



Hove Park School
"Together We Achieve"

Nevill Campus: Nevill Rd, Hove, East Sussex, BN3 7BN
Tel: +44 (0)1273 295000/1 Fax: +44 (0)1273 295009

Valley Campus: Hangleton Way, Hove, East Sussex, BN3 8AA
Tel: +44 (0)1273 295002/3 Fax: +44 (0)1273 294994

Email: office@hovepark.org.uk

Mr Jim Roberts- Headteacher

3rd July 2020

Dear Parents and Carers,

As promised this letter confirms the routines, expectations and modifications we have made to support the return to school, for all students from **Monday 7th September 2020**.

Please see below for an outline of the timetable model that will be in place for the new academic year. For your reference, I have also attached a PDF version of this timetable model, which can be easily printed.

It is important to emphasise that this model provides all students full curriculum coverage across all three key stages. We are still operating a 2-week timetable. Students will follow the structure below each day. I appreciate and understand it will require families to adapt and change their normal routines. Having organised the timetable below, we have also finished the normal timetable so as and when, we can return very quickly to our usual structures and timings. Heads of Year will be sending out further information next week. Individual student timetables will be published on FireFly on September 1st 2020.

Week A

Nevill Campus

Revin campus																																						
Year	Session 1									Session 2								Session 3								Session 4												
	8.30	8.45	9.00	9.15	9.30	9.45	10.00	10.15	10.30	10.45	11.00	11.15	11.30	11.45	12.00	12.15	12.30	12.45	1.00	1.15	1.30	1.45	2.00	2.15	2.30	2.45	3.00	3.15	3.30	3.45	4.00	4.15	4.30	4.45	5.00			
11	Tutor	Lesson 1 (1 hr 15)						Break		Lesson 2 (1hr 30)						Lunch		Lesson 3 (1hr 30)								Enrichment/Intervention												
10			Lesson 1 (1 hr 30)						Break		Lesson 2 (1 hr 30)						Lunch		Lesson 3 (1hr 15)						Tutor				Enrichment/Intervention									
9			Lesson 1 (TEAMS)						Lesson 2 (1hr 15)						Tutor		Lunch		Lesson 3 (1hr 30)								Enrichment/Intervention											

Valley Campus

Year 7 samples																	
6th Form		Lesson 1 (1 hr 30)			Break	Lesson 2 (1 hr 30)			Lunch	Lesson 3 (1hr 15)			Tutor		Enrichment/Intervention		
7	Tutor	Lesson 1 (1 hr 15)			Break	Lesson 2 (1 hr 30)			Lunch	Lesson 3 (1hr 30)				Enrichment/Intervention			
8		Lesson 1 (1 hr 30)			Break	Lesson 2 (1 hr 30)			Lunch	Lesson 3 (1hr 15)			Tutor		Enrichment/Intervention		

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Week B

Nevill Campus

Revin campus																																					
Year	Session 1										Session 2								Session 3								Session 4										
	8.30	8.45	9.00	9.15	9.30	9.45	10.00	10.15	10.30	10.45	11.00	11.15	11.30	11.45	12.00	12.15	12.30	12.45	1.00	1.15	1.30	1.45	2.00	2.15	2.30	2.45	3.00	3.15	3.30	3.45	4.00	4.15	4.30	4.45	5.00		
11	Tutor	Lesson 1 (1hr 15)						Break		Lesson 2 (1hr 30)						Lunch		Lesson 3 (1hr 30)							Enrichment/Intervention												
10				Lesson 1 (TEAMS)							Lesson 2 (1hr 15)					Tutor	Lunch		Lesson 3 (1hr 30)							Enrichment/Intervention											
9				Lesson 1 (1 hr 30)						Break		Lesson 2 (1 hr 30)						Lunch		Lesson 3 (1hr 15)						Tutor		Enrichment/Intervention									

Valley Campus

Yr 6 Campus																					
6th Form		Lesson 1 (1 hr 30)				Break	Lesson 2 (1 hr 30)				Lunch	Lesson 3 (1hr 15)				Tutor		Enrichment/Intervention			
7	Tutor	Lesson 1 (1 hr 15)				Break	Lesson 2 (1 hr 30)				Lunch	Lesson 3 (1hr 30)					Enrichment/Intervention				
8		Lesson 1 (1 hr 30)				Break	Lesson 2 (1 hr 30)				Lunch	Lesson 3 (1hr 15)				Tutor		Enrichment/Intervention			

Activity	Notes
Lesson time (green)	3 lessons a day (as per our normal timetable).
Tutor time (purple)	Will include elements of our Learning for Life and Literacy curriculum.
Break (blue)	There will be no canteen service at first break.
End of day (yellow)	Students will return to rooms to collect their phones and then leave the site.
Enrichment / Intervention (grey)	Will be confirmed at the start of September and include some extra-curricular opportunities (in line with government advice at the time) and additional learning sessions likely to be delivered through TEAMS.
Students in y9 and 10	To support the staggered approach and retain a full curriculum, students will access the first lesson of the day (y9 in week A and y10 in week B) at home through TEAMS.

Covid-19; advice and guidance for Parents and Carers on the wider opening of school

The following sets out the actions and measures the school is taking to ensure as far as possible, a safe environment for both students and staff to work and learn. It is important to

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emphasise that parents/carers, students and staff all have a responsibility in helping manage the risks and reinforce the new routines, so they quickly become established.

Preparing for School

Actions & expectations	Notes
All students will be provided with a timetable highlighting the start time and when they are expected to arrive on campus.	It is important students arrive just before the time they are scheduled to start to limit potential mixing with other year groups.
Students that arrive earlier will not be accommodated.	The staffing and rooming does not allow for areas for students to wait.
Uniform expectations will apply - all students will need to wear their normal school uniform. If families have items of uniform that they no longer need please consider donating it to the school, so it can be up-cycled.	It is important to get students back in the routine of school and school expectations. We want students to continue to look smart and take pride in their school. If families need financial support with any items of school uniform, please e-mail year teams who will be able to advise on how we can support.
On days that students are timetabled for PE – they should come to school in their PE kit rather than their school uniform.	To avoid the need to change in the changing rooms students should come to school in their PE kit. It is important to emphasise this does not include designer / branded sweatshirts or tracksuits.
All students need to bring a school bag and their own stationery / equipment and their charged iPad.	No pens / pencils / rulers will be provided. Students will not be able to borrow from their friends. Students will be responsible for bringing in, and looking after their own books each day. Staff will not be collecting them in.
At Ks4 it is important that students bring a calculator (preferably scientific) to their maths lessons.	We will not be able to lend specific equipment.
The school will follow DfE guidance on the use of PPE which currently highlights; <i>Wearing a face covering</i>	We have bought a stock of PPE for the use of staff administering first aid.

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or face mask in schools or other education settings is not recommended.

Travelling to School

Actions & expectations	Notes
Wherever possible students should walk, ride or be dropped off at school. In the interest of student safety parents/carers are not to drive onto the school campus or stop immediately outside the school on the yellow road markings. On the Nevill campus the school gates will also be closed at the start and end of the school day.	The government have been clear in reinforcing the need to avoid public transport as much as possible and particularly at key times.
Car journeys should be restricted to those from the same household – no car sharing.	It is important families follow current government advice.
Students should arrive at school just before the agreed start time.	It is important students do not gather outside of school before the agreed start time. Once they arrive at either campus they will need to try and observe social distancing where possible. Various markings remain from the protocols established for the y10 and y12 provision which should help reinforce this message.

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Arriving at School

Actions & expectations	Notes
Students should arrive at school at the agreed start time and will be directed to line up on the tennis courts (Nevill campus) and playground (Valley campus). A member of staff will then take them to their timetabled room.	Start times have been staggered to limit the number of students arriving on site at any one particular time. Heads of Year will be communicating individual year group arrangements for the first day back on Monday 7 th September 2020.
As students enter the building they will be expected to use the hand sanitisers that have been installed.	It is important that students are responsible for maintaining good hygiene routines. Staff will be on duty to remind students of the importance of this routine.

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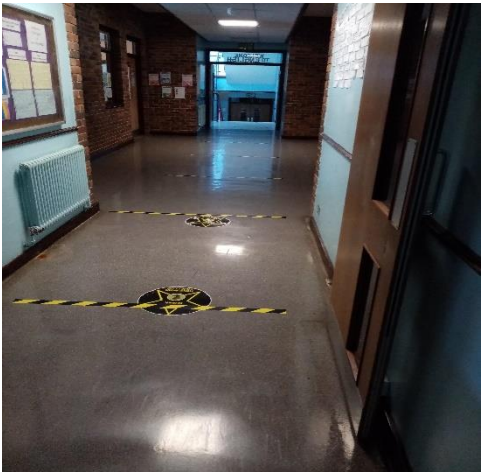
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Lesson and learning time

Actions & expectations	Notes
<p>Classrooms have been re-organised where possible to support students facing forwards. This will not be possible to achieve in some practical areas including science, technology and art.</p>	<p>Social distancing will be reinforced where possible. A one-way system around each campus will be established supported by floor markings</p> 

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At the start of the day, and in-line with the changes to the mobile phone policy sent out earlier this term, all students will be expected to put their mobile phones in a locker based at the back of the classroom.	All lockers and keys will be cleaned each day. It is important that this routine is established and adhered to. This new measure will ensure students can focus on their learning without potential distraction and staff will not be required to address issues related to mobile phones. The alternative is that students do not bring their phone in to school.
Staff will reinforce key messages at the start of the lesson including arrangements for students accessing the toilet / social distancing / asking for help and where they would go in the event of a fire alarm.	It is important these key messages are repeated and understood by all the students so these new routines become established.
Designated classrooms for individual year groups.	The school has been 'zoned' to avoid individual rooms being used by multiple year groups. The impact of this will be that students are not always taught in subject specialist rooms and access to specific equipment and resources limited. Where possible students will remain in a timetabled room for several lessons with staff arriving to teach thereby limiting movement around the school.
Teaching will look different and mostly be done from the front of the class.	We are all having to adapt to a new way of working. To retain social distancing staff will teach from the front of the class rather than moving around the room providing individual support. It is important that if students do not understand something that they ask for help by putting their hand up and waiting for the teacher to answer their question.
Teachers will use the normal strategies of reinforcing / reminding them of expectations and focus; if needed they will	If students are unable to remain focused in lessons and following a C1 warning, continue to not engage a senior member of staff will be called. The student will be removed from the lesson. Parents / carers will be

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record a C1 if a student does not modify their behaviour and contact home after the lesson.	contacted. A further conversation with our pastoral team will then be organised to address concerns and find possible solutions for future lessons.
Parents and Carers of students with additional learning needs will be contacted by the SENCO's in the next week to discuss the provision available and requirements for individual support.	If parents and carers wish to discuss support arrangements, please contact the SEND team or individual year teams.
At the end of the lesson students will be dismissed individually, one at a time.	Students will either be; <ul style="list-style-type: none"> • directed to collect their phones and leave the site (at the end of lesson 3) • or go to break / lunch in designated areas (at the end of lesson 1 and 2)
Students will be expected to use the hand sanitiser as they leave the classroom. We have installed additional mobile hand sanitising units to support our hygiene protocols.	It is important that students are responsible for maintaining good hygiene routines.
Our cleaning contract has been adjusted to ensure rooms and designated areas are cleaned each day according to strict hygiene protocols.	This includes desks, chairs, door handles, lockers, locker keys, floors and other surfaces.

Break time and lunchtime

Actions & expectations	Notes
Students will be directed to a specific area /playground.	These will be confirmed to the students each day.
In the event of wet weather an alternative location inside has been	These will be confirmed if necessary.

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planned to accommodate students.	
There are no canteen services available at break time.	Lunchtime has been staggered to allow students access to the canteen in their year group 'bubbles.'
Students will be supervised by staff and should try and maintain social distancing where possible.	It is important students take responsibility for social distancing and keeping everyone safe.
Students will be able to access the toilet facilities but will need to queue in an orderly way so we can limit numbers coming in and out.	Social distancing should be maintained when students are waiting.
At the end of break students will need to return to their timetabled classroom using the hand sanitiser before as they enter the building.	It is important students take responsibility for maintaining this routine.

Leaving School

Actions & expectations	Notes
After their lesson students will be dismissed individually and expected to leave the site after collecting their phone from designated lockers.	It is important students do not gather outside the gate or wait for friends.

Contact with school / feedback and additional information

Actions & expectations	Notes
Parents and Carers will not be able to access either site unless invited by a member of staff.	Parents and carers should communicate with the school through e-mail / phone contact. Appointments can be made but will need to be planned in advance. Clearly in an emergency situation we would make contact and

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	appropriate arrangements made for individuals to access the site.
If you have any concerns or feedback about how the arrangements are working – please e-mail the following staff.	Head of School (Nevill campus) Mr Brooking jbrooming@hovepark.org.uk Head of School (Valley campus) Mr Paul spaul@hovepark.org.uk Head of 6 th Form – Mr Miles jmiles@hovepark.org.uk
<p>The following links provide additional information</p> <p>School website page dedicated to Covid-19 response including resources and contact details to support student's mental health and wellbeing.</p> <p>http://www.hovepark.brighton-hove.sch.uk/covid-19</p> <p>Government information on the full opening of schools for parents and carers</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	

I appreciate this will seem like a very long list of rules and expectations, but I hope you will understand the reasoning and explanations that we've set out. It is important to emphasise that the routines and rules that we have planned, support and prioritise the health and wellbeing of everyone.

We also understand that many students may have concerns and anxieties that stem from the last couple of months. Our pastoral teams are there to support students and families. Please contact the individual Year teams if you would like to discuss additional support. Our mental health and wellbeing teams are also planning and preparing how best they can support students when they return. This is likely to take the form of pre-booked check-ins or supportive meetings.

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To support understanding a similar set of expectations has been written for students. We would appreciate all parents and carers reading through this with their child (children) to reinforce the key messages.

It is important to acknowledge once again what a very strange and difficult couple of months this has been for everyone. Having shared our planning with you, it is also important to reinforce that it is possible that elements of the plan could change again following updated government advice, or local council position. I will endeavour to keep you informed which could include further correspondence during the summer break. However, we are very much looking forward to welcoming all students back, as we take a positive and important step in getting back to some kind of normality.

Best wishes,

Jim Roberts, Head teacher

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