



## HECKMONDWIKE GRAMMAR SCHOOL

JCB/JDN

2 September 2020

Dear Parent/Carer,

It is with great pleasure that we can confirm that the school will be fully reopening to all students on a phased basis from Tuesday 8 September.

- Tuesday 8 September      Years 7 & 12
- Wednesday 9 September    Years 7, 8 & 12
- Thursday 10 September    Years 7, 8, 9, 10 and 12
- Friday 11 September      All students

In line with Government guidelines, we have set up year group 'bubbles' for everyone's protection. This means that arrival arrangements have been amended to include year group specific entrances and muster points.

	<b>Entry point</b>	<b>Muster point (from 8.30am)</b>
Year 7	North Street (Lower Gate)	Junior Yard
Year 8	High Street gate	Middle Yard
Year 9	MUGA (High Street gate)	MUGA - High Street end
Year 10	MUGA (Church Street gate)	MUGA - Church Street end
Year 11	North Street (Main Gate)	Senior Common Room (SCR)
Year 12 & 13	Jo Cox Centre (main entrance) North Street/Church Street corner gate	Jo Cox Centre Form rooms

In order to maintain the integrity of these arrangements, students will not be permitted to enter the school building until 8.40am. Students can gather in their muster point at any time from 8.30am.

While Heckmondwike is not an area currently requiring local lockdown measures, many of our students and staff live in such areas; therefore we have taken the decision to operate in a way that we would be expected to if we were located in such an area. This includes the wearing of face coverings during lesson changeovers and at social times, including when queueing for food at break and lunchtimes. Students are not expected to use face coverings when in lessons, unless subject specific advice is in force.

Heckmondwike Grammar School, High Street, Heckmondwike, West Yorkshire, WF16 0AH  
Tel: 01924 402202 | Fax: 01924 418318 | Email: [office@heckgrammar.co.uk](mailto:office@heckgrammar.co.uk) | [www.heckgrammar.co.uk](http://www.heckgrammar.co.uk)  
Headteacher: Mr P Roberts

Heckmondwike Grammar School Academy Trust is a charitable company limited by guarantee, registered in England and Wales with company number 07348329. Registered office address as above.

Students are expected to provide their own face covering. Acceptable face coverings are disposable masks or plain cloth masks. Any other item of clothing, such as a headscarf or jumper, should not be used as a face covering.

All students should take responsibility for the safe removal and storage of their own face covering. It is for this reason that we require each student to bring a zip lock bag to school which is labelled with the student's name. The face covering should be removed safely and placed in the student's own labelled zip lock bag when instructed, including during lessons, when eating, or when working independently.

These arrangements will be reviewed on a regular basis.

In order to ensure the safety of our school community, there are some key points that you and your child need to be aware of;

### **Hygiene**

Hand sanitisers have been widely installed around school and students are expected to sanitise their hands on entering and leaving a classroom. Students should also wash their hands regularly.

Classrooms and communal areas will be cleaned regularly.

It is more important than ever that your child has their own equipment in school to ensure items do not need to be shared. Please ensure your child returns to school fully equipped and prepared for all lessons.

### **Attendance**

We expect all students to attend school and arrive on time. Current Government guidance says that students should attend school, unless they are isolating due to confirmed or suspected Covid-19 case or cases in the household or they are instructed to remain at home by medical or local health professionals.

Any other medical reason should be communicated to us by contacting the Attendance Officer at school.

### **One-way System**

Like many other schools and organisations, we have introduced a one-way system to maintain social distancing and to ease movement around the school. All students must follow the one-way system. Any student who fails to follow the one-way system will be subject to the school's sanctions.

### **Break and lunchtimes**

Breaks and lunchtimes will be staggered for different year groups, as follows:

- 10.00–10.30 - Break A - Years 7, 9, 11 & 12
- 11.00–11.30 - Break B - Years 8, 10 & 13

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- 12.30–1.15 - Lunch A - Years 7, 9, 11 & 12
- 1.30–2.15 - Lunch B - Years 8, 10 & 13

### **Lockers**

Lockers will only be available to students in Years 11 – 13. This is to avoid congestion around locker locations and to maintain social distancing. Students in Years 7 – 10 should keep their belongings with them at all times, including at lunchtimes and break. We recommend that students only bring equipment that they will need for that day to avoid carrying too much around with them.

### **Mobile phones**

Students are welcome to bring phones to school. However, they should be switched off upon entering the school site and should be stored safely. If a student (Year 7-11) is found using their phone on the school site the phone will be confiscated and a sanction applied.

### **Extra-curricular clubs and activities**

In order to maintain the integrity of year group 'bubbles', multi-year group lunchtime clubs and activities will not be operating. We will publish the timetable for extra-curricular activities when we are able to.

### **PE lessons**

PE lessons will run according to the timetable. Arrangements for changing and wearing of PE kit will be announced in due course.

### **Travel to and from school**

Students should follow social distancing and face covering rules on public transport and at bus stops, stations and transport hubs. The school site will be open to students from 8.30am to 4.30pm. Students will not be permitted to enter the building before 8.40am. Attendance at after-school clubs, detentions and homework groups will be by prior agreement only.

### **Behaviour**

Avoiding the transmission of Coronavirus is vital to maintaining the quality of our curriculum and keeping the school open. As such, we have amended our behaviour policy to ensure these priorities are met. Any student who does not follow the new rules will be subject to sanctions.

Any further updates will be available on the school website <https://www.heckgrammar.co.uk/>. If you have any queries with regards to the arrangements, please do not hesitate to contact us via <https://www.heckgrammar.co.uk/contact/>.

We look forward to welcoming all our students back to school so we can make a positive start to the term. We are, as ever, immensely grateful for your continued support.

Yours faithfully,

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

Mr Jeremy Barnett

Assistant Headteacher

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