

16 July 2020

Dear Parent / Carer

I hope this letter finds you well as we come to the end of an academic year like no other. We are delighted that a fair degree of normality is set to return in September in that we are able to welcome back all students across all year groups, and very much look forward to seeing your son or daughter then.

Arrangements for September

The annex to this letter provides you with key details about what the full return in September will look like from a safety and logistical standpoint, in light of the Government's guidance to schools on full opening. A phased return is planned, as per the details below. This is not dissimilar to our usual arrangements at the start of a new school year, but this year it is particularly necessary in order to build student and staff familiarity with new arrangements that need to be in place and to give confidence to parents and carers that you can send your child in safely.

Start days for the different year groups are:

Wednesday 2 September: **Year 9** return

Thursday 3 September: **Year 11** return, along with year 9

Friday 4 September: **Years 10, 12 and 13** return, along with years 9 and 11,
(**year 12** in from lunchtime)

Year 12 students will have an introduction to school on Friday 4 September. They'll receive their timetables, security lanyards, have a welcome and safety assembly, an enhancement lesson and an introduction to the sixth form café. Normal lessons will commence on Monday 7 September at 9:20am.

Students are required to attend on Friday 4 September from 12:30pm with staggered arrival times by the student's **forename** (please see the table below). Students need to arrive to the front of school, where they will be escorted around the left side of the school (beside the English block) to the Sports Hall. During the staggered start, students will collect their lanyards and timetables. Their assembly will start at 1:10pm.

Arrival Time	Student FORENAME
12:30 PM	A
12:35 PM	B - E
12:40 PM	F - I
12:45 PM	J - K
12:50 PM	L - N
12:55 PM	O - Z

Lanyards

For security reasons, the doors to our school are protected with magna locks which open and close at the change of lessons. Staff and sixth form students are allocated a pass which they wear on a lanyard which allows them to pass through the doors whenever they wish. This is very important because sixth form students have non-contact periods and need to move through the building at different points during the day. Students must wear their lanyards at all times when on site. We require a £5 returnable deposit for the security pass. To enable online payment, you will need to activate your School Gateway account if you haven't already done so, using your email address and mobile number that the school holds on record for you:

- **Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.
- **Visit the website:** www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please email the school via admin@qehs.net and we'll update your details on our system. You will need to use the School Gateway website to complete the initial set up for payments using your bank account number and sort code. After this set up, payments can be made on either the website or the app.

This link will stay live until 31 August 2020, after which, if the deposit hasn't been paid, the student will need to bring £5 on Friday 4th September to pay for the lanyard on collection. The deposit will be given back to the student at the end of their time in sixth form.

Permissions

We require consent for local trips and visits, acceptable IT usage and also how we use students' photographic information. Please can you take some time to complete the following survey with your son or daughter: <https://www.surveymonkey.co.uk/r/R5Z9BSZ>. This will help us to make the enrolment afternoon as contact free as possible.

Staffing

As is invariably the case at this time of year, we bid farewell to colleagues moving on to pastures new. This year sees the departure of Mr Hoile, Mr Scaife, Ms Alpin, Ms Hunt and Mr Shinner. We thank each of them for their contributions to life at QEHS and wish them well for the future.

Looking ahead to next year, I am very pleased to tell you that we have appointed Mr Neil Seaton to the post of Head of School at QE. Mr Seaton, currently a deputy headteacher at George Heriot's School in Edinburgh, graduated in History and Politics from the University of Edinburgh before qualifying as a teacher. He has a passion for inclusion of all students and led his current school to be a UNICEF rights-respecting school. He was attracted by our ethos and the exciting opportunities of the new build. Mr Seaton, who was delighted to accept the post, will join us in January.

In other developments, I am pleased to report that Mrs Innes has been appointed Acting Deputy Headteacher from September and Ms Edgar appointed as Pastoral Leader for Year 10, replacing Ms Curry who takes up post as a senior leader at the middle school.

As mentioned, I shall write to you again towards the end of August. In the meantime, I hope all is well with you and your loved ones and I wish you and them an enjoyable and safe summer.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Graeme Atkins', with a long horizontal flourish extending to the right.

Graeme Atkins
Executive Headteacher

ANNEX 1

Queen Elizabeth High School September 2020 - Full Opening

Key features

We will:

- Have all students back
- Operate our full timetable ensuring all students get full teaching time
- Adhere to the Government [guidance](#), complying with the seven elements of the [system of controls](#)
- Manage students in year group bubbles in accordance with the guidance
- Make changes to arrival times and mustering points to ensure bubbles are separate but without adverse impact on those using school transport
- Direct students to use specific routes and entry/exit points to avoid congestion
- Stagger break and lunch times to avoid congestion and bubble mixing – see timetable of school day below
- Stagger departure times but without adverse impact on those using school transport – see timetable of school day
- Adjust classrooms layouts where necessary to align with the guidance on seating arrangements
- Provide additional cleaning in accordance with the guidance
- Provide additional handwashing facilities at key entry points
- Ensure that student hand cleaning occurs via sanitisers in every classroom and at other key points

Compromises required to make full return work

To make full return work within the guidance, there are certain compromises required, which are:

- One y9 lesson and one y10 lesson will be split each day, either side of a break or lunch. In normal circumstances this would not be ideal. However, in order to achieve the bigger prize of full return/full curriculum/full teaching time, whilst adhering to the public health guidance, it is a relatively small, manageable price to pay.
- To fit in the split lunches in a way that works in terms of various other requirements, lunch time for each year group will reduce to 30 minutes. Again, this is not ideal in that it reduces students' socialising time, but is a necessary adjustment that allows for other critical requirements to be met. Lunch will be later for students in years 11 and 12 than would ordinarily be the case. We will make sure they are aware of this and will enable them to get food at break time.
- To enable a staggered departure to avoid congestion moving through the building, and as a result of the shorter lunch period, p5 will end for students in years 9, 10 and 12 at 3.10pm. Those getting school transport will congregate in their bubbles in a designated area until pick-up. We will add 10 minutes onto p5 for years 11 and 13 (it will finish for these year groups at 3.20pm as it does now, but given the shorter lunchtime, this will mean 10 minutes more than for years 9, 10 and 12).

Timetable/Schedule of the day

	08:50	09:00	09:10	09:20	09:30	09:40	09:50	10:00	10:10	10:20	10:30	10:40	10:50	11:00	11:10	11:20	11:30	11:40	11:50	12:00	12:10	12:20	12:30	12:40	12:50	13:00	13:10	13:20	13:30	13:40	13:50	14:00	14:10	14:20	14:30	14:40	14:50	15:00	15:10	15:20						
9	Reg			P1			P2	Break		P2						P3					Lunch								P4																	
10	Reg			P1			Break			P2																																				
11	Reg			P1				P2							Break														P4																	
12				P1			Break			P2																																				
13				P1				P2							Break																															
																																														Departure

Students in Years 12 and 13 to arrive by 9.15am ready for P1 at 9.20am (those arriving by bus can be based in the sixth form area or the LRC until P1 starts)

Phased return

A phased return will be necessary to build student and staff familiarity with the new arrangements and to give confidence to parents that they can send their children in safely.

Tuesday 1 September – Staff training day

Wednesday 2 September – Year 9 return

Thursday 3 September – Year 11 return, along with year 9

Friday 4 September – Years 10 and 13 return, along with years 9 and 11, with year 12 in pm.

More details

We will write to parents in late August to confirm these arrangements and to clarify any other necessary detail. Please note, a full planning document and associated risk assessment have been prepared, covering all aspects of the Government's guidance on full opening.