

"Leaders, staff and governors share a passionate commitment to raise the aspirations and achievement of all the students who attend the school." Ofsted

Thursday 16th July 2020

Dear Parent/Carer,



I hope you and your families are well as we approach the end of an extraordinary term.

Firstly, can I apologise for the lengthy letter. There is much to communicate ahead of a very different September, and I want to ensure that parents have all key information in one place.

As you are aware the Government announced last week that all students in every year group will return to school in September. We have all welcomed this news and are delighted to be open for our students after the summer holidays. The Government has also published specific guidance for opening which I have summarised in this letter. This does mean that to adhere to Government Guidance and Public Health advice we have had to make significant changes to how we organise the school day. 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 and updated Risk Assessment has been published on our school website. I hope that after reading this letter you will feel reassured that we have taken every measure possible to ensure the safe return of students and staff.

I am pleased to announce that the school will be fully open for **all** students on **Monday 7th September 2020**.

It will be very important for every student to know what to expect before they fully return to school. Therefore, we have planned specific **INDUCTION DAYS** for each year group. I hope you will agree this will build confidence in students and reassure you and your family that the school is following Government guidance and Public Health advice.

The Induction Days have three main aims:

1. To allow for a calm and reassuring transition back into school.
2. To ensure the safe return of students and staff.
3. For all students to understand the new safety measures that the school has put in place since the publication of new Government guidance, including their timetable.

Please find below the arrangements for the Induction Days:

Thursday 3rd September 2020 – Induction Day 1

Year Group	Arrival Time	Dismissal Time
7*	8.45am	2.30pm
9	9am	2.45pm
11	9.30am	3pm
12	10am	2pm

Friday 4th September 2020 – Induction Day 2

Year Group	Arrival Time	Dismissal Time
7*	8.45am	2.30pm
8	9am	2.45pm
10	9.30am	3pm
13	10am	2pm

*New Year 7 students will have a 2-day Induction programme as they are yet to visit the school.

Summary of Government Guidance and Risk Assessment:

1. Schools must organise their environment to reduce contact and to maintain social distancing
2. Classrooms must be placed in rows facing the front
3. Schools must encourage a robust hand washing culture amongst staff and students.
4. Schools must ensure robust respiratory hygiene
5. Enhanced cleaning routines must be in place
6. In Secondary schools, the groups of children (bubbles) are likely to need to be the size of a year group so that schools can deliver the full range of curriculum subjects

Monday 7th September 2020 – Transition Timetable

To ensure that we have complied with the Government Guidance above the following will be in place:

Organisation:

- The school will split into zones for each year group bubble.
- Each year group will have their own entrance and exit, classrooms, social areas, eating areas toilets, outdoor areas, and fire evacuation muster points.
- At lunchtimes, students can go to their allocated outdoor area via their entrance/exit (or stay within the Heart space and classrooms in their zones).
- These classrooms, heart spaces, and social areas will be where the vast majority of learning experiences will happen – the only time students need to leave these zones will be for specialist classrooms.
- Students will have a staggered arrival and dismissal time.
- On arrival students will have a slightly extended tutor period (until 9.15am).
- 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.

Arrival and Dismissal:

- Year groups will be asked to arrive at different times in the morning to avoid mixing with other year group bubbles. Please can you support the school in this request.
- Students will begin observing social distancing protocols as soon as they arrive at the school gates
- Year groups will be dismissed in a staggered way to avoid mixing with other year group bubbles.
- If parents do have to drop off students, please do so outside of the school gates. Parents and carers who need access to the disabled spaces can continue to do so in the usual way.
- Upon entry into the school building, all students will hand sanitise before entering their classroom.
- Please be aware that no visitors will be allowed onto site until further notice

Classroom organisation:

- Hand sanitizers and disinfectant products will be available for use in all teaching classrooms
- Students 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.
- Break time has been incorporated within the first learning period and staff will ensure students have a break within the room.

Learning Experience:

- Students will experience all their subjects
- Students will have access to specialist subject teachers.
- Students will have 2 longer blocks of learning to minimise movement and therefore contact with other students (see timetable below).
- All students will still be able to take part in PE lessons (non-contact activities). If they have PE in the morning, then they can arrive in their PE kit and then change into their uniform afterwards. If they have PE in the afternoon then they arrive in school uniform, change into their PE kit for the lesson but can leave school wearing their PE kit.

School structure:

For Year 7, 9, and 11

Arrival	Tutor Period	Learning Period 1	Lunch	Tutor Period	Learning Period 2	Dismissal
8.30am	8.45-9.15am	9.15-11.30am	11.30-12.15pm	12.15-1pm	1-3pm	From 2.45pm

For Year 8 and 10

Arrival	Tutor Period	Learning Period 1	Tutor Period	Lunch	Learning Period 2	Dismissal
8.45am	8.45-9.15am	9.15-11.30am	11.30-12.15pm	12.15-1pm	1-3pm	3pm

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Arrival	Learning Period 1	Lunch / private study	Learning Period 2
8.45 am	9.15-11.30 am	11.30-1.00 pm	1.00-3.00 pm

Food:

- 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.
- In the short term the canteen will not be open to minimise social contact.
- Lunch will be ordered from a menu at the beginning of the week and then delivered to the appropriate year group zones. Unfortunately, **hot food will not be** available at this moment in time.
- Students' accounts will be debited as appropriate.
- Students can bring in their own food if they wish.

Student Conduct:

- 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.
- **The school will not tolerate any student who is unable or unwilling to maintain social distancing or who may put others at risk with unacceptable behaviour.**
- Students will be allowed to bring and use mobile technology devices to support them in their learning; **this will only be allowed during lessons and with the teacher's approval**
- Students will be expected to follow the usual uniform and PE kit expectations.

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 school will then follow internal track and trace procedures (establishing who has had close contact with the symptomatic person – these parents will be informed of this and provided with up to date Public Health England (PHE) guidance on next steps)
 - The instruction to parents is that the student who has displayed symptoms must be tested as soon as possible and remain at home and the test results passed onto the school. PHE guidance must then be followed
 - Should any student display symptoms whilst not in school, the student should remain at home and parents contact us as soon as possible.
- **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 students are using public transport, they must wear a face mask whilst travelling; this face mask must be disposed of before entering the building. Students must use a new face mask in school if they wish to wear one.

We know that this is a worrying and anxious time for all as we try to balance the concerns of health and education. We have spent much time in school recently talking about how we as teachers will respond to the disruption that students have experienced over the last 5 months. The key word for us here is *respond* because if we plan to do what we would normally do it will not be enough. We will continue to put students first, focus on the learning and remove any barriers we find but it is our approach that must be different in order to respond to the current circumstances.

During the last 2 weeks every single member of our staff both teaching and non-teaching has undergone specialist training in supporting students who have experienced trauma and loss – we realise that the range of experiences children will have had during lockdown will be great and varied – many will have emerged relatively unscathed, many may not have – we need to be ready to support every single student in our school – and we will be.

The transition timetable noted above will allow longer than normal periods of learning, and extended time with tutors so that we can gain as full an insight as possible as to what support students need when they return to school. We will find out very quickly where any learning gaps exist and immediately begin addressing those issues. We will continue to communicate with you during this time about any changes to our plans and next steps.

Please note that the school **will not be open** for children of key worker parents or vulnerable students during the summer holidays. Can I also take this opportunity to thank you for your terrific support in providing home schooling over the last 5 months.

[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