

Friday, 22 May 2020

Dear Parents / Carers and Students,

As you are aware there is a lot of controversy in the press over schools returning in Term 6 and I wanted to make you aware that the school's position is that we are very much looking forward to welcoming Year 10 and 12 students back to school as determined by the Government, with current recommendations outlining that secondary schools should begin some face to face support for Year 10 & 12 students. We appreciate and agree that face to face contact is important to offer to these learners, to support both a variety in their learning and a greater depth of learning and we want to make any re-opening educationally worthwhile whilst our primary concern is the safety and wellbeing of students and staff.

In order to prepare effectively for the return of our students we wish to outline some of the key elements of the school's plan to create an effective and safe environment. The priority is, of course, to ensure the safety and welfare of our students and staff and re-engage the learning of those who can attend.

This is only a partial opening of the school, built around tutorial type sessions and as such, students should not expect a 'normal' school day and will not be following their usual timetables, with the key elements being:

- Students will attend on a fortnightly basis – with the Year 12 weeks: 15 June and 29 June and the Year 10 weeks: 22 June and 06 July.
- For Year 12, in the week commencing 15 June there will be consultation meetings to discuss progress with your studies rather than face to face tutorials - further information to follow....
- Students will attend for no more than a maximum of 3 days per week.
- The school has planned for a maximum class size of 10, with classes rearranged into these small groups to accommodate this.
- Lessons will be a tutorial style based learning and will be 90 minutes in length - i.e. there will be 3 x 90min tutorial sessions in a day.
- Students will be issued with an individual colour coded timetable in the week of 01-05 June, with the tutorial sessions and a learning space clearly shown and this will be the only learning area a student can attend within the building.
- Both years will have their start and school finish times on their individual timetable – i.e. typically 08.45 to 14.45.
- Year 10 and 12 students will only be permitted on the school site from 08.30 via the main student entrance designated at the front of school.
- To minimise numbers in open areas of the school, there will be three playgrounds (yards) opened, each with an individual colour – i.e. red / yellow / green. All Year 10 and 12 students have been allocated a designated yard for their 30min break / 30 min lunchtime, which will be shown on their individual colour coded timetable. Students will not be allowed to socialise with others on different yards.
- It is planned that both Year 10 and 12 will have access to all of their subjects.

- The Year 12 students, who are normally allowed off site at lunch, will need to remain on school site during their 30min lunch break on their allocated yard, which will be supervised. Year 10 will also be on their identified yard that will be supervised.
- Social distancing is to be maintained by all staff and students at all times.

### Teaching and Learning ...

Lessons will be tutorial in style with a focus on improving understanding of the topics covered during school closure and preparing students for the next stages of their learning. Work can be checked, marked and organised in conjunction with the key advice given to those needing to catch up and 'gap analysis' reviews to support students moving on with their 'next steps' in learning.

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 night before.

**It is important to make all students and parents aware that due to learners only attending school on a fortnightly 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 **all work covered in school will also be uploaded to Show My Homework / email.**

By continuing with the setting of online work through Show My Homework and by uploading the tutorial work, we can continue to support our young people who we know are considered either extremely clinically vulnerable and shielding or clinically vulnerable. If this is something you would like to discuss more, or if you would like to discuss recommended guidance for if your child is living with someone who is extremely clinically vulnerable, please contact the school or refer to the following guidance:

- <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

### Health and Safety Procedures ...

The First Aid room will be open and manned everyday by our First Aid staff 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.

In classrooms, students will be in small groups and sat with social distancing in place. Hard surfaces will be cleaned after each tutorial session. Additionally, the school has employed a 'Day Cleaner' employed 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 and students will be reminded of good hygiene practices and the social distancing rules. The intention is to ventilate classrooms with windows and doors left open to increase airflow.

**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. As well as handwashing facilities in all toilets for staff and students to wash their hands regularly throughout the day, sanitiser will be available in every classroom.

**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.

### **What to expect on the first day ...**

Students in Year 10 and Year 12 are to wear full school uniform including shoes, ties and blazers.

**All Year 10 and 12 students must bring and present their new colour coded timetable every day to gain access to the school site.**

This system will help staff support the students getting to the right place and we feel it will help our learners to feel less anxious about movement around the school site. These timetables will be checked daily at the gates, so that students can be guided to the right learning space. Students must also bring the necessary equipment for the school day, we regrettably cannot allow equipment to be borrowed or shared.

Please ensure that, other than travelling by bus, morning and after school transport is not shared with others outside of your household and 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. Markings will be laid out on the path outside of the student main entrance to control the flow of students into school and allow staff to carry out the necessary checks.

Once in the building, students can be reassured that movement will be monitored by staff and controlled by a clear one-way system that eradicates students crossing over in corridors.

**Behaviour and Safety 9 Point Code:** We will need all students to adhere to the 9 Point Code attached with this letter, with a copy also found on the reverse of the colour coded timetable to follow. This is to ensure that the site remains as risk free as possible. It cannot be stressed enough that good behaviour of students in school is paramount and, due to the added need for increased safety, they will be expected to conduct themselves in an appropriate fashion at all times. Students who fail to comply with the Behaviour Code will have their place in school reviewed.

Regrettably the school cannot currently provide hot food or sandwiches at either break or lunch and all students in school will be required to bring a packed lunch as necessary for their day/s in school.

To support all of our students and staff in school, we will be providing a cold drink and snack every break time 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.

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.

## Final thoughts ...

We apologise for the length of this letter but we felt it important to outline the key elements of our plans, and this has been requested by some of our parents, so that decisions regarding returning to school can be more informed.

Now that you have seen some of the plans for returning Year 10 and 12 students, we hope that you will feel reassured that we have the appropriate robust measures and systems in place to bring the Year 10 and 12 students back into the school environment, whilst maintaining support for key worker families. Although our measures may 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 we want this to be carried out as safely as possible, with the staff and student wellbeing and safety at the forefront of everything we do.

**It is important that we gauge an understanding of your views about our intentions for the partial reopening of school and we would be extremely grateful if you could you take some time to complete a survey by 01 June 2020 09.00am. This survey can be accessed via the link sent on text message, if you have not received this by Wednesday 27<sup>th</sup> May please contact us at [gilesparents@gilesacademy.co.uk](mailto:gilesparents@gilesacademy.co.uk).**

**We would appreciate ALL parents taking the time to do this, so we can gauge student numbers and it would help us if you would please complete a separate survey for each of your children if they are in the respective year groups.**

We hope this letter helps answer some of your questions ... we are sure there are many more!

Following the feedback from the parent survey, and as any further Government announcements are made related to schools in the next few weeks, I will write to all parents again with any important changes and updates prior to bringing any Year 10 & 12 students on to the school site.

Kindest regards,



Miss K Belcher  
Deputy Headteacher

# GILES ACADEMY BEHAVIOUR AND SAFETY CODE

## The 9 Point Plan

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|----------|---|
| <b>1</b> | <b>'Ready to learn' ...</b><br>All students must attend school in FULL school uniform and with ALL the necessary equipment<br>This is vital as equipment will not be issued by staff in any lesson.   |
| <b>2</b> | <b>Start of the day ...</b><br>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 the designated entry point at the front of school (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.                |
| <b>3</b> | <b>Student Movement ...</b><br>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.                         |
| <b>4</b> | <b>Classroom conduct / Seating Plan ...</b><br>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. Students will not be permitted to move 'freely' around the classroom.  |
| <b>5</b> | <b>Behaviour Management Policy ...</b><br>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.<br>As a result, students and therefore parents can expect a zero tolerance approach to poor behaviour.   |
| <b>6</b> | <b>Safe Behaviour ...</b><br>Any behaviour that is deemed unsafe (i.e. unregulated movement, failure to follow safety restrictions etc.) will result in sanctions and removal from school – this will result in your child being collected from school site.<br>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. |
| <b>7</b> | <b>Break and Lunch ...</b><br>Students will have a designated yard for break and lunch. They will not be permitted to leave their yard unless accompanied by a member of staff. Students will need to bring a packed lunch into school. There will be a snack and drink for all students during break time.   |
| <b>8</b> | <b>Reward and Praise ...</b><br>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 positive communication from the school in order to praise outstanding and good attitude to learning.  |
| <b>9</b> | <b>No mobile phones</b><br>Students are permitted to bring phones to school but these are not to be used on the school site.  |