

Headteacher:
Ms A Jackson BSc (Hons), MA



31 December 2020

Dear Hollyfield Community,

I hope you had an enjoyable Christmas period and that you have had some opportunity to spend time with loved ones - even if online. It was an interesting Christmas and a very different one; I hope it will be a once in a lifetime experience. I hope you and your families are well. Moreover, I hope our children had the chance for smiles, laughter and enjoyment after a tough old term.

I am writing to you following the Secretary of State's announcement yesterday with regard to the reopening of schools following the Christmas break. You will already be aware that the government has released further guidance in relation to school reopening in January 2021. It is essential that in these times of turbulence, we as a school can provide some level of clarity to the community that we serve. I wanted to share our plan with you as soon as possible to give you and your families the peace of mind that you rightly deserve at this challenging time. Of course, if the guidance changes further, we too will respond with agility and let you know how we are reacting to changes in the government guidelines.

January 2021 Reopening- Start of the Spring Term

Children of Key Workers, those with an EHCP and vulnerable students:

Owing to the sharp increase in COVID case rates across the country and the new strain of the virus, the government has stated that onsite teaching should commence on the **4th January only** for students in the following groups:

- 1. Parents are Key Workers**
- 2. A student who has an EHCP**
- 3. A student who is classed as vulnerable**

The government has provided a list of those it defines as key workers and vulnerable students. Please follow the link below for these details:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Please can you complete the following form if your child meets one of these criteria so can ensure provision should you be eligible. <https://forms.gle/HbZaGckqcpYrWY1A9>

If you have already completed the Key worker or EHCP audit, there is no need to complete this form.

We are not limited in the number of spaces we have and will welcome students if they meet the criteria. Please note, we only require one parent to be a key worker in order for a student to access learning on site. If you have any queries concerning these groups, please contact the following staff, who will gladly assist you:

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The Hollyfield School, Surbiton Hill Road, Surbiton, Surrey, KT6 4TU
T: 020 8339 4500 F: 020 8339 4572 E: office@hollyfield.kingston.sch.uk
www.hollyfield.kingston.sch.uk



1. Key worker Students - Mr Winpenny - mwinpenny@hollyfield.kingston.sch.uk
2. EHCP Students - Mrs Burrows - Aburrows@hollyfield.kingston.sch.uk
3. Vulnerable students - Mr Ratcliffe - aratcliffe@hollyfield.kingston.sch.uk

Once the form is complete, you will receive confirmation of your child's place via email. This group of students are expected onsite for the beginning of period 5 (13:10) on Monday 4 January, **they do not need to wear school uniform for the first week**. They will have a full afternoon of learning and will be dismissed at 14:45 regardless of the year they are in. From Tuesday 5 January they will attend school full time and follow the timings below (these are the year 11 timings which we will adopt for the whole school until we reopen fully):

Timings of the school day week beginning 4 January:

Reg: 8:30 to 8:50
P1: 8:50 to 9:40
P2: 9:40 to 10:30
Break: 10:30 to 10:50
P3: 10:50-11:40
P4: 11:40-12:40
Lunch: 12:40 -13:10
P5: 13:10 - 14:00
P6: 14:00 to 14:45

Year 11 Students:

Online learning for Year 11 starts period 5 on Monday 4 January. They will begin the term with an assembly from Mr Winpenny who will be able to talk through what the next few weeks will look like and preparations for the year 11 mock exams. This will be followed by a live science lesson from Mr Kynes for those studying the separate sciences or Ms Al-Obaidi for those studying the combined sciences. The links to the assembly and the live lessons will be posted in the google classroom.

From Tuesday 5 January all lessons will be online, with most lessons being live lessons; each day will begin with registration as normal at 0830. Students should follow their normal timetable and attend every lesson online. All students had an opportunity to prepare for this eventuality during our 'working from home tester morning' so we hope the week of online learning will go smoothly. Engagement is mandatory and the Key Stage 4 team will follow up with anyone struggling to access the learning. There may be some lessons where the teacher deems it appropriate for the students to work independently without a live element to the lesson. Where this is the case, students will be given full instructions on the google classroom and the teacher will be available throughout the lessons to answer their questions via the google classroom or via email.

From 11 January 2021 all students in examination year groups will be in school alongside the groups above. This year group, like others, has experienced a challenging GCSE experience so it is essential that we provide them with as much in-school provision and exposure to examination conditions to aid their ongoing success in their GCSE and beyond. We expect all Year 11 students to be in school at 08:25 on Monday 11 January. Their mock exams will continue later this month. We expect Year 11 students to be engaging in regular revision as well as this in school work and intervention. They need to be reminded that with everything up in the air at the moment, these grades could be incredibly important for now and the rest of their lives. All other students not in the building will continue to engage in live lessons with their teachers online. If you have any questions about the provision for year 11 students please do get in touch with either Mr Goggin wgoggin@hollyfield.kingston.sch.uk or Mr Winpenny mwinpenny@hollyfield.kingston.sch.uk.



Students in Years 7-10:

Online learning for Year 7-10 starts period 5 on Monday 4 January. They will begin the term with an assembly from a member of the senior leadership team who will be able to talk through what the next few weeks will look like and what the students need to do. This will be followed by a live lesson in a core subject, delivered by a member of the senior leadership team. The links to the assembly and the live lessons will be posted in the google classroom. The programme for the afternoon is shown below:

Year Group	Period 5 Assembly Lead	Period 6 Lesson and Lead
7	Mrs Rhodes	Maths with Mrs Burrows
8	Ms O'Shea	English with Ms O'Shea
9	Mr Bonehill	English with Mrs Rhodes
10	Mr Ratcliffe	English with Ms Testa

Please note that year 7 will finish their period 6 lesson at 14:45.

From Tuesday 5 January all lessons will be online, with many lessons being live lessons; each day will begin with registration as normal at 0830. Students should follow their normal timetable and attend every lesson online. All students had an opportunity to prepare for this eventuality during our 'working from home tester morning' so we hope the fortnight of online learning will go smoothly. Engagement is mandatory and the pastoral teams will follow up with anyone struggling to access the learning. There may be some lessons where the teacher deems it appropriate for the students to work independently without a live element to the lesson. Where this is the case, students will be given full instructions on the google classroom.

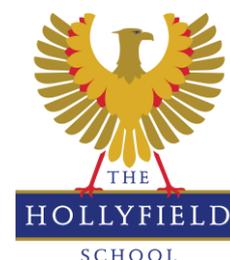
For ease of balancing online learning and supporting those students onsite, the whole school will follow the year 10 and year 11 timings for the school day for the fortnight when learning is online. These timings are outlined below:

Timings of the school day week beginning 4 January:

Reg: 8:30 to 8:50
P1: 8:50 to 9:40
P2: 9:40 to 10:30
Break: 10:30 to 10:50
P3: 10:50-11:40
P4: 11:40-12:40
Lunch: 12:40 -13:10
P5: 13:10 - 14:00
P6: 14:00 to 14:45

Please note that Year 7 lessons will finish at 14:45 and that all year groups will have a morning registration, not an afternoon one. In the afternoon registration slot, tutors will be phoning their tutees to check in with them and answer any questions they may have. Tutors and other members of the pastoral team will aim to speak to every member of their tutor groups (apart from those in school) during this fortnight of online learning.

There are a few subjects where the learning will be slightly different, I have outlined these below:



PE:

PE staff will post PE activities for the students to complete over the course of the week or during their allocated PE time.

Accelerated Reader (AR):

For those students with periods of AR on their timetable, the learning will be as follows:

Week 1: Articles will be posted on the google classroom for the students to read along with questions about the articles for them to consider

Week 2: Live online discussion about the articles considered the previous week. This will take place during the students' timetabled AR lessons.

RE:

Before the Christmas break key stage 3 RE lessons were pastoral lessons focused on supporting students in the return to full time education. During this period of lockdown students will have pastoral activities to complete, which will be posted on the google classroom by their Heads of Year. These will be reflective activities designed to support the students at this time. The full programme of RE teaching will resume once the students return to school.

All pupils are, currently, returning to school on Monday 18 January. Times and year group specific plans will be sent closer to the time and in line with any updated guidance.

Sixth Form Students:

Online learning for Year 12 and 13 starts period 4 on Monday 4 January. They will begin the term with an assembly from Mr Warren who will be able to talk through what the next few weeks will look like and preparations for the year 12 mock exams. From period 5 all lessons will be online and students should follow their normal timetables. All students had an opportunity to prepare for this eventuality during our 'working from home tester morning' so we hope the week of online learning will go smoothly. Engagement is mandatory and the sixth form team will follow up with anyone struggling to access the learning. There may be some lessons where the teacher deems it appropriate for the students to work independently without a live element to the lesson. Where this is the case, students will be given full instructions on the google classroom.

For ease of balancing online learning and supporting those students onsite, the whole school will follow the year 10 and year 11 timings for the school day for the fortnight when learning is online. These timings are outlined below:

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P6: 14:00 to 14:45

From 11 January 2021 all students in examination year groups will be in school alongside the groups above. We deem examination year groups to include both year 12 and year 13. Mr Warren will provide



further information on this during his assembly and in his communications with students and parents. If you have any questions or queries please contact Mr Warren via email: dwarren@hollyfield.kingston.sch.uk.

Devices to access online learning:

We are feeling thankful that we had our 'working from home tester morning' and as such Mr Bonehill feels he is aware of the small number of people who are still having some technical difficulties or problems accessing work remotely. If anyone is still having issues with devices and Mr Bonehill is not aware of these then please contact him immediately: dbonehill@hollyfield.kingston.sch.uk so he can react as swiftly as possible. A reminder this is an expectation and a statutory obligation that students not in school engage fully in all online learning. Engagement and progress will be praised, any lack of engagement followed up swiftly and seriously. I hope you all appreciate this is all in the best interest of our children particularly for our Year 11s who have their Mocks very shortly which may well count to a significant part of their grades.

Summary:

Monday 4 January

- **Priority Group** and the children of **Key Workers** in school at 13:10. Again, please complete the form if you require one of these places.
- **Sixth form students'** online learning begins at the start of period 4 (11:40)
- **Year 7-11 students'** online learning begins at the start of period 5 (13:10)

Tuesday 5 - Friday 8 January

- **All students are learning online** and engaging in a full timetable beginning with mandatory registration at 0830
- **Priority Group** and the children of **Key Workers** in school. Again please complete the form if you require one of these places.

Week Beginning Monday 11 January

- **All Year 11, 12 and 13** students in school
- **Priority Group** and the children of **Key Workers** in school
- **All other students online**, engaging in learning online as per the previous week.

Monday 18 January (Provisional)

- **All** students in school

Food provision will be available onsite as usual for any pupil onsite requiring a hot meal.

Lateral Flow Testing

Local Public Health teams and the NHS are now working with secondary schools to roll out testing for those without coronavirus symptoms using new, quicker COVID-19 tests known as 'lateral flow tests'. Colleagues in school and in the local Public Health team have been working hard over the Christmas break to ensure these plans are up and running from 11 January. Given the length of information in this letter and the late changes afoot, I will write to you again on Monday 4 January with full details of this, what we need and how we intend to proceed.



I am visiting a test site at Kingston University on Saturday so that we get a clear understanding of what we can do. Then of course we will try and do it even better.

If isolating

Please continue to let us know if you or your child are isolating or indeed if you have tested positive. This information is important for us to ensure we have data at hand to protect our community. We also pass to the Director of Public Health Kingston so that she can have a full overview of Kingston communities. As always use office@hollyfield.kingston.sch.uk to do so.

Free School Meals

We are currently in liaison with Kingston Council to understand what provision is being made for those children who are in receipt of Free School Meals (FSM) during the first week of term. Given the timing and nature of the government messaging, please be patient and rest assured that we are working as quickly as possible to ensure that meal or voucher provision will be made for these children. Pupils who are in receipt of Free School Meals and who are on-site will be able to access food provision in the normal way. We will ensure all of our students in receipt of free school meals get what they are entitled to.

And finally

We will of course keep you updated once the New Year has been rung in, just in case there are any further last minute, unexpected changes to the current government proposals. In the meantime, I wish you and your families a restful break.

Stay safe, take care and please pass on my best to our fantastic children. Please remind them of the importance of online learning. They will never get this time again so together let's make sure they seize every opportunity to learn.

I hope to see them very soon.

Yours faithfully

Ms Jackson
Headteacher