

3<sup>rd</sup> June 2020

Dear Students

As I mentioned in my last letter, I am writing to you with further details regarding the Year12 timetable that starts on Monday 15<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 your specific subject 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.

You will be e-mailed shortly a Microsoft Form Questionnaire that **must be completed by 1pm on Friday 5<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 session and the safety measures required to facilitate this.

### 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, you 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 also hand sanitiser stations in all classrooms and areas of use.

### Travelling to and from School

The day before each of your lessons, you will receive an email explaining which gate to enter the school, the room number for your lesson and which door you must use to enter the block where your lesson is taking place.

If you can, 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 follow government guidelines regarding safe travel, the link to which is –

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/884507/passenger-guidance-infographic-document.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884507/passenger-guidance-infographic-document.pdf)

Please can I remind you that 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 onto 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 also 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 is 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 each subject session, therefore it is important rooms are cleared quickly in order to facilitate this.

### **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.

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.

### 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, can you now complete the Microsoft Form Questionnaire that has been e-mailed to you in order to confirm your attendance to lessons, but also to inform us of anything we may need to know about your personal circumstances.

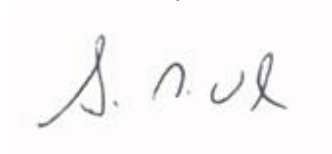
Of course, we are looking forward to seeing as many of our students back in school as possible, but your attendance in the next two weeks is not mandatory. We respect the views of all families on the issue of returning to school and wider social mixing in general.

I would like to finish by reiterating what I said in my letter on Monday. We do not know what exam boards will do regarding the 2021 Advanced Level exams. I, and other Headteachers, will lobby the Department for Education, Ofqual, and the exam boards to provide some guidance on how these exams will be affected or altered by this extended break in your study.

However, please remember, even if they do not adapt the nature and content of the exams, the exam boards use a mechanism referred to as norm referencing. This means the same proportion of grades are given out each year. Therefore, if students do less well nationally, which is likely given this break in your studies, then the marks for each grade boundary will come down to reflect this situation. Therefore, it is important you continue to engage with your home learning to ensure you are in the strongest position possible when we return to school. I hope this information provides some reassurance.

Take care.

Yours faithfully



STEVE WILSON  
Headteacher