



# WOODBIDGE HIGH SCHOOL

*Pride In Achievement*

Headteacher: Mr Steven Hogan

St Barnabas Road, Woodford Green, Essex, IG8 7DQ

Tel: 020 8504 9618

www.woodbridgehigh.co.uk

info@woodbridgehigh.co.uk

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Dear Parent/Carer,

I am writing with will full details of the return to onsite provision for all students beginning on Monday 8th March. Some of the arrangements are complicated, and so I would ask that you read this letter carefully.

## Staggered Return

Students will not all return to school on Monday 8th March. Instead, we will stagger this over the week to enable us to test all students in a controlled way.

Students will come to school to be tested on the day before they return to school for onsite learning.

The table below sets out the arrangements for each year group next week:

	<b>Monday 8th March</b>	<b>Tuesday 9th March</b>	<b>Wednesday 10th March</b>	<b>Thursday 11th March</b>	<b>Friday 12th March</b>
<b>Year 7</b>	Distance Learning	Distance Learning	Distance Learning	Testing Day	Onsite Learning
<b>Year 8</b>	Distance Learning	Distance Learning	Testing Day	Onsite Learning	Onsite Learning
<b>Year 9</b>	Distance Learning	Distance Learning	Testing Day	Onsite Learning	Onsite Learning
<b>Year 10</b>	Distance Learning	Testing Day	Onsite Learning	Onsite Learning	Onsite Learning
<b>Year 11</b>	Testing Day	Onsite Learning	Onsite Learning	Onsite Learning	Onsite Learning
<b>Year 12</b>	Distance Learning	Testing Day	Onsite Learning	Onsite Learning	Onsite Learning
<b>Year 13</b>	Testing Day	Onsite Learning	Onsite Learning	Onsite Learning	Onsite Learning

When students return to school for onsite learning, they will start at the usual time for their year group (08:55 for years 7, 8 and 9 and 08:40 for years 10-13). See below for some more details about arrangements for the Sixth Form.

## Testing of Students

If you have given consent for your child to be tested at school, then they should attend at the time set out for their tutor group in the table below.

Students should only come for testing if you have consented to this. They will not be tested if you have not completed the consent form. If you have not completed the consent form, you can still do so, by clicking [HERE](#). I would please urge you to give consent if you can, as this will help us provide a safe environment for all on our return to school.



Sixth Form students can consent to testing themselves if you have not consented for them. They will need to complete the self-registration when they arrive for their test and should bring a mobile phone to enable them to do this.

Students coming for testing should enter through the Wynndale Gate and go into Wynndale Hall to register for their test. They should not enter via the Mallards Gate. There will be staff on hand to support them.

On the day when students are being tested, they will not be set any distance learning work and no live lessons will be conducted for their year group. This is so that students have time to travel to school to be tested without worrying about school work. Students and parents should use any spare time on the testing day to prepare for the return to school the following day, for example to find books and equipment, check uniform, catch up with missing work, or perhaps just go for a lovely walk in the fresh air!

Students arriving for testing should come to school at the following times:

	<b>Mon 8th March</b>	<b>Tue 9th March</b>	<b>Wed 10th March</b>	<b>Thurs 11th March</b>
<b>09:00</b>	11B 11E	10B 10E	9B 9E	7B 7E
<b>09:30</b>	11G 11N	10G 10N	9G 9N	7G 7N
<b>10:00</b>	11R 11D	10R 10D	9R 9D	7R 7D
<b>10:30</b>	11Y 11W	10Y 10W	9Y 9W	7Y 7W
<b>11:00</b>	11P 11L	10P 10L	9P 9L	7P 7L
<b>11:30</b>	13B 13E 13G	12B 12E 12G	8B 8E	
<b>12:00</b>	13N 13R 13D	12N 12R 12D	8G 8N	
<b>12:30</b>	13Y 13W	12Y 12W	8R 8D	
<b>14:00</b>	13H 13X	12P 12L 12H	8Y 8W	
<b>14:30</b>		12S 12Z	8P 8L	

Students coming to school to be tested do not need to wear school uniform.

It will take each student about 20-30 minutes to arrive, register, wait and conduct their test. Information on the specific details of how the tests are conducted and what students will need to do is in the letters that I have sent previously, and on the school website [HERE](#).

If your child is younger, or perhaps anxious or worried about testing, please let us know and we will do our very best to reach out and offer support. Ms Moore and Ms Tabb have recorded a short video to let younger students

know what the test will be like and we will send this out to them this week. Parents may attend with younger students to help them if they wish to on the first testing occasion. Please enter with them through the Wynndale Gate at the times above.

Following the first test, students will be tested twice more at school 3-5 days later. This will begin with the second test for year 11 and year 13 on Friday 12th March. I will send further details about the second and third test dates for other year groups later this week. For their second and third tests, students will leave their lessons and return to them when the test has been completed.

The results of the test will take 30-60 minutes to come through. Parents will receive the result from NHS Test and Trace by email and text message, except where Sixth Formers have registered themselves and will receive their result themselves. If the result is positive, we will endeavour to contact you immediately ourselves to discuss the next steps. If the result is negative, students will be able to return to school the next day.

If your child has tested positive for Covid-19 in the last 90 days, then they should not attend for testing. We should have a record of this positive test already, but please let us know if you have not already told us.

If a child is not being tested, they should return on the return day scheduled for their year group as set out in the table above.

### Timings of the School Day

From Monday 8th March, our school day timings will return to those in place in the Autumn Term, as set out in the table below. This will apply to students in school and on distance learning over the week.

Please note that the split period 4 arrangement will be in place for year 7 and 8 from their return to school, and years 9 and 10 will no longer have a split period 4 as was the case before Christmas.

The split period 4 will only apply when students are on site. When they are completing distance learning from Monday – Wednesday next week, their period 4 will be from 12:10 – 13:15.

Time	Y7	Y8	Y9	Y10	Y11	Y12 and Y13
08:40 – 08:55	Wait in Courts / Playground			Registration		
09:00 – 09:55	Period 1					
10:00 – 11:00	Period 2					
11:05 – 12:05	Period 3					
12:10 – 13:45	Period 4 12:10 – 12:40		Lunch 12:05 – 12:35		Period 4 12:10 – 13:15	
	Lunch 12:40 – 13:10		Period 4 12:40 – 13:45			
	Period 4 13:15 – 13:45				Lunch 13:15 – 13:45	
13:50 – 14:50	Period 5					
14:55 – 15:10	Registration			End of School		
15:10 – 16:10	Period 6					

## Mini-School Provision in School for Vulnerable Students and Children of Key Workers

We will make limited provision for study in school next week from 8th-11th March for any student who:

- needs to be in school because their parent(s) are key workers who need to go to work and other childcare is not available;
- has an EHCP, is vulnerable or needs to be in school for another reason to protect their welfare.

Please do not use this provision unless you absolutely need to. As the week goes on, students will return to normal lessons and it will become increasingly difficult for us to staff this provision. If you are able to keep your child at home next week before their scheduled return day, please do so.

If you would like to book places for your child on this provision for 8th-11th March, please complete the form [HERE](#). This will help us plan how many students to expect. Students who are in school from 9th March onwards will need to wear full school uniform. Catering will be provided.

## Face Coverings

The new government guidance for returning to onsite provision includes an additional recommendation that all students should wear face coverings in corridors and in classrooms during lessons where 2m social distancing cannot be maintained.

It is not possible for students to sit 2m apart in most of our classrooms at Woodbridge, and so I will be implementing this government recommendation in order to protect our whole community. All students will be asked to wear face coverings in lessons unless they are 2m from all other students or have an exemption card in place.

If you believe your child should be exempt from wearing a face covering in corridors and classrooms and they do not have a card, or they have lost their card, please get in touch with their year co-ordinator so that a new card can be issued when they come back to school.

The recommendation to wear face coverings in classrooms will be reviewed at Easter and the government have indicated that they may remove this at that point. I will keep parents updated.

Please also be reminded that students must wear face coverings on public transport by law, unless they are exempt. Please ensure your child complies with this when travelling to and from school.

## School Uniform

When students return to school for their first day after being tested, they will need to wear full school uniform. This includes blazers, ties, black school shoes and appropriate skirts or trousers. I know for a fact how much they are looking forward to putting that lovely blazer back on again and wearing the Team Woodbridge badge next to their heart, where it surely belongs!

Please do check your child's uniform this week. If your child has grown since they were last in school, and you have not been able to buy new uniform items, we have some stock of good quality, clean, used uniform that you can have for free. We will have this available in reception between 10am – 2pm on Thursday 4th and Friday 5th March for you to look at and take if you need. There may be a socially distanced queueing requirement in place if we are busy.

Please also let us know if there are any problems, e.g. if your child does not have school shoes that fit and you are unable to buy new ones. We will be as flexible as we can be, but please let us know in advance.

## Sixth Form Arrangements

During the first week of our return to school, we ask that Sixth Form students attend the school site for lessons only. There will not be any registration or private study sessions.

From the second week, we will begin to introduce targeted tutorials and optional private study sessions, and from the third week there will be compulsory private study for some students who have not managed to keep up with their learning during lockdown.

Year 13 mock exams postponed from January will begin from week beginning 22nd March. Full 2m social distancing will be in place for all mock exams. Exam timetables will be issued separately.

The Sixth Form team will set out the detailed arrangements for the Sixth Form separately.

## Behaviour and Expectations

When we return to school, all of my expectations of behaviour and excellent conduct from Woodbridge students will be in place to enable learning to happen uninterrupted. This includes high expectations of behaviour in lessons and around the school, a complete ban on mobile phones apart from in the Sixth Form area, and a zero-tolerance policy of violence of any sort.

The behaviour system of warnings, behaviour points and lesson removals will continue. Detentions will be issued for too many behaviour points, lateness, lesson removal or serious incidents. Very serious matters will be dealt with through the issuing of Focus Room or Fixed-Term Exclusion sanctions.

## Student Wellbeing

During the first week back we will work with all of our students to support them in returning to school. The Wellbeing Team and the year co-ordinators will put in place a form time programme where students will be able to reflect and discuss the closure period and the return to school.

As always, for students in greater need, our Wellbeing Team will provide mentoring or counselling. Students who feel they need support can contact us on [askforhelp@woodbridgehigh.co.uk](mailto:askforhelp@woodbridgehigh.co.uk) during school hours.

## And Finally

Congratulations if you have got this far! I am sorry for the detail in today's letter. Please do get in touch with us if you need any clarifications.

I am so looking forward to next week. I will be helping with testing for the first few days and it will be lovely to have those initial conversations and exchange greetings as our students pop in to be tested.

And I know that just standing on the gate and watching the students coming into school on their first day back will remind me once again what the point of all this preparation work has been... it is for them, for their learning and their wellbeing. They will be back where they belong again! Hooray!

Charlie Mackesy once again gets the quote spot today. Having spent the weekend doing preparation for our return, wading through government guidance, thinking through plans, control measures and risk assessments, and writing various documents, it has felt at times like I wouldn't be able to get it all done in time and to the standard I wanted. There seemed like there would be no way I could please everybody, and it seemed like an impossible task.

And so I sought solace in cake, just like the Mole. I find it works every time. I hope you can have some cake, or equivalent, over the next few days, as you talk about and worries about coming back to school with your child. I promise it will work!

I send my best wishes to you all. I can't wait to see Team Woodbridge very soon!

Yours sincerely,



Steven Hogan  
Headteacher

