

22nd May 2020

Dear Parents/Carers,

RE: Year 10 School re-opening

Firstly, I hope that my letter finds you and your families safe and well and that you are all coping with this strange set of circumstances in which we find ourselves.

Secondly, may I thank you all for all your support of the school; I realise that you all have a lot to juggle in your lives, but I have been heartened by your response to us – whether it be regarding your child's work or following up on our checks relating to welfare. The result of this, is that we know that our students are safe and well, and that they are making progress in this vitally important school year.

I am sure that we all share the same concerns around the safety of our school community, if and when we return to school. I am therefore writing to you today to inform you of the measures which we are putting in place **should** the school re-open to Year 10 students. **Please note that this will be 8th June at the earliest.**

To reassure you, there has been lengthy discussion around our action plan to ensure that we address all of the health and safety guidance available to us, and there has been input from our colleagues at The Greenshaw Learning Trust to ensure that our planning is robust and secure.

Please read the information below carefully:

1. A thorough risk assessment has been completed by the school – a copy of which you can find on the school website from Monday
2. A detailed plan has been put together – addressing Department for Education and Public Health England advice and guidance regarding the safe running of schools during this pandemic.
3. We will share a video with you next week showing the necessary changes to the school site, how the students will move around the school site and an example of a classroom and its safety measures
4. **Friday 5th June – this will be a Staff Inset Day. As such, there will be no school, remote or otherwise for your children.** This day is vitally important to ensure that all of the staff returning to school, following a long break away, are fully inducted into our new procedures relating to the school re-opening.
5. **8th June – 12th June – Orientation Week for students.** Your child will be invited into school on one day during this week – in groups of no more than 30. This will enable them and us to feel safe and secure on the school site. It will also give students a chance to reacclimatise and provide them with a forum to ask any questions. Lessons will run on this day following an induction lesson, where students will be given precise instructions as to our expectations of them (see below) and guidance on how the school and lessons will run (see below)
6. Safety measures for your child:
 - a. All parts of the school in use and all classrooms will be sprayed with an electrostatic wrapping over the half term break
 - b. All parts of the school in use and all classrooms will be deep cleaned before students return to school and at the end of each day

- c. Each classroom will have a 'Sanitiser Station' – students will be expected to wash clean their hands thoroughly before entering and leaving the classroom – at the start and end of the day and after break
 - d. There will be rota to use the toilets; these will be thoroughly cleaned throughout the day.
 - e. Teachers will be supplied with their own cleansing wipes to clean down their work station at the start and end of their lesson
 - f. There will be clear markings on the floor to ensure that students maintain a 2m safe distance at all times
 - g. There will be supervision at all times to ensure that students comply with the safety rules
 - h. All doors will be propped open to save anyone from touching anything unnecessarily
 - i. In the event of an injury or illness, your child will be taken to the Welfare area where a first Aider will tend to them. This member of staff will be wearing a mask, gloves and an apron to protect both them and the student. We do have thermometers which we can also use to test a temperature if necessary
7. Running the school day – potentially starting 15th June:
- a. Students will return to school in 2 halves – Community A and Community B
Week beginning 15th June, Community A will be on the school site for the 5 days.
Week beginning 22nd June, Community B will be on the school site for the 5 days.
These 2 communities will rotate being in and out of school, week on, week off until 17th July. This will mean that all students will have a least 15 days of face to face teaching from our staff. Whilst one community is on the school site, the other will remain at home and complete home learning
 - b. The students and staff will be grouped into 'Bubbles'. There will be no more than 15 students in each Bubble, with no more than 5 Bubbles being on site at one time. These staff and students will stay isolated and away from the other Bubbles – there will be absolutely no communication between these Bubbles and no sharing of spaces, classroom or equipment. You will be sent a list of the students in your child's Bubble – it is imperative that they do not mix with other students not in this group – particularly when travelling to and from school. We will group siblings together, but please inform us of any other family circumstances – EG cousins who are living together
 - c. Please note that, to prevent cross contamination, students will not be able to change Bubble or Community
 - d. Students will be met at the school gate by a member of staff – your child should use the markers on the floor to maintain the safe distance. They will then be directed to the line-up area, which will be in the car park. Here students will line up in their Bubbles, adhering to the 2m rule by standing on a marking on the floor
 - e. Students will have their own entrance and exit to the school and will move to their classroom one group at a time
 - f. Each Bubble will have an assigned member of staff dedicated to the students' health and well-being. If any child feels insecure and needs to leave a lesson, then this member of staff will take them to a dedicated safe-guarding area
 - g. Students will stay in the same classroom for the duration; teachers will move to them. All desks will be named and labelled to avoid any confusion and all students will sit 2m away from each other.

- h. If your child is travelling to school by public transport, please make sure they keep social distancing
 - i. If you are bringing your child to school, please make an arrangement to drop off and meet your child at the end of the day at a place a little further away from the school gate – we want to ensure that large groups do not congregate
 - j. Please also note that parents are not allowed onto site. Please call us to make an appointment if necessary
8. Lessons:
- a. The school day will start at 8.15am and end at 1pm.
 - b. Lesson 1 begins at 8.30am, so please make sure that your child is on site by 8.15am for registration.
 - c. Students will take part in 4 one hour lessons, continuing with the curriculum they are currently studying. Lessons will run in English, Maths and Science and one optional lesson. (Please note that, due to staffing constraints, we cannot guarantee that your child will always be taught by a subject specialist). Once students have arrived home at the end of the day, they should complete their 5th and final lesson of the day.
 - d. Students should bring in their pencil case – but nothing else. We will provide anything else they may need
 - e. Students will have a 30-minute break factored into the day – again this will happen separately to the other Bubble groups
 - f. Please provide your child with a drink and a snack, as the canteen will not be open
 - g. Whilst working at home, students should continue to follow the same time timetable from before the half term break – lessons have been sequenced carefully so that all lessons flow on from each other. It is therefore imperative that your child completes all lessons and works hard when at school and at home.
9. Expectations of your child:
- a. Your child is expected to adhere to all safety rules and regulations, particularly around social distancing at school. **If at any point your child does not comply, you will be informed and they will be sent home.** This includes playing jokes (EG pretending to cough or pretending to touch someone). We will not allow any member of our school community to endanger the lives of others, or to make light of a very serious situation
 - b. Your child is expected to attend school in school uniform. To aid the washing of clothing each day, students are simply required to wear their school shoes, school socks, trousers or skirt and their shirt or blouse. In colder weather, students should wear their school jumper or blazer.
 - c. Normal school rules apply – please check the behaviour policy in your child's journal before sending them into school. No chewing gum/jewellery/make-up/trainers. We do not want to waste our time on these issues – instead we want to ensure that your child is learning. Again, your child will be sent home if they are not properly prepared for the school day or if they flout the school rules. If you have any issues regarding uniform, please do let us know in advance. But remember that we are trying to make school as normal as possible for the students to make them feel secure, so please try to make sure that they are properly attired
 - d. Mobile phones are allowed, but should be turned off at the school gate and not seen again until the end of the day at the school gate

You will receive your child's Community and Bubble group – with all the names of all other members in due course and when relevant to a confirmed opening date– this is to ensure that we all know who we can and cannot be in proximity with. Students will also receive a colour reference with a sticker or badge – this is to aid easy identification of the different group members. Your child should wear this every day.

I appreciate that this is a lot of information. If you have any questions or concerns, then please do contact the school – admin@orchardparkhigh.net or call us – we are here to help. We will take our lead from the government, so please do look out for further communication from us.

I hope that this information allays some of your fears and answers some of your questions. If you have changed your mind and will be sending your child back into school having previously said no, please let us know.

Finally, to confirm that, as it will be half term, there will be no lessons running next week – the students need their break from lessons. When we return to remote learning on the 1st June, your child should continue with learning as per normal practice.

Please see this link below if you need further advice or guidance regarding how best to support your child whilst they are working at home.

<https://www.gov.uk/guidance/help-secondary-school-children-continue-their-education-during-coronavirus-covid-19>

On behalf of all the staff at OPHS, I wish you a happy half term holiday. Stay safe and well, and hope we all hope to see you all again soon.

Yours faithfully,



Mrs G Smyrk
Acting Head teacher