



17 July 2020

Dear Parents/Carers

SEPTEMBER RETURN FOR ALL YEAR GROUPS

You will now be aware that the government announced that schools will re-open full time to all students from September 2020. The College will adopt the same stringent measures put in place for keyworkers' children and vulnerable students that have attended College throughout this pandemic. The College will at all times review all the scientific advice to ensure that the College community remains as safe as possible. To go some way to reassure you, our plans have gone through rigorous scrutiny by The Kemnal Academies Trust and teaching unions to ensure the safety of everyone.

The Government has stated: *'Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19).'*

We are working on plans on how we group students to reduce contact between year groups and to keep the stringent cleaning and disinfecting processes we already have in place. I do appreciate that this letter contains a lot of information but I ask that you go through it with your child so that you are all aware of the modifications that will be in place from September.

In preparation, there are some key points that you need to be aware of to ensure that your child is safe. Please be aware some details may change over the summer period but we will keep our website updated. Therefore, we ask you follow the guidelines below at all times:-

1. You must ensure that if anyone in your household has COVID-19 symptoms, your child does **NOT** attend school. Any child or staff member who develops symptoms in the school day will be sent home immediately. If anyone in your household, or your child, tests positive for COVID-19 you **MUST** inform the College immediately.
2. The government has advised walking or cycling to school wherever possible and we strongly ask that students try to observe this.
3. During lockdown the government relaxed its rules on attendance but this will change from September. The government guidance says: *'Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term'*
4. Students and staff will not be made to wear face coverings in College. The government's advice is quite clear that this is not necessary. However, staff and students can choose to wear a mask but please note these have to be plain with no writing or logos on them and the following conditions must be followed:
 - Students **must** bring their own **new disposable mask** each day to ensure minimal risk of infection being brought into the College. **Reusable masks and face coverings are not permitted.**
 - All disposable face masks **must** be worn properly, covering the mouth and nose

www.ktc-tkat.org

Executive Headteacher:
Mr Christian Cavanagh

Kemnal Technology College
Sevenoaks Way, Sidcup,
Kent, DA14 5AA

Tel: 020 8300 7112
Fax: 020 8300 5619
Email: admin@ktc-tkat.org



- They **must** be put on and removed properly without touching the front of the mask and stored in a sealable plastic bag (such as a sandwich bag), for example, when eating lunch.
 - Pupils must **clean their hands thoroughly** before putting on and when removing a face mask within the school building, either washing their hands or using hand sanitiser.
 - The disposable face masks **must** be disposed of in the specific bins provided by the College.
 - Any pupil arriving at school wearing a face mask (on public transport or otherwise) **must** remove the face mask/face covering worn for travelling **before** they enter the school and clean their hands either by washing them and using hand sanitiser. If they wish to continue to wear a face mask during the school day, an **additional new disposable** mask will be required, not the same face mask/covering they have arrived to school in.
5. Your child will at all times be expected to follow strict behaviour rules relating to physical contact with other pupils, and keeping their hands clean. The College is installing new wash hand stations around the site and it will be expected for students to wash their hands regularly. The College will also supply hand sanitiser for all students to use before entering a classroom.
 6. The College Canteen will re-open in September with hot and cold food available on a “grab and go” system. This is to ensure that the canteen is able to be disinfected/cleaned after every “year group bubble”. Students eligible for free school meals will return to having their lunch at school, and will no longer receive lunch vouchers.
 7. In order to maintain social distancing and to ease congestion during the rush hour, changes have been made to the start/finish times of the school day for each year group as well as entering the site in different locations. Please note, that to also aid congestion into the school, all year groups will be returning to school on different days:-

Y7 to return	Y8:to return	Y9:to return	Y10:to return	Y11 to return
Thursday 3 September	Tuesday 8 September	Tuesday 8 September	Monday 7 September	Friday 4 September
8.45am – 2.55pm	8.55am – 3.05pm	9.05am – 3.15pm	9.15am – 3.25pm	9.25am – 3.35pm
Front Gate	Back Gate	Front Gate	Back Gate	Front Gate
Harris Door	Humanities Door	Front Field Door	Canteen Door	Front Field Upper Door
RED	GREEN	YELLOW	PURPLE	BLUE

(All door entries to the school have been colour coded as above)

STUDENTS ARE NOT TO ARRIVE AT COLLEGE UNTIL THEIR ALLOCATED TIMES

- Each year group will be based in a designated zone for the majority of their lessons. Therefore, they will be taught in one classroom for the majority of their lessons, except during practical lessons such as PE, IT, TECH, Creative arts and some science lessons
 - Break times will be spent in the year groups designated zone within their classrooms.
 - Lunch times will be staggered. We are opening the Small Gym as a temporary Canteen in order to have two separate facilities for students to purchase lunch so that there will only ever be ONE year group in a lunch area at any time.
 - Morning breaks will be in classrooms.
8. Your child **MUST** have their own equipment as sharing will not be permitted. All students must have a pencil case containing a pen, pencil, ruler, rubber and mathematical equipment.
 9. All pupils **MUST** have a school bag to put all their equipment and belongings in. Students will keep their belongings in their bag with them at all times.
 10. All pupils **MUST** have a reading book and their planner on them every day. This is vital for every lesson as it will contain information and teaching aids that can be used in the classroom.

11. Students will have to take all their books home daily and bring them back into school for their lessons. Therefore, students must be organised and pack their bags with the books they will need for the next day. There will be a charge for lost subject books.
12. Students must bring in their own KTC PE kit as they will not be able to borrow any items from PE.
13. Students will be expected to wear the correct school uniform.
14. Students will not be able to refill water bottles at school as these systems will be turned off for health and safety reasons. Water bottles can be purchased from the Canteens at lunchtime and free refills from water jugs will be also available only at lunchtime. Please know there will not be any other facility for your child to refill their bottle, so we ask that you ensure they have adequate water for the day.

TfL are aware that our school bus routes are extremely busy and we have been advised to implement staggered start and finish times to ease congestion during the rush hour as well as to try to ensure that students use public transport in their own “year group bubble”. We have informed TfL of our staggered timings and TfL have to review this. We will update the website once we have had a response from them. Please note that anyone over the age of 11, **MUST** wear face coverings when using public transport. Please be further reminded that TfL announced recently that they have withdrawn free bus travel for all students so parents will need to ensure their child’s oyster card is “topped up” if travelling by public transport.

Going forward we will also be providing additional emotional and wellbeing support for any student that need it, and will also be providing additional opportunities to support learning where this is required. Although many of our students have worked hard using our remote learning resources, we are fully aware that learning has been lost. We are all determined that our students will not be ‘a lost generation’ and we are adapting our curriculum to make sure that they get the learning and knowledge that they need to achieve success in the future.

As you can appreciate the College will take a zero tolerance approach to any student not observing the above rules and high level sanctions will be issued, without exception, as students have to play their part in keeping the College community safe.

I do appreciate that this letter contains an enormous amount of information so this letter will be available on the website for you to view and to reference throughout the summer. We do also understand that there may be some concern with regard to returning to school for you or your child but please be assured that you will see from the content of this letter we have taken exceptional measures to ensure our school is as safe as possible.

I sincerely hope that you and your family enjoy the summer break, your child takes a rest from remote learning and most importantly, that you all remain safe and well.

Yours faithfully



Mr Christian Cavanagh
EXECUTIVE HEADTEACHER

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