

Dear Parents/Carers,

WIDER RE-OPENING OF OUR SCHOOL IN LINE WITH GOVERNMENT GUIDANCE (June 2020)

Following the announcement from the Prime Minister at the end of May where he stated the government's plans for schools to open to more pupils, I am writing to you to explain the details of our plans and outline what this provision will look like.

This correspondence is for Year 10 and 12 students and their parents/carers but it is being sent to everyone because much of the information relates to the vulnerable students and children of key workers who will also be on site and come from a range of year groups. Most of the information relates to Y10 on site next week but there is also significant information relating to the live lessons for both Y10 and Y12.

Relevant documents are available on our website and include:

- Timetable for live lessons (Years 10 & 12)
- On Site Timetable (Y10 currently with Y12 to follow next week)
- Detailed Risk Assessment
- Updated Behaviour & Discipline Policy

I would like to assure you that our plans take very careful account of the safety and wellbeing of pupils, their families and our staff. We will of course keep the situation under constant review and respond to any announcements, which are made both locally and nationally.

To ensure that our plans were feasible, we completed parent and staff surveys and have come up with a schedule which best fits our circumstances, context and capacity. We have constructed our plans following rigorous risk assessments intended to be able to provide a pattern which will accommodate all our Year 10 & 12 pupils who indicated that they wished to return to school. Please note that Mr Cutting has arranged for emails to be sent to Year 10 boys' school accounts earlier today, informing them of their allocated group/day so they must check.

The school will continue to provide support for the children of key workers and we have allocated a number of measures which will allow entrance to the school for separate groups of pupils in order to maintain social distancing and avoid cross contamination. The groups of pupils on the school site will not be allowed to mix with each other and must always remain with their allocated groups, work spaces and staff. Therefore, upon arrival, the students will be taken to their bases and they will always have a member of staff with them.

We have made significant plans in order to maintain the healthiest possible atmosphere and to avoid issues of cross contamination, social mixing and to allow for deep cleaning of the school prior to the next group of pupils to attending. The day will run in six sessions to allow for staggered lunch breaks

THE SCHOOL DAY AND GROUPINGS – Year 10 on site (15th June):

	Group 1 - 2403	Group 2 - 2407	Group 3 - 2503	Group 4 - 2505
9:10-10:05am	Introduction Presentation expectations	Introduction Presentation expectations	Introduction Presentation expectations	Introduction Presentation expectations
10:10-11:05am	PE	Lockdown Review	Lockdown Review	Lockdown Review
11:10-12:00	Lockdown Review	PE	Study Skills	Study Skills
Lunch	Yard 12:00-12:20	Yard 12:00-12:20	Yard 12:20 – 12:40	Yard 12:20-12:40
12:45-1:35	Careers Lesson	Careers Lesson	Careers Lesson	PSHE
1:40-2:35pm	Study Skills	Study Skills	PE	Careers Lesson
2:40-3:30pm	PSHE	PSHE	PHSE	PE

Your child must arrive no earlier than 15 minutes before their allocated start of the day and they must be compliant with all social distancing measures on the way to school, whilst waiting to come into school, whilst in school and when departing from school and returning home. It is important that pupils exit the school premises promptly at the end of the day and must not loiter outside waiting for their friends.

Once Year 10 pupils on the rota arrive at school, they will come in through the usual pupil entrance. They will then be required to wash their hands and then use hand sanitiser before moving directly to their allocated room using the one way system (turn left). The classrooms that have been selected for use have been socially distanced and furniture has been regularly and thoroughly deep cleaned. Pupils will need to bring everything with them that they need for their session and I must stress **that they may only attend on their allocated days and remain in their bubble**. We will not have the capacity to make 'on the day' arrangements for pupils whom we are not expecting on that day and do not appear on our rota.

On arrival It is essential that pupils observe social distancing expectations at all times in the new school context and do not think that these measures only apply whilst inside the school grounds. If pupils are seen standing in groups and not abiding by these conditions, that we have all worked so hard to observe over the last 12 weeks to help control the spread of the virus, then they will not be admitted to school.

TRANSPORT: Please be aware that in line with Government guidance, students should avoid public transport if these journeys can be made by alternative means. When planning alternative arrangements please contact sustainable.journeys@tfgm.com for assistance, who can provide guidance for journeys that can be made on bike or foot. When boarding the bus we recommend that passengers fill seats from the back of the vehicle first to minimise contact with others, while adhering to social distancing guidance. Buses will be operating with a significantly reduced capacity

to meet social distancing guidelines. This capacity is not flexible and once reached, additional passengers will not be permitted to board. Under these circumstances, seats on Yellow School Buses can no longer be guaranteed but we have put our rota together with bus use and capacity in mind so we are hopeful that this won't be an issue.

We advise parents of children who normally use school bus services to cycle or walk to school if possible and not to use school buses or public transport unless there is no alternative. If they must use the bus, spaces will be limited due to social distancing and they should also follow Government guidance on safe travel by wearing a face covering; keeping their distance and washing their hands regularly.

There are two bike stores available for pupils to use where their cycles will be able to be stored under cover. It will be important for anyone arriving by bike to bring a lock in order to secure their bike whilst on site. We would also encourage all pupils to wear a cycle helmet if using this mode of transport. If your child chooses to use the public bus, then it is essential that you stress to them the importance of maintaining social distancing. The current guidance indicates that **ALL** bus passengers are required to wear a face mask from 15th June. I am told that these will be commercially available in shops and be easily purchased. Pupils will not be permitted to wear face masks whilst in school.

HEALTH AND SAFETY:

I fully understand that there is great concern about health and safety. We have remained committed to ensuring that the site is safe for pupils and staff and this priority has been a focus since the school closed to the majority of pupils on Friday 20 March. We have followed all the Public Health England guidance in respect of cleaning and maintenance. This wider re-opening will be done under the following rules and procedures.

The following steps are intended to help minimise the chance of the virus spreading at our school:

- If a child or any member of their household have any symptoms of Covid 19 they **must not** attend school, they should self-isolate at home, inform school and obtain a test. In the absence of a test, they should self-isolate for a minimum of 7 days (or longer if symptoms persist)
- If any member of your household develops symptoms or tests positive, then your child must self-isolate for 14 days and cannot come into school
- If a child begins to develop any symptoms of Covid 19 on site, they will be taken by a member of staff wearing PPE to our designated space where they will be monitored until they are collected from school by a parent. Pupils must then be picked up as quickly as possible and cannot return to school for a minimum of 7 days (or longer if symptoms persist). As a result, any pupil or member of staff who has been in contact with this individual must then also self-isolate for 14 days and obtain a test. (This may well require us to make emergency adjustments to our rotas)
- Our organisation of students in to groups/bubbles helps to ensure that if a student and/or member of staff falls ill then it will only be those in the respective bubbles who will be expected to follow the guidance. Other bubbles should remain unaffected.
- Classrooms have been set up so that pupils are situated 2m apart. Class sizes have been limited to ensure that social distancing can be maintained
- Classrooms and desks will be cleaned before pupils enter the room.
- Pupils will have access to hand sanitiser on arrival and in the classrooms that are in use
- The school will be deep cleaned each day from 15:40
- Most cleaners will arrive after the pupils have left – again helping keep the risk from cross contamination to a minimum. However, we have also ensured that a member of our

cleaning team is attached to each wing of the building where students are based throughout the day.

- Staff will be present to ensure social distancing measures are adhered to
- A cleaner will be on hand to sanitise the toilets between uses
- Pupils can only leave the classroom to use the toilet facilities
- Fire evacuation procedures have been updated to ensure that in case of a fire (or fire drill), pupils are kept at a suitable social distance.
- Pupils are to enter school through the pupil entrance as they do every morning. Pupils are always expected to maintain social distancing when on and off site

The following organisational expectations will also be in place:

- Pupils may wear appropriate clothing other than school uniform, but these clothes must be clean and be suitable for school. The attire of choice must also be suitable for the scheduled PE lesson.
- Pupils will need to their own drinks and snacks if they wish to eat during the small break that will occur between staff change over. The option to refill water bottles on site is being explored but can't yet be guaranteed.
- Pupils will need to bring all their own stationery & equipment [pen/pencil/ruler/calculator/exercise book, note book, lined paper etc.] since additional items cannot be provided to avoid cross contamination
- Pupils must not share equipment
- Pupils are permitted to bring their own hand sanitiser, although there will be plenty in school
- If pupils bring their own hand sanitiser it must not be shared with other pupils

It is important to note that a full risk assessment has been undertaken and the process has involved discussion with the full Governing Board. To ensure the safety of pupils and staff, measures have been put in place to allow for social distancing throughout the school premises.

It is absolutely vital that that you emphasise the importance of social distancing with your child, because failure to comply with the rules will result in serious consequences and will mean that they are not able to continue to access their place in our wider opening provision measures. Our behaviour policy has been updated to reflect these new measures and I would advise all parents/carers to ensure they and their children have read and fully understood the changes.

If you have any further questions, please feel free to contact the school.

In order for us to plan effectively, safeguard your child and maintain attendance records, if you are **not going to be sending your** Year 10 child into school from 15 June and you have previously indicated that you were going to do so we would ask that you let us know.

LIVE LESSONS

From Monday 15th June, Year 10 students will be able to access approximately 15 live lessons per week & Year 12 students will have at least 2 live lessons for each of their subjects. 2 members of staff are attached to each Y10 lesson and most Y12 lessons to enable responses on chat to questions or difficulties raised. We have had extensive staff training this week to ensure a high level of skill in operating Microsoft Teams. The groups are currently being set up and the individual staff/departments will provide the joining/logging in details.

The school rules continue to apply during the live lessons. The conduct of the pupils is expected to be exemplary and supportive. Students must always mute themselves and use the chat function if they wish to raise a query. Any misconduct relating to these live lessons will result in our policy being applied. Issues to be aware of, but are not limited to, include any recording of the lessons by pupils is prohibited, sharing login details with someone for whom the lesson is not intended or misuse of the chat function. Staff will record the lessons for those students who may be sharing devices or are on site during certain lessons.

Once again can I thank you for your continued support and prayers during this difficult time for all. I understand that there are a great many rules and regulations to get used to and to comply with however dealing with a global pandemic is something which requires a great many new experiences and restrictions for all. We hope that, despite all of the above, our pupils will find school a calm, warm and welcoming environment and that the face-to-face sessions are rewarding and useful.

Yours Faithfully,

Mr D Rainey
Principal