



# Bishop Stopford's School

Brick Lane, Enfield, Middlesex, EN1 3PU

Headteacher: Mrs T. Day BA (Hons), NPQH

---

5<sup>th</sup> March 2021

Dear Parent/Carers,

As we prepare to receive our students back into school in the coming week I am writing to you to explain our updated health and safety protocols that all students must follow from 8<sup>th</sup> March 2021.

You will have seen from previous communication to parents and carers that the start will be phased to allow for the testing of all students and staff in accordance with DFE guidance to ensure all year groups can return in a safe and orderly way. Students have once again been grouped into Year group bubbles, with staggered start and end times, break and lunch times and different entrances to school (**further details in the Questions and Answers section at the end of this letter**).

## Attendance

Attendance will be mandatory in March, as the government expects all pupils to attend school. The usual rules will apply, meaning we will be recording attendance and following up on any absences.

Critically Extremely Vulnerable (CEV) students should shield until further notice and we will be offering remote education to these pupils. We have written separately to families whom we consider may be clinically extremely vulnerable as they should have received clinical or public health advice that their children should remain at home. However, if you, consider this is the case for your child please contact us at [generaloffice@bishopstopfords.enfield.sch.uk](mailto:generaloffice@bishopstopfords.enfield.sch.uk)

## Health and Safety measures

Our safety measures are essentially the same as they were for the Autumn Term. The subject of face coverings has been in the news a lot recently and our position is that we follow the guidance of the Government which is that 'face coverings should be worn by staff, pupils and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils and students when outdoors on the premises.'

We will also follow the guidance in terms of face coverings in classrooms which is that 'face coverings should be worn in classrooms and during activities unless social distancing can be maintained.' The wearing of face coverings in classrooms is **not** compulsory however.

When children come into school, we will continue with the full range of protective measures in place including:

- Lateral Flow Testing (three tests in school for students followed by twice weekly testing at home)
- Students should wear face coverings at all times inside the school building and communal areas (e.g. corridors and astro-turf area). If a pupil does not have a face covering they will be provided with one but should have their own each day for school. Pupils will be encouraged to wear face coverings inside classrooms but this is **NOT** compulsory.
- Students grouped into Year group bubbles, with staggered start and end times, break and lunch times and different entrances to school and also specially allocated toilet areas
- The careful allocation of classroom spaces, e.g. smaller rooms used for 6<sup>th</sup> form teaching, largest rooms used for delivery to biggest teaching sets to ensure students are spaced as much as possible.
- Staff to have clearly demarcated 2m teaching zone in each classroom to enforce social distancing

- One-way system in place in corridors where needed
- Cleaning regime enhanced with a schedule is in place to ensure cleaning of higher volume and communal areas have additional cleaning throughout the day.
- Personal hygiene will be made a top priority with all staff and pupils reminded to wash and sanitise their hands regularly, keep at a safe distance wherever possible and follow essential hygiene protocols e.g. cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of the elbow if no tissue to hand) and wash hands afterwards.
- All new rules and protocols necessitated by covid-19 will be communicated to pupils in form times and be signposted around the various 'bubble zones.'
- School meals (now with hot options) will be provided within the year group zones and distributed to pupils. The canteen will not be in operation.
- If a pupil or member of staff were to develop symptoms of coronavirus, they will be sent home and advised to arrange for a COVID test as soon as possible. They should self-isolate as per government guidance
- Based on the government advice provided to us, we will send home those who have been in close contact with the positive contact and advise that they self-isolate for **10 days** as per government guidance).

Full details of our protective measures may be seen in our covid-19 risk assessment which is available on our school website. Please also read through the 'Questions and Answers' section at the end of this letter for further helpful information.

### **Pastoral support**

We are aware that the lockdown has been a difficult time for many of us, including our pupils. Please let us know if you think your child might need extra support when returning to school, such as if they feel anxious about coming back or they are experiencing bereavement. You can get in touch via [generaloffice@bishopstopfords.enfield.sch.uk](mailto:generaloffice@bishopstopfords.enfield.sch.uk) to do this.

The wellbeing of our pupils is our main priority at this time and great care has been taken to plan for their return. We will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed and individual support plans will be in place for pupils who may be vulnerable or who have difficulty re-engaging in school.

We will continue to keep in touch if there are any updates to our plans or if we need to make changes due to new or updated government advice.

Yours faithfully,



Garry Lyle  
Deputy Headteacher



## Questions and Answers – For Parents and Students

To ensure the safety and efficient running of the school it is important that all health and safety measures and daily routines are followed. The questions and answers document provides an overview of the protocols that have been put in place regarding this. Please read this carefully and discuss thoroughly with your child. Further details of the school's risk assessment can be found on the school website should you require more information about the measures that the school has put in place at this time.

In summary, your child must **not**:

- Attend school if they are unwell particularly if they or anyone in their household is displaying the symptoms of COVID-19, this includes a high temperature, cough, loss of taste and smell or any other flu like symptoms.
- Come to school with friends but should travel only with members of their own household. Where this is not possible, your child must adhere to the 2-metre distancing rule at all times and follow all government guidance regarding safe travel to and from school. Full details of this can be found here [Safer travel guidance](#) (and this from [Transport for London](#)).

We will expect all pupils to:

- Arrive on time (we cannot supervise pupils before 8.15am (Years 7-9) and 8.45am (Years 10 – 13). Years 7-9 start school at 8.30am and end at 2.45pm. Years 10-13 start school at 8.55am and end at 3.15pm.
- Enter and exit the school via allocated entrance for each year group (Years 7, 8 and 10 – main school gate; Years 9, 11, 12 and 13 – sixth form gate)
- Wear regularly cleaned uniform
- Follow all health and safety protocols
- Where possible we encourage students to walk or come to school via car. (See below)
- Adhere to the school's behaviour policy and expectations regarding acceptable conduct
- Remain in their allocated group and zone throughout the day
- Only use the schoolwork packs and equipment provided and specifically allocated to them individually.
- Ideally bring their own, clearly labelled water bottle to school as school water fountains may be switched off and out of use or be within zones only and bring a clearly labelled packed lunch where required
- Maintain regular handwashing and hygiene as per our attached health and safety protocol, using the hand sanitisers provided at all entry and exit points and always wear a face covering where necessary.
- **When will my child be in school?**  
Your child will be in school from Monday 8<sup>th</sup> March depending on their year group. (A schedule for the week has already been sent to you and is on the website).
- **What times will my child be in school?**  
Your child will start and finish school at the times indicated above.
- **How should my child travel to school?**  
If you live a short distance from school please, walk, cycle or scoot to and from school wherever it is possible and safe to do so. Please avoid sharing a car with anyone outside of your household or support bubble and if you are using public transport, plan ahead and allow more time for your journey.

When you are travelling by public or dedicated school transport, don't forget to:

- wear a face covering (unless you are exempt, including if you are aged 11 and under). It is important to wear them for the entirety of the journey, including inside a bus or train station.
- social distance where possible
- wash or sanitise your hands regularly
- be considerate to fellow passengers and staff.

Further information can be found here: [guidance on transport to school and other places of education](#)



**Telephone:** 020 8804 1906 **Fax:** 020 8216 1760  
**Email:** [headsoffice@bishopstopfords.enfield.sch.uk](mailto:headsoffice@bishopstopfords.enfield.sch.uk)  
**Website:** [www.bishopstopfords.enfield.sch.uk](http://www.bishopstopfords.enfield.sch.uk) **twitter:** @BishopStopfords



- **What if my child is late for their session?**

To maintain our safety protocols throughout the day, it is crucial that pupils arrive on time. If they are late it may be more difficult to admit them safely. If your child has a legitimate reason for lateness, please contact the school on 020 8804 1906 so that a suitable alternative arrival time can be arranged.

- **What will my child be doing whilst in school?**

Students will follow their timetables as per usual with a smooth transition from the remote learning programme during lockdown to face-to-face lessons once back in school.

- **Does my child still need to complete remote learning activities via Google Classroom?**

Your child may be expected to complete some tasks via Google Classroom and in the event of another lockdown, or any situation where your child may be forced to remain at home, we will be reverting to remote learning once more for our pupils.

- **What health and safety measures are in place whilst my child is in school?**

- Start and end times for the day have been staggered to minimize contact between groups who are in school on any given day
- Students should wear face coverings at all times inside the school building and communal areas (e.g. corridors and astro-turf area). If a pupil does not have a face covering they will be provided with one but should have their own each day for school. Pupils will be encouraged to wear face coverings inside classrooms but this is **NOT** compulsory.
- On arrival to school your child will be asked to clean their hands using the hand sanitiser at the entry point to school and pupils must follow our health and safety protocols once in school
- All pupils will be asked routinely if they or anyone in their household have shown any COVID-19 symptoms in the last few days, such as high temperature, cough, loss of taste or smell or any other flu like symptoms
- If your child displays a temperature of 37.8c or above, or indicates that they have or have recently had any symptoms, they will be isolated in school and you will be contacted to collect them
- Whilst in school, your child will work in a consistent group of pupils within their year bubble. Their sessions will be delivered by members of staff also within that bubble. Breaks and lunch times will also be within this bubble, or zone.
- Lessons will take place in allocated classrooms that has been organized to ensure that social distancing can be maintained as far as possible
- Hand sanitiser is available in every classroom and pupils will be asked to clean their hands on entry/exit to their allocated room, and, before and after eating and regularly throughout the day
- Toilet facilities have been allocated to your child's bubble; these are separate from those used by any other group who is in school on this day
- Regular cleaning protocols will be followed to ensure that classrooms, corridors, toilets and access points are cleaned at least twice a day
- Students will be expected to remain within their allocated group/classroom/breaktime zone throughout their time in school

- **What should my child wear to school?**

Pupils should wear regularly washed uniform whilst in school.

- **Should my child wear a face covering to school?**

Students should wear face coverings at all times inside the school building and communal areas (e.g. corridors and astro-turf area). If a pupil does not have a face covering they will be provided with one but should have their own each day for school. Pupils will be encouraged to wear face coverings inside classrooms but this is **NOT** compulsory.

- **What about lunch?**

Your child may bring in a clearly labelled packed lunch for the day if they wish to do so. The school will now also be selling hot takeaway lunches for pupils. If you wish for your child to have a school lunch, this



will need to be purchased via ParentPay. All students who are eligible for Free School Meals, will have a school lunch provided if requested. Further details are available on the school website.

- **Will toilet facilities be available for my child?**

Yes. Toilet facilities have been allocated to your child's bubble, these are separate from those used by any other group who is in school on this day.

- **Will PE changing facilities be available for my child?**

Unfortunately, no. Until we are able to open the changing rooms for safe use, we will require pupils to wear their PE kit to school on the days when they have PE.

- **What happens if my child becomes ill whilst in school?**

If any member of the school community is unwell during the day and is showing symptoms of the virus to include high temperature, cough, loss of taste or smell or any other flu like symptoms, they will be isolated in school and you will be contacted to collect them. Parents of any student sent home with COVID-19 symptoms will be instructed to follow current guidelines regarding testing, self-isolation and track and trace as published by Public Health England - to arrange for a COVID test as soon as possible. They should self-isolate for **10 days (or until they have received a negative response on their test)**

Based on the government advice provided to us, we will send home those who have been in close contact with the positive contact and advise that they self-isolate for **10 days**. (the other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms). Current government advice states that where the pupil or staff tests **negative**, they feel well and no longer have symptoms then they can return to their setting.

- **What should I do if my child is unwell at home or is unable to come into school for any other reason?**

Your child must not come into school if they are unwell particularly if they or anyone in their household is displaying the symptoms of COVID-19, this includes a high temperature, cough, loss of taste and smell or any other flu like symptoms.

Please contact the school as usual should your child be unable to come to school on their allocated day, providing brief details as to why they are unable to attend and when they will be returning to school.

Thank you for taking the time to read through this information and we look forward to seeing and supporting all our pupils further in their ongoing educational journey with us. Please do not hesitate to contact the school via [generaloffice@bishopstopfords.enfield.sch.uk](mailto:generaloffice@bishopstopfords.enfield.sch.uk) should you have any further queries.

