



21 October 2020

Dear parents and carers,

As we reach the halfway point in our first term of this academic year, I wanted to write to update you on how the module has gone and highlight some upcoming events and opportunities. At the time of writing, we have been fortunate enough to have avoided the brunt of localised cases, with no positive tests reported for any students or staff.

The word 'unprecedented' echoes in most communications from all sectors at this time. Like everyone, we have had to move and adapt to the circumstances we find ourselves. As you know, the school is currently split in two, with Upper School and Lower School bubbles. Each has different dining, social and working spaces. This has generally worked very well and I pay tribute to the adaptability and energy shown by students and staff alike.

Whilst this has had some teething troubles, there have been benefits too. For the Upper School, they have found the increased space in the canteen enjoyable, whilst for many of our Year 7s, only seeing Year 8s each day has led to a smoother and less anxious transition to secondary school. We moved to 'virtual' assemblies rather than have all of a bubble in the hall together and this seems to have been well received. Last night we had our first 'virtual' Parents Evening for Year 7 parents and feedback has been positive. We will be using this virtual system, where appointments are on a video link in the appointment booking software most people are familiar with, for the foreseeable future.

We have a very tight schedule around cleaning, with all regular contact areas such as door handles and taps in toilets cleaned on multiple occasions throughout the day, alongside our daily professional cleaning service each evening. I would like to thank Mandy Johnson, who has been a long-standing and much loved pillar of our community for her adaptability as she has changed her role this year to help us all feel safer.

Teaching staff, long used to having a fixed classroom base, have had to quickly move between bubbles and this has led to a change we are making to the daily schedule after half term. We will no longer be having our afternoon tutor session. The additional time will be added to the morning tutor session and an extra 5 minutes to lesson 3 so students can be advised of any notices or detentions they have to go to after school. We will trial this for Module 2 and review at Christmas.

### **Parents and Friends of Kings College**

I am delighted to report that our Parents and Friends group is now back up and running. We had our first meeting on Friday 16<sup>th</sup> October and have some exciting plans ahead. My thanks to Lisa Mansfield, who has volunteered to lead the group. If you would like to be involved, please contact Michelle Lim at school ([m.lim@kingscollegeguildford.com](mailto:m.lim@kingscollegeguildford.com)) who will put you in touch. Alternatively, please join the Facebook group – Kings College Parents and Friends -

<https://www.facebook.com/groups/646476819364051/>



We will be running a Christmas raffle, with some exciting prizes already available. If you would like to donate a prize, either as an individual or as a company, please contact Michelle on the email address above. More details will be provided in the next module.

### **Attendance**

Attendance for most students has been very good, and is perhaps more important than ever. We have been very pleased with our attendance despite the wider challenges. More than a third of the school have had 100% attendance.

Where we have had to send students home with any symptoms, they receive a letter informing them of the next steps they must take and how to access our remote learning provision. I am hopeful that the clarity within is helpful at a time where people may feel stressed.

As ever, I must remind parents/carers that if they take their children out of school without authority, they will be liable to receive a penalty notice. Currently the amount payable under a penalty notice is £60.00 per parent/carer per child if paid within 21 days. Thereafter the amount increases to £120.00 if paid between 21 and 28 days. If the penalty notice remains unpaid after 28 days, the Local Authority will consider a prosecution in the Magistrates Court.

Please note that penalty notices are issued per parent/carer per child so a family of two parents and two children will receive 4 penalty notices.

### **Administration and visits to school**

If you need to report your child as absent from school or want to inform us about an appointment, where possible please use Studybugs (<https://studybugs.com/about/parents>) Parents have reported that it is an easy system to use and has been useful as a means of communication. Like all schools, we share the anonymised information received to help the NHS understand local issues with bugs and illness, as well as where there are COVID-like symptoms.

Where possible, please arrange appointments outside of school hours. If this is not possible, please remember to advise us in advance, and provide evidence of any appointments.

If you have a general query, please continue to email [office@kingscollegeguildford.com](mailto:office@kingscollegeguildford.com) or telephone as your main point of contact with the school. We are currently not receiving visitors unless arrangements have been made in advance.

When returning forms or if you wish to drop off a letter, please use the letterbox which is situated on the wall outside Reception.

We are unable to take in any forgotten items unless they are of a medical nature. Please encourage your child to double check their bag before leaving in the morning.

### **Kings College**

Southway Guildford Surrey GU28DU † 01483 458956 ‡ 01483 458957  
e [office@kingscollegeguildford.com](mailto:office@kingscollegeguildford.com) † [www.kingscollegeguildford.com](http://www.kingscollegeguildford.com)





Please ensure your child's items are clearly labelled with their names, so misplaced items can then be returned back to the rightful owner.

Please be aware that we can no longer accept cash payments on-site at all. All payments should be via Parent Pay or by card/contactless payment, including any uniform items.

Following some concerns raised by local residents, please ensure that we are mindful of pedestrians, students and families from Guildford Grove when collecting or dropping off students to Kings.

### **Final thoughts**

Our half term is few days longer than usual this year, as we all collectively take some time to reflect upon our many successes and hard work over the term so far. The break should be restful as the half term ahead will require renewed energies and vigour in the run up towards Christmas, in whatever form this appears this year.

All students will complete examinations as usual during Module 2, with Year 11s very aware of the importance of these in the educationally uncertain short term landscape. Whilst for some, examinations can feel a bit daunting, they are an opportunity for all students to show off just how much they have learnt. The exam timetable can be found on our website, in the Parent Hub/Parent Information section.

We have been very pleased with how quickly new staff and students have become part of the Kings community, one that continues to grow in both size and ambition. I wish you all a safe and restful half term and look forward to seeing everyone again on Monday 2<sup>nd</sup> November for the start of Module 2.

Best wishes,

A handwritten signature in blue ink, appearing to read 'Alastair McKenzie', with a long horizontal flourish extending to the right.

Alastair McKenzie  
Principal