



12th July 2021

End and start of school arrangements 2021-2022

Dear Parent / Carers,

I'm writing to let you know about the end of term arrangements for 2020/2021 and start of term arrangements for 2021/2022.

End of term Arrangements

The Summer Term ends on Friday 16th July 2021. The school will close for students at 12.00 pm.

The last day of term will be a non-uniform day and a £1 donation will be requested from students. This year the money raised will go to our Partner schools in Cambodia and Kenya.

Start of term arrangements September 2021

To ensure our students return safely, and so that we can keep all staff and students safe and well. We are asking that all students come into school to be tested before they can begin lessons back on the school site.

As you can imagine this is a huge task for a school of our size, hence we will need to have a staggered start for the return of students. Students will be invited to come to school to take a Lateral Flow test on site, before your daughter's year group returns to school. By doing this we will be able to pick up any asymptomatic students to ensure the virus is not transmitted to other students when in school.

Below you will find details regarding the dates we will be inviting your daughter in for her lateral flow test (LFT), along with her return to school date.

When your daughter comes into school for her test, she will arrive via the Student entrance on Harley Grove and be directed to the line-up area to be called for her test. Students will take the swab test themselves under the supervision of a trained tester. Once the swab test has been completed students will exit the building via the Bow rd. entrance and return home for that day.

Parents can accompany their daughter to the school, but parents will not be allowed to enter the building. Parents will be able to collect their daughter, after the test, at the Bow road entrance. The testing process will take less than 30 minutes, your daughter will be dismissed as soon as she has taken the test. You will be sent an email or text letting you know that your daughter has tested negative. Should your daughter test positive for Covid you will be contacted immediately. Please complete the electronic consent form via the link in table 3.

On the test day your daughter does not have to wear school uniform, however full school uniform will be required when your daughter returns to school full time.

Below you will find details regarding the date and time we will be inviting your daughter in for a test and her return to school date. Table 1 shows the timeline for your daughter's test day and her return to school date.

Table 2 shows the actual day and time that your daughter must arrive at school for her lateral flow test. It is vital that your daughter arrives promptly for her test.





TABLE 1

Year groups	Thursday 2/9/2021	Friday 3/9/2021	Monday 6/9/2021	Tuesday 7/9/2021	Wednesday 8/9/2021
Year 7	In school for testing only as per table below	In school from 8.40am	In school from 8.40am	In school from 8.40am	In school from 8.40am
Year 8	Remain at home	Remain at home	Remain at home	In school for testing only as per table below	In school from 8.40am
Year 9	Remain at home	Remain at home	Remain at home	In school for testing only as per table below	In school from 8.40am
Year 10	Remain at home	Remain at home	In school for testing only as per table below	In school from 8.40am	In school from 8.40am
Year 11	Remain at home	Remain at home	In school for testing only as per table below	In school from 8.40am	In school from 11.00am
Year 12	In school for testing only as per table below	In school from 8.40am	In school from 8.40am	In school from 10.20am	In school from 11.00am
Year 13	Remain at home	In school for testing only as per table below	In school from 8.40am	In school from 10.40am	In school from 11.00am

Below is a further breakdown for the date and time of when the tests will be carried out. Your daughter will be required to attend school for the time of her test and will then return home. It is important that students arrive on time for their allocated slot. She will then return to school as per the table above.



TABLE 2

	Thursday 2/9/2021	Friday 3/9/2021	Monday 6/9/2021	Tuesday 7/9/2021
8.30 to 9.00	Year 7 students with surnames beginning with A - E	13MBR	11E/Q	8E/Q
9.00 to 9.30	Year 7 students with surnames beginning with F - J	13DBK	11U/A	8U/A
9.30 to 10.00	Year 7 students with surnames beginning with K - O	13YDS	11L/I	8L/I
10.00 to 10.30	Year 7 students with surnames beginning with P - T	13SBR	11T/Y	8T/Y
11.00 to 11.30	Year 7 students with surnames beginning with U - Z	13DNL		
11.30 to 12.00	Year 12 students with surnames beginning with A - E	13TTN		
13.00 to 13.30	Year 12 students with surnames beginning with F - J	13SQN	10E/Q	9E/Q
13.30 to 14.00	Year 12 students with surnames beginning with K - O		10U/A	9U/A
14.00 to 14.30	Year 12 students with surnames beginning with P - T		10L/I	9L/I
14.30 to 15.00	Year 12 students with surnames beginning with U - Z		10T/Y	9T/Y

We know that parents and carers will have questions about how this will work and the safety measures that will still be put in place. We hope this letter gives you all the details you need to know and answers any questions you may have.

Does my daughter need to wear school uniform?

- All students must wear their full school uniform from their first day back to school. Please ensure you have ordered your school uniform items from Price Buckland by 2nd August to ensure uniform is delivered to you before the start of term (please see details on the school website).
- Please note: On days when your daughter has PE lessons she will be allowed to come to school wearing black jogging bottoms / leggings and her PE top. She will be expected to wear her blazer and black shoes / trainers. When in PE, students will remove their blazer and change into their PE trainers they may also add a



sweatshirt. The PE changing rooms will not be used at present as changing in an enclosed space will not support good social distancing.

Can I bring my daughter to school by car?

If you have to bring your daughter by car, please DO NOT use Harley Grove to drop your daughter off or pick her up. Congestion on this road is often unmanageable. Please drop your daughter off in a neighbouring road and allow her to walk the last few minutes of her journey.

Can I wait outside the school to pick up my daughter?

- Please avoid this if at all possible. We have 240 students in each Year group and 1500 students in the school. The road outside the school cannot accommodate all parents, even from just one Year group, to wait to collect their daughter. If you must collect your daughter from school. Please arrange to collect her from an agreed point on Bow Road or in a neighbouring street.
- We ask that only parents of Year 7 students wait on Harley Grove to collect their daughter, and only if it is absolutely necessary. Parents will need to wait on the opposite side of the road to the school. Our strong recommendation is that you make arrangements for your daughter to meet in a local street.

What measures is the school putting in place to stop mass gatherings of students as they arrive and leave school?

- Students in Years 7 – 9 will enter and exit the school through the student entrance on Harley Grove.
- Students in Year 10 and 11 will enter and exit via the Bow Road entrance.
- Students in Year 12 and 13 will use the main entrance to Aspire. Students in Year 13 will use the back gate to Aspire.

How will students be organised in school to reduce contact?

- Break times and lunchtimes will be split with Year 7 – 9 having the first break and lunch sittings. Years 10 -11 having the second break and lunch sittings.
- Year 12 and 13 will have split breaks and lunch also.
- During breaks and lunch, Year groups will have designated areas in the dining room and playground.
- Inside the school, each building will operate a one way system so students will not pass each other on corridors.
- Students being taught in the motivate building will enter and exit the building as follows:
 - Year 7-9 will use the end staircases;
 - Year 10-11 will use the middle staircases;
 - Year 12 and 13 will use the nearest entrance and exit of the motivate building.

What hygiene measures are in place? How will the school be kept clean and safe?

- All staff and students will be required to wash their hands with soap and water on arrival at school. We are recommending students plan to arrive 10 minutes early so they can access one of the numerous student toilet areas we have located across the school.
 - Hand sanitiser stations will be available on every corridor in the school and on all internal entry points to our buildings. All students and staff will be required to wash hands or sanitize every time they change a classroom, after breaks and lunch.
 - All classrooms will be re-arranged so that all desks face the front of the room so students are not sitting face to face.
 - All students and staff will be required to follow all our hygiene and safety measures at all times.
 - Our behaviour policy has been updated to include health and safety measures in light of Covid 19 and sanctions will be applied if students do not follow these.
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- The school has full risk assessment and guidance notes with further details of all the measures we have in place. These documents can be found on the school website under our 'Corona virus' tab.

Can my daughter wear a face mask?

- We recommend students continue wearing a face mask.

What equipment will my daughter need to bring?

- Sharing equipment in classes can increase the risk of infection. We strongly advise all parents to ensure their daughter brings a full pencil case, a ruler and calculator to school with her each day.

How will the school support student well-being on their return?

- The activities planned for the start of term include activities in tutor groups designed to support all students. Across the first few weeks we will include some additional pastoral care sessions to ensure that all of our students are supported to settle back into school life and school routines and to address any concerns students may have.

Further measures we have put in place as part of our risk assessment are as follows:

- Parents will not be allowed to enter the school site without prior appointment, parents will be asked questions regarding their health when appointments are arranged and will be asked to complete screening sheet on arrival for a meeting in school, for track and trace purposes.
- Parents must not congregate outside any of the school gates. Such congestion not only risks spreading the virus, but makes it more difficult to dismiss our children safely.
- Parents with COVID symptoms must not come on to our site under any circumstances.
- Parental meetings may take place face to face, or by phone / virtually. Any face to face meetings will be socially distanced.
- Children with COVID-19 symptoms must not come to school. They must self-isolate at home and book a test. Tests can be obtained from: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Students will have break and lunch at the times set out below in order to keep them in separate Year group bubbles:
 - Break Years 7, 8, 9 and 12: 10.20-10.40 am; Years 10, 11 and 13: 10.40-11.00 am
 - Lunch Years 7, 8, 9 and 12: 11.50-12.40pm; Years 10, 11 and 13 : 12.40-1.30 pm
- Breakfast club will run every morning from Wednesday 7th September with students seated in their designated areas of the dining room.

If you have any questions or concerns please email the school at welcome@central.towerhamlets.sch.uk.

Please find below important information about the testing process and a link to an online form that must be completed and returned before your daughter can take a supervised lateral Flow test in School.

Consent form for LFT COVID-19 testing in secondary schools

We have been provided with lateral flow test kits in order to help identify people who have Coronavirus but have no symptoms (are asymptomatic). We will need your consent in order to test your daughter, below are the details regarding the consent required.

This consent form is for participation in tests designed to detect asymptomatic coronavirus cases. Anyone experiencing symptoms should follow [government guidelines to self-isolate](#), even if they have had a recent negative lateral flow test.



Consent relates to the following groups of students/pupils and staff as follows:

- **For students younger than 16 years** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing.
- **Students over 16 who are able to provide informed consent** - can complete this form themselves, having discussed participation with their parent / guardian if under 18.
- **For any student who does not have the capacity to provide informed consent** - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing.
- **Staff** will complete this form themselves.

Please fill in the relevant electronic consent form below and return by Monday 16th August 2021

Table 3

Year group	Consent form to complete
Year 7 Consent Form	https://forms.office.com/r/FfG7jTRCfy
Year 8 Consent Form	https://forms.office.com/r/P9SFUnPs5T
Year 9 Consent Form	https://forms.office.com/r/MScyk7zNUM
Year 10 Consent Form	https://forms.office.com/r/6GznRqKtm6
Year 11 Consent Form	https://forms.office.com/r/MPif9PGsYS
Year 12 Consent Form	https://forms.office.com/r/1qxMRV2VDS
Year 13 Consent Form	https://forms.office.com/r/73E7pwZzVp

Questions on the electronic consent form are below:

1) I give my consent to be tested for the presence of COVID -19 <i>If you tick yes please ensure you answer all questions below.</i> <i>If you tick no please only fill in questions 2-5 and 11-14.</i>	Yes No
2) Tutor group of student	
3) First Name of student	
4) Last Name of student	
5) Date of Birth of student (DD/MM/YYYY)	
6) Gender of student – this information is needed for Department for Health and Social Care research purposes.	Female
7) Ethnicity of student - this information is needed for	Asian or Asian British Black, African, Black British or Caribbean



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Department for Health and Social Care research purposes.	Mixed or multiple ethnic groups White Prefer not to say
8) Home Postcode	
9) First line of student address	
10) Email Address – this is where test results will be sent	
11) Mobile Number – this is where test results will be sent. Please do not put a landline number – you can only receive test results to a mobile number.	
12) Name of parent/guardian giving consent	
13) Relationship to student	
14) Signature (typing out your name is sufficient if you are filling in this form digitally)	
15) Today's date (DD/MM/2021)	
16) Details of any health or accessibility issues which might affect a child's safe participation in the testing exercise.	

Finally, I want to wish you and your family a restful and enjoyable summer break. We are excited about reopening in September and look forward to welcoming our students back to a Covid secure school, and the start of a new school year.

Yours sincerely

Ms. E Holland
Head teacher