10 June 2020

Dear Year 10 Parents/Carers,

As you will be aware, secondary schools have been asked to open to Year 10 students, offering some form of 'face-to-face' time, from June 15th. We have been considering a number of possible models for our students and would now like to share with you our plan to work with Year 10 students face-to-face from next week.

The rationale for our proposed model is based on what we think we can structure clearly and so manage safely for staff and students, as well as what will be of most benefit to our students. All plans have been subject to detailed risk assessments that have been agreed by Unions, Governors and the Local Authority. We have been spending the past few weeks preparing the school in terms of ensuring we can have staff and students in the building in a controlled, safe way for instance organising classrooms to support social distancing (by removing excess desks and ensuring 2m distancing between desks), sourcing additional hygiene products (so that hand sanitiser is available in each room) and adding signage and floor markings for 2m distancing (especially for toilets and areas for queuing).

[***PARENTS/CARERS MUST COMPLETE THIS AGREEMENT FORM***](https://forms.office.com/Pages/ResponsePage.aspx?id=B_HLllWrskmw7Ov9Af8xPDz80q7IkhZMgJ-72fEjTWpUOFFRM0FEOVROSlpEWDhMMzFKWkYxRDA2Uy4u) ***AND THEIR CHILD MUST COMPLETE THE FORM THAT HAS BEEN E-MAILED TO THEM TO ATTEND BEFORE THEY WILL BE ABLE TO THEIR SESSIONS***

***(deadline for completion: Friday 12th June, 3:30 p.m.)***

**Year 10 Plan**

In summary, students will be timetabled to come into school for one morning (a 3-hour session) each week, which initially will focus on one core subject. So, for instance, all Year 10 students will have a 3-hour English Lesson in week one, a 3-hour maths lesson in week two and a 3-hour Science lesson in week three.

**How will students be managed on site to ensure their safety?**

* 45 students are allocated to attend school each day (Tuesday-Friday). This is 25% of the year group each day as set out by the Government.
* Each teaching group will have a staggered entry time and will be entering through the Muga Gate (playground gate) and entrance (met by a member of the Leadership Team).
* Students will be asked to wait spaced in the Muga and wait until their entry time is called (they should arrive 5 minutes before their entry time).
* Students who are late will not be admitted to the session.
* Students will be directed to their designated toilet to wash hands and then on to their teaching room.
* The rooms have been set up to ensure social distancing and students will be allocated a desk on entry by their teacher.
* Students will remain in these seats for the session.
* The groups will have a staggered break where a member of the Leadership Team will relieve the teacher for 10 minutes and students can eat a snack/ have a drink in their seat and can talk to each other from their seats.
* Students will be allowed to go, one at a time, to their designated toilet during their break.
* Students will then be dismissed on a staggered system 3 hours after their entry time, at the end of the session.

**The advantages of this plan are:**

* that we have 4 groups of a maximum of 14 students in a group, working in 4 large English rooms (i.e. one central area) and so can minimise movement on corridors and can maintain the building ensuring thorough cleaning of areas that have been used at the end of each day.
* movement is minimal and so again reduces any risks.
* we would require small staff numbers each week (4 teachers per day plus supporting LT and support staff); a safety briefing can be held at the beginning of each week for the relevant staff, so all are confident about protocols for managing students safely.
* the face-to-face time with curriculum teachers will support students and allow for discussion of any areas of concern for them.
* teachers can set future work; provide input into future learning; distribute resources.

Following the 3 weeks of core teaching, we will have 2 remaining weeks of school. We will be reviewing the core teaching sessions before committing to plans for the final two weeks of term.

**What next?**

It is our hope that parents/ carers will feel confident with our plans and that the majority of students in Year 10 will be able to attend the taught sessions. Work will continue to be set for the other subjects through the week and students will be expected to complete this when they are not in school. For those students unable to attend, they should continue with the set work however the work in taught sessions will particularly focus on activities that have not been possible through remote teaching.

* We will need **all parents/carers to complete the form** above to let us know if your child is planning to attend or not.
* Within this form are some basic safety guidelines that we will need all students and parents/ carers to agree to, in order to assure everyone's safety.
* Students have also been sent an e-mail to their school e-mail account in which there is an agreement form that all students must complete
* Individualised Personal Schedules will be e-mailed to students and parents/ carers on Friday. The schedule sets out which day of the week they are to attend (this will be the same day each week) and their allocated entry time/ classroom/ designated toilet for the session.

**Government guidance regarding children attending school:**

* Children classed as ***clinically extremely vulnerable*** will still be expected to shield and be supported at home.
* Children who are clinically vulnerable (but not clinically extremely vulnerable) are advised to follow medical advice for their child's circumstances.
* If a child, or a member of staff, lives with someone who is ***clinically vulnerable (but not clinically extremely vulnerable***), government guidance advises that they can attend school.
* If a child lives in a household with someone who is ***extremely clinically vulnerable***, the government has advised that they only attend an education setting if stringent social distancing can be adhered to and the child is able to understand and follow those instructions. They will continue to be supported to learn at home.

Please ensure that your child [has watched this video](https://youtu.be/c6Cc-rnCC-U) explaining where to come into school and what to do on arrival.

Kind regards

Ms Kennedy

Deputy Headteacher (Key Stage 4) / Interim Associate Headteacher