22 May 2020

Dear Parents/Carers

**Re-opening of school for Year 10 students**

We would like to start by thanking all our parents/carers for their patience and support in helping their children with their education during this very difficult time.

We would also like to thank those parents/carers who completed the online questionnaire. Your comments have been valuable and have helped us in our planning to welcome your child back to school.

We are aware that parents will have concerns about sending their children back to school and we hope this letter will address some of the concerns that you may have.

Should the government decide that it is right for schools to re-open schools:

**Year 10 will be invited back to school to have some time with their teachers as of Monday 8 June 2020. If this date changes we will let you know before the 8 June.**

To ensure the safety of your child, we will not be inviting the whole cohort of year 10 students into school at the same time. We will divide the year group into 3 bands of **60 students**.

Each band will be invited into school for one week at a time, commencing with Band A on Monday 8 June. (Refer to the table below). This temporary arrangement works on a ‘rota basis’, to ensure maximum safety for all children. The system will enable your child to have some lessons with their staff for a total of 2 weeks until the end of the academic year to supplement the online work we will continue to set through Showmyhomework (SMHWK).

The table below indicates the weeks that children will be expected to attend school.

<table>
<thead>
<tr>
<th></th>
<th>Band A</th>
<th>Band B</th>
<th>Band C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks in school</td>
<td>w/c 8 June</td>
<td>w/c 15 June</td>
<td>w/c 22 June</td>
</tr>
<tr>
<td></td>
<td>w/c 29 June</td>
<td>w/c 6 July</td>
<td>w/c 13 July</td>
</tr>
</tbody>
</table>

Each band will be split in 4 groups of 15 students.

E.g. your child could be in Band A, Group – Orange.

Further information regarding the band, group and timetable for your child will be in will be sent out nearer the time.

/cont…
Structure of the day

In line with government guidance:

- Your child will be in a group of **no more than 15 students**
- Your child will remain in the same group and within the same classroom for the whole week that they attend school.
- Your child will sit at the same desk every day. Desks are spaced 2 metres apart.
- For safety reasons, your child will not be allowed to mix with students from the other groups whilst they are on the school site. (This is to minimise social gatherings of students).

Arriving to school

For each group of 15 students the arrival and departure times will be staggered as shown below.

<table>
<thead>
<tr>
<th></th>
<th>Group 1</th>
<th>Group 2</th>
<th>Group 3</th>
<th>Group 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive (Wash hands)</td>
<td>8.45</td>
<td>9.00</td>
<td>9.15</td>
<td>9.30</td>
</tr>
<tr>
<td>Start of lesson</td>
<td>9.00</td>
<td>9.15</td>
<td>9.30</td>
<td>9.45</td>
</tr>
<tr>
<td>End of lesson</td>
<td>11.00</td>
<td>11.15</td>
<td>11.30</td>
<td>11.45</td>
</tr>
</tbody>
</table>

All students will have completed their lessons by **11.45am at the latest**. (This will give your child ample time to get home and prepare for their online Maths lessons in the afternoon).

NB: School will operate from **Monday – Thursday**. Your child will not attend school on a Friday. All classrooms and their contents will be thoroughly cleaned in preparation for the following week when a new band of students will have their lessons.

Curriculum content

Your child will study the following subjects during the week:

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM (School)</td>
<td>English</td>
<td>Geog/History</td>
<td>Science</td>
<td>French/Spanish</td>
<td></td>
</tr>
<tr>
<td>PM (Home)</td>
<td>Maths online</td>
<td>Maths online</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Maths lessons will continue to take place online. All other subjects will continue to be uploaded onto SMHWK.

Health and Safety

To ensure your child remains safe every day, students will be expected to adhere to the following guidelines:

1. Your child will only be allowed into school at their given time. Until then, they will be asked to wait at the school gate.
2. For safety reasons, once the lessons have started, students arriving to school late will not be allowed into the lesson.
3. Students will be expected to attend in the correct school uniform.

/cont…
4. On arrival to school, students will need to wash their hands. This will be done in a supervised manner.

5. Students will not be allowed to bring any books or equipment from home. The school will give each student their own pencil case of equipment and paper to write on. The pencil case will remain in school and not shared with other students.

6. The school will provide your child with a bottle of water. Students should not bring their own food and drinks into school.

7. At the end of the day, your child will be escorted to the main gates and will be expected to keep to the 2 metre distance rule.

8. We will be expecting the normal high standards of behaviour from the students when they are in school. We will always expect students to adhere to our strict criteria of social distancing. Any student who fails in this or chooses to misbehave during the lessons will be sent home.

Hygiene
- To ensure high levels of hygiene are maintained, there will be a team of cleaning staff on site every day. Once students have left the school site, all classrooms will be rigorously cleaned and sanitised, ready for the next day.
- Hand sanitisers, tissues, disposable wipes will be available in every classroom, but we are happy if your child wishes to bring in their own hand sanitiser. We would not encourage the children to ‘share’ their hand sanitiser with other students.

Medical Concerns
1. If your child is clinically extremely vulnerable, or living with someone who is in this group, they should not come back to school and should continue home learning. If your child is clinically vulnerable (but not clinically extremely vulnerable), you should follow medical advice to decide if they should come back to school. Please refer to government guidance for further details of these groups.

2. If your child, or anyone in the household, is showing symptoms of Covid-19 please make sure they do not come to school. In such cases we would strongly advise that you book a coronavirus test by logging onto www.gov.uk and let us know what the outcome of the test is.

3. If your child develops symptoms whilst at school, they will be quarantined with a member of staff (who will have PPE) and you will be contacted immediately.

Parental support
- Can parents/carers not park their cars near the school and not congregate outside the school gates. We would appreciate your support in adhering to social distancing and remaining at least 2 metres apart.
- Should you have any queries please ring the school. Please do not come onto the school site without an appointment. In an emergency only 1 parent/carer should come onto the school site.

/cont…
IMPORTANT NOTICE

We would be grateful if parents/carers could reinforce to their children the importance of social distancing, remaining 2 metres apart on their way to school, whilst at school as well as maintaining high levels of hygiene. Together, as parents/carers and teachers, we need to get this message across to the students, not only for their safety, but the safety of others.

We appreciate that your child has been away from school for some time and may be anxious about coming back. To help your child through the next phase we will be inviting students in each band to a ‘Wellbeing’ meeting with Mrs O’Sullivan and Mrs Uppal the week before they are due to return to school.

This will be an opportunity for us to speak to your child, listen to their concerns and reflect briefly over the past two months. We will explain in detail, the safety measures in place and what our expectations will be of them upon their return.

The date for your child’s Wellbeing meeting will be sent out to you with the information of the band/group that they will be in.

We appreciate that this is a long letter, however we felt it was important for us to share with parents/carers the safety measures that we have put in place for your child’s return to school.

Reopening the school with so many new measures to be introduced is a real challenge so please bear with us.

If you have any further questions, please contact the school.

Yours sincerely

Mr S Farar
Executive Principal

Mr J Mortimer
Executive Principal