

"Leaders, staff and governors share a passionate commitment to raise the aspirations and achievement of all the students who attend the school."
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Monday 8th June 2020

Dear Parent/Carer,



I hope you and your families are well and are gradually managing to see more of your families and close friends.

In my letter just before half term I mentioned that the Government had announced the re-opening of schools in England in line with their Covid-19 recovery strategy. For secondary schools this has meant offering some *in school face to face support for Year 10 and 12 students*. This week in school we have met with small groups of staff each day in order to consider the safe return of students and staff. This has focused on health and safety regulations and protocols for staff and students from arrival to dismissal of students, all of which are in line with Government guidance and Public Health advice. I have provided a thorough summary of the Risk Assessment in this letter which outlines what you as parents and students can expect from us at school and in return the support we require from you as parents and the students. The full Risk Assessment has been drawn up following ongoing consultation with parents and students, Trade Unions, the Local Authority and staff, and has been ratified by the Board of Trustees, and the Local Governing Body of the school. The full Risk Assessment document can be found on the front page of the President Kennedy School website from today, Monday 8th June.

I am pleased to announce that school will open **only** for students in **Year 10** and **Year 12** from **Monday 15th June** (children of key worker parents who have been attending school since lockdown began can continue to attend)

It is important to know that in order to fully comply with Government guidance and Public Health advice, and to ensure a safe environment for students and staff, students will be organised in the following ways:

Organisation:

- **Year 10** and **Year 12** students will have **one session per week in school** for up to **3 hours**.
- The allocated day/time/group/teacher will be issued w/c 8th June.
- This day/time/group/teacher will remain the same for the rest of this term.
- Students returning in Year 10 and Year 12 will be expected to follow the usual uniform expectations (with the exception of ties).
- The school has undertaken a huge cleaning audit and every step and measure has been taken to ensure that we keep the highest levels of cleanliness possible. There will be visible signage on walls, social distancing markings are clearly visible on the floors, corridors, staircases and classrooms.



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Arrival:

- Students will be given a designated arrival and start time and it is important that this is strictly adhered to.
- No student will be allowed access to the building before this arrival time.
- There will be no more than 32 students arriving at any one given time.
- Public health advice is for students to avoid using public transport but if that is a necessity then we have arranged the start time to avoid peak times at the start and end of the day.
- If parents do have to drop off their child then please use the car park on the **right hand side** and use the one way system. Parents and carers dropping off disabled students can continue to do so in the usual way.
- Upon entry into the school building, all students will be supervised and they will hand sanitise immediately and wait in a clearly marked out area/spot, adhering to social distancing. They will then be escorted by their teacher to wash their hands before entering their classroom.
- Please be aware that no visitors will be allowed onto site under current circumstances.

Classrooms:

- Hand sanitizers and disinfectant products will be available for use in all teaching classrooms
- There will be class sizes of **8 students** which will be the same group of students at all times to maintain 'social bubbling' and 'social distancing'. 'Social bubbling' means to meet up with a small defined group of people as to limit the amount of contact they have with others.
- Students will use the same classroom/desks at all times and will not share equipment.
- Students will need to bring their own pens/pencils and take everything home with them.
- Students will not be able to 'give' the teacher any resources/equipment.
- Students will have face to face access to one member of staff to maintain 'social bubbling'.
- The shorter time in school will mean that there is no lunchtime and breaks will be taken in the classroom.
- Students will need to provide their own food/snacks/drinks for their break time within the classroom. Unfortunately, and in accordance with public health guidance, we will not be providing drinking water for students.
- Students will be escorted to the toilets and supervised for hand washing.

Focus whilst in school:

- The purpose of the 'in school' face to face contact is to support the physical engagement of students in the school building, build positive relationships with other students and teachers, to support good learning habits and most important of all, to support the students' well-being and sense of belonging.
- Students will not be following their normal timetable and will be allocated one member of staff who will mentor and support their work, help organise their timetable, general organisation and well-being.
- Staff will not be allowed to 'go to' each individual student to check resources/work in order to maintain social distancing rules.
- The time slots for Year 12 and Year 10 have been organised around the new online learning timetables so all students can access them whether they attend school or not.



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- It is really important that all students check their emails regularly and can access Teams as this will be the new form of learning for the rest of this term.

Exiting the building:

- Students will be dismissed by a member of the leadership group at staggered times.
- All students will have to wash their hands and sanitise when exiting the building.

Student Conduct:

- In order to secure a safe environment for all staff and students there will be strict expectations of maintaining social distancing rules. On their first day back in school, all students will have an assembly with me so that there is total clarity over all expectations
- The school's Behaviour Policy has been updated on the school website to include expectations of student conduct relating to Covid-19.
- **Any student who is unable or unwilling to maintain social distancing or who may put others at risk with unacceptable behaviour will be asked to leave school site after parents have been contacted and will not be allowed to return to school.**
- With an increased use of different online learning platforms and in particular the use of Microsoft Teams, students conduct will still need to follow normal classroom rules and expectations. Failure to follow the student code of conduct will result in a student being removed from the online session and may result in them being unable to attend future sessions.
- Students will be allowed to bring and use mobile technology devices to support them in their learning

Covid-19 Guidelines: Dealing with Symptoms

- If a student (or member of staff) displays signs and symptoms of Covid-19 whilst in school they will be escorted by a First aider (who will be wearing PPE) and kept in an isolation room until the student can be sent home. The rest of the class bubble will then also be sent home.
- The instruction to parents is that the student who has displayed symptoms must be tested as soon as possible and the test results passed onto the school. The rest of the class bubble will then be informed of next steps.
- Until the test results are provided, the class bubble is suspended and the members of the class bubble should isolate until further notice.
- As soon as it is confirmed the individual does not have the virus, the class bubble can resume. The school will inform you of this.
- If the test confirms the individual has the virus then the whole class bubble must isolate for 14 days, after which time the class bubble can resume. The school will inform you of this.



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- Should any student display symptoms whilst not in school, please contact us as soon as possible so that we can advise the rest of the class bubble in line with the process listed above.
- PPE: Public Health advice is that PPE is not currently recommended for schools. However, in line with the risk assessment, if staff or students wish to wear PPE then that is totally acceptable.

If you are a Parent/Carer of a Year 10 or Year 12 student, in order for us to assess the new learning arrangements thoroughly, I would be very grateful if you would complete the survey below by Wednesday 10th June by 3pm (if you haven't done so already). This letter can also be found on the school website news home page.

Please click here: [For the parent survey](#)

We know that this is a worrying and anxious time for us all as we balance the concern over health and education. I hope you feel supported and reassured that we have done everything we can to ensure the safe return of students and staff. We will continue to work together to serve our local community in the well-being and education of all of our students as we navigate this extraordinary set of circumstances we find ourselves in. What I do know, is that we will work incredibly hard to ensure that all students and parents are supported, nurtured and guided back into school and provide for their individual needs both emotionally and academically.

Please do not forget that we are here to try and help you as much as we can so please let us know how we may support you further.

Thank you for your continued support and please stay safe and healthy.

Kindest regards,



Mr Clayton
Headteacher