



9 June 2020

Dear Year 12 Parents

We are pleased to announce we are planning to start inviting Year 12 students into school for face-to-face tutorial sessions from the week commencing Monday 22 June and invite them to identify which subject they wish to join for a small group study session during the weeks of Monday 29 June, Monday 6 July and Monday 13 July (please see programme outline below). To begin with the guidance from government indicates we cannot have more than 25% of the year group in at a time and for this reason we will be operating a Hub / group system. The aim of this letter is to explain how we intend to expand our onsite face to face teaching, whilst keeping students and staff safe.

Routine

It will be essential for the safety of staff and students that all students carefully follow the explicit guidance. Any student who does not do this is putting others at risk and will consequently not be allowed into school. The school day has been adjusted from 9.15am to 12.30pm to enable extra preparation at the start of the day and cleaning at the end of the day. On arrival (for their designated days) students will be met in the marked area in the front car park by senior staff and suitably spaced for a briefing and registration.

The subject sessions offered will take the form of an extended seminar; reviewing learning done, identifying problems and setting students up for further learning, which complements the virtual learning which we will continue to offer. Groups will be small, enabling all students to get personalised input (although staff will be maintaining a 2m distance). We have a designated team working with our Year 12 pupils.

This is subject to further developments with COVID-19 or instructions from the government. We will be in touch to confirm a one-to-one tutor slot for the week of Monday 22 June and will ask the Year 12 pupils to select which subject session they wish to attend in Wave 2 of the provision and again in Wave 3 (see below). Whilst this is a plan for the term we will be taking tentative steps and reviewing at the end of the first day of students in school, the second day and the end of the first week. At each stage we anticipate that there may need to be refinements to the plan based on our experience during those days.

Week of Mon 15 June	Week of Mon 22 June Wave 1	Week of Mon 29 June Wave 2	Week of Mon 6 July Wave 3	Week of Mon 13 July Wave 3	Week of Mon 20 July
	Mon 22 June One-to-one tutorial for pupils from 12A	Mon 29 June 9.15 – 11.15am Block A Geog / IT		Mon 13 July 9.15 – 11.15am Block B Sg / Db Business	
		Tue 30 June 9.15 – 11.15am Block B Sg / Db Business	Tue 7 July 9.15 – 11.15am Block A Geog / IT		
	Wed 24 June One-to-one tutorial for pupils from 12H	Wed 1 July 9.15 – 11.15am Block C Hist / Sport Creative Media			
		Thu 2 July 9.15 – 11.15am Block D English Literature Maths	Thur 9 July 9.15 – 11.15am Block C Hist / Sport Creative Media		
				Fri 17 July 9.15 – 11.15am Block D English Literature Maths	

Instructions:

- Pupils will be invited to select a tutorial slot on Monday 22 June for 12A or Wednesday 24 June for 12H. At the time of opening the availability there will be three slots available at each of the times outlined below:
9.15 – 9.45 9.55 – 10.25 10.35 – 11.05 11.15 – 11.45 11.55 – 12.25
- During Wave 2 (week beginning Monday 29 June) pupils should select one subject they would like to study onsite – this will be agreed during the tutorial in Wave 1 or on the phone
- During Wave 3 (weeks beginning Monday 6 July and Monday 13 July) pupils should select one subject they would like to study onsite – this will be agreed during the tutorial in Wave 1 or on the phone

*The remaining slots available on the above timetable have been allocated to our Year 10 Hub groups, preparation of our online learning materials, including increasing the use of Loom and other online learning platforms and our face-to-face provision in these formats, marking of work to support feedback to the pupils and cleaning of the site.

Transport

Where possible students should walk or cycle (wearing a helmet) to school. It is our understanding that public bus services will be returning to a normal service and we have contacted KCC with the details of our provision for June and July to support their planning for services. Parents can drop students off in layby at the front of school and this is where cars can wait at 12.30pm (conclusion of the day).

Students not attending school

Students who are not able to attend school will still have online lessons with an element of interactivity. It is our intention to continue to run Loom lessons and to introduce the use of an alternative platform in Term 6.

Uniform / attire

We are not expecting students to wear their normal school uniform, but would ask that our young people wear a sensible alternative and that they are considerate of social distancing when traveling to and from school, in support of our efforts to keep everyone safe

Equipment

Students are **NOT** expected to bring their own equipment. We will provide paper and pens for the face-to-face sessions.

Social Distancing

Students and staff will be expected to observe appropriate social distancing in school. We have created systems which mean, we believe this will be possible at all times if students behave responsibly. One-way systems have been created round the school and class sizes will be a maximum of 12. There might be rare occasions where staff need to come within 2m of students (e.g. to administer medication) and in this instance appropriate PPE has been provided to staff.

Toilet Facilities

We aim to operate a system where no more than 1 student will be in a toilet block at any time. Soap / hand gel will be situated by the sinks and students will be reminded about maintaining good hygiene.

What if my child is exhibiting symptoms?

If your child is showing any of the symptoms below your family must self-isolate as per the government advice for 14 days.

- Persistent cough
- Temperature above 37.7 degrees
- Loss of taste and smell

All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where the child tests negative, they can return to school and the fellow household members can end their self-isolation. You must inform the school if you or your child are going to have a test. You must also inform the school of the results BEFORE returning your child to school.

What if a child or staff member develops symptoms in school?

Should a student become symptomatic during the school day:

- Persistent cough
- Temperature above 37.7 degrees
- Loss of taste and smell

Parents will be contacted for immediate pick up and the pupil will be isolated with a supervising member of staff using additional PPE equipment.

Staff who become symptomatic:

- Persistent cough
- Temperature above 37.7 degrees
- Loss of taste and smell

Will be expected to leave school and apply for key worker testing immediately. If positive, they must self-isolate for 1 week

What happens if there is a confirmed case of coronavirus in school?

Where a child, young person or staff member tests positive, the rest of the Hub / class will be sent home (or advised not to attend) and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases a larger number of other children, may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Will PPE be mandatory for staff and/or children?

The COVID 19: Implementing protective measures in education and childcare settings states that: wearing a face covering or face mask in schools or other education settings is not required. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases. If you / your son feels strongly about wearing of face mask, they are allowed to do so.

Medication

If your child has medication that is normally kept at school, please ensure they bring it in again, clearly labelled, and we will have a mechanism ready to safely collect and store it for the remainder of the term.

Restaurant

There will NOT be food / snacks / refreshments available from the school restaurant either before, during or after the Year 12 onsite sessions. The restaurant will be closed. Should pupils wish to bring a snack or drink with them, they are permitted to do so.

Finally....

These plans been made with the core purpose that we will do all that we can to support our students, without compromising their safety. We appreciate there is a lot of information for you to take in and you will wish to make individual decisions based around your personal circumstances and thank you for completing the online survey sent out recently. We ask that should your decision for your Year 12 child to attend school / not attend school change at any point this term, that you inform the school by no later than close of play on the Wednesday before the anticipated change the following week, in order to allow us time to amend our onsite offer / Hubs accordingly.

We have set out to deliver the best service we can within the time we have remaining this term. For those who do come in, it will be a pleasure to see them face to face. For those who don't, we will plan to maintain the best learning experience we can for you. We will continue to keep in touch using our "Keeping in Touch" fortnightly phone calls with all families until the end Term

Take Care

Collette Nelson

Head of School

