



24th June 2020

Dear Parents and Carers,

Arrangements for Year 10 face to face support 29th June – Friday 10th July

I hope you and your families are well.

We are now able to share with you the detailed arrangements for the face to face support for our Year 10 students starting next week.

Before your son/daughter's first day in school please make sure that you read the attached Behaviour Policy with them. This covers areas and situations that are specific to the current pandemic and makes clear the expectations we have to ensure that everyone in our school community is safe.

Students should wear their school PE uniform and bring a bag with their own equipment, water and a snack. They will be given other materials in the sessions.

If your son/daughter has any of the known symptoms of Covid-19 (new/continuous cough, high temperature etc...) they should not attend school. If they develop any of the symptoms while in school, they should notify a member of staff immediately.

Students arriving at school via the school buses (face coverings mandatory) **should enter via the service road.** A member staff will be waiting from 8.30 am to meet students and queue them socially distanced from the main gate down to the dining Hall.

All other students should arrive no earlier than 8.40 am and a member of staff direct them to **join the queue on the service road.**

Students on bikes must also arrive via the service gate and also queue until directed to bike shed. Then they will park their bike and re-enter at back of queue.

Students will be directed from their queue one by one to the Sports Hall. Their name will be checked off a register and they will be informed of their group number.

Each student's temperature will be taken as a precaution; if it is 37.8C or below, a member of staff will direct the student to the Sports Hall toilets to wash their hands; if it is above 37.8C parents will be contacted.

Students will then be directed to the field to line up, socially distanced in their groups. If the weather is poor students will be split between Upper Dance Studio and Sports Hall.

Any students who arrive late must report to main reception.

Students will be collected by their Session 1 teacher and taken to their allocated room for the day. They will be directed to an allocated desk that is at least 2m from other students. Students will not be allowed to leave their seats during the sessions.

The teacher will then go through the information slides detailing the procedure for the day and the behaviour policy. At the end of each session, students will remain in the room and next teacher will come to the room at the session changeover.

If a student needs the toilet during a session the teacher will contact another member of staff who will collect the student and take them to the toilet. If a student starts to feel unwell during a session a member of staff will take the student from the session and contact a first aider.

During week one students will follow the structure below (there are slight variations between days) – their break will take place during the pastoral session where they will be sent one by one to their allocated toilet marked in the table below. A cleaner will be stationed at the toilet and tell them which cubicle and hand basin to use. When they return they can have a snack and drink they have brought. Hand sanitiser will also be available in every classroom.

Group/Room	Session 1 9.15 – 10.30		Session 2 10.30 - 11.45		Session 3 11.45 -1.00	
1 – E1	Pastoral	20 min break English toilet	English		RE	
2 – S18	RE		20 min break English toilet	Pastoral	English	
3 –E8	English		RE		20 min break English toilet	Pastoral
4 –M6	Pastoral	20 min break RE toilet	English		RE	
5 –M9	RE		20 min break Re Toilet	Pastoral	English	Pastoral
6 –S17	English		RE		20 min break Sports Hall toilet	
7 –E5	Pastoral	20 min break Sports Hall toilet	RE		English	
8 –T24	RE		English		20 min break RE Toilet	Pastoral
9 –T18	English		20 min break Sports Hall toilet	Pastoral	RE	

During week two students will follow the following structure (there are slight variations between days). Students who do not study either History or Geography will go to the Main Library to read, complete classwork or work on a computer for that session.

Group/Room	Session 1 9.15 – 10.30	Session 2 10.30 - 11.45	Comfort break 11.45 – 12.00	Session 3 12.00- 1.15
1 – E1	Maths	Science	Groups 1-4 taken to Upper Yard by HOY queued and allowed to use RE toilet 1 by 1	History
2 – S18	History	Maths		Science
3 –E8	Science	Geography		Maths
4 –M6	Maths	Science		History
5 –M9	Science	History	Groups 5-9 taken to rear yard by LT outside food queued and allowed to use English toilets 1 by 1	Maths
6 –S17	Geography	Maths		Science
7 –E5	History	Maths		Science
8 –T24	Science	History		Maths
9 –T18	Maths	Science		Geography

At the end of the last session students will be taken to the service road where they will be dismissed in a staggered process. **If any students have no other option but to use a school bus, please contact school to make arrangements with us.**

I know that you and your son/daughter may be apprehensive about returning to school so I hope that the arrangements I have outlined will help to reassure you of the measures we have in place.

Finally please will you complete the attached form to confirm whether or not your son/daughter will be attending the face to face sessions. (If you receive this as a paper copy please contact school instead)

If you have any questions please do not hesitate to contact school.

Regards

Mr Watson