



CARLETON HIGH SCHOOL

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Dear Parents/Carers

I hope this letter finds you and your families safe and well. As you will recall from my previous letter dated 26 May, we were awaiting further guidance on how we can implement in school support for year 10. We have received the guidance which indicates we can start sessions from **Monday, 15 June**. We have had time to work through the guidance in detail and I am now in a position to outline our intentions. These plans will be presented to our Trustees on Monday, 8 June for final approval. As previously stated, the safety of our pupils, their families and staff is paramount, and this has been the key focus of our planning. The secondary guidance can be found here:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

The main principles of the guidance are ensuring social distancing rules are always adhered to, maintain consistent small groups where possible, only invite 25% of the year group in on any one day and remote learning should continue as the main form of learning. We have focused on ensuring that we can provide as much 'face-to-face' contact time with our pupils as is possible, whilst adhering to the requirements of social distancing and ensuring the safety of all.

Year 10 Face-to-face Sessions

From Monday, 15 June we will be offering face-to-face lessons in school for 25% of the year 10 cohort each day. This will allow pupils to access lessons with subject specialists in their core subjects (English, Maths and Science). It is then our intention to offer teacher-pupil consultations on Fridays for wider subjects. **The detail for this you will find in our 'Return to School Handbook' which is available with this letter.**

Thank you for completing the survey we made available over Easter whereby you were asked to indicate whether you would be sending your child back to school. We are now asking parents/carers to complete a similar survey to sign up to these sessions. It is crucial for us to know exactly which pupils will be attending. Please can all parents/carers of Y10 pupils complete the survey by **no later than 4pm on Monday, 8 June** <https://www.surveymonkey.co.uk/r/XBFYHJG>.

Please understand that if you don't sign up in this window, then you will be required to give two working days notice if you would like to sign up. Following final sign up and approval from the Trust board, we will write to all parents and carers with further details next Friday with the view to starting sessions the following week.

Home Learning

In addition to the face-to-face contact Year 10 pupils will receive from Monday, 15 June, we will also be offering '**live online lessons**' from Monday, 8 June for all year groups. These will allow pupils to engage with their teachers directly. More details will be communicated in separate correspondence and be made available on the school website. Initially, there will be a 'light' timetable for week commencing Monday, 8 June to allow a smooth transition to this new way of learning, before a full timetable commencing from Monday, 15 June.

Yours faithfully,

Mrs J Cross

Head of School

How we ensure safety at the start and end of the school day

- Every day there will only be a maximum of 45 pupils arriving at the start of the day and leaving at the end of the day.
- Every day there will be three groups of pupils. Group one will enter and leave the site through the staff car park, group two will enter and leave the site through the pupil entrance, and group three will enter and leave the site through the visitor car park. This will ensure there are not a large numbers of pupils in any given area.
- Pupils should arrive at school no earlier than 8:50 am.
- When pupils arrive, they should enter the site through their allocated entry point. A member of SLT will meet pupils and help them to remain socially distant whilst moving to their registration area.
- Pupils arriving by car should be dropped off at their entry point; staff car park, pupil entrance or visitor car park.
- All designated registration areas will have floor markings to assist in ensuring pupils adhere to social distancing. Pupils should follow these markings at all times.
- Once told to do so, pupils should make their way to their designated classroom, following the markings on the floor outside their assigned teaching block so that they remain socially distant at all times. Teaching staff will be in the classrooms awaiting their arrival.
- Upon entering their assigned teaching block, there will be a hand sanitiser station and all pupils will be required to sanitise their hands prior to entering their classroom.
- Pupils will be dismissed one classroom at a time starting at 2:50pm. Pupils will leave through their allocated entry/exit point (staff car park, pupil entrance, visitor car park). Pupils should remain socially distant at all times.
- Parents/carers wishing to collect their child by car may do so at the appropriate exit point.
- Pupils who walk to and from school are asked to be mindful of social distancing guidance when moving through the local community. Pupils who do not adhere to the government guidance will be asked not to attend and continue with remote learning.



How we are ensuring classrooms are safe learning environments?

- Pupils will be in groups of no more than 15 to ensure social distancing is maintained inside the classroom.
- Pupils will stay in the same classroom to minimise movement. Within that classroom, each pupil will have their own desk, their own equipment and their own exercise books to ensure that pupils do not need to move or borrow equipment. Equipment and books should be left on the pupil's desk at the end of the day and not taken home.
- Teachers will remain behind a line marking two meter distance at the front of the classroom.
- Hand sanitiser is available in each classroom and the classroom will be cleaned prior to learning taking place.



How we are ensuring good hygiene?

- A deep clean of each classroom will take place prior to pupils being in their classroom.
- In addition classrooms will be cleaned during lunch time when pupils are in a different designated area.
- All doors will be propped open with a door wedge to prevent pupils having to touch handles to open and close doors.
- There are hand sanitiser stations upon entry to each teaching block. All pupils and staff will sanitise their hands prior to entering the classroom.
- The keyboard and mouse will be cleaned prior to each different lesson starting.

What medical welfare and first aid arrangements are in place?

- Pupils who are required to take medication will be asked to attend the medical room by themselves at the appropriate time. They will be supervised by a Student Liaison Officer.
- Pupils should not attend the medical room for any other reason.
- In cases of emergency or where pupils are feeling unwell, they will be escorted to the medical room by a Student Liaison Officer who is a first aider and they will carry out an initial assessment using full PPE (Personal Protective Equipment).
- Pupils who display any symptoms of COVID-19 will be sent home following collection by parents/carers and asked to self-isolate for 14 days.

What are the school's corridor expectations?

- A Student Liaison Officer will be available on the corridors of the teaching blocks being used at all times during the day to facilitate the safe movement of pupils and to support teaching staff where necessary.
- All pupils should follow social distancing guidelines by following the markings on the floor that are spaced every two meters. These markings are present throughout the teaching blocks being used for lessons and should be adhered to at all times.



What are the arrangements for break and lunch times?

- Only pupils who are being taught in the same group will have break and lunch together. This will be a maximum of fifteen pupils.
- At break, pupils will remain in their classroom. This will reduce pupil movement and pupils mixing with other pupils. If pupils require a snack or drink at break, they must bring their own.
- At lunch, pupils will eat outside in a designated outdoor area unless the weather is poor. Pupils are required to bring a packed lunch or will be provided with a grab bag. There will be additional seating in each outdoor area and chairs will be placed two metres apart. Pupils will be assigned an outdoor chair to sit on, this will ensure pupils are socially distanced at all times. If the weather is poor, pupils will eat in a different designated indoor space. This will allow the classroom to still be cleaned over lunch.
- Pupils will be able to go to the toilet and wash their hands at break and lunch. There will be supervision and only one person from each group will be allowed to go to the toilet at once.
- Pupils will remain seated during break and lunch time, only standing up when they are requested to do so.
- After lunch, pupils will have their afternoon register taken and then return to their classroom. Pupils will line up outside the designated teaching block following the markings on the floor, they will then enter the building and use the hand sanitiser station to sanitise their hands prior to entering the classroom.



What toilets and hand washing facilities are available?

- All pupils will be allowed to go to the toilet.
- Pupils should only use the toilets on their corridor, and only one pupil per group will be allowed to go to the toilet at any given time.
- Designated hand washing stations will be available on each entry point to the teaching blocks being used.



Timetable and Learning Opportunities

- Pupils will stay in the same classroom for all lessons and only leave at lunch time (weather permitting). This will minimise pupil movement around the building and enable social distancing. Pupils will also be in class groups of no more than 15.
- Pupils will be allocated to one of 12 groups (Monday A1-3), (Tuesday B1-3), (Wednesday C1-C3) and Thursday (D1-D3). They will be required to attend one day Monday to Thursday for their lessons (see timetable below).
- On their allocated day, pupils will study three subjects with a subject specialist. These will be the core subjects which they will be studying in Year 11; English, Maths and Science. Each lesson will be 1hr 40 minutes. These lessons are an opportunity to review learning that has taken place at home, go over important key knowledge, introduce new knowledge and offer support for the work that pupils will be doing whilst not in school.
- When pupils are not in school, they will continue with their home learning which is set on Show My Homework every Sunday for the following week.
- The school day will start at 8.50 am for registration and end at 2.50pm.

Behaviour for Learning Policy

BFL Annex during Covid June 2020

Introduction

Subsequent to the COVID pandemic, national lock down, and following government guidance, we are able to implement face to face sessions with year 10 starting from Monday, 15 June, alongside continuing to offer daily provision for pupils of key workers and pupils identified as vulnerable. We have been given clear guidance on processes and procedures that need to be followed in schools in order to keep staff, pupils, their families and the community safe. This guidance includes following social distancing rules as practically as possible, whilst ensuring strict hygiene measures are in place. This will mean changes in the expectations of pupils so it is important these are made clear, and our BFL policy is adapted in line with those expectations.

The school will operate under its normal Behaviour for Learning (BFL) policy, with some adaptations and certain expectations outlined below. **'Any pupil who commits a serious or persistent breach of the new COVID-19 protection rules may be sanctioned by the head using the full range of sanctions available, dependent on the seriousness of the breach, up to and including, in extreme cases, permanent exclusion.'**

These adaptations are in place to ensure the safety of pupils, staff and the community.

Consequence system

There will be an adjustment to the schools BFL policy during this period, however, the consequence system will remain in place for each lesson. For students given a C1 or C2, normal rules will apply and this will be dealt with by the SLO on site or member of SLT where appropriate. There will be no detentions if a student is given a 'C3', however, if a student accumulates C3 sanctions on a regular basis, or more than one red card, their face to face provision will be withdrawn, potentially indefinitely. If a student receives a red card on a particular day, their face to face provision will be withdrawn for that day and they will be sent home. The consequence system will be split into the separate sessions that pupils receive similar to how it operates from lesson to lesson.

Hygiene

Pupils will be asked to wash their hands and use sanitiser at regular intervals throughout the day. This is essential in preventing the potential spread of the virus. Pupils will be asked to use sanitiser or wash their hands more often than normal and for 20 seconds each time with warm water and soap. Refusal to comply when asked will result in serious sanctions for pupils and may result in provision being withdrawn.

Socialising

We are following the government guidelines on social distancing at all times. Pupils will be taught the importance of social distancing and to remain a safe distance apart from each other (in the classroom and during breaks and lunch). Class sizes are limited to 15 pupils. This class will form an isolated 'social bubble' during the course of the

school day. Public Health England (PHE) make it clear that if schools apply this strategy with regular hand washing, good hygiene and cleaning measures, then the risk of transmission will be lowered. Desks will be spaced 2 metres apart in each classroom. Brief transitional contact whilst passing each other is considered low risk.

Pupils will only be allowed into a designated toilet one at a time and will be escorted there and reminded to wash their hands. They will be encouraged to use the toilet when they need it rather than wait for breaks and lunch times to avoid queues. As with the hygiene rules, if pupils don't follow the rules the provision could and will be removed. If it is brought to the schools attention that pupils are not following government advice on social distancing rules outside of school we reserve the right to withdraw the provision.

Equipment

Pupils will not be allowed to bring in items from home unless this is sanctioned or they are advised otherwise. Within their allocated classroom, each student will have their own desk, their own equipment and their own exercise books to ensure that they do not need to move or borrow equipment. Any student that does not follow the expectations regarding use of equipment or social distancing in the classroom could be sent home or have their provision withdrawn.

Pupils with SEND and/or an EHCP

All pupils who fall into these categories and who are attending provision will have an updated risk assessment carried out to ensure that all measures are being followed to keep everyone safe while supporting these pupils to learn.