



19<sup>th</sup> June 2020

Dear Parent/Carer

### Safe Phased Re-opening for Year 9 Students

Following the recent change to government guidance, schools have been advised to arrange face to face meetings with more year groups, therefore we are working on a plan to arrange this for our students. As our current year 9 students will soon be entering key stage 4, we are making them a priority. **Planning is underway for a possible return for Year 9 from 29<sup>th</sup> June.**

We are currently planning for Year 9 to return to school for some face to face taught sessions in addition to the year 10 and 12 students.

This letter outlines the steps we are taking to ensure the safety of staff and students in our school. We are following all guidance to ensure we have everything in place. All our plans are subject to change, depending on regular reviews and staffing levels and we will keep you informed of these as often as necessary. We hope that this information goes some way to addressing your queries and concerns and supports you in making your decision regarding whether your child takes up the offer of a place at this provision.

### Safety Measures Summary

All staff will be expected to attend a face-to-face health and safety briefing prior to each session in small socially distanced groups in school.

### Handwashing and Hygiene

- All staff and students will be expected to wash their hands on their arrival at school. Handwashing will also be formally scheduled at the start and end of breaks and students will again be supervised in this. Sanitiser will be available, and its use supervised on entry to any learning area. Students will receive their individual timetable including details of timings and entrances prior to the school reopening.
- Non-fire doors within corridors will be wedged open so there will be no need for students or staff to touch any of them.
- No food or drinks will be available to purchase so students will be expected to bring enough food or water to last their half-day and will be able to eat outside at break. They may not share food or drink.
- Students are required to bring their own pen, pencil, ruler and calculator and will not be able to share items, students should not bring pencil cases. Practical subjects will adapt their schemes of learning and complete a risk assessment of any practical activity to ensure strict hygiene steps are followed or prioritise theoretical elements of the curriculum.
- Students will be provided with paper to write on with any additional paper resources placed on students' desks prior to their arrival; these should not be returned and can be taken home.
- Students should practice safe social distancing during the day and when walking to and from school. Anyone not adhering to these rules will be sent home. Any parents dropping off or collecting students should use the designated parking spaces and remain in their vehicle to wait for their child.
- If a student should have any symptoms of Coronavirus parents should contact the school immediately.
- If a student or member of staff reports or displays symptoms during their time at the provision they will be isolated from all other students and arrangements made for them to be sent home to isolate and to arrange a Covid-19 test. If other students have been in contact with the person displaying symptoms, all



parents/carers will be notified. All areas the person has been in will be deep cleaned and the building isolated until this has taken place.

- If we are notified of a confirmed case of anyone who has been at the provision. We will adhere to all government guidance and close the provision to deep clean. We will only open again once we are confident it is safe to do so.
- **Students are expected to attend in their uniform, however given that we are encouraged to change our clothes daily students will not be required to wear their blazer. Trousers or skirt, shirt and tie are required.**

### Social Distancing

- Class sizes will be capped at 15 per class and we are using large rooms with external entrances to accommodate this. Year 9 students will stay in the same room for all their lessons each day and the teacher will change, meaning no movement across site is needed.
- Year 9 students will be invited to attend school for two half-days per week on a rotation so that they can work on core and options subjects. Students will attend lessons and take breaks in specific areas of the school. They will not be permitted to access areas other than those specified on their timetables.
- Year 9 students will have 3 x 55 minute lessons in each session with a 15-minute break in between lesson 2 and 3.
- No students will be sat at desks closer than 2 metres.
- Excess furniture has been removed from classrooms, where possible. This will ensure 2 metre distant desks are clear on entry and that the space between them is as open as possible.
- Students will remain in their seats throughout the duration of the lesson, thereby keeping them 2metres apart.
- Teachers will remain in their 'teacher zone' and avoid circulation around the room wherever possible.
- Necessary areas, such as entrances and bike sheds, have been marked with tape at 2 metre intervals and be manned by members of the senior leadership team.
- Students will be able to use the toilet on arrival to school and at breaks. They will be supervised to ensure social distancing is maintained in queues. Students will be given hand sanitiser to use after washing hands before returning to teaching spaces.
- Students will be discouraged from using the toilet during lesson times however, if they need to SLT will ensure they observe social distancing while doing this. They will be given hand sanitiser to use when they return to their teaching space.
- Students will be supervised to maintain their social distance during breaks which will be spent outside or, if raining outside, in the learning area they have been studying in. No other venues will be available. No ball games or physical exercise that compromises social distancing regulations will be allowed to take place.

### Personal Protective Equipment

There continues to be great controversy and debate around PPE. As a school, we have taken the following view:

We understand that there are other professions whose need for PPE is greater than education and we would not want to harm the ability of those professions to access what they need. There are also conflicting reports as to whether its use increases contamination risk in some situations. We agree with the view that social distancing and good hygiene are, first and foremost, key.



Following Government advice, PPE will be available in all teaching spaces for staff to use when necessary. However, we will not be providing face masks to all staff and students to use during the face-to-face sessions. Students who wish to wear a face mask on their journey to school will be asked to remove it when entering the building.

Very specific PPE will be provided for First Aiders and training in its use will take place.

### Additional Information

In other regards the school day will run with clear expectations of learning behaviours by students. A copy of our updated behaviour policy is available on our website and students will be briefed in school around expectations during this time of social distancing. A complete risk assessment will also be available for you on our website shortly.

We will be in touch with you next week with further details of the specific dates and times we have made provision for your child to be in school. I hope that you have found this information useful and that it has enabled you to visualise what we believe will be a safe learning environment for your child. Please can I ask that you talk through the detail of this letter with your child.

To help our planning we need to identify how many students would attend this provision prior to the summer break, **therefore please could you respond to this message by Tuesday 23<sup>rd</sup> June**. By the end of next week, we will send you full details for students returning including their individual timetables.

Thank you for your continued support.

Yours faithfully

**Mrs A Martin**  
**Principal**

Please select below whether your son/daughter would or would not attend.

My child would attend as long as all safety advice is followed \_\_\_\_

My child will not attend school until September \_\_\_\_