



## Information for Year 10

Wednesday 20<sup>th</sup> May 2020

Dear Year 10 Parents and Pupils,

I am now in a position to outline our plans, **should** we extend our opening next half term to children in Years R, 1, and 6, and provide some face to face support for Years 10 and 12, as per the Government guidance.

It is very important to emphasise that I am still not able to guarantee that this extended opening will occur before the summer holidays. This is dependent on the following factors:

- Confirmation from the Government that the national picture is such that extended opening of schools can begin. This will be no earlier than 1<sup>st</sup> June, and we have been advised that the earliest we will know if 1<sup>st</sup> June has become a confirmed date is 28<sup>th</sup> May.
- Final assessment from myself and the Governing Body as to whether we are able to safely execute our risk assessment in order to maximise the safety and welfare of all pupils and staff. Please note that this assessment will not simply result in a yes or no to extended opening; it may be that we are able to open to these year groups but at a slightly delayed date to that announced by the Government.
- At the point at which a date is confirmed by the Government, a final audit of staffing levels to ensure that, based on the indicated numbers of pupils returning through a survey of parents, we can execute the plans safely. I have obviously already audited staffing very carefully and our proposed plans are based around this current knowledge, but this can alter due to different people needing to self-isolate at different times.

A huge part of our planning relies on us having a clear understanding of how many pupils are likely to return in these year groups, should we reopen to them. Therefore, after reading this letter, please can we ask that you complete a very [important survey via this link](#). It is very important that as many people as possible complete this by **10am on Monday 25th May** please. If you can complete this even sooner we would be very grateful, although we understand that there is a lot of information to digest.

**For ease, the following information is for Year 10 specifically, as there are differences in the plans for each year group. Therefore, if you have more than one child at CFS, please do read carefully each letter you have been sent.** For your information, all the letters can be found in the 'Coronavirus Update' section of the CFS website.

**The following answers assume that all the factors above have resulted in CFS extending its opening to your child's year group next half term, with the start date to be confirmed.** These plans are also subject to change depending on the evolving national picture and guidance.

## The Logistics

### 1. Will all four year groups start back together on the same day?

No. We will be staggering the return of these four year groups, to enable us to focus properly on implementing the correct 'hub' environment for each phase in turn. Years R and 1 will return first. This will be on a Wednesday in the first week of opening, to give time for the teaching staff to prepare the revised physical spaces in the building for your children at the start of that week. **Years 6 and 10 will return in the following week on the Monday.**

### 2. When will my child be in school?

As per the Government guidance, our intention is to give Year 10 'some face to face contact' to support their continued remote learning. Therefore, each Year 10 child will only be invited in on **one day a week. 10 Aquila on a Monday, 10 Noctua on a Tuesday, 10 Pegasus on a Thursday and 10 Phoenix on a Friday.** For safety at drop off and pick up, we need to stagger the start and end of the day for each year group and vary the locations pupils will enter and exit the School. **Year 10's day will begin at 11.30am. The day will finish at 3.30pm.**

### 3. How will drop off and pick up work?

It is very important that the times outlined in Question 2 are noted carefully, as **it will not be possible to accommodate pupils earlier in the morning or later in the afternoon.** Parents will need to plan arrival times to the School site very carefully to ensure no cross over with parents from other year groups, so that we can enable social distancing measures at drop off and pick up. Before any extended opening, **we will be issuing a Parental Protocol** for dropping off and picking up your child at the gate to ensure everyone's safety.

**Pupils should enter and exit the site via the staff gate (in the staff carpark),** where they will be met by their teacher and where they will be asked to use hand sanitiser on entrance. Again, the protocol will outline how social distancing between you as parents should also be maintained at this time.

We understand that many pupils will be making their own way to and from school. We would implore you to encourage your child to adhere to all Government guidance regarding social distancing on public transport, or if walking/cycling.

### 4. What if I have children arriving and leaving at different times?

If you have a child in more than one year group that is returning, or another child in the childcare provision, different times will have been outlined to you in those respective letters. We appreciate these different times will make things tricky for you, but staggering the day is the only way we can comply with the necessary health and safety guidance. If preferred, you may bring all your children at the **latest** arrival time. Or, if coming by car, you may prefer to drop each off at the right time and wait in the car in between. **For departure, each child will need to be collected at their respective allocated time,** with you waiting outside the school for the next exit time. We are unable to get pupils out of classrooms earlier than the rest of their year group as this would result in mixing with other groups of children.

### 5. Where will my child be based?

Your child will be in one of the Secondary Science classrooms.

### 6. Which pupils and teacher/s will my child be with? Will I be able to make any requests?

Each day, we will be forming two groups of Year 10 pupils of a maximum of 15 pupils in each. Your child's tutor will be devising these groups based on those attending and their knowledge of the pupils. I am afraid we will be unable

to take requests for which group your child will be in, but please be assured that we will have the best interests of your child – educationally and socially – at heart in any decisions we make. Each group will have one teacher with them in the morning and one teacher in the afternoon, who will not have been with any other group of pupils. This format allows us to create ‘hubs’ of pupils and adults. This is to minimise how much each individual is mixing with others. It also means that, should there be a case of Coronavirus in school, we will be able to very easily identify who will have been in the same area as that person and which areas will need urgent deep cleaning. **Your child is unlikely to be with any of their normal subject teachers.**

## Your Child's Day

### **1. What lessons will my child be doing?**

We will not be able to deliver the full curriculum in school, but this will continue through the remote learning. In school your child will receive maths support from a specialist teacher in the morning, as well as time to explore and ask for guidance on any of their remote learning in other subjects. In the afternoon English support will be delivered by a specialist teacher. Further maths and English work will still be part of the remote learning timetable.

### **2. What happens at lunchtime? Will they be able to mix with the other groups of children?**

Pupils will have their lunch in their classrooms before going outside (weather permitting). One group will be on the Food Tech playground, the other in the courtyard. **Pupils will not be able to mix outside of their hub, even at break time. We will be minimising contact between pupils at break time as much as is humanly possible, and no team games will take place.** We understand how worrying this might be for parents – and we will do everything in our power to find a balance between protecting your child's physical health by limiting contact with others, and protecting their mental wellbeing by allowed them some interaction with their friends.

A cold lunch will be provided for children eligible for Free School Meals only due to very limited provision available from our caterers. Otherwise, please send your child in with a packed lunch in a cleanable lunchbox.

### **3. Will there be any behaviour, SEN or pastoral support?**

Before your child returns to school we will ask you to sign a home school agreement outlining our expectations of their behaviour in these unusual circumstances. As well as the adults in the room, a member of the Senior Leadership team will always be close by, as well as adults able to offer behaviour, pastoral and SEN support where needed. In situations where your child's immediate safety or wellbeing requires some interaction with another adult outside of their hub, we will of course allow this, logging any interactions carefully.

## Safety

### **1. What other safety measures have you put in place? Will you be enforcing social distancing?**

There is a huge amount that has gone into ensuring that we both minimise risk and maximise the safety of all of your children, as well as the adults in school. As well as the hubs, staggered start times, limited resources etc, pupils will be sat in classrooms 2 metres apart, to help them to socially distance in the room itself. Staff will also remain in hubs themselves, even when they are not with their classes, and not be mixing with any of the teachers with other year groups.

We have increased our cleaning workforce who will be on site every afternoon to prepare for the next day, with a deeper clean on a Wednesday. We will also have a cleaner on site during the day to deal with any emergencies.

**Social distancing will be enforced as much as possible**, but we are not naïve about how difficult this will be, especially during breaktimes, and it is important that we are all honest and open about that.

**Thorough hand washing will be mapped into the daily schedule**, and always when pupils are entering and exiting the classrooms. Pupils will use specific toilets for each hub and supervised use of hand sanitiser, which we have been able to source, will occur where appropriate.

## **2. Will I be able to see CFS's new risk assessment?**

Yes. This will be sent out to all parents should myself and the Governing Body decide we are extending our opening, before you would be sending your back into school. It will also be posted on our website and shared with the Local Authority. I hasten to add that a first draft has already been developed - I would not be writing to you with this level of detail if it hadn't. But it needs ratifying, and testing in school very carefully – this will all happen before we make a final decision about opening for Year 10, and therefore before you have to make a final decision about whether or not your child will be returning this term.

## **3. What happens if there is case of Covid-19 at the School?**

If a pupil has suspected symptoms we will contact home immediately and ask you to pick them up. In the meantime, they will be separated from other pupils to minimise risk. We will contact Public Health either with a suspected or confirmed case in school, from either a member of staff or pupil. Whilst we will be advised by Public Health on either situation, a confirmed case will result in at least the people in that hub needing to self-isolate and an emergency deep clean happening in the areas of the School affected. Public Health may recommend a wider school closure.

## **4. What will happen if the situation changes e.g. the national picture changes dramatically, staffing levels fall, or the School is asked to open to more year groups?**

We will need to take each change one by one, and respond accordingly.

## **5. Will there be Senior Leaders, a Designated Safeguarding Lead, and First Aiders on site at all times?**

We will always have a senior member of the Senior Leadership Team on site near your child's classrooms, as well as a Designated Safeguarding Lead and First Aider in school. A SENCo will also always be on site or on call.

## **6. Can you guarantee my child's safety?**

All normal safeguarding measures will be in place for your child's safety, as if this was a 'normal' day at school. Can I guarantee that they will not catch Coronavirus due to being in school? Of course not. But everything we will put in place will maximise the safety of your child to the highest possible level in the current circumstances. I reiterate, we will not extend the opening of the school to your child's year group unless we feel we can execute the risk assessment properly, in order to minimise any risk to your child. But this is unknown territory for us all, and we will continue to liaise with external agencies, health experts and the Government to refine our practices as necessary.

## Attendance

### 1. Do I have to send my child back to school next half term?

No. This is entirely your choice, and **no fines will be issued** if you choose not to send your child back before the summer holidays (this will be reviewed in September depending on the emerging situation). I can both understand why you would want to send your child back and why you may not, and I wholly respect your decision either way. As I have said previously, no one has the right to judge you for the decision you make. However, it is important to note that the Government are actively encouraging all Year 10 parents to send their child back for some 'face to face support' if schools extend their opening next half term.

### 2. What happens if they are ill?

If you have told us that your child is not coming back this half term, we will not need to hear from you each week. However, if your child is returning but is then unwell, the same absence procedures as normal will apply. We would ask you please, for everyone's safety, to be very honest with us if your child has any symptoms that could be linked to Coronavirus. **Due to the hubs, your child would not be able to come in on a different day to the one allocated to them on the timetable.**

## Practicalities

### 1. Does my child have to wear uniform?

Yes, we want to provide some sense of normality. If your child has grown out of their current uniform and you are unable to purchase any more at present then we ask that they are as smart as possible. If you have already purchased new black trousers or skirts for next year, these can now be worn.

### 2. What can/should they bring with them?

Please send them in with as little as possible – just their lunch, a water bottle that you can clean at the end of each day, a coat, and basic stationery and their iPad if they own one. **We will not be able to provide pupils with pens and pencils, as these can't be shared due to current safety guidance, so it is essential they have their own.**

### 3. Can they wear face coverings?

No, the national guidance is very clear that face coverings can actually increase the risk of infection if not worn and dealt with in a very specific way, and we do not feel that this can be monitored closely enough.

### 4. Does this mean that calendar events will begin again?

At the moment, no. The restrictions in place mean it will be very difficult to deliver anything other than the daily curriculum outlined and, at present, this means that there will be no communal events such as Sports Day this year. Obviously, we will respond to national changes as appropriate.

### 5. Will I be able to come into school?

Only into the areas specified for collecting your child, and only in line with the Parental Protocol. **Neither Primary Reception or main reception will be open to parents**, and you will need to continue using email and phone to contact us please.

## **Other Provision**

### **1. Will English and Maths remote learning be provided for my child if I choose not to send them back this term?**

Yes, alongside all other subjects as before. We respect that you may not feel able to send your child back yet, and we want to continue to support all children at home as much as possible.

### **2. Are you offering Wrap Around Care?**

No, we are unable to extend our provision beyond the times outlined due to the need to keep pupils in hubs and carry out extensive cleaning each night.

### **3. Can my child go to the childcare provision instead?**

Not on the day they have been invited into school. We are expecting an increase in the need for childcare from the year groups that are not yet able to return to school.

## **And finally, what happens now?**

We will be in touch as soon as possible once the factors outlined at the start of this letter have been addressed. We are obviously constrained by the timings of any further announcements from the Government. What I have outlined to you is what school should look like if we extend its opening to your child this term. Hopefully this has given you enough information to complete the [survey](#) to give us an indication of numbers. However, in the same way we are not able to make all decisions yet, we do understand that your mind may alter as the national picture develops and once you receive our full risk assessment.

**If you have any queries about how the school may function, that have not been addressed here, please direct these to Mrs Tulley (Head of Year 10) in the first instance via [htulley@chichesterfreeschool.org.uk](mailto:htulley@chichesterfreeschool.org.uk).** She will liaise with myself or is there is anything she is unable to answer.

As ever, I thank you for your continued support, patience and understanding in these testing times. What I have outlined to you is not how I ever envisaged or wanted a school experience to be. But these measures are absolutely necessary at present, and we will continue to do everything we can to support the mental, physical and educational wellbeing of the whole school community whether they are in or out of the building.

Kind regards,

**Mrs Louise New**

**Principal**