10 June 2020

Dear Year 10 Students,

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. I have e-mailed your parents/ carers today also, ***so please encourage them to check their e-mails as they need to complete a form to let us know if you will be attending face-to-face sessions.***

***IN ORDER TO ATTEND,*** [***YOU MUST COMPLETE THIS AGREEMENT***](https://forms.office.com/Pages/ResponsePage.aspx?id=B_HLllWrskmw7Ov9Af8xPDz80q7IkhZMgJ-72fEjTWpUNEswTFIyRUs2SjQ0S085Rks2TkZDUUFZTC4u) ***AND YOUR PARENTS MUST COMPLETE THE AGREEMENT SENT TO THEM BY E-MAIL***

**Year 10 Plan**

Our plan 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 you.

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, 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-time only.
* Students will be dismissed from their teaching session on a staggered system 3 hours after their entry time, at the end of the session.

**The advantages of this plan are:**

* 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 Leadership Team 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 you will be able to attend the taught sessions as, apart from anything, being in the school environment again for a short time will be good for us all! ***Work will continue to be set for the other subjects through the week and you will be expected to complete*** ***this*** when you are not in school. For those students unable to attend, you should continue with the set work however the work in taught sessions will particularly focus on activities that have not been as possible through remote teaching.

* ***We need all parents/carers to complete the form in their e-mail to let us know if you are planning to attend.***
* Within this form are some basic safety guidelines that we will need all students to agree to and so we would also like your agreement in order to assure everyone's safety.
* ***There is also a form below that sets out the expectations and rules that you will need to complete.***
* Individual Personalised Schedules will be e-mailed to students and parent/ 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.
* ***You will not be allowed entry if you have not completed the on-line agreement forms.***

[***Please watch this video***](https://youtu.be/c6Cc-rnCC-U) ***to be clear about where to come into school and what to do when you arrive:***

Kind regards

Ms Kennedy

Deputy Headteacher (Key Stage 4) / Interim Associate Headteacher