



Queen Mary's Grammar School

Headmaster: R J Langton, M A

29th June 2020

Year 13 Book Return

Dear parent/guardian

Under normal school conditions, Year 13 Book Return would have taken place in the School Hall at the end of the last A Level exam. Clearly, that was not possible to arrange this year and we have had to think carefully how best to safely arrange the return of textbooks, library books, CCF kit, locker keys, Prizegiving trophies and any other property belonging to the School. We now intend to organise Year 13 Book Return, on an allocated rota basis, by Tutor Group, from Monday 6th July through to Tuesday 14th July.

Significant risk assessment and planning has taken place in order to make sure that the site is safe for this Book Return to take place. However, we do understand that all students' family situations are different and that you may not want your child to participate in this Book Return, due to concerns over transport and health vulnerabilities within the family home. Please contact the School to make alternative arrangements as soon as possible, if that is the case. **It is vital that the students DO NOT attend the school if they, or a member of the household have symptoms.** <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Arrangements for Book Returns are as follows:

1. Students must only arrive on site at their allotted date and time (see rota overleaf). Each 2-hour slot will have a maximum of 15 students on site, to ensure that we can arrange the required social distancing. Any change to the rota must be requested in advance.
2. Slots will be between 10-12 and 12-2 to avoid any "crossover" with other students on site as part of our Key Worker provision and our partial re-opening to Year 10 and Year 12 students.
3. Entry and exit will be via the pedestrian gate by the PE Block and Book Return will take place on the Covered Play Area. This is a covered, open space with plenty of airflow to reduce possible transmission.
4. There will be no parking on the school site and no other family members or friends will be allowed on site, apart from those expected on the rota. Students will not be allowed access to any other part of the school site, including lockers. Request for access to any other part of the school site must be made in writing to the Headmaster.
5. All students will be asked to "tick-off" their returned books against a pre-populated list, along with any other resources, in order to speed up the process while on site. Students will sign to indicate which resources they have returned and which they may have lost or mis-placed.
6. Students will be asked to place all resources in an individual box, along with the signed form.
7. CCF Kit must be bagged, sealed and named and left at the JD Room for sorting.
8. Once students have placed their box in the appropriate part of the CPA, they will register with the supervising member of staff. They must then leave the school site and make their way home straight away.
9. Staff will check through the individual boxes after 72 hours against lists held in school and, if necessary, a request for payment against missing resources will be issued at a later date.
10. Reimbursement of the locker key deposit will also take place after the event. We are working on the best way to facilitate this and will let you know more as soon as we can.

We understand that many students are missing their friends but we must ask for your support in ensuring that this Book Return is not seen as an opportunity to meet up and socialise. As much as we would really want to welcome our Year 13 students back to school for a celebratory event, and we look forward to a time that we can all come together to mark the end of their time at the School, we must continue to follow the latest Government guidelines, which will have changed on the 4th July. We ask that students do not linger on the Sutton Road or wait for others. They should observe social distancing and make their way home immediately. The government has produced specific guidance for young people, to help them adhere to those rules when out and about:

<https://www.gov.uk/government/publications/stay-alert-and-safe-social-distancing-guidance-for-young-people/staying-alert-and-safe-social-distancing-guidance-for-young-people>

The changed guidance to come into force from 4th July is here:

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do-after-4-july>

We will be strictly following these rules on the school site and at the entrance and exit. We would ask that all students carefully follow social distancing guidance on the journey to and from school and avoid gathering in public spaces. We will expect the highest standards of behaviour and conduct from our students on and around the school site, with extra consideration given to the personal spaces other students, staff and our neighbours in the wider community at this difficult time. We would also ask parents not to congregate outside the school gate if dropping-off students. Please stay in your car, if at all possible. If students are using public transport, the following link includes a range of considerations on responsible travel, including specific guidance on public transport:

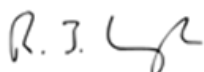
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>. School uniform will not be necessary for Book Return and there is no requirement for students to wear PPE while on site.

Rota:

Monday	6-Jul	10am-12pm	6HA
Monday	6-Jul	12pm-2pm	6HB
Tuesday	7-Jul	10am-12pm	6HC
Tuesday	7-Jul	12pm-2pm	6HD
Wednesday	8-Jul	10am-12pm	6HE
Wednesday	8-Jul	12pm-2pm	6HF
Thursday	9-Jul	10am-12pm	6MA
Thursday	9-Jul	12pm-2pm	6MB
Friday	10-Jul	10am-12pm	6MC / 6SA
Friday	10-Jul	12pm-2pm	6SB / 6SA
Monday	13-Jul	10am-12pm	6SC
Monday	13-Jul	12pm-2pm	6SD
Tuesday	14-Jul	10am-12pm	6SE
Tuesday	14-Jul	12pm-2pm	6SF

Thank you for your ongoing support at a difficult and uncertain time. We will contact you again as soon as we have received clear national and local guidance on how we can safely organise A Level Results Day on Thursday 13th August. We want to offer as much support as possible to our students receiving their results on that day but will have to follow guidelines on how best to do this. For your information, UCAS Clearing opens on Monday 6th July. Many excellent university places are being secured places through UCAS Clearing each year and it is a good idea for all students to do some research in advance via <https://www.ucas.com/undergraduate/results-confirmation-and-clearing/what-clearing> and have plans ready for if their intentions change on Results Day.

Yours sincerely



Richard Langton, Headteacher