



An All-through Co-operative School
Carlton Avenue East, Wembley HA9 8NA
Head: Ms Beth Kobel

T: 020 8385 4040 F: 020 8908 2607 E: info@preston-manor.com
www.preston-manor.com

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Dear Families

This is my second letter of the week to ensure that your child is ready for their return to school. Staff are working hard to prepare the site and the curriculum, in order to warmly welcome back all students to the school.

Preparing your child for the return - Routines and Equipment

Over the next week we would ask that you support your child in getting back into the routines of leaving for school. We would encourage your child to return to their 'more regular' sleep routines, given that lockdown may have affected them. By doing this sooner rather than later, it will support your child in adapting to the times they need to get up to leave for school, in order to ensure they arrive on time.

All students will be expected to return in full school uniform. On days where they have PE, they may wear their PE kit only to school. PE kit must be a *school logo PE t-shirt or jumper, black/dark blue tracksuit* (with no writing or large logos) and *trainers*. They can also wear a plain black/dark blue outside jacket. Tracksuit tops or non-uniform items will not be permitted and will be confiscated.

The most important item of equipment for your child to bring into school is a *facemask* plus spares. If they are exempt from wearing a mask, a face shield must be worn. As before students must bring with them their stationary equipment, planner and a reading book.

School attendance and Punctuality

With school attendance being mandatory again, we ask for your support in getting your child back into school. It is vital for the safety of the community that your child is punctual to school. Apart from ensuring there are no lost learning times for your child, arrival times to school have been staggered to ensure your child does not come into contact with another year group.

Your child should not come to school and should self-isolate if they:

- *have coronavirus symptoms or have tested positive*
- *live with someone who has symptoms or have tested positive*
- *are a close contact of someone who has tested positive*

In line with the latest government guidance, students who are **clinically extremely vulnerable should not attend school**. If your child is in this group, please send to us a copy of the shielding letter you will have received from your doctor at absence@preston-manor.com. If your child must shield, they should continue to learn from home and will be given links from their classroom teachers to access live teaching as per their normal timetable.

If there are any issues or queries surrounding the attendance of your child from week commencing 8th March, please email their Form Tutor or Director of Student Development to discuss further.

Our safety measures



Rest assured that we're doing everything we can to make sure our pupils can return to school safely. (For full details of how we will ensure a Covid secure environment please see the Upper School Risk Assessment on our website).

We'll be taking the following protective measures:

- **Face masks are compulsory** on site, including in classrooms, communal areas and corridors. Students who are exempt from wearing a face mask, must wear a face shield and have in their possession an exemption card.
- Gathering at the school gates and coming onto the site without an appointment is not permitted.
- Staggered drop off and pick up times and locations to keep groups apart as they arrive and leave (see table below).

	Arrival time	Departure time	Gate used
Year 7	8.45am	3.25pm	Back gate
Year 8	8.45am	3.25pm	Right front gate
Year 9	8.45am	3.25pm	Left front gate
Year 10	8.15am	3.05pm	Left front gate
Year 11	8.15am	3.05pm	Right front gate
Sixth form	8.15am	3.05pm	Back gate

- Students must keep 2m+ distance from all staff and students not in their 'bubbles'. Where possible they should try to keep a distance and not touch other students
- Students will be able to sanitise their hands before and after each class, as well as wash their hands at regular intervals throughout the day
- Movement around the school will be minimised with Years 7-9 remaining in tutor group 'bubbles' during lesson time.
- Students must remain in their year group's (bubble) dedicated zone before school, as well as during break and lunch time.
- Students must follow the one-way systems in corridors where they are in place.
- Full school uniform must be worn at all times. On days where your child has a PE lesson, they can wear PE kit to school to avoid changing rooms.
- Lunchtimes will be staggered to ensure year groups remain separate. Hot food and sandwiches will be served. There will be no food service at breaktime.

To enable all members of our community to feel safe and uphold our values, we have published clear behaviour expectations (click [here](#)). These expectations also ensure that we all know how to behave in order to reduce the transmission of Covid 19. Students who purposefully or continually do not meet these expectations putting the rest of the community at risk, will receive a high level sanction (which may even include an exclusion from school).

Safety in the Community

I would like to take the opportunity to also stress the importance of keeping safe on the journey to and from school in the local community. We are aware of the concerns of students and parents following the recent events in the local community.

Given that Covid is still with us, your child must travel straight home from school and must not hang around the school and the surrounding area to meet up with friends. Vigilance is key to avoid potentially unsafe situations. Your child will have greater awareness as they travel if they **do not** wear earphones or walk along with their mobile phones out. We are also working with our school police officer to run assemblies and workshops to ensure students feel reassured during this time.

Over the coming weeks *Community Support Officers* and *Police Officers* working in partnership with the *Safer Transport* and *Safer Neighborhood* teams will be on foot and vehicle patrol in the vicinity of Preston Road and on routes at busy bus stops near to school/college venues at critical times.

Additional Support

Finally I have included below a reminder from my letter to you earlier this week on the testing dates and start to lesson dates:

	Testing date	Start date for lessons on site (Arrival time)
Year 7	Wednesday 10th March	Thursday 11th March (8.45am)
Year 8	Friday 12th March	Monday 15th March (8.45am)
Year 9	Thursday 11th March	Friday 12th March (8.45am)
Year 10	Tuesday 9th March	Wednesday 10th March (8.15am)
Year 11	Monday 8th March	Tuesday 9th March (8.15am)
Year 12	Thursday 4th & Monday 8th March	Tuesday 9th March (8.15am)
Year 13	Tuesday 2nd March & Friday 5th March	Tuesday 9th March (8.15am)

Lockdown has been a challenging period for all of us, and we'd like to thank you again for your continuing support during this difficult and uncertain time. If you or your child have any concerns about returning to school, or if you think your child might need extra support when they return, please get in touch with your child's DSD.

We'd also like to thank you for all your support in helping your child learn from home. We'll continue to keep in touch if we update our plans or if we need to make changes due to new government guidance.

Yours sincerely



Beth Kobel
Headteacher