



## HOE VALLEY SCHOOL

**Address:** Egley Road, Woking, GU22 0NH  
**Office Tel:** 01483 662627  
**Email:** [info@hoevalleyschool.org](mailto:info@hoevalleyschool.org)  
**Web:** [www.hoevalleyschool.org](http://www.hoevalleyschool.org)  
**Head Teacher:** Mrs J Davies

16<sup>th</sup> July 2020

Dear Parent/Carer

As I write this I find it hard to believe that it can already be July, and that we are about to finish for the summer holiday! As we look forward to a well-deserved break I wanted to take this opportunity to thank you for all of the support you have given to Hoe Valley School over the course of this year, and also to give you some information about the measures we are putting in place to ensure a smooth start when we return in September.

I am sure you will have many questions about what School will look like next academic year, and you may well be anxious or worried, so I hope this letter provides some clarity with regard to our plans, and puts your mind at rest. Thank you to those of you who responded to the survey that was sent out earlier in the week to gather your views on our proposals; we value your opinions and feedback in this difficult time and I am grateful for the overwhelmingly positive response, as well as the concerns you highlighted, which I hope will be addressed in this letter.

### **Student Entry and Exit to the Building**

In line with the government guidance, Hoe Valley School feels it is important that we offer as full a timetable as possible in order to support the progress and mental wellbeing of our students. Having read the guidance carefully and discussed it at length with the Leadership Team and Governors, we will not be staggering the timings of the School day. We believe that this will have a disproportionately negative impact on the curriculum provision that we are able to offer and are confident that using different entry and exit doors, as set out below, will enable students to get into School in as safe a way as possible, while causing minimal disruption to their learning.

When we return in September, each year group will enter and exit the building through a different door. These will be signposted as set out below:

- Year 7 students will use the main reception doors, and the bike racks on the left as you approach the building. Please note that these bike racks are not behind a fence, so you will need to ensure that any bikes are secured with a sturdy lock.
- Year 8 students will use the entrance and exit at the end of the DT corridor, entering through what used to be the Student Gate. There will be bike racks available here for Year 8 to use.
- Year 9 students will use the Worton Hall doors, making use of the Delivery Gate and the bike racks that will be available there.
- Year 10 students will enter through the gate at the far left hand side of the School as you face the building, entering through the Art/Computer Science corridor. Bike racks will be available here for students to use.

- Year 11 students will use the Sportsbox entrance, going through their reception and our adjoining door. The Sportsbox have kindly agreed to allow our Year 11 students to make use of the bike racks that are in front of the Sportsbox, which have previously been reserved for their members. Please note that these bike racks are not behind a fence, so you will need to ensure that any bikes are secured with a sturdy lock.

'No touch' hand sanitiser dispensers are dotted around the School site and students will be encouraged to make use of them as they walk into School each morning, and as they leave each afternoon as well as washing their hands frequently.

### **Lessons and Movement Around the Site**

The Leadership Team, Governors and I all firmly believe that education and enabling your child to make progress is fundamental to their success and their mental wellbeing. With this in mind, we have decided against delivering a reduced curriculum; we believe it is crucial that our students are still able to access the varied learning opportunities that make Hoe Valley School so special. Students will, therefore, continue to move around the building during the day and to attend lessons in their usual classrooms, including accessing specialist facilities such as the Science labs and the DT rooms.

As part of the routine when students enter and leave a classroom, they will be expected to wipe down their desk, chair and any equipment they have used with a disinfectant wipe. This will be supervised by the classroom teacher who will ensure that good hygiene practices are maintained. In the survey, there were some of you who were concerned about your children using harsh chemicals to clean their learning spaces. Please rest assured that the School is purchasing student-safe disinfectant wipes that do not contain any dangerous chemicals. In addition to wiping down their desks and chairs, upon entry to a classroom students will be provided with hand sanitiser by their teacher. Student desks will face the front of the classroom to prevent any students sitting face to face.

Inevitably, students will still need to move around the School site during the day. The government guidance is quite clear that this is not a concern, as students will not be in close proximity to one another for more than ten minutes. Teachers will be monitoring exit from classrooms to ensure the corridors do not become overcrowded, and when students arrive at their lessons, teachers will let students into the classroom as soon as possible to limit corridor time. Additionally, over the summer holidays, our premises team will be working hard putting up signage across the building to remind students about the two lane system we are introducing in corridors to reduce any traffic jams.

We will not be running our usual whole-school assembly when we return in September, and this protocol will remain in place for the foreseeable future. We will, however, continue to hold year group assemblies in the Worton Hall. This area is well ventilated, and large enough to allow a whole year group to be adequately distanced.

There were some comments in response to the survey that raised concerns about the use of lockers. It is obviously impractical for lockers to be moved away from one another, so we would advise that your child brings as little to School each day as possible, to minimise the need to visit their locker.

At the moment, the government guidance does not stipulate that students or staff should wear face masks while at School. In line with this advice, we will not be requesting that students wear masks though if this guidance changes we will, of course, update you.

Students will not be expected to clean toilets after they use them, but we will be increasing the frequency and intensiveness of toilet cleans. Students will, of course, be reminded of the importance of good hygiene, hand washing and the use of sanitising gel, though we cannot police this fully and we will be relying on your child to follow good hygiene practices.

The current guidance does not enable us to make use of changing rooms for PE without disinfecting between classes, which we do not have capacity for within the school day. We are investigating options that might enable this to happen, but as it stands we are suggesting that on days when students are due to have a PE lesson they come to school in their full Hoe Valley PE kit. While I recognise that this is less than ideal, this is the only way in which we can still run a full curriculum. As the situation develops further we will review this policy and keep you informed.

### **Break and Lunch Times**

Members of the Leadership Team have this week met with our caterers, Innovate, to discuss steps we can take to ensure that we are able to still provide a hot meal for our students during these times. You may be aware that many schools are not offering on-site catering at all in the new year and are instead requesting that all students bring a packed lunch into school. We are very grateful for the support of Innovate in our planning and enabling us to a hot meal at lunch, following plans set out below:

- No food will be provided at break time. Students who wish to have a snack will need to bring their own, healthy break time snack to school
- No food will be available to purchase either before or after School
- At lunch only one main meal option will be provided (with a vegetarian alternative). These will be pre-plated and there will be no option for students to choose which components of the meal they want. There will, however, be a jacket potato option for students who do not like the main meal on a particular day
- There will be no sandwiches, paninis, muffins or other snacks on sale in the Dining Hall in September
- There will be no opportunity for students to purchase drinks in the Dining Hall; students will be expected to bring a reusable bottle to School that they can fill using the water dispensers around site
- The biometric tills will be removed, and instead of using their finger print to purchase a meal, students will provide their name to Innovate staff who will then debit their sQuid account accordingly.

In order to ensure that students do not mix across year groups at break or lunch, the following system will be introduced:

- The Dining Hall will be divided into two sections, with a partition across the middle. The serving hatch will also be separated by a partition, allowing us to serve two year groups at once, without them mixing
- Lunch will continue to be served in two sittings; an early 1.10-1.30 sitting, and a later 1.30-1.50 sitting. Priority will continue to rotate on a half-termly basis Year 7 students will eat in the Worton Hall, having purchased food from a bain-marie trolley in the Worton Hall itself. They will leave the Worton Hall through the exterior doors and spend the remainder of their lunch break in MUGA 1
- Year 8 students will be served in the first sitting, lining up in the DT corridor to purchase their food and then sitting in the designated side of the Dining Hall, before heading outside to MUGA 2
- Year 9 students will be served in the first sitting, queuing by the green Worton Hall doors to purchase their food and then sitting in the designated area of the Dining Hall before going to 3G1 and Grass Pitch 1
- Year 10 students will be served in the second sitting, lining up in the DT corridor to purchase their food and then sitting in the designated side of the Dining Hall, before heading outside to 3G2 and Grass Pitch 2

- Year 11 students will be served in the second sitting, queuing by the green Worton Hall doors to purchase their food and then sitting in the designated area of the Dining Hall before going to 3G3 and Grass Pitch 3
- Any students who bring a packed lunch to School will need to eat with their year group, in the designated place at the designated time.

In the case of a wet break or lunch, students will be directed to year group specific areas to shelter.

### **Enrichment**

In responding to the survey, many of you raised questions or concerns about the enrichment programme. Please rest assured that we are taking steps to ensure we are able to run as comprehensive an enrichment programme as possible, whilst still keeping students and staff safe. The programme is still being finalised, as the advice from the government is constantly being updated, and we will share this with you as soon as possible in September. We will be ensuring that all enrichment clubs are year group specific so there will be no mixing of students across year groups.

At the time of writing, the decision has been taken to cancel any inter-school sporting fixtures for the foreseeable future, so students will not be mixing across schools for tournaments or matches.

### **And Finally**

The national picture with regards to Covid-19 is constantly changing and we are continually reviewing our policies and plans in light of these developments. Please rest assured that, as the situation develops the Leadership Team will be reflecting on the procedures outlined in this letter and ensuring that we are doing all we reasonably can to keep the Hoe Valley community safe. Please bear in mind that while we are taking all practicable steps, we are unable to guarantee that Hoe Valley School is a 100% Covid-secure environment. Please find attached information on what we as a School will do if your child displays symptoms of Covid-19 during the school day. I hope this will allay any fears you may have about what action the School will take in the event of an outbreak.

Finally, please allow me to pass on my gratitude to you for your unwavering support during these challenging times; many of you have been parents whilst also working from home and moonlighting as teachers! We very much appreciate all that you have done to support your children with their learning during this time and I know that you will echo my appreciation for the hard work of the whole Hoe Valley team also.

Have a wonderful, restful, summer and I look forward to welcoming you back in September.

Yours faithfully,



Mrs J Davies  
Head Teacher