



CARLETON HIGH SCHOOL

12 June 2020

Dear Parents and Carers,

Following my communication on Friday, 5 June, many thanks to those parents that completed the online questionnaire and signed up to the year 10 in-school sessions. I can now provide those parents that signed up to these sessions with more details.

The Pontefract Academies Trust Board met on Monday, 8 June to ratify our plans to begin these sessions from Monday, 15 June in line with Government guidance. As you are aware from the regular updates from our CEO, Julian Appleyard OBE, risk assessments have also been validated by external health and safety consultants. The Board is assured that risks have been carefully assessed and actively controlled in our planning. We can now look forward to welcoming back some of our year 10 pupils next week.

What we are offering is the maximum amount of face to face time we can offer within the guidelines we have to work within. Currently these sessions are purely to supplement remote learning. The staff at Carleton High School are very much looking forward to welcoming back some of our year 10 pupils. I've re-attached an updated version of the parent/pupil guidance that we sent out last week, and outlined below any additional information we feel that you need to be aware of.

Which group is my child in?

Pupils who will be attending have been split into 12 groups, each attending on one day Mon-Thursday. This will be a total of five days from now until we break up for summer. They will also attend a 1hr 30min session one Friday between now and the end of term. **You will receive a text which indicates which group your child is in today.** Please use your allocated group number and the enclosed '**Group Timetable**' to identify the dates and times etc. you are expected to attend school.

Entering and leaving the School

Pupils should arrive at school at the times stated, they will be welcomed by staff and pointed in the right direction for their group. They will line up on markers two metres apart outside the teaching block where their classroom is and will be registered before they are escorted inside. At the end of the school day, pupils will be required to continue to follow social distancing guidance and will be supervised as they leave school.

For all parents/carers

Parents/carers are reminded that they will not be able to enter the School reception area or arrange meetings in school at this time. If you wish to speak to a member of staff, please ring school on 01977 781555 and we will make arrangements to return your call. We will only be accepting cashless payments for items you may need to purchase. We respectfully ask you to observe the social distancing measures we have put in place and work with staff to ensure that the health and safety measures implemented are strictly adhered to. Please keep checking the School website for updates.

Carleton High School

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Carleton

Pontefract

West Yorkshire

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T: 01977 781555

W: carletonhigh.patrust.org.uk

E: admin@carletonhigh.patrust.org.uk

A Parental Code of Conduct is available on the school website which outlines expected behaviour from parents/carers and includes social distancing and infection control expectations.

Travelling to and from school

Pupils are encouraged to walk or cycle to school where possible. For those families that travel to school by car, no pupils from other families/households should share that mode of transport. In addition, only immediate family members that share a household with a pupil should drop them off and collect them from school. Pupils are advised to avoid the use of public transport but if they need to use it they should follow government guidance and wear a face mask.

Breaks and lunches

Pupils can either bring their own packed lunch or we will provide them with one free of charge. We ask parents/carers to provide packed lunches in disposal bags that can be easily disposed of and removed at the end of the lunch breaks. Lunchboxes will not be allowed in school. Bottled water will be supplied to all pupils throughout the day as they will not be allowed to fill their water bottles from the water fountains in school. Pupils will eat their lunch outside wherever possible and will have a short break in their classroom between teaching sessions.

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 wash their hands more often than normal and for 20 seconds each time with warm water and soap.

Pupils will be asked to wash/sanitise their hands;

- On entry
- Before and after using toilet facilities
- Before and after lunch
- After sneezing or coughing
- Before they leave to go home at the end of their day

Staff will reinforce the use of tissues and what to do if a pupil needs to sneeze or cough. The school will operate a “*catch it, bin it, kill it*” mantra for tissue use. Pupils will also be asked to avoid touching their mouth, nose and eyes with their hands. Staff are very aware of the symptoms of Coronavirus and pupils will be encouraged to tell an adult if they feel unwell. Staff will reinforce what the symptoms of the virus are and maintain visual health checks on all the pupils in their classes.

What happens if a pupil or staff member develops symptoms whilst at school?

When a child or staff member develops symptoms compatible with Coronavirus, they will be sent home and advised to self-isolate for seven days. Their fellow household members should self-isolate for 14 days. Tests are available now to everyone if they display symptoms of Coronavirus, and it is strongly recommended for infection control that a test is taken and the school is informed of the result if your child tests positive. If the test is negative, your child can return to school and the household can stop self-isolation. For further information on testing please follow this link:

[https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested.](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)

Where a pupil or staff member tests positive, the rest of their social group (class) will be sent home and advised to self-isolate for 14 days. The other household members of that class do not need to self-isolate unless the child(ren) they live with subsequently develop symptoms. In this case, the child would be tested too.

All parents/carers of pupils attending Carleton High School must phone the school to report if their child has developed symptoms of Coronavirus. The number to call is 01977 781555. It is important you call to advise school of all absences to enable the strict infection control procedures the school has in place to operate.

Behaviour for Learning

Teachers are committed to making these sessions a really positive experience and are looking forward to interacting with their pupils face to face, as I'm sure pupils are too. It is crucial that these sessions are conducted in a safe and calm environment. We have made some adjustments to our BFL policy, and it's important that you're aware that if a pupil commits serious or persistent breaches of the adapted expectations regarding behaviour, they may be sanctioned by the Head of School using the full range of sanctions available. Changes to the Behaviour for Learning Policy in light of the Coronavirus pandemic are included in Appendix 7 of the Secondary Behaviour for Learning Policy available on the school website.

Equipment

Pupils will not be allowed to bring in items from home unless authorised. School will provide all necessary classroom equipment for pupils including pencil cases, pencils, rulers, pens, copy books and reading books. These will be left at individual desks allocated to pupils. They will not be allowed to share classroom equipment and must ask an adult if they need replacements. Staff will monitor classroom equipment throughout each day.

Notification period

Two working days notice is required for parents/carers who wish for their child(ren) to start these sessions, but hadn't originally signed up. This allows us to carefully integrate pupils into the most appropriate group.

Finally, I am fully aware that this is a long and comprehensive communication with a lot for our families to think about. School in this interim period will be a different place. We ask you to support us during this time and help your child(ren) adjust to coming back to school as best you can.

If you have any queries or questions, please do not hesitate to get in touch via email at: admin@carletonhigh.patrust.org.uk.

Yours faithfully,



Mrs J Cross
Head of School

GROUP TIMETABLE

As stated above, you will receive a text message today stating which group your child is in. The group number will be one of the following; A1,A2,A3,B1,B2,B3,C1,C2,C3,D1,D2 or D3. Please use your allocated group number and the enclosed 'Group Timetable' below to identify the dates and times e.t.c. you are expected to attend school For example, if you received a text stating you are in group 'B3' you would refer to the information highlighted in yellow. If you received a text stating you are in group 'D3' you would refer to the information highlighted in pink, and so on.

	GROUP NUMBERS											
	A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3
Weekly day in school for English, Maths and Science lessons	Monday	Monday	Monday	Tuesday	Tuesday	Tuesday	Wednesday	Wednesday	Wednesday	Thursday	Thursday	Thursday
Entry/Exit designated area	Staff Carpark	Visitor Entrance	Pupil Entrance	Staff Carpark	Visitor Carpark	Pupil entrance	Staff Carpark	Pupil entrance	Visitor Carpark	Staff Carpark	Pupil entrance	Visitor Carpark
Classroom	LAB 1	LAB 2	LAB 4	AS2	AS1	DC1	LAB 3	LAB 5	LAB 7	FT1	FT2	ALAMO SUITE
Registration (8.50am - 9.00am)	Staff Carpark	Visitor Entrance	Pupil Entrance	Staff Carpark	Visitor Carpark	Pupil Entrance	Staff Carpark	Pupil entrance	Visitor Carpark	Staff Carpark	Pupil entrance	Visitor Carpark
Lesson 1 (9.05am- 10.45am)	English	Maths	Science	English	Maths	Science	English	Maths	Science	English	Maths	Science
Break (10.45am-11.00am)												
Lesson 2 (11.00am- 12.40pm)	Maths	Science	English	Maths	Science	English	Maths	Science	English	Maths	Science	English
Lunch (12.40pm- 1.10pm)												
Lesson 3 (1.10pm-2.50pm)	Science	English	Maths	Science	English	Maths	Science	English	Maths	Science	English	Maths
Friday 'face to face' meetings with option teachers- Date	Friday 19 June	Friday 19 June	Friday 19 June	Friday 26 June	Friday 26 June	Friday 26 June	Friday 3 July	Friday 3 July	Friday 3 July	Friday 10 July	Friday 10 July	Friday 10 July
Friday 'face to face' meetings with option teachers- Registration information	8.50-9.00 At staff carpark	10.40-10.50 At visitor carpark	12.55-1.05 At pupil entrance	8.50-9.00 At staff carpark	10.40-10.50 At visitor carpark	12.55-1.05 At pupil entrance	8.50-9.00 At staff carpark	10.40-10.50 At pupil entrance	12.55-1.05 At visitor entrance	8.50-9.00 At staff carpark	10.40-10.50 At pupil entrance	12.55-1.05 At visitor entrance
Friday 'face to face' meetings with option teachers- session time	9.05-10.35 In the sports hall	10.55-12.25 In the sports hall	1.10- 2.50 In the sports hall	9.05-10.35 In the sports hall	10.55-12.25 In the sports hall	1.10- 2.50 In the sports hall	9.05-10.35 In the sports hall	10.55-12.25 In the sports hall	1.10- 2.50 In the sports hall	9.05-10.35 In the sports hall	10.55-12.25 In the sports hall	1.10- 2.50 In the sports hall

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 seven 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.
- 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.