

11<sup>th</sup> June 2020

Dear Students and Parents

As I mentioned in my letter dated 3<sup>rd</sup> June, I am writing to you with further details regarding the Year 10 timetable that starts on Monday 29<sup>th</sup> June 2020. Please read the information in this letter carefully, alongside our COVID-19 Risk Assessment on our website, to ensure you understand what is expected when you come into school for these sessions.

Firstly, I must say that you will find this letter does not follow our usual style, as it is very much a list of instructions that we are asking you to follow. These instructions are underpinned by the protocols we are putting in place to keep everyone safe, therefore, it is imperative that you are aware and understand what we will be asking you to do, during your time onsite.

#### **Year 10 Plan - Week 5 and Week 6 (Weeks beginning 29/06/20 and 06/07/20)**

From week beginning 29<sup>th</sup> June, we will start to see Year 10 students in quarters across a two-week period.

P Quarter Monday  
Q Quarter Tuesday  
R Quarter Wednesday  
S Quarter Thursday

Students will follow the same timetable during the week beginning 6<sup>th</sup> July.

Students will shortly receive an e-mail to remind them which quarter they are in and which day to attend.

Students must attend in school uniform.

In their quarters, students will attend school from 9.30am to 12.40pm and have lessons in the core subjects of English, Maths and Science. We want these sessions to be reassuring for students. Previous home learning will be reviewed and support will be given to prepare students for their future home learning and summer work.

Parents will receive a Microsoft Form Questionnaire via text that **must be completed by 1.00pm on Friday 19<sup>th</sup> June**. It is essential you complete this form, as the information we receive will confirm the exact number of students that will be attending each day and the safety measures required to facilitate this. Students will need to check their email to ensure they know their quarter before completing the questionnaire.

The week before your day in school, you will receive an email explaining which gate to enter the school, the room number your lessons will take place and which door you must use to enter the block where your lessons are taking place. This will be the same for both weeks.

#### **General Information**

You must not attend school if you are displaying any symptoms of COVID-19. As a reminder, the main symptoms are:

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- Loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

As is the case within the wider community, students continue to have a responsibility to remain 2 metres apart from other students and staff before, during and after you have left the school site. If you are unable to follow social distancing measures, you will be asked to leave the school site.

Hand hygiene facilities are available across the school site including designated teaching areas. This includes student toilets (washing hands for 20 seconds with anti-bacterial soap) and hand sanitiser stations in all classrooms and other areas of use.

### **Travelling to and from School**

Students will remain in the same hall/room for all lessons with teachers from the different subjects coming to that hall/room.

You must walk or cycle to school and avoid public transport if at all possible. Where the use of public transport is absolutely necessary, we advise you to follow government guidelines regarding safe travel, the link to which is –

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Social distancing measures also apply to journeys to and from school, therefore do not arrange to meet in groups to walk to and from school or congregate in groups prior to coming on site.

As a precaution, you should wash your hands before you leave home. On arrival at school there will be hand-sanitising stations positioned at the gates – you must sanitise your hands before entering the school site and as you leave. Please also remember to avoid touching your mouth, nose and eyes at all times.

### **In School**

One-way systems will be in place in the blocks to reduce the cross flow of staff and students as they move through communal areas.

Directional signage will be displayed to remind you of this, as well as 2-metre distance indicators on the floor where required.

Each classroom will be assigned a toilet block. Only one student can go to the toilet at a time. Anti-bacterial soap will be available in all toilets and must be used. We also suggest you use hand sanitiser when you return to the classroom.

All staff and students will be advised to use a tissue or elbow if they need to cough or sneeze and use the swing bins to dispose of used tissues immediately. Spare tissues will be available in the classroom if required.

At the end of your session, you must leave the school site immediately, following the one-way system.

All rooms will be deep cleaned before and after your time in school.

### **In Lessons**

Hand sanitisers, tissues and disinfectant wipes will be provided in all classrooms.

Windows and doors will be open to aid ventilation and limit the need to touch door handles.

Halls and rooms will be set up so that students are seated at least 2 metres apart. Class teachers will seat you one at a time. You will remain in the same room throughout your time on site.

If possible, we are asking you to attend lessons with the stationery you need for your lesson – i.e. a pen and paper. Under no circumstances should you share or pass stationery between others within the room.

Please ensure you bring an adequate supply of drinking water (bottled) and a snack, if you think you will need this, as catering facilities will not be available. You will not be able to leave the classroom to re-fill water bottles during your time in school.

### **Concluding Comments**

Our aim is for lessons to be a reassuring and positive experience for all students. However, we appreciate this will be a strange situation for all concerned and not like a typical school experience.

Staff will be available to help you follow the instructions in this letter and ensure you remain safe, but also to assist if you require additional support with your emotional wellbeing. However, in the interim, please remember you can contact the school at any time if you have such concerns.

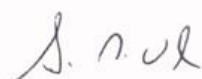
Having read this letter and the COVID-19 Risk Assessment on our website, and having checked the quarter your daughter/son is in, please complete the Microsoft Form Questionnaire that will be sent to you in order to confirm your attendance to lessons.

Of course, we are looking forward to seeing as many of our students back in school as possible, but your attendance over these two weeks is not mandatory. We respect the views of all families on the issue of returning to school and wider social mixing in general.

I hope this information in this letter is reassuring for you.

Take care.

Yours faithfully



STEVE WILSON  
Headteacher