



SECONDARY PHASE

12th June 2020

Dear Parent / Guardian,

Following the announcement on 3rd June from the Education Minister regarding the reopening of schools on the 29th June, I would like to take this opportunity to outline our plans for reopening. The main aim for reopening is to give our pupils the opportunity to 'Check-in, Catch up and prepare for Summer and September'. We are looking forward to seeing our pupils face to face again so that we can help them with any wellbeing support and re-engage them with learning. I think we are all looking forward to returning to 'normal' but for the time being, school is going to look very different.

We have spent the last week planning our approach and it is likely that this planning will be ongoing over the coming weeks.

We understand that there are a number of concerns over whether or not you decide to send your child into school, and I would like to give you some information so that you can make an informed decision.

Should you choose to send your child into school before the Summer holidays, understanding the risks that this poses, the following structure will be in place. This is in order to reduce the risk of infection as much as we can and to enable us to manage the school with reduced numbers of teaching and support staff whilst still undertaking the required cleaning processes.

Each Year Group will have allocated days as follows:

- Monday – Year 10
- Tuesday – Year 7
- Wednesday – Year 8
- Thursday – Year 10
- Friday – Year 9

HEADTEACHER:

MR. S. CLARKE

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Health

If your child is showing any of the following symptoms, please do not send them into school.

- New continuous cough
- Loss of Taste / Smell
- High temperature

If your child displays symptoms whilst in school, we will contact you as a matter of urgency to come and collect them. It is extremely important that we have correct and up to date contact details and that parents / designated contacts are available throughout the day.

Health & Safety overview

The school has been marked out to allow for 2 metre distancing and a one way system. There will be regular cleaning throughout the school day with all hard touch surfaces being wiped over frequently.

All toilets have soap and hand driers for all pupils to use as and when needed. It is essential that pupils wash their hand thoroughly after going to the toilet. In order to maintain social distancing only two pupils will be permitted to use each toilet block on each floor at any one time.

There will be hand sanitiser in the pupil entrance points, canteen areas and all the classrooms within the school for pupils to access, however, guidance suggests washing the hand regularly for 20 seconds in the best form of defence against this virus.

The school has been advised that no parents or visitors can access the school premises or building at this time. If you need to speak to a teacher or another member of staff then please either telephone or email and someone will be able to help you.

Cleaning

The School will be receiving regular cleaning throughout the school day with all hard touch surfaces being wiped over frequently. As a school we take pride in the cleanliness of our building and will continue to ensure that our high standards of cleaning are maintained.

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Transport

Parents / carers are expected to transport their children to school where possible as the Local Authority transport will be very limited. If transport is required, we will pass details of the request to the LA transport department.

Structure of the Day

- Pupils will be expected to arrive on site by 8:30am. They will be expected to socially distance whilst they are supervised into the building. Pupils will be expected to use the hand sanitiser provided and will then be allocated a seat in 'check-in' area in the food hall where they will remain until lesson 1 begins. Pupils will return to this particular seat when they access the food hall for break / lunch.
- Pupils will be allocated into groups of no more than 10 and will be taken to their base room. We will minimise pupils' movement as much as possible, however there will be a need for some movement to allow pupils access to canteen facilities and option subjects. All movement will be expected to abide by the 2 metre Social Distancing requirements.
- Once inside the classroom, no exit from the classroom will be permitted except to go to the toilet. All toilets and corridors will be supervised by site staff in order to clean touch surfaces and ensure pupils remain 2 metres away from each other at all times.
- Pupils will have 4 sessions per day and these will serve a mixed purpose of: checking in to ascertain wellbeing and identifying the need for any specific support; re-engaging pupils with their learning; and supplementing the home learning programme which will be continuing until the end of the Summer term and possibly into the Autumn term.
- The school day will end at 2:00pm for pupils to allow for cleaning of the premises each afternoon.

Expectations

Pupils will be informed of our new way of working and the expectations placed upon them before they move to their base room. We will be expecting pupils to adhere to the 2 metre social distancing law and the building will be set up to allow for this. We accept that this is very new for pupils and we will continually reinforce the need for the social distancing. **If we feel that a pupil is purposely ignoring this request or is behaving in a way that puts other pupils and staff in danger then parents / carers will be contacted, the pupil will be sent home and they will continue their learning at home.** We would ask that you reinforce the importance of these expectations to your child before they attend school.

Equipment

Pupils will not be able to borrow or share equipment. We ask that you send your child into school with with an A4 plastic wallet and the general equipment that they need. Wallets and stationery packs will be available from school at a nominal cost. Pupils will be expected to show that they have the correct equipment when they take their seat in the canteen first thing in the morning. If they do not, they will be able to purchase packs from school at that time using Parent Pay. Pupils will be working in paper based booklets that can be transported home and back to school in the A4 plastic wallets.

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There will be no passing of booklets between staff members and pupils and hence no 'marking of booklets'. Feedback will be given in other ways.

Year 7 pupils will need to bring their Knowledge Organiser into school and can use the A4 plastic wallet already provided.

Canteen facilities

- Pupils will have a morning and a lunch break where they will be able to purchase snacks and hot / cold food in the normal way. Pupils will still be able to purchase breakfast in the normal way when they arrive. We will not be able to accept any cash payments so all payments must go through Parent Pay. Pupils will not use the biometric system, they will use their PIN number or their name which will be ticked off on a list and their account charged with the correct amount. Pupils are able to bring their own lunch in if they wish.

Pupils can bring in their own water bottle with their name on it. Drinks will continue to be available to purchase at the canteen during break and lunchtime. The water fountains will not be in use.

Uniform

- **For the remainder of the Summer term**, we will be relaxing the uniform expectations. Pupils can choose to wear: normal school uniform (**but not a blazer or tie**); PE uniform or their own clothes.
- Uniform will return to normal for September and pupils will be expected to wear full uniform.

Expectations of Parents

We would ask that you:

- Book your child into school for their designated day(s) using the attached form. **Please complete this by 5pm on Tuesday 16th June.** If you decide at a later date that you would like your child to return to school, please contact the main School office on 01639 760110.
Every child must be booked into school before they attend. This is to ensure we have appropriate Health & Safety protocols in place.
- Check your child for symptoms every morning. If any symptoms are displayed, keep the child home and contact the school.
- Ensure the school has up to date contact information and somebody is easily contactable whilst the child is in school.
- Equip your child with an A4 plastic folder and the appropriate stationery items (pens, pencils, ruler, sharpener, rubber, calculator). Pupils will not be allowed to share or borrow equipment. Stationery packs will be available to purchase from school.
- Talk through the expectations around Social Distancing and general behaviour with your child. This is a 'new normal' and pupils will need time to understand what is required of them to ensure the school community remains safe.

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- Ensure your child comes to school with drinking water in a bottle labelled with their name. Our water fountains will be switched off. Drinks will be available for purchase in the food hall.

It is very important that we know which pupils will be attending school as this will have an impact on how we plan the timetable, rooming and staffing. Please confirm your child's attendance for the week beginning the 29th June using the link below **by 5pm on Tuesday 16th June.**

<https://bit.ly/YCBReturntoschool>

Only children whose attendance has been confirmed will have access into school.

Yours sincerely,

Mr S. Clarke

Headteacher

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