



# Bishop David Brown School

## Vision Statement

"To be an outstanding school, providing a stimulating educational environment enabling students to achieve their full potential."

25<sup>th</sup> February 2021

Dear Parents/Carers,

As you will no doubt be aware Schools will be reopening on Monday 8<sup>th</sup> March. This is brilliant news and we can't wait to get the students back. In order to ensure a safe and secure return we will be testing all students and bringing students back on a phased return.

All students will be required to take three lateral flow Covid tests at school. If you have not already done so, please complete the Covid Testing Consent and Registration forms on Parentmail. After the initial three tests you will be issued with home testing kits. The table below shows when your child will be required to attend school to complete their first test, the date they are due to return to school as well as one remote learning day in that week. During the remote learning day, your child will be at home, logging on and completing work set for them as they have been. If your child has been attending school during this lockdown period, they will still be able to continue attending school up to the week beginning 8<sup>th</sup> March. After this date all students must follow the schedule for their year group set out below.

Year	Date of first test	Return to School	Remote Learning Day
11	Thursday 4 <sup>th</sup> March	Monday 8 <sup>th</sup> March	Wednesday 10 <sup>th</sup> March
10	Thursday 4 <sup>th</sup> March	Monday 8 <sup>th</sup> March	Wednesday 10 <sup>th</sup> March
9	Friday 5 <sup>th</sup> March	Tuesday 9 <sup>th</sup> March	Thursday 11 <sup>th</sup> March
8	Monday 8 <sup>th</sup> March	Wednesday 10 <sup>th</sup> March	Friday 12 <sup>th</sup> March
7	Friday 5 <sup>th</sup> March	Tuesday 9 <sup>th</sup> March	Thursday 11 <sup>th</sup> March

## Testing Schedule

Your child will need to attend school on the date and time highlighted below with the rest of their tutor group to receive their first test. Once they have had their test they must leave site and go home immediately. Your child's test results will be sent to you via your mobile phone or email address.

Date – Thursday 4 <sup>th</sup> March	Year 11	Time to attend school
	11 A	9 am
	11F	10 am
	11H	11.30 am
	11N	1 pm

Date – Thursday 4 <sup>th</sup> March	Year 10	Time to attend school
	10A	9 am
	10F	10 am
	10H	11.30 am
	10N	1 pm
	10 AA	2 pm



Unity Schools Trust

'Excellence through collaboration'

Bishop David Brown School is operated by the Unity Schools Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 07692130. The Registered Office is at Thorpe Road Staines-upon-Thames TW18 3HJ.

Headteacher: Mr J Rodgers

Albert Drive, Woking, Surrey GU21 5RF

Telephone: 01932 349696

Facsimile: 01932 349175

E-mail: [bdbs@bdb.surrey.sch.uk](mailto:bdbs@bdb.surrey.sch.uk)

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Date – Friday 5 <sup>th</sup> March	Year 9	Time to attend school
	9A	9 am
	9F	10 am
	9H	11.30 am
	9N	1 pm
	9AA	2 pm

Date – Monday 8 <sup>th</sup> March	Year 8	Time to attend school
	8A	9 am
	8F	10 am
	8H	11.30 am
	8N	1 pm
	8FF	2 pm
8NN	3 pm	

Date – Friday 5 <sup>th</sup> March	Year 7	Time to attend school
	7A	9 am
	7F	10 am
	7H	11.30 am
	7N	1 pm
	7HH	2 pm

## School Attendance

School attendance will be mandatory for all pupils from 8 March.

The usual rules on school attendance apply, including:

- Parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- The ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

## Arrival and leaving School:

- Students must arrive at School site for 8.40am at the latest. They will be directed to their designated area.
- Parents accompanying their child to/from School must not wait around or mingle with other students or parents.
- On arrival on the School site, students must enter through their allocated door and meet their tutor in their designated classroom. There will be visible yellow dots on the floor as a reminder to social distance where possible.



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- Hand sanitising stations will be set up at various locations around school with additional handwashing stations also introduced; students must use this on arrival.
- Students will then be escorted to their classroom base by their tutor. Each classroom will have its own hand sanitiser station which students will be encouraged to use frequently.
- Students must move around the School in a calm, orderly and quiet manner.
- The teacher will lead their class into their tutor base via a specific entrance. Students must follow their teacher, quietly and calmly, to their classroom and sit in their allocated seat facing forward.
- At the end of the day, the class teacher will escort students out of the building in a calm, order and quiet manner. Students need to leave the site immediately unless attending an enrichment activity or detention. Students should not congregate in groups waiting for friends.
- If a student needs to wait for an older sibling, they must stand on a designated yellow marker or walk to be collected from a pre-arranged location

## During the Day:

- On entering and leaving the classroom, students must use hand sanitiser, and this can be used during the lesson at the teacher's discretion.
- During lessons, each student will have their own workspace and will be facing forward. They must not leave their desk without permission.
- Face coverings will be compulsory at all times inside the building. Students are responsible for bringing their own face covering to school.
- Seating plans will be produced for tutor groups and classroom bases.
- Students must bring their own stationery as per the School equipment list. Students must not borrow any equipment from other students at any point.
- Students should not mix with students from other year groups whilst in the School.
- When moving around the School, students must follow the designated routes and should ideally remain two metres away from other students (guided by markings on the floor).
  - Only students with a medical card will be given permission to go to the toilet during lessons and they should use their allocated toilet area. If students are out of lessons without permission, then our normal School sanctions will apply.
  - Students should bring their own filled water bottle. Where possible students should bring their own food as the canteen will be offering a limited service.
- If a student feels unwell during the day, they will be accompanied to the medical area where their temperature will be taken.
- For students with a high temperature, or showing other symptoms of Covid-19, a parent/carer will be contacted and asked to pick them up within the hour.
  - The student must have a negative test before returning to the School. If this test is positive, you must inform the School immediately.
  - The student must remain isolated at home for at least 7 days or longer if they are still symptomatic.
- Evidence of a test result must be received by the School in the form of a screenshot attached to an email.

Whilst in School, usual expectations are to be adhered to. Students must comply with staff expectations at all times so that staff can keep them safe. Any student who refuses to comply with the reasonable requests of staff, given the current circumstances, will be dealt with using our normal School sanctions.



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I appreciate that this letter contains a lot of information. If you do have any questions, please can you email these to [bdbs@bdb.surrey.sch.uk](mailto:bdbs@bdb.surrey.sch.uk) and we will respond as quickly as possible.

Thank you for your continued support.

Yours sincerely

James Rodgers  
Head of School



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