

4<sup>th</sup> September 2020

Dear Parents / Carers

I hope you and your family are all well and that you have had a happy and relaxing summer.

I hope you are looking forward to your child's next phase of education as much as we are as we start a new term.

As we all return to school, there will be a mixture of emotions for all of us - students, yourselves and our fantastic staff team.

I have outlined a few key points for our return that may help you all and put your minds at rest.

- All staff have been involved in return to school plans and discussions.
- Our focus is safety first and looking after each other.
- On arrival to the Guildhall through the Osnabruck Square entrance Pastoral staff will be there to greet them and direct them straight up the stairs to Gallery 5.
- Students will enter and wash their hands at the free standing sink.
- Students will be in a Key Stage 5 bubble.
- Students will have their own desk and equipment.
- Any students requiring a fiddle toy or comforter can bring this in and keep it on their desk for their own sole use.
- Students will be prompted to wash hands frequently throughout the day.
- All staff and students (where appropriate), will wear masks when outside of Gallery 5 and in the Guildhall public areas. Please let pastoral staff know if your child cannot wear a mask for any particular reason.
- Students who want to wear masks all of the time will be allowed and supported to do so.



Debbie Gerring **Headteacher**

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### School Day Timings

Key Stage 5 students will start at 9.30am and finish at 3pm when they are at the Guildhall on Tuesday, Wednesday and Friday. Year 12 will finish on a Monday at 2.30pm (there will be an option to stay to 3.30pm for a social club) and year 13 students will finish at 2:30pm on Fridays.

The Guildhall does shut currently to the public at 4pm.

### Face Masks

Please ensure that any masks students bring in are suitable for school, e.g. plain colour, simple pattern. Please do not send in bandanas. Please send a small plastic bag which students can keep their mask in when they are not wearing it. Disposable masks will be provided for any students as and when needed.

### Dinners

Students will be encouraged to bring their own packed lunch in, where at all possible please. This will help us with lunch time arrangements. Thanks for your co-operation. There will be an opportunity for students to buy their own lunch on a supported morning break or at lunchtime.

### Uniform

There is no set uniform for Horizon's students although a hoody is available to order online. Smart, comfortable and appropriate clothing is expected.

### Timetables

Pastoral staff will be posting class timetables on the website and speaking with you before your child starts back to clarify any issues.

### After School Clubs

There is an opportunity for year 12 students to attend a social club at Horizons until 3.30pm on a Monday.



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## Behaviour

In bringing our school back together, it is vitally important we keep each other safe. Students must keep social distancing rules. If they are breaking these rules and compromising other peoples' safety, they will be sent home in liaison with yourselves.

## COVID-19

Your child must stay at home if they show any of the COVID-19 virus symptoms

- High temperature
- New continuous cough
- Loss of smell and taste

School must be informed immediately if this is the case and your child must be sent for a test.

Please also keep your child at home if anyone in your household shows any of the above symptoms, and also let us know. If you are unsure, please keep your child at home and talk to us.

If your child develops symptoms whilst at school, they will be isolated in the Medical Room with a member of staff and you will be called to collect them immediately. At this point we will discuss with you and support you in sending your child to be tested.

Our plans will no doubt evolve and change as we remain responsive to government and local guidance. I will always give you as much notice and involve you as much as possible in these changes and I thank you for your cooperation as we move forward.

Thank you in anticipation for your support with our plans. The relationship we have had during this difficult time has never faltered and remained strong thanks to your commitment to our school community.



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# HORIZONS



6TH FORM



I am so privileged and lucky to lead the team here. We will do everything in our power to keep your children safe and well. I have no doubt we will still experience plenty of joy, fun, progress and achievements this year. Our community is a strong one and I look forward to rising to the challenge ahead with you all over the coming months.

Kind regards,

**Debbie Gerring**  
Headteacher

**Jeff Howe**  
Chair of Governors



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