

## Orchard School Bristol

Filton Road Bristol BS7 0XZ

0117 377 2000

info@osb.school

www.osb.school



ORCHARD  
SCHOOL  
BRISTOL

**Headteacher:** Mrs Julia Hinchliffe **MA (Hons), MA, NPQH**

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28 August 2020

Dear parents and carers

I hope you have enjoyed the summer and are looking forward to sending your children back in to school next week. This letter outlines the changes we have made and confirms what your son/daughter will need to be prepared for. Please read it carefully and share the information with your children.

We expect all students back in school. All the explanations and introductions will be on your son/daughter's first day (or first 3 days for Year 7 students), so please ensure your child does not miss out.

Tuesday 1 <sup>st</sup> September	INSET Day	All day	No school for students
Wednesday 2 <sup>nd</sup> September	Year 7	8.20am	Sports Gate Entrance - by the primary school) then walking to the Dining Hall Entrance (staff will be available to help)
	Year 11	8.40am	CLC Entrance
	Years 8, 9 and 10 – no school		
Thursday 3 <sup>rd</sup> September	Year 7	8.20am	Sports Gate/Dining Hall Entrance
	Year 10	8.30am	Sports Gate/Library Entrance
	Years 8, 9 and 11 – no school		
Friday 4 <sup>th</sup> September	Year 7	8.20am	Sports Gate/Dining Hall Entrance
	Year 8	8.20am	Student Entrance
	Year 9	8.30am	Student Entrance
	Years 10 and 11 – no school		
Monday 7 <sup>th</sup> September and every school day after this	Year 7	8.20am	Sports Gate/Dining Hall Entrance
	Year 8	8.20am	Student Entrance
	Year 9	8.30am	Student Entrance
	Year 10	8.30am	Sports Gate/Library Entrance
	Year 11	8.40am	CLC Entrance

Please note that wheelchair users or students with physical disabilities (or on crutches) can come into the Main Entrance at their normal year group entrance time.



Trust in Learning  
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The school is ready to fully open. The school managers and facilities team have worked very hard over the summer to make sure the school is spotlessly clean. We have worked with specialist Health and Safety Advisors and the Trust experts to ensure we meet all government guidelines and public health/NHS recommendations. Our staff are receiving Covid-ready training on Tuesday (INSET day), and all students will spend their first day or so with us learning the new ways around school and new expectations.

We have put together some questions and answers that are commonly asked, to reassure you that the school is ready to open fully. I have again added the Uniform and Equipment expectations, because no equipment can be lent out by teachers this year at all. Finally, we are extending the Hardship Fund application for a few more days, so if you are financially struggling we may be able to help. Please find details on the website / Parents / Hardship Fund application, or alternatively email [info@orchard.tila.school](mailto:info@orchard.tila.school), or phone 0117 377 2000.

We are really looking forward to welcoming your son/daughter into school after such a long time away. Please do reassure them that we are there to support and encourage them back into learning. Meanwhile if you have any questions, please contact [info@orchard.tila.school](mailto:info@orchard.tila.school) and we will get back to you as soon as possible.

Yours sincerely



Julia Hinchliffe, Headteacher

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## Frequently Asked Questions

**What if my child is late?** This is a serious problem for the school, as part of our social distancing measures mean we cannot let students in their entrance when it's another 'bubble/year group' going in. If your child is late, they must go to the Main Entrance and wait outside until a member of the Senior Leadership Team can ensure it is safe to let them in (they may have to wait a few minutes). Please ensure your son/daughter is not late to school.

**Is it full school uniform?** Yes. If you have a problem with an item of uniform (for example the uniform shop ran out of your colour tie) then please don't worry. Come in with as much uniform as possible, and we will provide a "Uniform Pass" for a period of time.

**Does my child need to bring PE kit on the first day?** No. Your son/daughter will not have practical PE in their first week. They will need their PE kit ready for week beginning Monday 7<sup>th</sup> September.

**What about bags and pencil cases?** Full equipment is essential. All students from Years 7 to 11 must have a rucksack and a pencil case with all their equipment in it, plus a calculator. A list of Uniform and Equipment is at the end of this letter.

**Does my child need a mask?** Yes. Students will need to have a mask in a small plastic bag in their blazer pocket. There is no need to wear masks in the students' villages/classrooms/corridors as they are within their own 'bubble' at all times. For the vast majority of students, they therefore would not need to wear a mask during the day.

However, if a student goes to First Aid, sees the School Nurse or Counsellor, is in Detention or has to move along the edge of a village to a practical room (eg for GCSE Art/Engineering), then they would wear their mask along the corridor, but remove it once in the room. Students should bring a plain cloth mask which can be washed regularly.

If students travel in by public transport and are wearing a mask on their journey to school, they will need two masks. The outside/travel mask will need to be stored in a plastic bag in their rucksack, and cannot be used as their inside mask.

**Are staff wearing masks?** Some staff may be wearing a visor around school. This is clear plastic and does not affect teaching or communication.

**Can I drive into the school carpark?** No. The car park is too busy as we have children with disabilities and young primary children who need more support coming in at the same time. Please drop your son/daughter in a nearby road - NOT the main Filton Road - so they can walk the last minute or so into school.

**Is the school Covid safe?** We have invested a lot of time into making our school as safe as possible for your children, reducing the risk of infection. We are very lucky to have a school that is 'just' big enough to split the year groups up fully. This means that all students can stay in their year group bubble (their village) – this includes their classrooms, intervention rooms, the Head of Year/Pastoral Manager and the Independent Study Room for each year group. However, this school is not big enough to have any 'spare' rooms at all so break out spaces are not available beyond what is already timetabled. Unfortunately we are also unable to offer any Thrive provision during Covid for the small number of students who used it last year; students will be supported with strategies to remain in the classroom by our SENDCO.

**What are classrooms like?** All classrooms have been laid out in a similar way to the photo here, with a marked out area for the teacher, and with all students facing front.

**What about Break and Lunch?** Your son/daughter will have a staggered break and lunch time, so they have either the whole of the Assembly Hall (with food points) or the whole of the Dining Hall for their year group. Outside areas have been separated as well,



with different years using different playground areas. Hot/cold "grab bags" are available during lunch time for students to purchase (or receive as part of their free school meals), and twice a week a hot meal option is also available (eg Fish and chips or pasta pots). We do have a break time service from both Halls. Please note your child will need to bring a water bottle, and can refill this at break time and lunch time only from their food area. There are no water fountains in use. We do not permit fizzy drinks or energy drinks in school.

**Are toilets used only by the same bubble?** Yes. Toilets are always within villages (or closest to) and are used by one year group only.

**Can I still come into school for a meeting with a teacher?** No. You will need to arrange for a phone call instead. Please use email as much as possible to request a phone call. Our email is [info@orchard.tila.school](mailto:info@orchard.tila.school).

**What happens if my son/daughter feels ill?** Students who are ill are sent to First Aid where we have trained first aiders who can manage the situation. Parents/carers will be contacted if your child cannot remain in school.

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## Uniform and Equipment Expectations

**Normal uniform is expected for all students from September:**

- Black blazer with Orchard school logo (our old logo is acceptable for students in Years 8 -11; when you buy a new blazer, the logo will look different – this is our new, updated logo and is the one that as we move forwards all students will eventually have)
- Plain long black trousers or black pleated skirt
- White shirt and house tie
- Sensible black shoes that can be polished (not trainers)
- Black or dark grey socks (or short white socks if warm weather)
- Plain dark blue or black hijab/headscarf, if worn

Students can wear a smart plain black V neck jumper with their blazer, in cold weather. The jumper has no logo and should not be branded. As we will be keeping windows open in school, the jumper may be needed more frequently. Some supermarkets sell inappropriate trousers/skirts/shoes as "school uniform." Please be reminded that we set our uniform code, not the supermarkets. If there is any doubt about whether a particular item is acceptable, parents should check with the school before purchasing.

- Students will be given a Year Group Badge to wear on their right lapel.
- Leadership badges are worn on their left lapel.
- Plain cloth mask kept in a small plastic bag in the blazer pocket

### **Normal PE kit is expected:**

- Black polo shirt with Orchard school logo
- Black shorts with Orchard school logo
- Black and White Aptus Coolmax sports socks
- Black Zip training top with Orchard School logo (this is optional, but highly recommended as students will be outside for PE all year round this year)
- Plain black base layers (these can be purchased from any supplier) which are worn under the shorts and under the polo shirt, for extra warmth.
- Sports trainers (any brand)

### **Students must bring their own equipment:**

- School bag** (rucksack with two straps which students can wear on their backs). Please note students will need to be carrying all their exercise books to and from school, so mini rucksacks are not appropriate. **Lockers** are available, which will be based near their tutor room, at £3 per year, payable on Parent Pay.
- Scientific calculator: Casio FX – 83GT PLUS**  
Please do NOT purchase other types of calculator. The scientific calculators are complicated to use and Maths teachers spend time in class teaching children exactly how to use each button on the calculator. These calculators are permitted in all UK exams. You can purchase them online for about £12 (Amazon, WH Smith and other stores).
- Pencil case with 2 blue or black biro, a red biro, pencil, rubber, ruler, protractor and set of compasses (with mini pencil)**  
Students must carry these items in their pencil case, so they can be kept together hygienically.
- Water bottle**

### **Piercings and nails**

For Health and Safety reasons, the school does **NOT** permit body piercing, apart from one small stud or sleeper earring per ear. Earrings which are bars across the ear are not permitted, nor are stretchers or any earring which dangles and can get caught up and rip the ear. No nose piercings, nor any other facial piercing.

All ear piercings, including fresh ones, will have to be removed for PE lessons. If students choose to get fresh piercings then they must practise taking them in and out, so when it comes to PE there are no concerns. Students must remove all personal effects (including piercings) for every practical PE lesson for health and safety reasons. We recommend that students with earrings bring a small case to put their earrings in, so they do not lose them.

False nails (acrylic or gel) and nail polish are not permitted.