



18th November 2020

Dear Parents/Carers

We have been monitoring the situation carefully with Public Health England since the decision was made to direct students to self-isolate and feel it is appropriate to write to you now with the plans for students return to school on Monday 23rd November. We had to see how the situation developed before being confident that the restart was the appropriate course of action, assuming that the situation remains as it currently is what follows is the plan for Monday 23rd November and beyond.

The school will fully reopen on Monday 23rd November with all lessons running and a full timetable in place as it has been since September. We were successful in achieving a full half term with no disruption to learning and we are confident that the Student Progress Reports coming home next week will give parents robust information on their child's progress to date.

It is essential that the whole community understands their role and responsibility in keeping themselves and others safe as we return on Monday. **I ask you to read this letter with your child and emphasis how important it is that they act in accordance with the measures set out here.** Students will be guided through these measures in their first lesson on Monday so there is no room for confusion. If a student makes a choice to behave in a way which puts the health and safety of themselves or others at risk, you may be required to collect your child from school. We cannot be in a position where the thoughtless actions of individuals place the community at risk.

The vast majority of students have been wonderfully cooperative and done everything asked of them to stay safe and we are confident that this will be the case on Monday.

What have we done since students and some staff were directed to self-isolate?

1. Student Support

Online Learning was up and running the first day of students self-isolating. Free School Meals were delivered the first day of students self-isolating. I know that staff carrying out those deliveries enjoyed catching up with students and their parents and the warm welcome they received. Tutors, Heads of Year and pastoral support have contacted students to just check in and offer support. I acknowledge the smooth transition that was achieved by staff and students alike to home learning, thank you to everyone for the flexibility and resilience demonstrated across the board.

2. Cleaning

We have followed the Government Advice on Cleaning Non-Health Care Setting during Covid 19. Every room and communal area has been thoroughly cleaned using an enhanced product beyond the government requirements for cleaning products. The site will also be vacant for over 72 hours before we return on Monday.

3. Risk Assessment

The school risk assessment has been revised with the Chair of Governors and is available on the school website.

Headteacher Mrs Nicola Pearce

What measures are in place in school?

1. No one should come to school if they have symptoms or someone in the household has been tested positive for Covid 19.

2. If a student or staff member is in school when they develop symptoms they will be sent home.

3. **Face Coverings**

Face coverings are a vital part of the prevention measures in school and must be taken seriously by everyone in school.

All students need to wear a face covering at all times when in internal communal areas, when moving between lessons, going to the toilet or at social times. Students do not have to wear a face covering outside at social times. Students may wear their face covering in lessons, unless the teacher requests that they remove it as required for teaching and learning.

Parents are responsible for ensuring that their child has a suitable face covering every day for school. Students without a face covering may be sent home to collect one.

If a student is exempt from wearing a face covering we have asked that parents contact the Head of Year who will now issue the student with an exemption card. Students must have the card available to show to staff.

Staff will wear face coverings in communal areas and if they leave their 2m teaching zone at the front of the room.

4. **Ventilation**

All areas will be well ventilated and students should be suitably dressed for the weather, (including a rain coat if poor weather as social times are outside for the majority of time).

5. **Hand Cleaning**

Every student must continue to clean their hands using the sanitiser or hand washing which is available in every classroom at the start of every lesson. Sanitiser is also available outside the toilets and dining areas.

6. **One-Way System**

Students must keep to the one-way system, breaches of this will be deemed a health and safety risk and persistent breaches may result in a student being sent home and a meeting with parents.

7. **Social Distancing**

Students need to exercise social distancing wherever possible, but should definitely not touch any other student. We are a "hands free" school anyway and students must adhere to this. Some students seem to struggle with this, but it is crucial that they understand this must not happen, even at social times.

8. **Cleaning**

All rooms are cleaned between every lesson and every room is cleaned thoroughly by the cleaning team at the end of each day.

What other considerations are there?

Summer 2021 Exams

We appreciate that for students in Year 11 it is really difficult to prepare for Summer 2021 exams amidst all the uncertainty and speculation in the media. However, I would urge the students to try to keep focussed on completing the work teachers are setting and allow us to guide them through the year. As it stands exams will take place three weeks later than usual and we are planning carefully to ensure the students arrive well prepared to those exams. If, on the other hand, there are any adjustments made to how the final grades are assessed, all the work the students have done will be available to teachers to support a rigorous and robust grading situation. Whichever situation we find ourselves in we are well placed to support Year 11 students to meet the requirements.

What happens if there is another positive case?

If a student or staff member tests positive they must inform the school as soon as possible. The school then contacts Public Health England and carries out a joint risk assessment and decides on the best course of action in conjunction with Public Health England.

What happens if there are too many staff suffering with Covid or needing to self-isolate?

The school is daily monitoring the staffing situation and will do everything possible to keep all year groups in school. The occasion may arise where it is necessary to ask one or more year groups to work at home on Google Classroom. We would endeavour to alert parents the day before if this was the situation.

What can parents do to help at the moment?

Parents can greatly help by making sure their child understands their role in keeping everyone safe. Make sure your child has a face covering each day for school. Please make sure that your contact details are correct so that we can reach you if needed.

The occasional student has been marking their online work as completed or “Handed In” when they have not in reality completed the work, please do take a moment to look at the work your child is handing in and support them to complete it to the best of their ability if you have a chance.

Please contact your child’s tutor or Head of Year if you have any concerns.

Reminder about staggered start and end times.

Year 7 – 8.30am to 2.30pm

Year 8 – 8.50am to 2.30pm

Year 9 – 8.40am to 2.30pm

Year 10 – 8.50am to 2.40pm

Year 11 – 8.30am to 2.40pm

We are eager to welcome the students back on Monday 23rd and are confident that if everyone follows the guidance we will be able to keep everyone safe.

Yours sincerely,



Mrs N Pearce
Headteacher