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Deputy Headteacher : Neil Ketteringham BA QTS (Hons)

Dear Students/Parents/Carers

I hope this letter finds you and your families well.

Following my letter on 30 May 2020 I would like to confirm that I have decided that the 'face to face' provision for small groups of Year 10 students will start on 15 June as planned. We have been able to ensure the safety measures required are in place. I would like to take this opportunity to be clear on the fact that although we have taken all practical measure to ensure risks are minimised, I am not in a position to give you a 100% guarantee that your child is safe from catching Covid-19 whilst attending school. We await further information on when the school might be open to all students within a year group (on a daily basis) but there is currently no clear government guidance on this matter.

Although this letter is specifically about Year 10 provision, I thought all families would appreciate having the opportunity to read should they wish to be aware of how we are managing the situation.

### Keeping your child safe

Our plan to welcome back small groups of Year 10 from 15 June to provide this initial 'face to face' learning has safety at its heart. The government has provided guidance documents for schools, and this has been used with other guidance to inform our planning, decision-making and risk assessment writing. Our risk assessment will be available from Wednesday 10 June on our website. Alternatively, please contact the school to request a paper copy. Some of the key changes and actions that already feature in our risk assessment and/or safety planning are listed below.

Our risk assessment will provide further detail on the variety of measures being used

- To begin with, a maximum of 20 students from Year 10 will be invited in per day, so individual students will have 'face to face' learning one day per week to supplement their home learning. This will result in class sizes of 7 or smaller and will aid social distancing and the establishing of 'protective bubbles or pods' – small groups of students that do not mix with their peers.
- The Year 10 groups attending will be based on maths sets with one maths set invited to be in school per day. Each set will be 'split' in to three smaller groups. The newly formed groups will then create the 'protective bubbles' referred to by the government. See below for the way these groups/bubbles will operate.
- Invites are attached for all year 10 students irrespective of whether parents have indicated that they will be sending the students in at this time or not. The reason for this is that if you change your mind over the next few weeks there will be a place for your child.
- Year 10 students who meet the government definition of vulnerable or have critical worker parents/carers can continue to attend during the week for supervised learning.
- Students in other year groups who meet the government definition of vulnerable or have critical worker parents/carers can continue to attend for supervised learning. They will work in separate groups (all lower than 7 in a group) and remain in their bubbles.
- Each bubble of 7 or fewer students will remain in the same classroom for the day, and be sat at the same desk for the day. These groups will also be maintained at break.



- Classrooms have been designed to accommodate social distancing – furniture not needed has been removed and floor markings will be used to monitor desk placement and distancing.
- Each classroom has an external entrance/exit and a unisex toilet available for the students in that Pod
- Students will wash hands on arrival – portable sinks have been purchased so this can happen on entry to or exit from school. This will be monitored by staff with social distancing the focus.
- Students will not use or share textbooks or other equipment. All students must bring necessary equipment for all lessons.
- Students will be permitted to wear face coverings in lessons should they choose to do so – these should not feature inappropriate images or text (school will provide masks for students and staff if required).
- Posters will be used to promote some of the key safety messages such as hand washing, ‘catch it, bin it, kill it’ and social distancing.
- Students will have a daily assembly detailing important actions they need to stick to. This will include how they should act if they feel symptoms or if they have concerns related to others who have symptoms. There will also be written safety guidance for students and staff.
- Students will be able to access support for any pastoral, safeguarding or mental health issues.

## **School Cleaning**

Cleaning staff arrangements have been adapted so touch points can be cleansed in the course of the day, surfaces wiped etc. This will be in addition to the thorough cleaning that takes place at the end of each school day. We will follow the government guidelines if students or staff were to show symptoms of COVID-19. Students would be taken to a ‘medical room’ and family members contacted to pick their child up at the earliest opportunity. The larger nature of the new medical room arrangement will allow for increased social distancing and increased ventilation. This area of the school has its own toilet, so anyone with symptoms will not need to visit other parts of the school. If a situation arose where someone was displaying symptoms, the room would be deep cleaned following their departure, and an alternative venue used to look after or treat anyone needing first aid.

In circumstances where a child was displaying symptoms, we would expect families to apply for testing at the earliest opportunity through the government scheme, and to share results with the school as soon as they are received. In the event of a positive COVID-19 test result, and in line with the government guidance, students and staff within the ‘bubble’ that the student had worked in would be asked to self-isolate.

## **Educational provision**

The ‘face to face’ education that will be provided for Year 10 will concentrate on the three core subjects - English, Maths and Science - during the initial ‘face to face learning’ phase. A ‘review phase’ will last 2 weeks until Friday 26 June when we will decide whether we will be able to add a fourth session to encompass an ‘option subject’ lesson. Option subject teachers will continue to set online learning. The programme aims to provide key ‘face to face’ learning within an arrangement that follows the safety guidelines and reduces risk. We will adapt this arrangement, if needed or advised to by the government.

The sessions will aim to review learning that has taken place at home, use evidence from work submitted to address misunderstandings, and teach key concepts that the students will then continue to study at



home. There will also be wellbeing sessions to support students and provide advice and guidance at this challenging time.

We have attached a timetable for the day for year 10 parents and students. Please note that for the 'review phase' the school day will start at 8.45am and finish at 1.00pm.

## Travel

There are a number of points that I would like students, parents and carers to consider and act on regarding the journey to and from school.

- Students who walk to school should maintain social distancing (2 metres apart) and arrive through the front of the school. They should not 'group' or wait at the front of school. On arrival, they will wash their hands – portable sinks will be placed at the front of school and there will be markings so that those queueing can maintain 2m distancing.
- If students choose to arrive on bicycles, they must ensure they maintain distancing when securing their bikes in our shelters.
- Where possible, I would appreciate parents/carers bringing their child to school by car (accompanied by one adult only). I fully understand that this will not be possible in some cases, but where it is an option, the resulting lower numbers on buses will keep them even safer.
- Please use the sports centre car park. Students arriving via this car park will wash their hands – portable sinks will be placed at the rear entrance to the school site and there will be markings so that those queueing can maintain 2m distancing.
- Students arriving on buses will also enter the school site in this way. The reduced numbers attending school at this time and the careful planning of groups, means that social distancing on buses is possible as a maximum of four AVA students will be on any bus at any time. We are in contact with Suffolk transport to discuss safe travel on buses in relation to COVID-19.
- Students must, of course, wear face coverings if they are using buses.
- Parents/carers are not permitted on school site during this time.**

## Lunches and lunchtime

For phase 1 of our plans students will not be in school for lunchtime. There will no food available at morning break so we would advise students to bring snacks and a filled water bottle as all water fountains will be switched off on government advice. Students will spend their 'breaks' in outdoor spaces within their 'Pods' when weather permits. They will be supervised by staff and social distancing will be monitored.

## Other changes and information

With health and safety in mind, a decision has been made that students will no longer hand in mobile phones at reception. This will allow social distancing to be maintained between staff and students and avoid the potential for groups to gather. If students have phones on them, they should be turned off during the school day unless they are asked by a teacher to use them as part of their learning.

Our behaviour policy will still apply despite school being different. An addendum to our current policy will provide key points in relation to the current situation and has been attached for year 10 parents. At this time, it is more important than ever for students to follow staff instructions, and those who do not do this will be addressed in line with our policy.



I would like to draw all parents and students' attention to the following points:

- Any student who wilfully refuses to comply with the health and safety provisions in school or who deliberately puts others at risk, for example by spitting or by coughing on others, or deliberately refusing to maintain social distancing, will be excluded from attending this provision.
- Any student who does not follow the health and safety instructions and expectations of social distancing on buses, both in regard to drivers and other passengers, will have their right to travel suspended for a fixed period or until these conditions no longer exist.

All students attending school will be expected to wear full school uniform throughout this time.

We look forward to welcoming our Year 10 students back to school, and will do all we can to support their learning and wellbeing within an environment where safety will be a key focus. If you have any questions about our plans please feel free to contact me at school.

Yours Sincerely

Dan Mayhew  
Headteacher