



Dear parents and carers,

First, please let me thank you for your patience. Over the last few months, there has been considerable uncertainty over Year 10s returning to school. I have done my best to keep you fully up to date – but I appreciate it is frustrating when plans keep changing.

As you know, we had intended for students to return for one week out of every two. The government guidance released over half term limits us to no more than one quarter of Year 10s being in school each day, so this is no longer possible. Instead, we are opting for students to attend one half-day per week.

We have now allocated all students into pods of no more than 15. Each pod will attend lessons together, and students will not be permitted to mix with students outside their pod.

**You will have been emailed and sent a postal copy of this letter, which informs you which pod your child is in, and which days they should attend.**

I am confident that this regular contact will help students to stay motivated. I also think this is a better model than, for example, attending one week out of every four.

We will also be making appointments for students to come in for 1:1 meetings on Fridays, when they will meet with staff to review their progress in other subjects. Unfortunately, it is not possible for parents to join these meetings, but we will email you detailed feedback.

I appreciate you will have many questions about our provision, and what we are doing to minimise the risk of infection to your child. Attached to this email is an information pack, which contains more detailed information on our plans.

**It is important that you take the time to read this information pack in full.** It includes a contract, which you will be expected to sign and give to your child on their first day back. Unfortunately, students who return without this contract will not be permitted to return. We have posted a paper copy of this pack to you today.

I am very much looking forward to seeing Year 10 again. While the current situation is far from ideal, I am confident our plans will add to students' online learning. In the meantime, new content will continue to be taught via Google Classroom, so it is essential students continue working hard online.

Yours faithfully,

Patrick Farmbrough

Headteacher

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Mr Patrick Farmbrough, Headteacher

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## Information for Parents, Carers and Students on Returning to School

### Introduction

We understand that many parents, carers and students will have questions about returning to school, and what we will be doing to minimise the risk of infection from COVID-19. We have put together this pack to provide you with as much information as possible.

There is a contract on the final page. Students will only be allowed to return if you fill this in and they bring it in on their first day back.

Please note that this information pack is intended to answer questions parents might have. It is neither official guidance nor a school policy; links to these can be found in Section 8.

### 1. Returning to School

Current government guidance states that we should have no more than 25% of Year 10 attending on any day. Most children will therefore attend one day per week. Some students who are finding online learning particularly challenging may be asked to attend for a second day each week.

You can check which day your child is expected by referring to the letter which has been emailed and posted to you along with this document.

### 2. Provision for Students

We are starting with a limited provision. Online learning will remain our main way of teaching, but we hope providing some face to face contact in school will help students feel connected and motivated, and will give us the chance to supplement their online learning.

#### What lessons will students have on site?

- Students working onsite will have three lessons, from 09:00-12:10.
- On Monday-Thursday, these will be in English, Maths and Science.
- The lessons will be designed to build on the online learning students have been doing, by focusing on exam questions, dealing with misconceptions, and giving students feedback

#### What will happen on Fridays?

- On Fridays, we will be introducing Academic Review Meetings. We will book students in for 30 minute meetings, when they will meet with a senior teacher to review their progress in online learning, and set targets.
- We are exploring whether it would be possible for a family member to join these meetings, but if not, we will send you detailed feedback from the meeting.
- Additionally, those students who are struggling the most with online learning will be in school from 09:00-12:10 to complete supervised study.

#### Will there be additional provision for SEN students?

- We recognise that online learning is particularly problematic for those students with significant learning needs.

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- We will be inviting students in this category to come into school daily to receive help. Ms Price will contact eligible families directly.

### **Will online learning continue?**

- Students will still receive a full timetable of online learning.
- It is important that they continue to complete all lessons; online learning will remain our main method of teaching for the foreseeable future.
- It is important to note that we are now covering content online which students will be examined on in their GCSEs. It is unlikely we will be able to revisit this content when we return to school.
- If you are having any technical problems at home (lack of devices, lack of internet etc), we have some limited scope to support Year 10 students. Please email [support@hphigh.co.uk](mailto:support@hphigh.co.uk)

### **3. Daily Routine**

#### **What will the timetable be for the day?**

When students are in the school for the full day, their timetable will be as follows:

08:45-09:00	Arrival
09:00-09:55	Lesson 1
09:55-10:50	Lesson 2
10:50-11:15	Break
11:15-12:10	Lesson 3
12:10-12:20	Dismissal

When students are in for an Academic Review on a Friday, we will agree this time via telephone. They will be dismissed straight afterwards.

#### **What will happen when students arrive?**

- Students should arrive between 08:45 and 09:00, and come directly to the back gate (by the H block).
- We ask that parents do not leave their car if dropping students off.
- Students will be registered on arrival. We may choose to check student temperatures on arrival using an infra red thermometer (no physical contact will be involved)
- Students will be allocated into pods. This is a group of no more than 15 students, and students will remain with their pods for every day which they are present.
- Each pod will have its own area in the playground where they will assemble in the morning. They will be expected to socially distance while they do this.
- At 09:00, a whistle will be blown. Students will be expected to line up, standing on marked spots to ensure they adhere to social distancing.
- They will then be asked to enter their classroom, and to sanitise their hands as they enter (hand sanitising stations will be provided).
- They should then sit in the seat directed by their teacher.

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### **What will happen during break?**

- Students will have a 25 minute break between Lesson 2 and Lesson 3.
- During their break, they will need to remain in their pod's designated area. Students will be monitored to ensure they socially distance.
- Students will be permitted to go to the toilet in this time. We will use a strict one in one out policy to ensure that the toilets are not crowded.
- Students will be permitted to eat / drink any snacks they have brought from home. They will not be permitted to share food or drink.

### **What will happen at the end of the day?**

- Students will be dismissed between 12:10 and 12:20. We will slightly stagger these times to avoid all students walking through the gates at the same time.
- It is important students continue to socially distance once off the school premises, and make their way home immediately.
- If you are collecting your child, please remain in your car if driving. If on foot, please avoid clustering around the school gates.

### **Why is it a half-day?**

- We are initially being cautious with our provision. Serving lunch would present a significantly higher risk.
- Timetabling of lessons outside the core subjects is also problematic, as it would involve students moving between pods.
- Finally, it means we have time in the afternoon to carry out a full deep clean of rooms which have been used.
- As a result, we are starting with mornings only. We will review this later in the term and consider increasing to a full day per week for each student. If we do this, we would expect students to initially bring packed lunches.

### **What will happen for Academic Reviews?**

- Students should come to the main reception at the time indicated when they are invited
- They will be invited into the refectory, and to sanitise their hands as they enter.
- They will follow a one way system, and be directed where to sit.
- Each table will have a plastic screen dividing the students from the members of staff

### **Why have we gone for one day a week?**

- We considered several different models (e.g. students attending for one full week out of every four).
- However, we feel that one day a week will allow students to remain motivated, and for us to respond more quickly to their online learning.

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### How have pods been chosen?

- We have selected pods based on ability, so that students should be grouped with those of a similar ability, and who have covered similar amounts of content online.

### 4. Rules and Expectation

Our ability to minimise risks to students and staff depends on students being responsible at all times, and following all instructions immediately. It is therefore very important to be fully aware of the following.

#### What uniform and equipment should students have?

- Students should wear normal full school uniform
- At present, government advice is that face masks are not necessary in school. However, they should be worn if using public transport.
- Current NHS advice suggests that it is not necessary to wash uniform after a day in school – although you may wish to as part of your normal laundry cycle!
- Students should **not** bring equipment in. We will provide all the equipment they need each day.

#### What rules will apply in school?

- Our normal rules will continue to apply. Any disruptive behaviour will result in a student being removed from their lessons to work independently.
- In addition, any student who breaks rules put in place to ensure student and staff safety will be sent home immediately. Examples of unsafe behaviour include, but are not limited to:
  - Refusing to sit in designated seat
  - Refusing to stay an appropriate distance from staff or students
  - Refusing to wash hands when directed to do so
  - Leaving a pod's classroom or break area without permission

### 5. Attending School

At present, students are not required to attend school. It is your decision entirely whether they attend. Students who do not attend will be recorded as an authorised absence as long as you notify the school (see below).

#### What do I do if my child will not be attending?

- Please email [attendance@hphigh.co.uk](mailto:attendance@hphigh.co.uk) or call the school on 01452 301381 (between 08:00 and 09:30)
- Please note that if your child is expected to attend and does not, we will contact you to confirm that they are staying at home.

#### Can they attend on a different day?

- Unfortunately, this is not possible; we are required not to allow more than a quarter of the year group onsite each day.
- If students turn up on the wrong day, we will, unfortunately, have to send them straight home.

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## 6. Health and Safety

We have planned extensively to minimise the risk of any transmission of COVID-19.

### What can parents and carers do to help?

The single most important step is to not send a child into school if there is any risk that they might have COVID-19 symptoms, or have been in close contact with someone who displayed symptoms.

The most up to date guidance on isolation can be found here: <https://bit.ly/37evB9y>

We have also been asked to reinforce to parents the importance of speaking to children about social distancing. It is important that children understand that coming into close proximity with their friends, whether on the way to and from school, in the building, or indeed outside of school hours increases not just the risk to themselves, but to others whom they may infect.

### What will we be doing in school?

- Sanitation stations have been installed at the entrances to every classroom including hand sanitiser dispensers. Students will be expected to sanitise their hands every time they enter a classroom.
- We have increased the frequency of cleaning. Classrooms in use will be deep cleaned every afternoon.
- We have removed unnecessary loose items and all soft furnishings from areas being used
- Rooms will be well ventilated, with doors and windows remaining open whenever possible.
- We have placed students into pods, ensuring they only mix with a small number of people. Each pod has its own area for breaks, and its own classroom. See below for pictures of what this looks like.
- We will be limiting the number of students using toilets at any one time to reduce crowding
- We will ensure staff are on duty to monitor students throughout the day, including the monitoring of their adherence to the 2m social distancing requirement
- We will be promoting regular and thorough hand washing, including every time a student enters a classroom. We will ensure students are aware of the correct way to wash their hands.
- We will be promoting good respiratory hygiene by advertising the “catch it, bin it, kill it” approach throughout the school



Typical classroom layout



Typical break / assembly area

### What if a student becomes unwell?

- Staff will alert senior staff to attend and remove the student to the first aid area
- A trained first aid staff member will then assess the student
- If the student displays any COVID-19 symptoms, they will be sent home. We will contact you to arrange for them to be collected.

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- If a child is awaiting collection, they will be moved, to a room where they will be isolated behind a closed door, with an appropriate adult supervising if required. A window in the room will be opened for ventilation. If they need to go to the toilet while waiting to be collected, they will use a separate toilet. The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If the student is unwell with unrelated symptoms, we will follow our normal protocols
- If a student, regardless of symptoms, becomes seriously unwell, we will call an ambulance as normal
- PPE will be worn by staff carrying out first aid procedures where they cannot maintain a distance of 2m

## **7. Further Information**

This document is intended to assist parents, but it is neither formal guidance nor a school policy. These can be found here:

1. NHS Advice on COVID-19: <https://bit.ly/2Y2piFy>
2. Department for Education Advice on COVID-19 in schools: <https://bit.ly/30gu5Cd>
3. Holmleigh Park Health and Safety Policy: <https://bit.ly/3dHocC1> (See Appendix D)
4. Holmleigh Park Medical and First Aid Policy: <https://bit.ly/3dlwtFB> (See Appendix C)
5. Holmleigh Park Behaviour Policy: <https://bit.ly/3h4yfTC> (See Appendix A)

## **8. Next Steps for Parents**

If you intend for your child to return to school, please complete the form on the next page. Paper copies have been posted to all parents.

If you haven't received a paper copy and a few days have passed since receiving this via email, we will accept a handwritten note. It must include:

- All of the information requested on the form
- The following sentence, signed and dated by a parent/carer: *"I have read, understood, and agree to all the information provided by Holmleigh Park."*
- The same sentence, signed and dated by the student: *"I have read, understood, and agree to all the information provided by Holmleigh Park."*

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## Parental Consent to Return to School

Please complete and return the following form with your child when they come into school. Students without a completed form will not be permitted to attend school. If you are reading this online, please see section 8 on the previous page.

Student Name:	
Pod:	<i>This can be found on the letter you were sent:</i>
Parent Name:	
Phone number:	<i>Please provide your most up to date phone number for emergencies:</i>
Medical needs:	<i>Please outline any medical needs which your child has:</i>
How will your child travel to and from school at this time? Please tick one or more of the options	<input type="checkbox"/> Walk to/from school independently <input type="checkbox"/> Cycle to/from school independently <input type="checkbox"/> Using public transport independently <input type="checkbox"/> Collected/dropped off on foot by parent/family member <input type="checkbox"/> Collected/dropped off in car by parent/family member <input type="checkbox"/> Other: _____
<b>Parent:</b> please sign to confirm you have read, understood and agree to the information provided	
Date:	
<b>Student:</b> please sign to confirm you have read, understood and agree to the information provided	
Date:	

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