are allowed to bring water to school. The way we have arranged the day with early and late starts and lunchtimes means that students in years 8-13 will be able to eat three hours and fifteen minutes after they arrive at school. Year 7 will be able to eat two hours and forty minutes after arriving at school.

ZONING

Year 7 will have all of their lessons in one part of the school and will not mix with other year groups. They will dine alone.

Year 8 will have all of their lessons in one part of the school.

Years 9, 10, 11 will be allocated separate eating areas and be admitted to school through their own entrance in the morning. However, as they all need to use specialist classrooms and facilities for their GCSEs and A levels they will be able to move through the school during the day. We have put measures in place to reduce risks during movement throughout the school. More details on the ways in which the school will minimise risks can be found in our guidance documents and risk assessment, which can be found [HERE](#).



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YEAR 7 AND 8 SUMMER READING CHALLENGE:

Students in year 7 and 8 have been asked to engage in a summer reading challenge. The reason we have asked our students to do this is because reading for pleasure is a joy. It will introduce students to new characters, settings and situations which will inspire them to view the world differently. Also, reading for pleasure is an incredibly powerful way to progress in learning across all subjects. Obviously there are many benefits of reading for pleasure in English because students will experience professional writing which models expert use of vocabulary, sentences and descriptive techniques. Students will also see how writers create characters and use settings and events to communicate their ideas. However, reading for pleasure is also hugely beneficial for student achievement in all of their other subjects too. The English department has selected six age appropriate books and challenges for students to read over the summer holidays. Students have been asked to upload their reading challenges onto their year group Google classroom. Year 7 and 8 form tutors will review these responses in September and recommend successful students for year group prizes.

A LEVEL RESULTS DAY

On Thursday 13th August the school will be open from 8.00 a.m. for students to pick up their A Level and BTEC results. Results will also be available electronically at 8:00 a.m. on Insight to give students an opportunity to view their results from home and to contact universities as soon as possible, should they need to. Please find details of the day [HERE](#).

GCSE RESULTS DAY AND SIXTH FORM ENROLMENT

GCSE results day and Highlands sixth form enrolment will be taking place on Thursday 20th August. Year 11 students will be collecting their results between 10 and 11.30 a.m. and will then be invited to have a conversation with a member of the sixth form team to discuss their next steps and possible sixth form enrolment. This day will follow usual social distancing guidelines. Please find details of the day [HERE](#). Year 10 students will be able to view their results on Insight from 10.00 a.m. and are not required to attend school to collect results.

SEPTEMBER REOPENING PLAN

Thursday 3rd September - School is closed to students for staff INSET day.

Friday 4th September - School is closed to students for staff INSET day.

Monday 7th September - Year 7 induction day from 10.00 a.m. - 3.30 p.m. School closed to all other students.

Tuesday 8th September - Year 7 induction day 10.00 a.m. - 3.30 p.m. and year 12 induction day 8.40 a.m. - 14.30 p.m. and year 13 induction day 9.45 a.m. - 14.30 p.m.

Wednesday 9th September.

- Year 7 - induction day -10.00 a.m. - 3.30 p.m.
- Year 8 - induction session- 9.35 a.m. - 11.35 a.m.
- Year 9 - induction session- 9.15 a.m. - 11.15 a.m.
- Year 10 - induction session- 8.55 a.m. - 10.55 a.m.
- Year 11 - induction session - 8.35 a.m. - 10.35 a.m.
- Year 12 - bespoke timetable - 8.40 a.m. - 14:30 p.m.
- Year 13 - bespoke timetable - 8.40 a.m. - 14:30 p.m.

Students should arrive at school punctually at the assigned time and not before, where they will be asked to line up and sanitise their hands before going to a welcome assembly and a tutor time session focused on our new behaviour policy. Students must be in full school uniform for their induction session.

Thursday 10th September - lessons begin for year 7,10,11,12,13 as per the timetable above.

- Years 8-9 - remote curriculum at home.

On arrival students will be directed to their line up points.

Friday 11th September - all year groups in school for lessons as per the timetable above.



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BEHAVIOUR POLICY HIGHLIGHTS

Last Friday we shared our [new behaviour policy](#) and [parent information pack](#). We encourage all parents/carers to read these documents over the summer, in particular the parent information pack. We would like to bring parents/carers attention the following important points.

Footwear - only smart black leather (or leather look) shoes are permitted. This means that trainers, Converse, Air Force 1 and any other canvas shoes are not permitted. Parents/carers have asked if leather Kickers are permitted. These are permitted as long as they are plain black shoes and not boots. The Kickers tags must be removed and the laces must be black.

Mobile phones

- On the first occurrence of mobile confiscation the student will be issued with a 40 minute on the day detention. If the phone is confiscated before lunch time, it can be collected by the student at 4.00 p.m. that day, after detention.
- If the phone is confiscated after lunch time, it can be collected at 4.00 p.m. the following day, after detention.
- On the second occurrence of mobile phone confiscation a parent/carer (or any other adult nominated by the parents) will have to collect the mobile phone after a minimum period of two school days from the day of confiscation.
- On the third and all subsequent occurrences of mobile phone confiscation a parent/carer will be required to collect the phone after a minimum period of 3 school days from the day of confiscation. A meeting with the head of year or the behaviour mentor will also be required.

Uniform - students are expected to be in full school uniform, with shirts tucked in, from the day students arrive for their induction. There will be a member of staff on duty each morning conducting uniform checks. If students are not in the appropriate uniform the member of staff on duty will issue an appropriate sanction. If there is an exceptional and unavoidable reason why a student is not in the appropriate uniform, then parents/carers should email the behaviour mentor for their child's year group by 8.20 a.m. explaining the circumstances. Year 12 and year 13 are required to follow the sixth form dress code.

Detentions - we will operate a daily detention system. This means detentions issued before lunch time will be served on the day they are issued. Detentions issued after lunch time will be served on the next working day.

PASTORAL CARE

We recognise that some students will need support in adjusting back to school routines. We will put the following recovery package in place to support student well-being.

- All students will have an induction and welcome back morning on Wednesday 9th September to ease their transition back to school.
- The school will use information from form tutor welfare calls, behaviour mentor and head of year checks to offer bespoke support to specific students. These students will be offered mentoring and counselling devices services.
- We have planned a pastoral curriculum for tutor time to support students in reflecting on their emotions and experiences during school closure, and re-establishing important behaviours and values.
- Our school stay safe email address will remain in operation as one method for students to request support. All students will be able to request support via their form tutor, head of year, behaviour mentor or any staff member they feel comfortable speaking to.