

PARENTS HANDBOOK COVID ADDENDUM

Please note that, until restrictions consequent to the COVID 19 pandemic are lifted, the following adjustments are made to the specified sections of the Parents' Handbook. Parents will be informed when this addendum expires.

SECTION 1: GENERAL INFORMATION

2. Attendance, Arrival and Departure

If a pupil arrives in School after 8.50am he should sign in at the appropriate Pastoral Office.

4. Absence

Where permission for absence is not sought in advance the School must be notified on the first day of absence before 9.00am, and on each subsequent day of absence. A signed letter of explanation and, where appropriate, a medical certificate, must also be sent with the pupil when he returns to School. (A scanned medical certificate or a forwarded email can be emailed to the appropriate Pastoral Office).

5. Morning Assembly

Every School Day begins with a Form Period. In addition, there will be an Assembly in the Main Hall for each Year in the School at least once a fortnight.

6. Change of Address

Notification in writing should be made by email to the appropriate Pastoral Office using the email address supplied to the School.

8. Dissemination of Information

The use of physical reply slips has been temporarily suspended.

9. Parental Contact with the School

Written communications can be made by letter sent by email to the appropriate Pastoral Office using the email address supplied to the School.

10. Contact during Holidays

Communication during vacation may be via email to office@whsb.essex.sch.uk.

11. School Uniform and Pupil Appearance

Conduct Cards have been temporarily replaced with 'Demerits' which are a function of the ePraise website, used by the School to record House Points. Pupils who earn five demerits within a half term will be subject to disciplinary action.

SECTION 2: STAYING SAFE AND BEING HEALTHY

2. Catering

Pupils in the Main School will be allocated three days per week on which their Year group may attend the cafeteria/ Each Year group will have specific time slots to

attend. If pupils are planning on attending a lunchtime club they should bring a packed lunch on that day.

3. Security, Lost Property and Valuables

Pupils who have found lost property should ensure it is taken to the appropriate Pastoral Office or to Reception.

4. Lockers

Lockers are available for Year 7 and Year 8 pupils at no charge. The School is unable to issue lockers to other Year groups at this time.

SECTION 3: PARENTAL INVOLVEMENT AND PUPIL PROGRESS

Homework

8. Encourage your son to use his Student Planner properly.

Even when Teams is being used to submit work, pupils should record and manage their work using their physical School planner.

9. Oversee study.

The vast majority of homework tasks do not require the use of a computer and the Internet, however, to minimise exchange of physical objects, it is possible that work will be set that needs to be submitted by *Microsoft Teams*. Work should still be done by hand and written into exercise books or workbooks etc., but images should be taken and uploaded to *Microsoft Teams*. Microsoft provides a free app called *Microsoft Lens* that will create pdfs from images which can be used for this.

Parents' Evenings

Parents' Evenings will be held using an online Parents Evening video conferencing platform. Parents will be invited to sign up to this platform to book appointments for Parents Evenings.

Further Encouragements to Learning

3. Pupil Monitoring

Subject Support Cards, Interim Monitoring Cards and Pastoral Support Booklets may be replaced with a monitoring system using the School's information management system (SIMS) where feedback is shared with parents on a periodic basis.

4. Pupil Mentoring

In the event that pupils are in difficulty (but Pastoral Support is deemed unsuitable), a system of Pupil Mentoring via *Microsoft Teams* may be put in place. Responsible older students support and encourage those in the Lower School.

5. Tutorial and Supervised Study

Supervised Study is not available during the COVID 19 pandemic restrictions.

SECTION 5: THE WELFARE OF PUPILS

The Form Period

A Form Period will be held every day that a Year 7 Assembly is not scheduled. The Enrichment Period may be delivered as a Year Group or may be in Form Groups.

SECTION 7: PUPILS AND MAKING A POSITIVE CONTRIBUTION

The COVID pandemic has unfortunately limited the number of extra-curricular activities available to pupils because many would usually be multi-Year activities. There remain a large number of single Year activities, and there are a small number of multi-Year activities which can take place, provided the appropriate COVID testing has been carried out beforehand.

Charity Activities and Enrichment Days

Charity Activities and Enrichment Days will be subject to guidance for Schools with regards to COVID restrictions, Risk Assessments and best practice.

Holiday Abroad, Exchanges and Field Trips

Trips Abroad, Exchanges and Field Trips will be subject to guidance for Schools with regards to COVID restrictions, Risk Assessments and best practice.

APPENDIX 1: BASIC RULES FOR PUPILS

10. At the discretion of the member of staff, pupils may enter, be seated, and be ready for the lesson to begin. In lessons outside of 'zones' (Science, Technology and Physical Education), all pupils in Years 7-11 should wait at their designated collection points for the member of staff to arrive.

APPENDIX 2: PUPILS' CODE OF CONDUCT

1. CONDUCT COMING TO AND GOING FROM SCHOOL

Each Year will have an allocated entrance and exit gate. Pupils should not attempt to enter or leave the School site from any other gate.

3. CONDUCT AT REGISTRATIONS

- * **Ensure that if you are late you sign yourself in using the Signing-in Register in the appropriate Office for your Year** and report your presence to your Form Tutor as soon as possible.

APPENDIX 3: SCHOOL UNIFORM, PERSONAL APPEARANCE AND EQUIPMENT

Personal Appearance

A clean plain coloured, non-patterned facemask should be available for use in corridors and crowded communal areas of the School.