



Dear parents and carers of Year 12

I am writing to confirm our plans for Year 12. You may be aware that from Monday 15<sup>th</sup> June, secondary schools are permitted to invite Year 12 students in for limited face to face contact.

However, there are strict conditions attached to this – including a limit of no more than 25% of the year group attending at a time, and a requirement that students must always be in the same groups when they come in. These two requirements mean it is impossible for us to run “normal” lessons.

However, we’ve been listening carefully to your feedback, and we plan to improve Year 12’s online education in four key ways:

First, we will be introducing live online teaching from Monday 8<sup>th</sup> June. Students will be able to join a Google Meet with their teacher each period, and will therefore be able to discuss new topics, allowing teachers to better assess whether students are learning, and allowing students to ask questions and get more feedback.

We have taken a number of precautions to ensure that this is a safe way to teach, and more information can be found in our [Safeguarding Policy](#). We have also made clear our expectations for how to behave online, which can be found [here](#). Year 12 have been absolutely fantastic throughout this lockdown, so I’m confident they’ll take this new approach seriously. We have also slightly adjusted their timetables to make this work; these can be found [here](#).

Second, we will be inviting students to come into school for Academic Reviews. These will take the form of a 1:1 meeting with a member of the Sixth Form Team, where they will be discussing their progress with online learning and setting targets. These meetings will be taking place in the refectory, and under strict protocols to ensure social distancing. We will send detailed feedback home after each meeting.

Third, we will be inviting students to come in for occasional collapsed days. For example, we will invite students in, in small groups, to go through the UCAS and Apprenticeship application process. Again, we will follow rigorous social distancing protocols; students will be in small groups of no more than 15, and will be expected to adhere to rigorous rules regarding social distancing. I have also attached a guide to how we will maintain student safety onsite if you would like to know more.

I am confident that these changes will ensure that Year 12 continue to make excellent progress. I have been so impressed by the maturity, resilience and diligence they have shown so far; they have been, without question, the best year group in the school!

Yours faithfully,

Patrick Farmbrough

Headteacher

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Mr Patrick Farmbrough, Headteacher

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## **Information for Year 12 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 they bring a completed form with them when they return. Paper copies will be sent to you.

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 12 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. Most students will initially attend only for Academic Reviews and Collapsed Days. A small number of students will be invited to undertake supervised study in the Sixth Form Centre each day.

#### **What will happen in an Academic Review?**

- Students will be invited to come into the Refectory, for a 1:1 meeting with a member of the Sixth Form Team
- In this meeting, we will go through their online learning so far with them, and agree targets for the upcoming weeks

#### **What will happen in a Collapsed Day?**

- We will hold a small number of collapsed days, e.g. to support students with UCAS applications
- Students will come in and be placed in small pods – groups of no more than 15 students. They will not be permitted to move between pods.

#### **Will there be any other provision?**

- Due to the DfE guidelines, we will not be offering any face to face teaching at this stage
- We are inviting a very small number of students who are unable to learn effectively at home to come into school each day and do their work in the Sixth Form Study Centre.
- This group will not be permitted to mix with other students when they come in.

### **3. Daily Routine**

#### **What will the timetable be for the day (for a collapsed day or supervised study)?**

When students are in the school for the full day (either supervised study, or a collapsed day), their timetable will be as follows:

08:45-09:00	Arrival
09:00-09:55	Lesson 1
10:00-10:55	Lesson 2
11:00-11:55	Lesson 3
12:00-12:55	Lesson 4
12:55-13:10	Dismissal

*(Note: any students who do Chemistry will be able to stay until 13:55, as live chemistry lessons take place from 13:00-13:55).*

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

#### **What will happen when students arrive (for a collapsed day or supervised study)?**

- Students should arrive between 08:45 and 09:00, and come directly to the front gate (by the D 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)
- 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.

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

- Students will be dismissed between 12:55 and 13:10. 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.
- As a result, we are starting with mornings only.

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

- Students should come to the main reception.
- 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

#### **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 Sixth Form Business Dress
- 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 the sessions they are invited to. Students who do not attend will be recorded as an authorised absence as long as you notify the school (see below).

#### **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
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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.
- 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/2Y2pjFy>
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."*

## 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 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:	