



Achievement & Opportunity  
for All

**THE BROXBOURNE SCHOOL**

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**Headteacher**

**Paula Humphreys BSc MBA**

2<sup>nd</sup> October 2020

Dear Parents and Carers

I am writing to update you with how term is progressing. It is excellent to have pupils back in school and to have face to face teaching. It has been very satisfying to revert back to some semblance of normal in this way and pupils have adapted very well to the new routines. It has also been necessary to put in place ways to support remote learning for pupils self-isolating. Whilst there is sometimes a delay with this, as teachers are having to set this work in addition to teaching full timetables, the work set is invaluable.

### **Covid-19 safety measures**

Pupils are responding well to the Covid-19 safety measures we have in place with year group bubbles having staggered starts, breaks and lunchtimes. The 'one way' system is becoming easier to navigate as everyone becomes more familiar with their timetables. We continue to have enhanced cleaning measures in place. Most pupils are remembering to bring a mask to school and to put it on as they enter the buildings. Please can I ask you to check regularly that your child/children have a mask (particularly on PE days) and that disposable masks are replaced daily and non-disposable masks are washed each day.

### **What happens if there is a confirmed case in school?**

While we hope it will not be necessary, we are learning from the experience of one or two other schools who have needed to send pupils home because of a confirmed case of COVID-19. We would ask if your child has tested positively that you forward, as soon as possible, a copy of the notification (email or phone screenshot) to [attendance@broxbourne.herts.sch.uk](mailto:attendance@broxbourne.herts.sch.uk). We will then follow DfE and Hertfordshire Public Health guidance.

The process that we follow will prioritise keeping pupils and staff are safe, whilst maintaining a good quality of education. In the first instance, while we are waiting for guidance and taking time to identify the names of those who have been in close contact with the person who has tested positive, we may have to send a larger number of pupils home to self-isolate. Once we are certain it is safe to do so, we would then allow those who were not in close contact to return to school. In the event, we need to send pupils home, we will communicate by both email and text. Pupils in close contact would need to self-isolate for 14 days and we would communicate clearly the end date of self-isolation. Other members of your household can continue normal activities provided your child does not develop symptoms within the 14 day self-isolation period.

### **Year 8 Parents' evening**

Unfortunately, due to COVID-19, we are not able to hold this evening in our usual way. We recognise that it is important for parents to have contact with the school and dialogue about your children; therefore instead, we will send home an extra progress report and we will offer a telephone call with your child's Form tutor or another senior teacher to discuss how your child has settled back into school. To make this possible, you will be sent a booking form with time slots available that will be allocated on a first come basis. Unfortunately, we will need

to keep to five minute appointments. To give time for your child's teachers to complete the report and for us to coordinate telephone appointments, this will now take place on Thursday 22<sup>nd</sup> October, a week later than scheduled.

I hope that your child/children are enjoying being back in school and we look forward to a productive rest of the half term.

Yours faithfully

A handwritten signature in black ink that reads "Paula Humphreys". The script is cursive and fluid, with the first letters of each word being capitalized and larger than the rest of the letters.

Paula Humphreys  
Headteacher