

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

Wednesday 2<sup>nd</sup> September 2020

Dear Parent/Carer



I hope you and your families are well and have had a wonderful summer.

Firstly, we are all very excited to be welcoming students back this week and I am sure that even though students may be feeling a bit anxious they will also be looking forward to returning to school, seeing their friends and teachers, and beginning to have a 'normal' routine again.

I wanted to take this opportunity to reassure you of the robust measures the school has taken to ensure the safe return of its students and staff and to highlight some changes in response to the latest Government guidance.

As you are aware the Government announced in July that all students in every year group would return to school in September. The Government has also published specific guidance for reopening which does mean that in order 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 once again 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. Any updated information from the letter you received in July has been highlighted in **BLUE**. 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.

You will have also received a welcome letter from your child's College Director outlining specific details of each induction day this week and start and dismissal times. The **INDUCTION DAYS** will provide an important transition back into school for each student and to help them understand and feel confident about the changes that have been made in school. **All** students will then return in full on **Monday 7<sup>th</sup> September**. Please find below the arrangements for the Induction Days (**Year 7** will have **two** Induction Days):

**Thursday 3<sup>rd</sup> September 2020 – Induction Day 1**

Year	Arrival Time	Dismissal Time
7*	8.30am (for 8.45am start time)	2.30pm
9	9am	2.45pm
11	9.30am	3pm
12	10am	2pm

**Friday 4<sup>th</sup> September 2020 – Induction Day 2**

Year	Arrival Time	Dismissal Time
7*	8.00am (for 8.45am start time)	2.30pm
8	9am	2.45pm
10	9.30am	3pm
13	10am	2pm



## **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 7<sup>th</sup> 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 with 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 or collect 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 external visitors, including parents/carers, will be allowed onto the school site until further notice. If parents/carers do need to contact the school, they can do this by telephone and/or email to [reception@pks.coventry.sch.uk](mailto:reception@pks.coventry.sch.uk).
- [The school respectfully requests parents to keep the school gate clear at all times to allow for the safe arrival and dismissal of all students. The school gate does become incredibly busy especially during bad weather, so please arrange a safe and convenient drop off/collection spot which is at least 50 metres away from the from the school gate.](#)

### **Classroom organisation:**

- Hand sanitizers and disinfectant products will be available for use in all teaching classrooms.
- Students will not be able to 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 [or in the college heart space](#).

### Learning Experience:

- Students will experience all of 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	11.30am – 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	11.30am – 12.15pm	12.15 – 1pm	1 – 3pm	3pm

#### P16

Arrival	Learning Period 1	Lunch / private study	Learning Period 2
8.45 am	9.15 – 11.30 am	11.30am – 1.00 pm	1 – 3pm

### Food:

- Students will need to provide their own food/snacks/drinks for their break time within the classroom or [heart space](#).
- In the short term the canteen area will not be open to minimise social contact.
- Lunch will be ordered from a menu on a [FRIDAY for the following 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 on to the school. Public Health England 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:** as you are aware there have been numerous press articles and public statements by the Government in the last week. I have taken the decision that staff and students will be expected to wear face masks in communal areas, for example, in corridors and in college heart spaces. This will obviously reassure parents, staff and students and build greater confidence in returning to school. Staff and students are not expected to wear a face mask in the classroom, unless they still wish to. If a student is exempt from wearing a face mask for a specific reason then we must receive a letter from parents/carers explaining why this is the case. Please see below for further guidance on face masks:

We are relying on parents to provide a suitable face covering. Bandanas, scarves and inappropriate logos should not be worn. The face coverings should be the correct size for your child and we will presume that you have taught your child how to apply, wear and remove the face covering safely. We will also be relying on parents to ensure that the face covering is cleaned on a daily basis.

#### A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric
- unless disposable, it should be able to be washed with other items of laundry without causing the face covering to be damaged.

#### When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting the face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it.

#### When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use

- if single use, dispose of it carefully in a lidded bin – do not recycle
- if reusable, wash it in line with the manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed.

We hope this advice helps support the comfortable and safe wearing of masks in school.

We know that this is a worrying, anxious and exciting time as we all prepare to return to school. We have spent the last few months discussing how we as teachers will respond to the disruption that students have experienced over the last 6 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.

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. [This will also include information and plans for the timetable and provision that is in place in case of local or national lockdown.](#)

Can I once again thank you for your terrific support in providing home schooling over the last 5 months and for your emails of kindness and support. If you require further support in preparing for your child's return to school then please do not hesitate to contact your college team at school.

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

Yours sincerely

A handwritten signature in blue ink, appearing to read 'N Clayton', with a stylized flourish at the end.

**N Clayton**  
**Headteacher**