



4th June 2020

Dear Parents and Carers

Year 10 Phased return commencing 15th June 2020

Thank you to all parents for your swift response to our survey. We are now in a position to move forward with our plans and this letter will outline some of the operational practices that we will be in place. Students will be placed in three groups A, B or C and this will determine the three days they will attend school over the fortnight period. Within those three groups, we have created four sub groups and students will be taught English, Maths and Science within the same sub group. The sub groups will contain **no more than six students per group**. Students will be in different groups for their option subject day; again, these will be divided by sub groups and will be no more than six students per classroom. **Details of your child's groups and sub groups will be published in a separate e-mail.** Groups have been arranged to ensure reduced capacity on bus services and to ensure that each option block is not over populated.

I would be grateful if you could share the below information with your child and please do not hesitate to contact me if you have any questions in relation to our operating procedures.

Changes to the school day

In order to accommodate specialist tuition in each subject area we have had to make some temporary adjustments to the school day. Students will have six lessons per day lasting an hour in length. Each subject will have roughly three hours tuition. We have reduced the length of lunch time to 20 minutes in order to maximise learning time within the three days. Each sub group of students will be assigned a zone with the school with separate toilets. Students must stay in the zone they have been allocated for that day.

Students must arrive at school by 8.45

Arrival- 8.40-8.50

Period 1- 8.55- 9.55

Period 2- 9.55-10.55

Supervised Break- 10.55-11.10

Period 3- 11.10- 12.10

Period 4- 12.10-1.10

Supervised lunch break- 1.10-1.30

Period 5- 1.30- 2.30

Period 6- 2.30- 3.30

Arriving at school

Usual school transport services will be in place so students who catch the bus will need to wait at their usual bus stop at the normal time. Norfolk County Council have created social distancing measures on all their buses. Smaller vehicles will be substituted with larger vehicles and seats will be cordoned off to ensure students maintain a 2 m distance. Students should wash their hands before and after using public transport. Students should not use public transport if they display any symptoms. The Government advises wearing face coverings when travelling on public transport. It is likely **that only a very small number of students will be on the bus** at any given time.

- Whilst waiting for transport students should maintain a 2-metre distance from other students waiting or from the public.
- Students arriving by car should exit the vehicle outside the school gates and walk to the tennis courts.
- Students arriving by bike must ensure they wait and allow a 2 metre distance whilst others use the bike racks
- Students arriving by foot are advised to only walk with other members of their household and maintain a 2-metre space between other students. Students should not walk to school in collective groups.
- All students must arrive by the front main school gate- the back gate will not be open.

Once students arrive at school they will be greeted by staff and directed to one of the four waiting areas on the tennis courts. Students must maintain a 2-metre distance at all times in the school. Students will be divided into their sub groups.

Entering the school building

Each sub group will be met by the teacher for their first lesson. The teacher will escort the students to their zone for the day. Before entering, the classroom students will be directed to their allocated washroom facilities and will need to wash their hands; this will be operated on a one in one out basis. Students will then move to their classroom. Students will be asked whether they feel well or have developed any symptoms on their arrival to school each day.

Classrooms

Each classroom will contain sanitiser so students may also sanitise their hands on their entrance and exit from the classroom. Classrooms have been rearranged to accommodate six desks at 2-metre intervals. Additional classroom furniture is cordoned off. Staff will have a designated teaching zone within the classroom and will remain in the designated teaching zone. All classrooms will be fully ventilated with windows and doors open. Each classroom will contain a lidded bins for tissues. Students will remain in the same classroom for English, Maths and Science but will move to other classrooms for their option days. Students will visit a maximum of three classrooms and be in three sub groups on their option day.

Teaching and Learning

The purpose of the Year 10 return to school is to **supplement remote learning**. Students will not be in their usual classes and will not necessarily have their usual specialist teacher, but all teachers will be specialist in a particular subject. Teachers will focus their lesson on teacher instruction, clarifying difficult concepts and explaining new content. Lessons may be similar to a university lecture style and students will need to make notes. Teachers will reduce their use of handouts, textbooks and resources, which involve passing materials. There will be exceptions to this in some subjects. Where students are provided with specialist materials, they will be left for 72 hours and then cleaned before further use.

Breaks and lunch

Students will be escorted to break in their outside zone by the teacher of their last lesson and supervised throughout to ensure social distancing. Before returning to lessons after a break, students will be required to wash their hands and this will be overseen by staff. **Students will not be able to mix with other students allocated to a different zone.**

Departure

Students being collected or walking home will selected from their classroom for departure first. Each bus will then call students from their classroom. Students will need to wait in their classroom until advised to depart by the senior leadership team. Students leaving the premises must adhere to the 2-metre social distancing regulations.

First Aid and students displaying symptoms

If a student requires first aid, they will be encouraged to self-care under direction from a trained first aid member of staff adhering to social distancing. If the nature of the injury / illness requires first aid, contact staff will use PPE.

If a child develops symptoms, they will be removed from the classroom and parents will be immediately contacted to collect their child. If your child develops symptoms, you should visit the NHS website and arrange a test. Any symptomatic person should self-isolate for 7 days and all members of the household should self-isolate for 14 days. If the test result is negative, the student can return to school and the household can finish their self-isolation. If the result is positive, members of the class will be contacted and asked to self-isolate for 14 days.

Cleaning measures

We have designed the timetable to ensure that there is a minimum of three days before another set of students enter the classroom. At the end of each day, each zone that will be used will be disinfected with particular emphasis on chairs, tables, door handles, switches, doorframes, toilets and bannisters. Each classroom will also contain a cleaning station for staff use throughout the day. Any materials that will be used will be labelled and stored for 72 hours before cleaning and further use.

Contacting the school

Please can we ask that parents do not visit the school grounds unless necessary. If you must visit the school grounds, please ensure only one parent from the household visits and please ensure social distancing at all times. Please do not park in the school grounds to collect your child. If you need to report an absence, please contact the main school office. If you suspect your child has symptoms of coronavirus, please do not send them into school. Please notify the school immediately if you suspect symptoms and arrange a test via the NHS website.

If a member of your household is shielding or clinically vulnerable, please let us know.

Preparing for return

We appreciate that the lockdown experience has been different for each family. Ensuring well-being and mental health for our students will be a key priority. Engage will be open throughout the school time and students will be able to book appointments with our Engage staff. We also know that students will be at different points with their learning. We have listened to recent feedback from students about feeling overwhelmed with the level of work; therefore, we will be operating a catch-up week commencing the 8th June. Staff will not set additional work this week but this will be an opportunity for students to catch up with any overdue work or to revise key topics in preparation for their return the following week. Subjects will be hosting google meet live question and answer sessions next week, which will help students, prepare for their return to school.

Additional information

- Students must bring a packed lunch and a drink and any snacks they wish to have at break. There will be no kitchen service and we would like to discourage students from using the communal tap for filling water bottles. Students must not share food or drink with each other.
- Those students eligible for free school meals will still be entitled to the voucher scheme
- Students must bring their own stationery into school including calculators; students must not share stationery with others.
- Each student will be provided with their own mini whiteboard pack which they can take to each lesson and leave at school- this will help students communicate their learning from a distance.
- Students will need to wear school uniform but **will not need to wear blazers**. Wherever practicable, we would encourage a clean change of clothes every day.
- No practical PE lessons will be scheduled.
- Students must use the nearest outside entrance to their allocated zone to avoid walking through the school- staff will help with the direction of this.

- Students are welcome to bring their own sanitiser into school but must not share it.
- The Department for Education has advised against staff or students wearing facemasks in school.
- The school will take every step to minimise visitors to the school site.
- We will be unable to permit students bringing footballs to school at this time
- In the event of a fire, students must exit the building at the nearest fire exit and line up in their current class hub.
- In the event of wet weather, students will stay in their classrooms for break and lunch.

We ask all students to be aware of **maintaining the 2-metre social distancing rules at all times** within the school **and within the community**. We understand that this can be very difficult in a familiar environment and with friends, but we must all work together to maintain this. Students who infringe social distancing will be reminded of the rules. Any persistent infringement of social distancing or behaviour, which is deemed anti-social and shows a deliberate lack of respect for others, will result in the student being asked to leave the premises.

I appreciate that these measures outlined may seem very prescriptive and will result in an unfamiliar school experience, however, the safety of our students and your family and our staff and their family is of the utmost importance and safeguarding everyone's health must be our priority. That being said, we are very much looking forward to welcoming students back and helping to support their remote learning. We have missed them! We understand that students will be feeling a range of emotions about the prospect of returning to school under these circumstances and we will do everything in our power to reassure them and make the experience enjoyable whilst still maintaining safety. We know that students will want to be with their friends, we know that they will want to go back to normal, unfortunately we are not able to offer 'normal' at the moment. We also appreciate that everyone will be at different stages with their learning, students will not be penalised for any missing work.

For the latest DFE guidance, please see:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

If you have any questions in relation to the above information, please do not hesitate to contact me.
With best wishes to you and your family.

Yours sincerely

Helen Watts
Principal