



3 June 2020

Dear Parent/Carer

Year 10 Parent/Carer and Student Guidance for a Wider Re-opening of School

I wrote to you earlier in the week to share with you the actions we have taken to reduce the risk of infection at the school, along with the government guidance for Year 10 students to receive some face to face contact to supplement their remote learning. As we are only able to have up to a quarter of the year group in on any one day, we have put together a timetable that provides support for students in English, Maths and Science. To make sure that we maintain social distancing measures and to limit the contact that students have with others, we are not currently able to provide face to face sessions for other subjects.

Individual student details will be sent out at the beginning of next week, identifying which group, which day and what time each student needs to attend.

Our priority at this time is the safety of everyone so I need to make sure that all staff and students are aware of the measures and procedures that we have put in place. Please take some time to read through the following and discuss with your child before they return to school. It is essential that all procedures are followed, if you feel that your child will not be able to do this then please contact us prior to their return so that we can discuss alternative arrangements.

Attendance

No-one with symptoms of coronavirus (COVID-19) should attend the school for any reason, they should follow the COVID-19 guidance for households with possible infection.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Students that have confirmed they will return (online survey sent 01/06/2020) should attend on their timetabled day, if for any reason they are unable to attend, we ask that you contact the school via email or telephone by 8:30am on that day. Please make sure that you provide the reason for the absence.

Uniform

Students do NOT need to wear school uniform. All classroom windows will be open to improve ventilation, please bear this in mind on colder days. Clothing should be appropriate for school.

The guidance that we have received states there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational setting. However, if you are worried about this, I have attached guidance given to staff working in very close quarters with patients who have Covid 19. (Appendix 1)

There is no requirement to wear a mask: wearing a face covering or face mask in schools or other education settings is not recommended. However, this is a personal choice and students can wear a face mask if they decide to do so.

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Journey To and From School

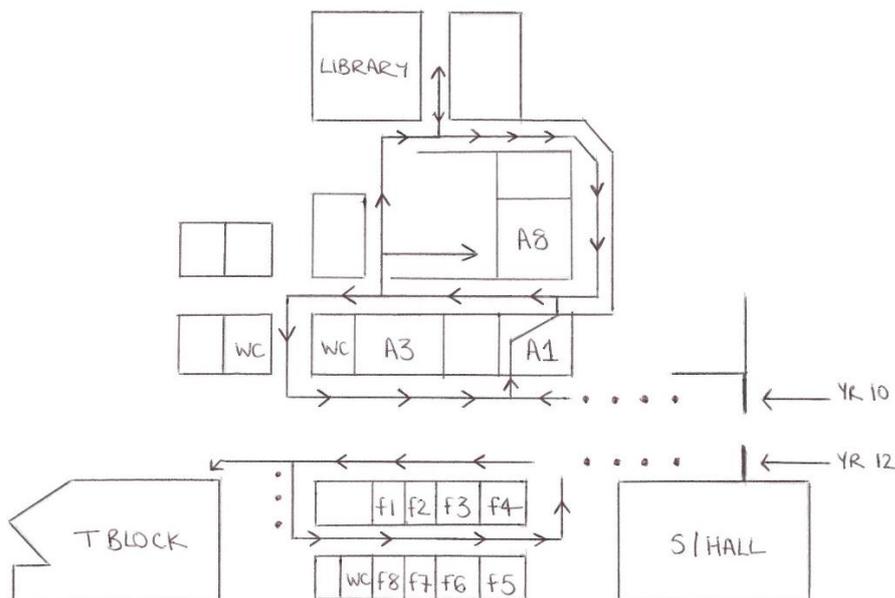
We have been asked to encourage students to walk, cycle or use a private car to get to and from school. The advice is to avoid public transport where possible, particularly during peak times. If public transport is used, then you should follow the coronavirus (COVID-19) safer travel guidance for passengers.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Students should be reminded that they should not travel to and from school with groups of other students from outside of their household and should always maintain social distancing from others. We have staggered the start and finish times for groups of students that are in on the same day to reduce contact.

Students should not wait at the school gates for other students nor congregate together in or outside of school.

Arrival at school



- Individual timetables will be issued separately.
- Students should only arrive at school at their allocated time.
- Staff will be located near the school gates to direct students.
- Year 10 students will only be able to enter the school through the main gate (next to reception).
- All other main gates will be locked.
- The gate that students need to use will be clearly marked.
- Students will need to wait on the marked spots before they are directed to enter the school through A1 (PE classroom).
- Once students enter the school, they will be required to use the hand sanitiser from the station located in A1.
- Students will then need to follow the one-way system to their allocated classroom (identified on individual timetable).

Timetabled sessions/rooms

- Desks and chairs have been positioned so that they are at least two metres apart. Students will be allocated a place in the classroom; students will not be able to change positions and will remain in this seating plan for all sessions they attend.
- Subject teachers for English, Maths and Science will remain the same for each group, each week (unless a member of staff is off due to sickness).
- Students need to make sure that they bring their own equipment as we are unable to share resources (pen, pencil, etc).
- Students will not be able to share resources with each other.
- We will provide exercise books for students that do not currently have them, but these will then remain the responsibility of the students to take home and return each week.
- There will be a break between each session in the day. These will be in a specific area and will be supervised to avoid mixing between the different groups in on one day.
- Students must follow the two-metre social distancing guidance during break-times.
- Students will be allocated specific toilet areas to use during these times. These will be cleaned after each break. Hands should be washed or sanitised each time they return to the classroom.

Food and Drink

- Students should bring any food and drink they require during the day as the school kitchen will remain closed.
- All food should be ready to eat as they will not be able to prepare anything in school.
- Students should not share any food or drink.
- Students entitled to free school meals will continue to receive vouchers from the government's system.
- Good hand hygiene should be practiced before and after any mealtimes.

Remote learning

- English, Maths and Science sessions will review learning, cover new topics and set work for the rest of the week. This will also be posted on Show My Homework for those students that are unable to attend. Work will be reviewed at the start of each session to avoid work being handed into the teacher and then handed back.
- All other subjects will continue to set and respond to work via Show My Homework.
- Remote learning remains the predominant mode of education for all subjects.

Pastoral Support

A duty member of staff and members of the Senior Leadership Team will be available every day for those students that need pastoral support.

Visitors

We will be unable to accept any unplanned visitors to the school, unfortunately this includes parents. If you need to contact us, please do this via email or telephone.

Students Who Become Unwell at School

If anyone becomes unwell at school with a new continuous cough or a high temperature or has a loss of, or change, in their normal sense of smell or taste they must be sent home and follow the government's guidance. To reduce the risk to others, students will be isolated in dedicated areas and their parent or carer will be contacted immediately. Please make sure that you or someone from your household can collect your child within 45 minutes of being contacted. This is essential to protect the whole school community.

Action to be Taken After Experiencing Symptoms

- If a student is sent home, they should isolate for 7 days, members of their household should begin a 14-day isolation.
- A test should be arranged.
- If the test is negative, they can return to school and the household self-isolation can end.
- If the test is positive, the rest of the group will be informed and advised to self-isolate for 14 days. Other members of their household would not need to isolate unless the student then develops symptoms.
- If other cases are then detected in school, PHE will conduct a rapid investigation and advise us on the most appropriate actions to take.

Thank you for your ongoing support during these challenging times.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Kay Young', with a small dash at the end.

Kay Young
Acting Headteacher

Appendix 1

If you are worried about introducing contamination into your home you may wish to follow the following procedure when you return from school, although the public health authorities have said this is not strictly necessary as it is actually the advice given to staff working in very close quarters with patients who have Covid 19.

- Put your school clothes in a bin liner. You can have this ready just by the door and with your washing machine door open. A member of your household can help you do this but ideally should stay clear during this procedure.
- Take the bin liner to the washing machine, scrunch clothes into a ball and place in the washing machine, avoiding touching any part of it if you can. Then have a shower and wash your hair and avoid touching door handles or surfaces if possible and, if you do, clean them afterwards. Then go back to the washing machine, shut the door and turn it on at the maximum temperature that the fabric will tolerate.
- Clean and disinfect surfaces in your home. Wash your hands before eating or handling food.
- Wash your hands for at least 20 seconds with warm water and soap on arrival and regularly throughout the day. Trim nails short, remove false nails, rings, bracelets and watches. Keep arms bare below the elbow. Tie up long hair.

Appendix 2

In order to reduce the risk of infection we have completed a detailed risk assessment that will be available on our website before we open more widely.

We are implementing the following:

- There will be staggered start and finish times for different groups.
- There will be clearly marked waiting areas two metres apart on the floor outside for students to wait before entering the buildings.
- There will be a one-way system in the main corridors, that will be clearly labelled.
- Staff and students will be expected to use hand sanitiser on entering the school buildings at the hand sanitising stations.
- Classrooms have been redesigned so that all work stations are at least two metres apart
- There will be hand sanitiser and anti-bacterial wipes available in every classroom that is used. Students and staff should use this every time they return to the classroom.
- There will be tissues and specific tissue bins with a pedal and lid available in every classroom that is used for every student to help promote the 'Catch it, bin it, kill it' approach.
- All rooms will be well ventilated, with all windows open.
- Surfaces will be wiped between sessions with disinfectant spray and wipes, there will be a cleaner allocated to each area during the day.
- There will be specific areas allocated for break and lunchtimes. These will be staggered and supervised.
- All door handles, taps and the locks on toilet doors will be wiped down after each break.
- Surfaces will be washed thoroughly each day and wiped with antibacterial spray at regular intervals during the day.
- All regular contact points such as door handles are prioritised for cleaning each day by cleaning staff.
- Staff and student will always need to maintain 2 metre social distancing.
- We will accept no unplanned visitors to the school and planned visitors will be for essential purposes only.