

10 June 2020

Dear Parents and Carers

Reopening of College for Year 10 & 12 Students

As you know, we have been working on preparations to reopen the college to Year 10 and 12 students from Monday 15 June. An enormous amount of planning has been undertaken and I believe that everything possible is either in place, or is being put in place, to ensure the return of these students will be as smooth and safe as we can hope to make it. We will also continue to follow any changes to government guidance between now and 15 June, should anything emerge. I have been on site over this past week and seen how smoothly the return to College has gone for those year groups within the Junior School who have been eligible to return. It has been wonderful to see the pupils back in school and enjoying interacting with each other and their teachers again. I sincerely hope that we will be able to replicate some of this within the Senior School, albeit not a full return to school for students in Years 10 and 12.

This letter sets out detailed information on logistics arrangements, schedule for each year group and processes. Please read, process, and share this with your child. I would like to reassure you that all the arrangements contained within this letter are first and foremost with the best interests of your children in mind and have been discussed in detail by the College Leadership Team and other senior colleagues. All teachers and support staff have also been fully apprised.

As you will be aware from Mr Hewlett's letter of 5 June, given the significant restrictions in place on how many students from these year groups will be allowed to return to school, our focus will be as follows:

- 1) Pastoral contact and a focus on pupil wellbeing
- 2) Academic and SEND support for those who need it
- 3) Internal exams for Year 12 who would like to sit them before the summer
- 4) Science exams for Year 10 who are trying to establish the best GCSE pathway

As you know, we are very proud of our remote learning offering, and this phase of return will not diminish its credibility for any of the other year groups who are not permitted to return or for those in Year 10 and 12 who do not to return. Students who are on site may miss some interactive lessons. However, the video of any interactive lessons can be viewed at any time via the stream in the relevant Teams channel. We anticipate that the number of interactive lessons missed by any student, through being on site will be small and that the benefits of being on site to have face to face support and interaction with staff will be of great benefit.

Part of our logistics arrangements will be to know beforehand the number of students that will be returning to the College. To this end, please click on the survey link at the end of this letter to confirm whether your child will be returning from Monday 15 June for the sessions relevant to them. **Please respond to the survey by 1200 on Friday 12 June 2020.**

The tables contained at the end of this letter set out the schedule for each year group.

Arrival, Departure and Classroom Arrangement

The government has indicated that it continues to be important to reduce contact between students as much as possible. In line with this guidance, when students are in school for a tutorial or academic support sessions, they will be divided into groups of no more than 10 and desks will be moved to adhere to social distancing guidelines. For examinations and assessments, desks will be spaced to adhere to social distancing guidelines and students will be required to sit at the same desk for every examination that they will sit. Where a student in Year 12 is coming on to site to attend an individual meeting with their form tutor or other member of the pastoral team, this will take place at a 2-metre distance.

We ask that all Year 10 & 12 students enter and exit the school site via the West Gate and the main building via the West Door. This is to reduce mixing with members of the Junior School who will be using the East Gate. Members of staff will be on duty to supervise the arrival and departure of students and will remind students of social distancing guidance. Students will need to sign in and out in the lobby on arrival and departure. We ask that all students and staff maintain a 2 metre distance at all times. Spacer desks, notices and floor markings will be used to remind students of their allotted areas and social distancing guidance.

We ask that students avoid mixing outside of school and ensure that they follow the rules on social distancing at all times. We ask that students are only on the school site for agreed contact time such as scheduled tutorials, appointments, academic support sessions and examinations.

Cleaning and Hygiene

The following points of routine will be enacted:

- Students will be reminded to wash their hands regularly.
- All frequently touched surfaces, equipment, door handles, and toilets will be cleaned thoroughly at both the start and end of each day, as well as at regular intervals during school hours.
- Regular checks will be made to ensure that soap is available in every toilet.
- Hand sanitiser will be available in every classroom, as well as at other prominent stations around College, including outside the Refectory. These will be replenished regularly.
- Classroom bins will be replaced by lidded bins, for the disposal of tissues. All bins will be double-bagged and emptied each day.
- Disposable tissues will be available in every classroom to implement the ‘catch it, bin it, kill it’ approach in each group, and we will ensure that these are topped-up regularly.
- All surfaces and floors will be cleaned thoroughly each day, and in advance of College opening.

Additional Health and Safety Measures

- Signages will be located at regular stations throughout the College to remind students about social distancing and general information signs relating to coronavirus.
- To reduce possible contact between different groups of children, and between adults, larger corridors will be divided, to encourage students to walk in a one-way system.
- Students will only be released from a session individually to use the toilet and can only use the toilets by the Maths Office. No more than two students will be allowed in the toilets at any one time.
- Doors to classrooms will remain open, to avoid excessive touching of door handles.
- Doors and windows will remain open, to allow for air flow and ventilation.
- Whilst government guidance stipulates that face coverings are not necessary, in order to protect our staff, some of whom are understandably worried about a return to work, we have made the decision that they are able to wear face coverings/masks and/or gloves, if they feel

more comfortable doing so. It is acknowledged that face coverings may be beneficial for short periods indoors, where social distancing may be more challenging to maintain.

- Should you wish for your child to wear a face covering, we will support individual choice with this and request that you inform your child's form teacher in advance of the return.

Pastoral Support and Wellbeing

We are very much aware that the coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children, and therefore fully recognise that while the ability to return to the school site for support and interaction is important, and will be reassuring for many, the Senior School staff will need to consider how to support students who have found the lockdown period particularly challenging.

All students will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. If your child is feeling particularly worried about their return, we would be grateful if you could inform your child's Form Tutor in advance of 15 June in order that we have the full information to best provide support. You may feel it is beneficial for them to speak to your child, in advance of the return to school, to provide them with reassurance and answer any questions they may have.

Form Tutors will be using some form times from this Friday 12 June to go through some of the logistics, prepare students for a return to school and answer any questions they may have. Please do begin to discuss a possible return to school with your children in advance of Friday, in order that they are aware of this. Form Tutors of the year groups who are not returning, will also make students in their form aware that some year groups will be coming back to school, and whilst they may not be, their teachers are still very much there for them and they will continue with the remote learning provision currently in place for them.

Please be aware that we have Youth Mental Health First Aid trained members of staff on site and students can also continue to access the remote mental health and wellbeing support through communication with their form tutor or Head of Year or through the virtual school support page on Firefly.

The tutorials and individual meetings that will take place over the next three weeks will have a focus on pastoral support and wellbeing. Students will have the opportunity to speak individually with their form tutor to discuss any concerns they have or support that they need.

Transport and Travel

It is recommended that you reduce any unnecessary travel on public transport where possible (for example, by walking or cycling to school, and, if these modes of transport are not possible, by driving). The new rules for compulsory wearing of masks on public transportation comes into effect on Monday 15 June. We encourage your child to please adhere to these guidelines when traveling to and from school. We have, wherever possible tried to avoid peak travel times. We recognise that the return to school may present an opportunity for students to interact on their journey to or from school.

Sporting Activity

We are currently exploring the possibility of having students in Years 10 and 12 on site for some sporting activity, run by our PE Department during the final weeks of term. We feel that this would be highly beneficial for students, especially as we hope that to be able to involve some interaction with their peers. Any sporting activity that we are able arrange will, of course, follow guidance on social distancing. Please indicate in the survey below if this is something that your child is interested in, to help us plan the logistics and staffing arrangements.

Equipment

Students should bring in their own devices and stationery. Please note that they will not be allowed to share each other's devices or use that of the College. The exception to this will be for examinations and assessments. When a student is sitting an examination and requires the use of a laptop, the College will provide this. The laptop will be cleaned in advance of the examination and students will use the same laptop for every examination that they sit. Students may be asked to bring in some of their books or folders for certain sessions. Where this is the case, they will be informed by their tutor or teacher in advance.

Break and Lunch

In the majority of cases, students will not be on site for extended periods of time. When students will be on site over break or lunch, for example if they have two examinations on the same day, students will need to bring in their own packed lunch and snacks as catering will not be provided. We ask that you ensure that snacks and packed lunches do not contain any products with nuts or any products that are chilled or need heating. An outside space (weather permitting) that is socially distanced will be marked out for them to have their break or lunch in and staff will be on duty to support students and give reminders about social distancing. We ask that all students bring in a full water bottle. Water bottles will be able to be re-filled at the stations in the Refectory.

SEND Support

Students on the SEND register in Years 10 and 12 will be invited in for an individual appointment with our SENDCo, Ms Permanand during the week commencing 15 June to discuss progress with remote learning and any ongoing support or strategies. The appointments will be scheduled around any tutorials or form tutor meetings that a student has.

Visitors

The College will remain a locked site for the duration of the school day, to limit the number of external visitors to the school during school hours. You should only come to the College site outside of the drop off/collection times when strictly necessary, and you will need to come to the College Office to do so. Should you wish to meet with your child's Form Teacher, this can be organised directly with them and must take place remotely, using Microsoft Teams or via phone.

Uniform

Students are not required to wear their school uniform. They should wear non-uniform clothing that is appropriate to the activity that they are taking part in. It is highly recommended that any child's home clothing should be washed at the end of the school day, and your child should not wear these same clothes again, until washing has taken place.

Illness and First Aid

The College's Wellness Centre will be open and staffed by a full-time nurse. A separate isolation area will also be set up with appropriate PPE, in line with the latest Government guidance. If your child took their medical items (inhaler/EpiPen) home during the lockdown period, please ensure that they bring it with them when they are in school.

Children who have been classed as **clinically extremely vulnerable**, due to pre-existing medical conditions, have been advised to shield. We do not expect these children to attend school, and they will continue to be supported at home.

Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and you should follow medical advice if this applies to your child.

If a child lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), they can attend their education setting.

Should a member of your household, or your child, display coronavirus symptoms (a high temperature, a new, continuous cough, loss or change to your sense of smell and taste) then it is vital that you do not send your child to school. Please follow the most current advice on Public Health England and email colloff@sdmail.org.uk to inform College.

Should the staff feel that your child has symptoms of coronavirus while they are in school, they will be separated from other students immediately, and you will be required to collect your child as soon as possible. Your cooperation with this will be required, in order that a risk is not posed to other students and the staff.

Attendance

We strongly encourage students in Years 10 and 12 to return to school from 15 June for the relevant sessions. However, should you decide not to send your child into school, we will authorise the absence and you will not be held to account for your attendance figures during this time. You must decide what is appropriate for your individual home circumstances, and the College will support you with this.

Year 10 tutorials taking place from 15 to 17 June will be live streamed on Teams for students who are not on site. Wherever possible, we will look to arrange online support or meetings where a student does not attend a session on the school site.

Once you have finished reading this letter, please ensure you complete the survey found at the link below, to indicate whether you intend to send your child to school from 15 June. Should you indicate that you do not wish for your child to return to school, there is space for you to explain why. Please be aware, this is solely for us to ascertain the reasons why parents may not wish for their child to attend school, for our own records.

It is essential that we know exactly how many students will be returning to school in order that we can arrange staffing and scheduling accordingly. We therefore ask that you ensure you complete the survey by 1200 on Friday 12 June. If you have more than one child in the year groups returning, we ask that you complete the survey for each child separately.

The survey can be found at this link: <https://www.surveymonkey.co.uk/r/Z6NQR5T>

I can appreciate that there is a lot for you to consider in this letter and it will have taken time to read. However, I know that you will appreciate how essential it is that we do all we can to keep all members of our community safe. If you have any further questions, please contact me or the relevant Head of Section.

Thank you for your continued support.

Yours Sincerely



Gemma Davies Acting
Deputy Head Pastoral

Year 10 Schedule

Week	Year 10
32B 15.06	Monday Normal remote learning timetable for all students not in school 10F & 10G on site for meetings with tutor and SENDCo <ul style="list-style-type: none"> • 1000 – 1200: 10F & 10G Group A tutorial in Room 121 and 122 with form tutor • 1300 – 1500: 10F & 10G Group B tutorial in Room 123 and 124 with form tutor • 1000 – 1500: 10F & 10G appointments with SENDCo in Johnson VC
	Tuesday Normal remote learning timetable for all students not in school 10H & 10I on site for meetings with tutor and SENDCo <ul style="list-style-type: none"> • 1000 – 1200: 10H & 10I Group A tutorial in Room 121 and 122 with form tutor • 1300 – 1500: 10H & 10I Group B tutorial in Room 123 and 124 with form tutor • 1000 – 1500: 10H & 10I appointments with SENDCo in Johnson VC
	Wednesday Normal remote learning timetable for all students not in school 10J & 10K on site for meetings with tutor and SENDCo <ul style="list-style-type: none"> • 1000 – 1200: 10J & 10K Group A tutorial in Room 121 and 122 with form tutor • 1300 – 1500: 10J & 10K Group B tutorial in Room 123 and 124 with form tutor • 1000 – 1500: 10J & 10K appointments with SENDCo in Johnson VC
	Thursday Normal remote learning timetable: no Year 10 students on site
	Friday Science Year 11 pathway assessments <ul style="list-style-type: none"> • 0930 – 1230: Great Hall and Room 121
33A 22.06	All week Normal remote learning timetable: no Year 10 students on site
34B 29.06	Monday Normal remote learning timetable for all students not in school <ul style="list-style-type: none"> • 1000 – 1500: Support sessions for selected students: English & Maths
	Tuesday Normal remote learning timetable for all students not in school <ul style="list-style-type: none"> • 1000 – 1500: Support sessions for selected students: Science
	Wednesday Normal remote learning timetable: no Year 10 students on site
	Thursday Normal remote learning timetable: no Year 10 students on site
	Friday End of term remote timetable: no Year 10 students on site

Year 12 Schedule

Week	Year 12
32B 15.06	Monday Normal remote learning timetable: no Year 12 students on site
	Tuesday Normal remote learning timetable: no Year 12 students on site
	Wednesday Normal remote learning timetable: no Year 12 students on site
	Thursday Normal remote learning timetable for students not on site <ul style="list-style-type: none"> • 1000 – 1500: Individual student appointments with form tutor (Room 121, 122, 123) • 1000 – 1500: Individual student appointments with SENDCo (Johnson VC)
	Friday Normal remote learning timetable: no Year 12 students on site
33A 22.06	All week Internal Exams: Great Hall, Room 121 & Room 122 Study week: no lessons for all students
	Thursday <ul style="list-style-type: none"> • 1000 – 1500: additional day for individual appointments with form tutor/SENDCo
34B 29.06	Monday Remote learning: UCAS/Higher Education/Futures Day: no Year 12 students on site
	Tuesday Remote learning: UCAS/Higher Education/Futures Day: no Year 12 students on site
	Wednesday Remote learning: UCAS/Higher Education/Futures Day for students not on site <ul style="list-style-type: none"> • 1000 – 1500: Year 12 STARS individual meetings with tutor, Head of Year, Head of Section (selected students, by appointment)
	Thursday Remote learning: feedback seminars: no Year 12 students on site
	Friday End of term remote timetable: no Year 12 students on site