

8th June 2020

Dear Parents/Carers,

RE: Year 10 School Re-opening Update

I hope that you and your families are keeping well.

I am writing today with an update regarding the school re-opening to Year 10 students. The government announced over half term that 'remote learning would remain the predominant mode of learning', but that there would be the opportunity for 'face-to-face learning' for up to a quarter of Year 10 at any given time.

Please read the updated information carefully:

Key dates:

1. **Friday 5th June –This was a Staff Inset Day.** This day allowed us to ensure that all staff who are able to return to school, are fully inducted into our new procedures relating to the school re-opening.
2. **15th June – 19th 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, when 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). A fire drill will also take place at this time.
3. **Week beginning 22nd June until 16th July** – a timetable has been created to give students time in school for some face-to-face teaching with their teachers. Please note that this has been reduced (from my previous communication) due to the new 25% rule.
4. **Safety measures for your child:**
 - a. **Most importantly – please do not send your child into school if they or any member of your household show any symptoms at all. If they do and you are worried, please call 119. If they are symptomatic but well, please report this using the Test and Trace procedure, and also let us know. Please use this guidance:**
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 - b. **Key guidelines from the DfE for your child's safety whilst in school:**
 - minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
 - cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
 - ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
 - cleaning frequently touched surfaces often using standard products, such as detergents and bleach
 - minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

In addition:

- c. All parts of the school in use and all classrooms will be sprayed with an electrostatic wrapping on the 11th June
- d. 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
- e. Students will be expected to wash their hands thoroughly before entering their classroom at the start and end of the day and after break
- f. Each classroom will also have a 'Sanitiser Station' where they will also use hand sanitiser before entering the classroom
- g. Posters showing 'Catch it, bin it, kill it' will also remind students to dispose of any tissues carefully in the bins provided
- h. They will be reminded to cough into their elbows
- i. There will be rota to use the toilets; these will be thoroughly cleaned throughout the day. Please note that urinals will be closed
- j. Teachers will be supplied with their own cleansing wipes to clean down their work station at the start and end of their lesson
- k. There will be clear markings on the floor to ensure that students maintain a 2m safe distance at all times
- l. There will be supervision at all times to ensure that students comply with the safety rules
- m. All doors will be propped open to save anyone from touching anything unnecessarily
- n. 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
- o. Should a student or member of staff present with Covid 19 symptoms, then they will be escorted to a dedicated room, with a dedicated toilet until they can be collected by a parent/carer.
- p. Should any member of a Bubble be tested positive for Covid 19, then all other members of the Bubble will be informed and be told to isolate at home for 14 days as per government guidance
- q. Staff have also been requested to not come to school if they, or any member of their household is showing Covid 19 symptoms

5. Running the school day

- a. Students will return to school in 3 groups – Community A, Community B and 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 YOUR CHILD WILL BE TURNED AWAY IF THEY ATTEND ON THE INCORRECT DAY**

- Students will also receive a colour reference using a coloured badge – this is to aid easy identification of the different group members. Your child should wear this every day.
 - We have tried to organise them into ability groups and where possible, to have access to a subject specialist – whether that be a core subject or their option
 - Whilst on site the students 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. It is imperative that they do not mix with any students not in their Bubble – particularly when travelling to and from school.
 - Please note that, to prevent cross-contamination, students will not be able to change Bubble or Community
- b. Because of the need to maintain social distancing, students cannot arrive in groups. If they do, we would not be able to admit them to school.
 - c. We will start the day in the car park. 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
 - d. Students will have their own entrance and exit to the school and will move to their classroom one group at a time
 - e. There will be 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 area
 - f. 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.
 - g. We are advising that students walk or cycle to school if this is possible. However, if your child is travelling to school by public transport, please make sure they 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, your child may need to leave earlier than normal in order to get to school on time. Please ensure that their Oyster Card is topped up
 - h. If you are bringing your child to school, please ensure that you are on your own and 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
 - i. Students should come straight to school and go straight home at the end of the day, and not congregate together – Community A will be dismissed at 12.55pm/Community b at 1pm and Community C at 1.05pm
 - j. Your child will be sent a link to a video which will demonstrate all of the above safety measures
 - k. Please also note that parents are not allowed onto site. Please call us to make an appointment if necessary

6. Lessons:

- a. The school day will start at 8.20am and ends at 1pm.
- b. Lesson 1 begins at 8.30am, so please make sure that your child is on site by 8.20am 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 option 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 their own headphones** – but they will be provided if necessary
- e. Should their computer fail to work, students are expected to read a book (provided for them) until the end of the day. An IT technician will then fix the computer once the students have left the building
- f. Students should bring in their pencil case – but nothing else. We will provide anything else they may need. The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid
- g. Students should carry their belongings, preferably in their PE bag or their school rucksack – nothing else
- h. Students will have a 30-minute break factored into the day – again this will happen separately to the other Bubble groups
- i. Please provide your child with a drink and a snack, as the canteen will not be open
- j. **Please note that students will not be able to replenish their water bottles whilst in school, so please provide enough for the time period**
- k. At break time students should still adhere to social distancing and, as such, no games will be allowed
- l. Whilst working at home, students 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 your child completes all lessons and works hard when at school and at home.

7. 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. This is a Health and Safety issue and the school will not take any risks in this regard
- b. Your child is expected to be in school to learn, working with their assigned teacher. They may not use any other website which is not related to their lesson – they will be sent home if they are wasting time on other sites
- c. 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.
- d. 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 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

- e. 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

SPECIFIC DETAILS AND INSTRUCTIONS FOR YOUR CHILD	
Your child's Community:	A
Your child's Bubble:	1 (RED)
Your child's Entrance/Exit:	Humanities
Your child's Classroom:	DT3
Your child's Playground	Year 10
Your child's Toilets:	Humanities area
Lessons:	English/Maths/Science/Option Friday: Study Skills/Careers/Options
Dates when your child will be in school:	<ul style="list-style-type: none"> ● Monday 15th June ● Monday 22nd June for 5 days until 26th June ● Monday 13th July
PLEASE NOTE THAT YOUR CHILD WILL BE TURNED AWAY IF THEY ATTEND ON THE INCORRECT DAY	

Providing there are no other updates or changes by the government, these are the arrangements for your child for their face to face learning.

I will provide you with the Risk Assessment once it has been quality assured by the Health and Safety experts in the Trust.

Lastly, please now complete the questions on this link indicating:

1. That you will/will not be sending your child back into school on the above dates
2. That you and your child have read and understood the arrangements in this letter
3. That you understand that you cannot send your child into school if they, or another member of the household, are showing coronavirus symptoms

<https://docs.google.com/forms/d/e/1FAIpQLSeJpc4RZTcUufEPHJ9ujYve3XonrMU5P17LYsPuHy2Aw9mVZg/viewform>

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.

Yours faithfully,



Mrs G Smyrk
Acting Head teacher