

5 June 2020

Dear Parents / Carers and Students,

Firstly, I apologise for the length of this letter, but it is important to get our approach and systems for partially re-opening the school right and communicated clearly. This letter is going to all Year 10 & 12 students, even to those who have notified us that they are not able to return, this is just in case of any changes to circumstance prior to 15 June return date.

Secondly, thank you for your replies to the recent survey regarding provisional arrangements for the return of students in June. Now, with nearly all parent responses received, we are very much looking forward to welcoming the majority of Year 12 and 10 students back for some face to face support and guidance, albeit under the necessary Health and Safety measures alongside the children of key workers.

Since issuing the survey and our letter of the 22 May, where we outlined our initial plans for returning in June, the Government has made some significant changes to how we can bring Year 10 and 12 back into school. We were expecting and would have certainly liked to have been able to bring back all Year 10 and 12, but we have now had to adapt certain aspects of our plans to meet the latest DFE guidelines that were published over the half term break, which stipulate:

- **No more than 25% of Years 10 and 12 can attend school at any one time**
- **Although schools can use a rota system, there cannot be any split days for students in school – i.e. just morning or afternoon sessions**

For Giles Academy this limits us to having no more than 60 students on site per day. With 192 Year 10 and 51 Year 12 students, i.e. 243 in total, we could bring in a quarter of these cohorts at the same time, which would be 60 students (i.e. 48 Year 10 and 12 Year 12). However, we feel strongly that this would put students and staff at increased risk, as more staff would be needed on site; more rooms in operation; increased movement around the school site; etc. Therefore, we have made the sensible decision to keep the Year 10 and 12 rotas in place and bring in students from these separate Year 10 and 12 cohorts on different weeks. This will still enable us to meet our cohort capacity of 60 students in total (i.e. a quarter of 243).

Most importantly, with many of our teachers working with both Year 10 and 12, by maintaining a rota and keeping these cohorts as two discrete groups, means that students will be able to have access to the teachers and support they need.

The Government 25% cohort limit is an absolute and so our plans have needed to reflect this. For the Year 12 this means that the **two face to face sessions for each of their three Post 16 subjects will only take place during the week beginning 29th June**. We will be continuing the Year 12 consultation meetings as planned during the week beginning 15th June. However, for the Year 10, it means that we have needed to adjust our plans to make sure all 192 students can be offered the opportunity to at least access **face to face sessions prior to the end of term for the four Core subjects only, i.e: English Language; English Literature; Maths; Science. These sessions will take place on two days over two weeks.**

Therefore, I would like to thank parents / carers and students for your support in advance over this matter and there needs to be an understanding that from 15 June to 13 July, to have students back on school site is only a partial opening of the school, built around tutorial type face to face sessions so that students can have some face to face contact with their subject teachers, whilst continuing with remote learning from home.

As such, students should not expect a 'normal' school day and will not be following their usual timetables. However, we feel that any face to face contact in Core subjects is important for students to facilitate both a variety and greater depth of learning and we want to make any re-opening educationally worthwhile, with our primary concern remaining on the safety and wellbeing of students and staff.

A few more details for you to review are as follows:

Timetable

- Students will attend as follows; Year 12 weeks: 15 June and 29 June and Year 10 weeks: 22 June and 06 July.
- Year 12 students will attend for an individual face to face tutorial meeting in week 1 and will return for a maximum of 3 days in week 2.
- Year 10 will attend for two days over the two weeks of the Year 10 rota.
- Along with this letter you will be provided with your child's individual colour coded timetable, with the appropriate outdoor area, tutorial sessions and rooming all clearly indicated and these will be the only learning areas they can access within and outside of the building. **This information will be posted by Friday 12 June.**

Health and Safety Procedures

- **It is an expectation that social distancing is to be maintained by all staff and students at all times.**
- Classrooms have been set up for students to be in small groups of no more than 10 and they will be sat with 2M social distancing in place.
- The first lesson of each day will begin with a short Health & Safety briefing to remind students of the correct procedures.
- Hard surfaces will be cleaned after each tutorial session. Additionally, the school will have 'Day Cleaners' on site to clean the high contact areas of the school site throughout every school day.
- There will also be an increased depth of cleaning at the end of each day.
- The intention is to ventilate classrooms and corridors well with windows and doors left open to increase airflow and minimise contact.

Handwashing and Hygiene:

We will promote regular hand washing amongst all staff and students on site, as well as good respiratory hygiene by promoting the "Catch it; bin it; kill it" approach. In addition to the handwashing facilities in all toilets for staff and students to wash their hands regularly throughout the day, sanitiser will be available in every classroom and students and staff will be expected to hand sanitise on entry to school in the morning and regularly throughout the day as required.

The school has endeavoured to plan timetables to allow for uniform / clothes to be washed between sessions.

PPE / First Aid / Test & Trace:

PPE: You may now be aware that there has been a lot of controversy surrounding the issue of PPE in schools and this issue has been highly publicised in the news. Government current advice outlines that PPE is not recommended in schools for either staff or students. However, as we are aware that many students, as well as staff, will be nervous about returning to school, PPE will be permitted, albeit that this will be optional and individual choice. Students and staff will not be required to wear PPE in order to attend school. Regrettably we cannot provide PPE for students and should our learners wish to bring in and use their own gloves and face masks that is absolutely fine.

Please note that we encourage face masks to be 'plain', there are some interesting designs to buy online, including 'horror' type face coverings and these will not be allowed.

If travelling on public transport, Government advice is that it is compulsory to wear a face covering from 15 June.

First Aid: The First Aid room will be open and manned everyday for emergencies only. We need to stress that:

- **If students have any of the symptoms of coronavirus; high temperature, continuous cough or loss of taste or smell then they must NOT come into school.**

Any students that develop these symptoms whilst at school will be isolated and parents / carers will be asked to collect them.

NHS Test and Trace: As you will be aware the government launched its Test and Trace strategy on 28 May. For your information, anyone who tests positive for Covid 19 will be offered support through school and contacted by NHS Test and Trace and will be required to provide information in respect of their recent interactions with other people. Depending upon the nature of any interaction those identified individuals may be advised by a member of Test and Trace team to self-isolate for 14 days even if they do not have symptoms in order to stop people spreading the virus unknowingly.

As a result, if we have an employee or student who is contacted by Test and Trace, we will work with that individual to ensure that they do not attend school and self-isolate for the required period of time.

For any school employee or student that tests positive and has spent time in school while they could be infectious then Test and Trace will take details of our school and classes the individual attended (where possible) and they may contact us or an individual for further information and provide advice as regards any further action to be taken by both individuals and to us as a school, which we will make sure is well communicated to parents / carers, staff and students.

I hope these details regarding the Test and Trace process goes to reassure you of our commitment to supporting both staff and students.

Preparing for school

Please make sure that all students are aware of the following points prior to attending school:

- All students need to understand their individual timetable, including being aware of rooming and timings;
- Students will not be able to have access to their lockers and will need to organise all books, folders and stationery required for the school day, including lined or plain paper as resources cannot be shared;
- Organise any work set during school closure into the correct order ready for review with a teacher;
- Read over and review the work completed during lockdown so that all students are ready for learning;
- Prepare a packed lunch, drink for the day and PPE if required;
- Year 10 and Year 12 will need to be in school uniform;
- Please ensure that transport to and from school is organised and other than travelling by bus, morning and after school transport is not shared with others outside of your household;
- It is important that everyone adheres to the social distancing guidelines on the way to school;
- If travelling on the bus, current Government advice is to wear PPE, i.e. a face covering, but this is not compulsory;
- **If students have any of the symptoms of coronavirus; high temperature, continuous cough or loss of taste or smell then they must NOT come into school.**

What to expect on the first day

- Year 10 and 12 students will only be permitted on the school site from 08.30 via the front of the school only, as there will be increased depth cleaning ongoing until that time. Staff will be present to guide students at the front of school.

- **All students must bring and present their new colour coded timetable every day to gain access to the school site.**
- Markings will be laid out on the path outside of the entrance to support students adhering to 2M social distancing rules and to control the flow of students into school and allow staff to carry out the necessary checks.
- Hand sanitisers will be available at the front of the school and must be used by all students.
- **All students must bring and present their new colour coded timetable every day to gain access to the school site.**
- These timetables will be checked daily at the gates, so that students can be easily supported and guided to the right learning space.
- Once in the building, students can be reassured that movement will be monitored by staff and controlled by a clear one-way system that reduces student movement and crossing in corridors and with 2M markers laid out along corridors in the necessary places.

Breaks and Lunchtime

- To minimise numbers in open areas of the school, there will be three yards (playgrounds) available for use. All Year 10 and 12 students have been allocated the same designated yard for their break, which will be shown on their individual colour coded timetable.
- Social distancing is to be maintained by all staff and students at all times with clear 2M social distancing markings laid out on each yard as a visual prompt.
- Movement to and from the yards and during breaks will be monitored by staff.
- Unfortunately, students will not be allowed to socialise with others on different yards.
- Regrettably the school cannot currently provide hot food or sandwiches at and students in school will be required to bring a packed lunch as necessary for their day/s in school.
- Please note that there will be no facility to handle money in school.
- **To support all of our students and staff in school, we will be providing a cold drink and snack every break free of charge for all Year 10 and 12 students attending school, which will be served on the individual yards. This is something we want to do to support our learners in school.**
- Should there be inclement weather designated sheltered areas will be utilised for wet breaks with social distancing measures maintained.

Teaching and Learning

- Year 12 face to face tutorial sessions will be 90 minutes in length, i.e. there will be 3 x 90min tutorial sessions in a day.
- Year 10 face to face sessions will be 120 minutes in length, i.e. there will be 2 x 120min tutorial sessions / day.
- The school has planned for a maximum of 60 students on site on any one day from 15 June to 13 July and for a maximum class size of 10, with classes already rearranged into these small groups to accommodate this, including seating plans in place.
- Students will not be required to line up for lessons, instead taking their designated seat without delay.
- The focus will be on improving understanding of the topics covered during school closure and preparing for the next stages of their learning.
- Work can be checked, marked and organised with 'Gap Analysis' reviews to identify areas in which students may have struggled.
- Students who would benefit from additional catch up opportunities in school will be offered additional days in school with support to those identified on their timetable.
- If, due to unforeseen circumstances a particular session cannot run, i.e. due to staff illness, we will make every effort to contact parents the day / evening before.
- **Please be aware that due to Year 10 & 12 learners only attending school on a partial basis, all work will continue to be set as normal in the intervening weeks via Show My Homework.**

Additionally, it is extremely important that no student will be discriminated against for not attending school. We understand that all family and individual student circumstances are different and the decision to send children back to school is one that all families will be struggling to make, and we would like to reassure all parents / carers and our students that we will support the decisions made by our parents / carers, which is why:

- **Work covered in school will also be uploaded to Show My Homework and all remote learning provision will continue for Year 10 and 12.**

Behaviour and Safety 9 Point Code
--

- We are very much looking forward to welcoming students back into school and staff will strive to create a positive environment but all students will need to adhere to the **9 Point Behaviour & Safety Code** attached with this letter, with a copy also found on the reverse of each student's individual colour coded timetable. This is to ensure that the site remains as risk free and safe as possible.
- It cannot be stressed enough that good behaviour of students in school is paramount and they will be expected to conduct themselves in an appropriate fashion at all times.
- Students who fail to comply with the 9 Point Behaviour & Safety Code will have their place in school reviewed.

As the school site will only be open for Year 10 and 12 and key worker children, it will still remain 'officially' closed to the public and access to both the main car park and school reception is still not permitted. Any contact with school should continue to be done remotely, either by email or if necessary by phone.

Again I apologise for the length of this letter, but you will understand that it is necessary and we hope that you will feel reassured that we have the appropriate robust measures and systems in place to bring students back into the school environment, whilst maintaining support for key worker families.

Although it may seem our measures appear stringent, **we want to emphasise that we are strongly encouraging our students back** ... it will be extremely good for both learning and to promote positive mental health, but as safely as possible, with the staff and student wellbeing and safety at the forefront of everything we do.

Kindest regards,



Katie Belcher
Deputy Headteacher

GILES ACADEMY BEHAVIOUR AND SAFETY CODE

The 9 Point Plan

1	<p>'Ready to learn' ...All students must attend school in full school uniform and with ALL the necessary equipment.</p> <p>This is vital as equipment will not be issued by staff in any lesson.</p> <p>The school has endeavoured to plan timetables to allow for clothes to be washed between sessions.</p> <p>PPE: Government current advice outlines that PPE is not recommended in schools. However, we aware that many students, as well as staff, will be nervous about returning to school, therefore PPE will be permitted, albeit that this will be optional and individual choice. Students and staff will not be required to wear PPE in order to attend school.</p> <p>Please note, if travelling on public transport it is compulsory to wear a face covering from 15 June.</p>
2	<p>Start of the day</p> <p>The school will open at 8.30 for student access – ALL students will need to bring their timetables with them every day for staff to check at the entrance (daily safety & equipment checks will take place here). Students will be expected to enter the site in a controlled fashion, groups of students will not be permitted to enter the school site.</p>
3	<p>Student Movement ...</p> <p>Safe practice is absolutely critical, so all students will be expected to follow the designated pathways around school including during free time – which is controlled to designated yards. Students are expected to follow the clear directions in school for safe movement around the building. NO STUDENT is permitted to deviate from the pathways or designated areas.</p> <p>Fire alarm: If an alarm goes off all students will be escorted to the normal fire point and separated into the three coloured timetable groups.</p>
4	<p>Classroom conduct / Seating Plan ...</p> <p>Every lesson will have a clear seating plan, tables / work spaces will be cleaned and laid out in advance of sessions taking place and there will be a designated movement plan. ALL students are to follow and adhere to these at all times.</p> <p>Students will not be permitted to move 'freely' around the classroom.</p>
5	<p>Behaviour Management Policy ...</p> <p>The school is open for students, but only under the safety conditions set out. Any poor student behaviour cannot be tolerated especially in the current climate.</p> <p>As a result, students and therefore parents can expect a zero tolerance approach to poor behaviour.</p>
6	<p>Safe Behaviour ...</p> <p>Any behaviour that is deemed unsafe (i.e. unregulated movement, failure to follow safety restrictions etc.) will result in sanctions and removal from school.</p> <p>There needs to be an understanding that safety is paramount, so all students have a responsibility to behave appropriately and in accordance with the safety plans.</p>
7	<p>Breaks</p> <p>Students will have a designated yard for their allocated break time. They will not be permitted to leave their yard unless accompanied by a member of staff.</p> <p>Students will need to bring a packed lunch into school. A snack and drink will be made available on each yard per student.</p>
8	<p>No Mobile Phones</p> <p>Students are permitted to bring a mobile phone to school but these are not to be used on site.</p>
9	<p>Reward and Praise ...</p> <p>Most importantly, all students attending can expect to be rewarded whilst in school and during lessons. We always strive to create a positive environment. Parents can expect to see entries on Show My Homework. This will be centred on the learning, but also the school environment, which we all have a responsibility to protect.</p> <p>There will be some other rewards and treats along the way too ... 😊</p>