



June 2020

Dear Parent/Carer

### **Year 12 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 12 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 a phased approach for students in Year 12. Phase one we will invite the students to have an individual appointment with a member of staff to discuss any pastoral and /or educational issues they may have. This will help us move towards more targeted support in phase 2. Individual appointments will be emailed out at the beginning of next week.

All appointments will take place at a scheduled time so that we are able to control the number of students on site.

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 share with your child before they return to school. It is essential that all procedures are followed.

#### **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 school for their timetabled appointment only, 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.

#### **PPE**

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

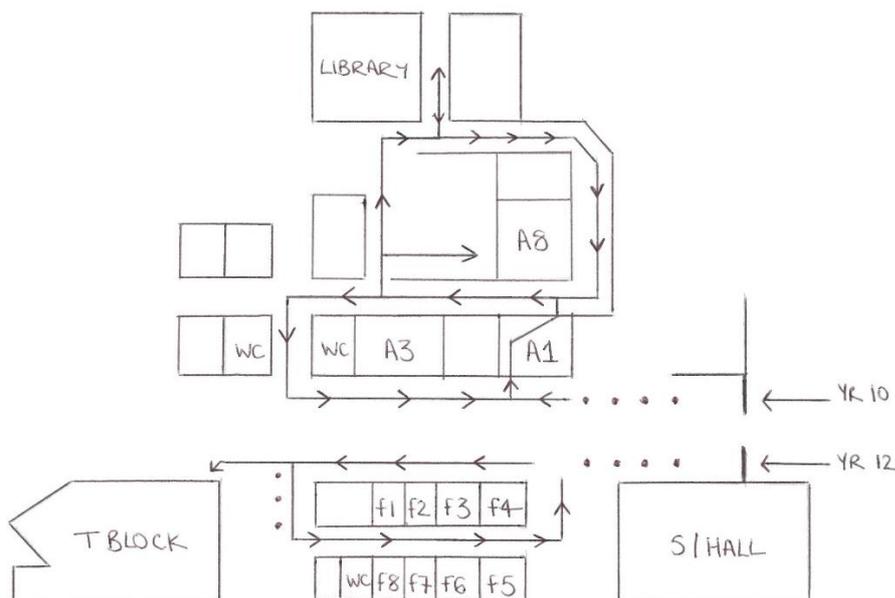
We have been asked to encourage students to walk, cycle or use a private car to get to and from school. The advice is to avoid public transport where possible, particularly during peak times. If public transport is used, then you should follow the coronavirus (COVID-19) safer travel guidance for passengers.

<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 appointment times for 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.
- Year 12 students will only be able to enter the school through the gate (next to the sports hall).
- 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 F Block entrance.
- Once students enter the school, they will be required to use the hand sanitiser from the station located in F Block.
- Students will then need to follow the one-way system to their allocated classroom (identified on individual timetable).

### **Timetabled meeting/rooms**

- Desks and chairs have been positioned so that they are at least two metres apart.
- Students need to make sure that they bring any equipment they will need as we are unable to share resources (pen, pencil, etc).
- Students must follow the two-metre social distancing guidance.
- Year 12 students will only be able to access F-block.
- Toilet facilities in F-block will only be used by staff and students timetabled to be in this block.

### **Food and Drink**

- There are no kitchen facilities accessible on school site.

### **Remote learning**

- All 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



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 enter a 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.