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Thursday 10<sup>th</sup> June 2020

Dear Parents, Carers and Students in Year 10,

Further to my letter of 5<sup>th</sup> June, I write with more detail about the wider opening of school from Monday 15<sup>th</sup> June.

The first thing I want to say is that we are all really looking forward to welcoming Year 10 back onto the school site next week. As I have said in earlier correspondence, we have been keen to have as many students back on site as soon as we could. Along with Year 10 coming into school, we will also be welcoming Year 12 students back for some face-to-face sessions coordinated with the other LaSWAP schools and our “mini-WES”, our provision for children of Key Workers and other identified children, will continue. For public health reasons, the Department for Education has specified the maximum number of students allowed to be on site on any day for the remainder of the summer term and we are abiding with this restriction.

#### **PURPOSE AND AIMS**

The national decision to bring students in Year 10 and 12 back into secondary school first is because they will be taking public exams next year. We wait to see what these exams will look like and we know that many young people and their families are anxious about them given the loss of teaching time this year. We will be doing our very best to get our students ready for whatever form these exams will take. With this in mind our overall aim for this half term is to get every student in the best place for a successful Year 11. We aim to:

- Help students get back into the routine of school
- Support students in closing learning gaps that have appeared since school closure
- Support students in English and develop their writing skills in other subjects
- Ensure students feel safe and secure as members of the school community
- Promote healthy lifestyles and good social skills
- Ensure students are prepared for their next steps, including post-16

We have given a lot of thought to the best way for us to provide on-site face-to-face support for learning and well-being given the guidance and restrictions that we need to manage. We have carried out a comprehensive risk assessment and introduced a range of measures designed to keep students and staff as safe as we can. We have considered all available Government guidance in developing our risk assessment and we have benefitted from significant support from Camden, Camden Learning, Public Health and the Professional Associations. Staff have been consulted on the arrangements and yesterday we held a training session for staff involved in the wider opening of the school. The Governing Body held an emergency meeting on 1<sup>st</sup> June to review and approve the school’s risk assessment and associated measures.

#### **SCHOOL RISK ASSESSMENT AND MEASURES**

**The most important thing we can all do is to not leave our house if we have coronavirus symptoms.**

**Students must not come to school if they or anyone in their household has coronavirus symptoms.**

In summary, the key measures we are adopting to minimise the risk to students and staff are:

1. Starting the school day at 10 o'clock for Year 10 and ending it at 2.45 to avoid students travelling at busy times and to help social distancing.
2. Using separate entrances for different groups of students and zoning the school, to minimise mixing between different groups of students (mini-WES, Year 10, Year 12 are different groups).
3. Limiting the number of students in our Year 10 classrooms to a maximum of 10.
4. Allocating seats and computers to each student.
5. Reorganising classrooms so that students sit at least 2 metres away from anyone else.
6. Marking out the canteen and the queue to show 2 metre distancing.
7. Changing how food is distributed, lunch will be provided in pre-packaged portions using disposable cutlery. We are instigating a single price lunch offer to avoid use of fingerprint reader and close staff student interaction. Handwashing will be part of the queuing process.
8. Restricting water fountains to bottle filling only. **Students must bring their own water bottle.**
9. Employing a cleaner to work throughout the day to clean and disinfect frequently touched surfaces and toilets.
10. Cleaning all rooms and other spaces used thoroughly at the end of the day before the next group of staff and students arrive the following day.
11. Cleaning the canteen tables between sittings. Students and staff will eat outdoors weather permitting.
12. Establishing and enforcing a handwashing routine where students and staff wash hands on entry to the building and regularly through the day including in breaks and before eating.
13. Making hand sanitiser widely available, along with disinfectant wipes for keyboards, instruments and equipment.
14. Purchasing and distributing paper hand towels, tissues and bins to enable "catch it, bin it, kill it".
15. Reminding students and staff of good hygiene and distancing protocols by putting signs across the site.
16. Staff reminding students about good hygiene and distancing protocols in corridors, the canteen and outside.
17. Ensuring there is a qualified first-aider on the rota every day.
18. Not allowing students to share equipment. **Students must bring their own equipment (pens, pencils and workpacks for the lessons on the timetable). Students should bring their own headphones.**
19. **Removing the need for school uniform. Students are not required to attend in uniform.** They should come in easy to wash PE suitable clothes, this is to help good hygiene and to reduce the need for changing on-site.
20. **Students must not attend school if they are unwell for any reason.** If a student becomes unwell you will be contacted, and arrangements made from you to collect them.

#### **ADDITIONAL IMPORTANT POINTS**

21. **Students must always adhere to staff instructions and follow social distancing requirements. Students who fail to do this may be sent home for the safety of others.**
22. Please let us know if your child has any new medical conditions.
23. Ideally your child will walk or cycle to school. They should only use the bus or train if there is no alternative; they will need to wear a face mask for the journey (there is no requirement for them to wear masks in school). There is lots of covered bicycle parking at school, bikes need to be locked.
24. **Students should aim to get to school in good time for the first session at 10 o'clock. Staff will meet them on entrance to the school and they will be directed to wash their hands.**

## ATTENDANCE

As I said in my letter of 5<sup>th</sup> June, every Year 10 student is invited into school once a week for a day of supported learning. All the boys in the same tutor group will be invited on the same day and **students must only attend on the days they are invited.**

- **Monday – students in 10B – Burgh**
- **Tuesday – students in 10F – Fenton**
- **Wednesday – students in 10K – Keats**
- **Thursday – students in 10L – Lauderdale**
- **Friday – students in 10W – Willow**

It is for parents and carers to decide whether to send their children into school this term and every family situation is different. We ask families to consider carefully what is best for their child. However, we are required by the Government to record the reason if your child does not attend when they have been invited to attend school. Therefore, please let us know if you are not sending your child to school, and whether this is because:

1. They are in the clinically extremely vulnerable group and therefore shielding and should remain at home. You will have received a letter from the NHS with advice and guidance.
2. They are living with somebody who is shielding, and he should remain at home.
3. They are in the clinically vulnerable group. (They should remain at home until you have received advice from your GP).
4. They are self-isolating due to having symptoms or because someone in the household has symptoms.
5. They are unwell.
6. It is a parental decision to keep them at home.

The Department for Education are monitoring the situation in schools very closely and we have to send detailed attendance information to them every day. Although there is no enforcement of attendance at school this term, we will need to follow up with parents on any absences if we do not know the reason for absence. If your child is not going to attend for unforeseen circumstances or illness, please telephone the absence line: 020 7267 9346.

## DAILY TIMETABLE

The sessions will follow the same pattern every day of the week. The live lessons will follow the Year 10 online timetable. Boys will usually have two online live lessons a day but because students take different option subjects their live lessons may be in different sessions. The staff associated with each tutor group have planned the tutor group's day accordingly.

For the rest of the day, students will participate in a PE lesson, receive dedicated support with their English work from an English teacher and have some time to review their work with their tutor and discuss any issues they want to raise face to face. There will be some social time so that relationships can be re-established outside a classroom setting.

We anticipate that this format will then continue for the rest of the term although we will keep this under review according to the needs of the students. These plans may also change if the Government issue new guidance to schools.

During this half term we will continue to support all students with remote learning at home. Remote learning, which will be the predominant mode of education for year 10, will include:

- Learning tasks uploaded to TEAMS including feedback given to students
- Live online lessons

Session time	Period	Monday 10B	Tuesday 10F	Wednesday 10K	Thursday 10L	Friday 10W
10am to 11am	PE	PE	PE	PE	PE	PE
11.15am to 12.00	Online lesson	English	<i>Music</i>	Maths	<i>Art/Graphics</i>	English
12.10 to 12.55	Online lesson	<i>Business</i>	<i>Travel &amp; Tourism</i>	<i>Geography</i>	<i>German</i>	<i>Computing</i>
12.55 to 1.20pm	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1.20pm to 2.05pm	Online lesson	Science	<i>French</i>	Science	Maths	<i>History</i>
2.05pm to 2.45pm	Tutorial and PSHE	Tutorial and PSHE	Tutorial and PSHE	Tutorial and PSHE	Tutorial and PSHE	Tutorial and PSHE

*Subjects in italics are option subjects*

### WHAT STUDENTS NEED TO BRING TO SCHOOL

Here is a list of what students must bring with them when they come to school:

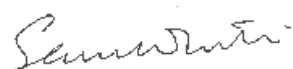
- A water bottle
- Pens, pencils, ruler
- Workpacks for the subjects that have online lessons on the day they attend – please check the timetable above
- Headphones

A final reminder: they should be wearing clothing that is suitable for PE and easily cleaned.

We believe it is important that students come in, if they can, to re-engage with school. It is nearly three months ago that they last attended school and nearly three months until September. Attending now will really help the transition into Year 11.

Finally, my very best wishes to you all and your wider family and friends. Please continue to support each other and show consideration and kindness to others. Please do not hesitate to contact us if you think we can be of support.

Yours sincerely,



Sam White