

10th June 2020

Dear Students,

RE: Year 10 – Back to school information

I hope that you and your families are keeping well.

On behalf of all the staff at OPHS, I would like to say how proud we are of you. You are a special year group; this has been shown in your commitment to learning in what has been a really difficult time for you.

I imagine that some of you are very concerned about your GCSEs next year, but try not to fret about this; providing you continue to work hard and complete all the work set for you, you will be in a strong position, whatever happens next summer. But remember that we are here to help – so talk to us about any concerns or questions which you may have.

Today I am writing to you with all the information you need regarding your return to school, from the 15th June. Please read the information carefully.

1. **15th June – 19th June: Orientation Week for students.** You will be invited into school for one day during this week – in groups of no more than 30. It will give you a chance to ask any questions. Please see the letter sent to your parent/carer for your specific date
2. Lessons will run on this day following an induction lesson. During the induction lesson, will be given precise instructions as to our expectations, and guidance on how the school and lessons will run. You will also participate in a fire drill to learn your new route out of the building – please follow the usual rules for this
3. **Week beginning 22nd June until 16th July** – a timetable has been created to give you time in school for some face to face teaching with your teachers. Again, please see the letter sent to your parent/carer for your specific dates.
4. Safety measures which you MUST follow:
 - a. **Most importantly – please do not come into school if you or any member of your household show any Covid 19 symptoms. You need to stay at home, get tested and await the result.**
When in school:
 - b. **If you feel that you are developing any of the Covid 19 symptoms, then you must inform your teacher immediately – you will then be taken to Welfare and your family member will be called to come and collect you.** A member of staff will supervise you whilst you wait; they will be wearing a mask, gloves and an apron. Do not be worried about this – it is to protect both you and them
 - c. You will be expected to wash your hands thoroughly for 20 seconds before entering your classroom, at the start and end of the day and after break
 - d. Each classroom will also have a ‘Sanitiser Station’ where you will also use hand sanitiser before entering the room
 - e. Remember the slogan: ‘Catch it, bin it, kill’ – you must dispose of any tissues carefully in the bins provided
 - f. Remember to cough into your elbow
 - g. Try not to touch your eyes/nose or mouth
 - h. There will be rota for you to use the toilets; these will be thoroughly cleaned throughout the day. Please note that urinals will be closed

- i. 2m Social Distancing: There will be clear markings on the floor to ensure that you maintain a 2m safe distance at all times
- j. Try not to touch anything on your way to your classroom – eg doors and handles. Be safe, but if you do not have to hold the banister on the stairs, try not to
- k. All doors will be propped open to save anyone from touching anything unnecessarily
- l. In the event of an injury or illness, you will be taken to Welfare where a First Aider will tend to you. This member of staff will be wearing a mask, gloves and an apron. Do not be worried about this – it is to protect both you and them
- m. There will be supervision at all times to ensure that you comply with the safety rules

REMEMBER: We want you to enjoy being back at school, in lessons and with your friends, but if you do not follow these important safety rules, you will be sent home and will not be able to come back in to school.

5. Your school day

- a. You will be placed into 1 of 3 groups – Community A, Community B or Community C
 - The communities will rotate being in and out of school until 16th July.
 - Whilst one community is on the school site, the others will remain at home and complete home learning
 - **PLEASE NOTE THAT YOU WILL BE TURNED AWAY FROM SCHOOL IF YOU ATTEND ON THE INCORRECT DAY**
 - You will receive a coloured badge – this is to aid easy identification of the different group members. You should wear this, every day.
 - We have tried to organise you into ability groups and where possible, to have access to a subject specialist – whether that be a core subject or their option – but we cannot guarantee this
- b. Whilst on site you, the students in your community and staff will be grouped into ‘Bubbles’. There will be no more than 15 students in each Bubble, with no more than 3 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
- c. It is really important that you do not mix with other students not in this group – particularly when travelling to and from school.
- d. Please note that, to prevent cross contamination, you will not be able to change Bubble or Community
- e. Because of the need to maintain social distancing, you cannot arrive at school in groups. If you do, we will not be able to admit you into school.
- f. We are advising that you walk or cycle to school if this is possible. However, if you are travelling to school by public transport, please make sure that you keep to social distancing rules and wear a face covering. Due to restrictions in terms of numbers allowed on the buses at any one time, you may need to leave earlier than normal in order to get to school on time. Please ensure that your Oyster Card is topped up
- g. We will start the day in the car park. You will be met at the pedestrian school gate by a member of staff – you should use the markers on the floor to maintain the safe distance. You will then be directed to the line-up area, which will be in the top part of the car park, nearest the school. Here you will line up in your Bubble, adhering to the 2m rule by standing on a marking on the floor

- h. Each Bubble will have their own entrance and exit to the school and will move to their classroom one group at a time
- i. Students will stay in the same classroom for the duration; your teachers will move to you. All desks will be named and labelled to avoid any confusion and you will sit 2m away from each other.
- j. If you are travelling to school by public transport, please make sure you keep social distancing and wear a face covering
- k. You should come straight to school and go straight home at the end of the day, and not congregate together with any other students or anyone else.
- l. Community A will be dismissed at 12.55pm/Community B at 1pm and Community C at 1.05pm

6. Lessons:

- a. Your school day will start at 8.20am and ends at 1pm.
- b. Lesson 1 begins at 8.30am, so please make sure that you are on site by 8.20am for registration.
- c. You will take part in 4 one hour lessons, continuing with the curriculum you are currently studying at home. Lessons will run in English, Maths and Science and one option lesson. You may not always be taught by your own teacher or by a subject specialist, but still work hard to complete all the work set. Once you arrive home at the end of the day, you should complete your 5th and final lesson of the day.
- d. You will study the same lessons as you would do at home – however, if you have a subject specialist, they may teach the content in a slightly different way. But you will always complete the Exit Ticket at the end of the lesson
- e. When you do not have a subject specialist, and if you have finished the work for that lesson, you may complete the work set for P5
- f. **Please bring in a calculator and your own head phones** – but you can use the school headphones, if necessary
- g. Should your computer fail to work, you will be expected to read a book (provided for you) until the end of the day. An IT technician will then fix the computer once you have left the building
- h. You are in school to learn. You may not use any other website which is not related to your lesson – you will be sent home if you are wasting time on other sites
- i. You should bring in your pencil case – but nothing else. You should carry your belongings in your PE bag - or use your school rucksack
- j. You will have a 30-minute break separate to the other Bubble groups
- k. Please bring in a drink and a snack, as the canteen will not be open. Please note that you will not be able to use the water fountain to refill your bottle – so bring enough to last the morning
- l. At break time you should still adhere to social distancing and, as such, no games will be allowed
- m. Whilst working at home, you should continue to follow the usual timetable– lessons have been sequenced carefully so that all lessons flow on from each other. It is therefore imperative that you complete all lessons and work hard when at school and at home.

7. Expectations:

- a. You are expected to adhere to all safety rules and regulations, particularly around social distancing at school. **If at any point you do not comply, your parents/carers will be informed and you 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. You are expected to attend school in school uniform. To aid the washing of clothing each day, you are simply required to wear your school shoes, school socks, trousers or skirt and your shirt or blouse. In colder weather, you should wear your school jumper or blazer.
- c. Normal school rules apply. No chewing gum/jewellery/make-up/trainers. We do not want to waste time on these issues – instead we want to ensure that you are learning. Again, you will be sent home if you are not properly prepared for the school day or if you flout the school rules.
- 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

PLEASE NOW WATCH THE VIDEO PRESENTATION BY MR WOODGATE –

THIS WILL GIVE A REALLY CLEAR UNDERSTANDING OF WHAT SCHOOL WILL LOOK LIKE AND HOW BEST TO FOLLOW THE SAFETY RULES

I appreciate that this is a lot of information. If you have any questions or concerns, then please do contact Mr Woodgate or the school – admin@orchardparkhigh.net or call us – we are here to help.

I hope that you are looking forward to coming back to school. I appreciate that some of you have found working at home challenging for a number of different reasons, so please do talk to us about this when you are in school.

You may also be feeling nervous about returning to school – remember this is perfectly natural and is probably a common feeling amongst your peers. If you feel insecure and need to leave a lesson, a member of staff will come and collect you, for you to talk to them.

All of the staff at OPHS we are very excited about seeing you all. Until then, stay safe and look after yourselves.

My very best wishes,



Mrs G Smyrk
Acting Head teacher