

13 July 2020

Dear Parents and Carers

Further to the government's guidance regarding the full opening of schools in September 2020, I am writing to let you know how we hope to arrange learning, whilst keeping students and staff safe.

The government has announced that all year groups and all students should return to school in September full time without the use of rotas. As Alun Williams explained in his letter to you last week, we aim to deliver a curriculum that is as close as possible to that we would normally deliver. The guidance also recommends students are kept in year group bubbles for their entire time at school. The plans and logistics below have been planned carefully to ensure that we keep year groups separate whilst they are in school, therefore reducing the risk to all of those on site.

Although we have become accustomed to our plans changing rapidly, I do hope that we will not deviate from the plans below before the October half term at the earliest. That said, this is still subject to any further national or local guidance that may be announced between now and then.

Term Dates

September 4th - All Year 7 Transition Day - Only Year 7
September 7th - Year 8 to 11 Start

Arrangement for classes

The plans below are very detailed as you might imagine. In the list that follows, I have attempted to share with you how we believe we can organise school for the safe return of all pupils in September.

- Each year group will have its own zone within the school, and each class will have a designated classroom.
- Classrooms will be arranged so that students are sat side by side and facing the front, with a 2 metre teaching zone at the front.
- The school day will run from 8.50am to 3.15pm, with six 50 minute lessons as it currently does, however break time will take place during period 3 and lunch time will take place during period 4. **Students should not arrive on site before 8.45am.**
- Each class group has been broad banded on ability and will remain in that group for all subjects except option subjects at KS4.
- As our tutor groups are vertical, we cannot have tutor time as this would mix bubbles. Instead Tutors will keep in contact with their tutees virtually using school email and google classroom.
- The time that would normally be used for registration and afternoon tutor time has been used at the end of the day for supervised self-study. This session will be staffed by the teacher from period 6, and will last 30 minutes. This time will be for students to complete the homework task set to them that day according to the homework timetable. This will allow us to ensure homework has been completed and will avoid any issues with detentions and following up on incomplete homework. Students will therefore not be set homework to do at home.
- Each year group will use a different entrance to the school and will go directly to their classrooms. Year 7 and 8 will enter the school 5 minutes before years 9,10 and 11 to avoid them coming into contact with students in



other year groups as they enter. Year 7 and 8 will also finish at 3.10pm to allow them to leave without coming into contact with the other year groups.

The table below shows how the day is arranged for each year group.

	7	8	9	10	11
Entry time	8.50	8.50	8.55	8.55	8.55
Entry/ Exit Point	PE Gate	L Block Gate	L Block Gate	Reception	PE Gate
Area of School	English	Maths	Hums	Languages	Science/LS
Break time space	Memorial Garden	Top Courts	Lucas Grass	Covered Area	Bottom Courts
Canteen entrance	Music	Reception	Music	Reception	Music
1	9.00 - 9.50	9.00 - 9.50	9.00 - 9.50	9.00 - 9.50	9.00 - 9.50
2	9.50 - 10.40	9.50 - 10.40	9.50 - 10.40	9.50 - 10.40	9.50 - 10.40
3 break	10.40 - 11.20	10.40 - 11.10	10.40 - 11.00	10.40 - 10.50	10.40 - 10.55
	11.20 - 11.35	11.10 - 11.25	11.00 - 11.15	10.50 - 11.05	
	11.35 - 11.45 inc assembly time	11.25 - 11.45	11.15 - 11.45	11.05 - 11.45	10.55 - 11.45
4 lunch	11.45 - 12.35	11.45 - 12.25	11.45 - 12.15	11.45 - 12.05 inc assembly time	11.45 - 11.55 inc assembly time
	12.35 - 13.05	12.25 - 12.55	12.15 - 12.45	12.05 - 12.35	11.55 - 12.25
		12.55 - 13.05 inc assembly time	12.45 - 13.05 inc assembly time	12.35 - 13.05	12.25 - 13.05
5	13.05 - 13.55	13.05 - 13.55	13.05 - 13.55	13.05 - 13.55	13.05 - 13.55
6	13.55 - 14.45	13.55 - 14.45	13.55 - 14.45	13.55 - 14.45	13.55 - 14.45
Supervised self study	14.45 - 15.10	14.45 - 15.10	14.45 - 15.15	14.45 - 15.15	14.45 - 15.15

- Break and lunch times have been staggered to avoid more than one year group going through the canteen at once. Each group going through the canteen will enter using a different entrance to the dining hall. The dining hall will be split into two serveries to allow for each half to be cleaned whilst another year group is being served.
- Each year group has a separate break space. Students must remain in their break area during break time and lunch time when they have returned from the canteen.



- Each year group will have an allocated classroom for teaching assistants to use. Teaching assistants may take small groups of students to this space to work with them, whilst maintaining 2 metre social distancing. This space may also be used for pastoral interventions.
- Students will have an allocated set of toilets to use for their year group.
- Whilst students will no longer need to socially distance, they will be encouraged to stay at least 1 metre from each other except when seated in the classroom, when they should avoid face to face contact if possible.
- All adults must maintain a 2 metre social distance from each other and students. As staff will need travel between each year group bubble, they must socially distance so they do not pose any risk of crossing bubbles.
- There will be no large gatherings, which means that there will be no assemblies. Assemblies will be delivered online and will be scheduled into lesson times once a week.
- As teachers will not be able to walk around the room as they normally would, it is essential that **students MUST bring their basic equipment** as teachers MUST not lend out equipment. **(This includes their own calculator).**
- Teaching strategies will be adjusted so the teacher is at the front of the class as most classrooms do not allow for movement around the room whilst maintaining a safe 2 metre distance. All students are being supplied with a slim whiteboard pen and rubber; that along with the relevant page in their diaries means they will all have a mini whiteboard. The diaries also contain red, amber and green pages that can be useful in conveying levels of understanding.
- We are making amendments to the behaviour policy that will be shared with you in September. The exit room, inclusion room and some detentions would mean students from different year groups being in the same place, and therefore will not operate as normal. The pastoral team are working to put alternatives in place, and these will be sent home at the start of next term.
- In September, school will again become compulsory for students, therefore legal registrations will be taken from the lesson 1 and 5 registers.
- PPE should not generally be worn in schools by staff or children according to the advice of the Government. We do have supplies of PPE available for staff and they may choose to use this in certain situations to protect your child and themselves. In most cases, because of the arrangements that have been made, this will not be necessary.
- On entry to the school all students and staff must use hand sanitiser. If students are wearing masks they must remove these at the mask removal station, ensuring they do not touch the front part of the mask. The mask must either go in the bin provided or into a clean plastic bag. **Students must have a clean mask to wear if they intend to wear one when going home.**
- All students and staff will be asked to apply hand sanitiser on entry to their classroom space, and any time they enter a new space. If staff or students visit the toilet they must wash their hands using the hand washing guidance provided.
- Each classroom and all spaces used each day will be deep cleaned each evening, in addition to this all shared contact surfaces will be cleaned during the day.
- Students can be dropped off as usual at school, **(not before 8.45am)** and collected but we ask parents to help keep social distancing by remaining in their cars to pick up and drop off. The bus turning circle will be closed off



to cars to ensure the safety of students as they arrive and leave. If parents or carers would like to contact a teacher, please contact them by email to reduce social contact.

- We will not be inviting in visitors or parents during this time, unless it is absolutely necessary. Any visitors must adhere to social distancing, wear a visitor sticker and use hand sanitizer as requested.
- The usual method of paying for food is to use the thumbprint system. Clearly this system cannot be used, so we have ordered catering cards for students to swipe. These cards will be issued on the first day back. It is very important that students label these cards and do not lose them as they are less secure than our normal system. We ask parents not to supply cash if possible as accessing the cash loader is not possible.
- Due to year group bubbles, we will be unable to run the breakfast club until further notice. **Students should not be on the school site before 8.45am** as there are not staff available to supervise year group bubbles.
- On the first day for each year group, students will be shown where to line up for a fire alarm (This is marked out on the school field).
- School uniform will be required, however we will not be asking students to wear blazers or ties for the time being; this is to allow pupils to change or wash their uniform regularly. **If students have PE, then they should wear their PE uniform for the whole day** as there will be no access to changing rooms. PE activities will be restricted to sports that do not involve direct contact.

Somerset County Council have assured us that they will be able to provide transport as normal to and from school. They will try to keep year group bubbles seated together on their buses. Current guidance for school transport is that face coverings are advised but not compulsory. If travelling on public transport face coverings are compulsory.

Staff and children should not attend school if they have symptoms or are self-isolating due to symptoms in their household. If students were to become unwell at school, first aiders will be called and the student will need to be collected promptly. If they or anyone in their household develops symptoms of Covid-19 they should contact 111 and request a test, then remain at home until they receive the result. They should keep the school informed that they have had the test and the result. Students in their bubble can still come to school unless the test result returns positive. In this instance guidance will be sought from the Local Health Protection Team.

We are attempting to do our very best to ensure students remain in their bubbles and staff and pupils remain a safe distance apart. As Alun Williams outlined in his letter recently, this will not always be easy to achieve, however we have worked to minimise the possibility of any breaches happening.

I would like to finish by thanking parents and carers for all your support and flexibility in what has been an extraordinary year. We all hope you have a good summer break and look forward to welcoming all of our students back in September.

Yours sincerely

Keith Howard
Headteacher