



# Holly Lodge High School

College of Science

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Headteacher: Mr Paul Shone BA (Hons) MA

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Dear Parent/Carer,

I hope that you and your family are all safe and well. I am sure you have all been following the discussions in the media regarding the phased opening of schools. This is to allow Year 10 and 12 students the opportunity to have face-to-face contact with a teacher from 15<sup>th</sup> June, so I wanted to write to you to share with you the preparations we have been making in school. In the strategic planning my only priority was the health, safety and well-being of staff, students, and parents. Consequently, further stringent strategic measures to maintain a COVID-free environment have been painstakingly analysed and have been put in place over May Half Term.

Holly Lodge has been open all through lockdown to look after our vulnerable children and the children of key workers, which it will continue to do whilst expanding the provision for year 10 and 12 in doing so we will take into account the Government guidance documents relating to the phased opening of schools:

- [Opening schools and educational settings to more pupils from the 1 June: guidance to parents and carers](#)
- [Implementing proactive measures in Education](#)
- [Safe working in education, childcare and children's social care about preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings during the Coronavirus outbreak](#)
- [Opening schools for more children and young people: initial planning framework for schools in England](#)

We will also take into account further guidance released as we approach the 15<sup>th</sup> June. All of our preparations have been shared and discussed with the Governing Body of the school.

In deciding to send your child to school you may need to check if your child or a member of your household are considered clinically extremely vulnerable, (please refer to the government's definition at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higherrisk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>)

**If your child is not attending their lesson, please phone the school to let us know.**

We are planning on starting the provision on the **15<sup>th</sup> June** but **not for all** students in Years 10 and 12 at the same time.

In opening Year 10 and 12 we are not going to have all the students in for a number of reasons. Firstly we have to have meaningful social distancing and for this, classrooms will only have 6 students in at any one time. Secondly we would want fewer students in school to maintain their distancing as they arrive and leave. In addition we are not going to have lunchtimes and breaks as I believe we could not provide suitable dining and social area provision. So the day will be short to allow for the lack of breaks and lunch time. **The school day will run from 9.50am until 11.30 [to take account of a staggered start, for their 2 hrs session. All students will be given their day and start time please ensure that they stick to the times given. There will be no lunch or break times and students will be asked to bring any drinks or snacks they may need in with them.**

For year 10 and 12 we aim to provide some contact to check not only on their wellbeing but also on how well the home learning materials have been working.

My proposal from the 1<sup>st</sup> June is as follows:

- We will continue to provide support for priority groups – vulnerable children and children of critical workers (as we have been supporting since the end of March).
- Years 7, 8 and 9 will continue to stay at home and access their learning remotely via the numerous support platforms the school has in place and outlined in the section supporting learning at home and related resources.
- Year 10 students will also continue to access their learning at home and access their learning remotely. I am aiming to get additional IT support for eligible families to make access to learning resources easier.
- From the **15<sup>th</sup> of June** we are proposing there will be four occasions when we will ask Year 10 students to attend school for face-to-face support. The first occasion will be during week beginning the **15<sup>th</sup> of June** a timetable will be sent out showing the time and room your child's session will run. This will be one session in the week with their form tutor.
- Starting from the week beginning the 29<sup>th</sup> June we plan a 3 week programme of support for core subjects.

Week beginning the 29<sup>th</sup> June - English week

Week beginning the 6<sup>th</sup> July - Maths week

Week beginning the 13<sup>th</sup> July - Science week

Your child will be provided with times and dates for their classes, which will be in the same 2 hour format

- The programme for this face-to-face support is currently being developed and will consist of a two-hour lesson in a classroom with no more than six other students with their form tutor. We do have some Year 10 tutors who are shielding due to underlying health conditions. In these cases, we will allocate another teacher to deliver the sessions for these forms.
- During the two hour lesson the tutor will cover:
  - a) Well-being support.
  - b) A review of how remote learning has gone so far.
  - c) Asking students for their feedback on how we can improve our provision.
  - d) Explaining what remote learning will look like in the second half of the summer term.
- There will be strict guidelines on how students will enter school and spend their two hours on site. The behaviours guidelines in the form of a 'student protocol' will be sent to all students via the website. I would ask you to go through this with your child before they come into school to support us on the management of the school environment.
- There will be a maximum number of 60 Year 10 students and 30 Year 12 on site on any one day. They will come into school on the day they have been assigned. More information for Year 10 parents will be published (posted home and/or website) prior to the 15<sup>th</sup> June when the first students are expected on site. This will identify the one day your child is expected in.
  - a. By dividing the Year 10 and 12 student's into 5 groups allows the maintenance of social distancing and toilet and touchpoint cleaning through the session they are in as again our priority is safety of staff and students.
  - b. All rooms will be cleaned at the end of the session before the next day. This is part of a cleaning schedule that we have agreed with Interserve who manage our buildings.
  - c. When students arrive on site, they will line up along social distance markings; ensuring they remain two metres apart. They will be required to use hand sanitiser immediately and have their temperature taken by the member of staff. The member of staff will use a hand held forehead temperature monitor which means no contact with the students is required. The research on the use of these machines is still under debate but if a student displays a high temperature they will be sent home in line with the Governments guidance.
  - d. Students will then enter the main gate and then will be directed to B Block building, the only building being used.
  - e. They will be directed to their classroom using a one way socially distanced route, enter the room, sanitise their hands and they will have their two-hour face-to-face lesson.
  - f. They will spend the whole two hours in the classroom and there will be no break time or lunch period. After the two hour session students will be escorted off site.
  - g. The classrooms have been rearranged so there is now a maximum of six students in a room.
  - h. There will be hand sanitiser gel in all classrooms for students to use. All students will only require a pen, students must bring this themselves. The guidance states that students should not be sharing equipment with others.

- i. The students in each room will not mix with any other students in school.
- j. Students will not be required to wear their school uniform unless they wish to. The guidance suggests that when they return home any clothing should be immediately placed in the washing machine and cleaned.
- k. The guidance released to schools is that staff and students do not have to wear face masks whilst in school. We appreciate that some parents and carers would want their children to wear these. We do not have a problem with this and if they wish to wear them in school, they can do so. The same principle applies to members of staff.

These procedures have been discussed with the school's Governing Body who approve all policies and procedures in school. All of our new Covid-19 related policies, including our risk assessments, will be uploaded onto our website from 1<sup>st</sup> June 2020. This will provide parents with a week to digest the information before they make a decision on sending their child in.

We will continue to act upon the guidance from the Government and Local Authority to ensure all necessary steps can be taken to ensure a high quality experience for students. If of course the Government delay the opening of all schools due to the five key measures that they monitor we will delay any potential opening accordingly.

We are looking forward to achieving a step towards normality. We hope that you are able to embrace your child's re-integration into school life but understand that you or your child may have some anxieties at this time. If this is the case, please do not hesitate to contact the school so that we are able to answer any questions or concerns you may have.

#### **Additional points to be considered by parents**

1. School drop off and collection times will be staggered to minimise numbers; students will be given their times.
2. Drop off and pick up is possible on the main school car park.
3. If parents want to pick up this is possible on our main car park but are not to get out of their car.
4. Students to make their own way off site.
5. The main pathway has been clearly marked with tape/paint down the main pathway to encourage social distancing rules.
6. Students will be encouraged to walk/cycle if they cannot be dropped off by parents.
7. For those that have no choice but to get public transport the start time of 10am means that peak time is avoided. Parents will have to be the ultimate person to decide.
8. Guidance in the form of 'student protocol' issued to all students and parents highlights the need not to socially gather on the way in or out of school.
9. Parents will not be allowed into the building or on the school site unless dropping off and staying in their car.
10. If it necessary that a parent needs to accompany their child this will be to the main gate only.
11. If a student is ill at school or shows any signs of COVID-19 symptoms parents will be asked to collect their child.
12. It is important as parents that you make sure your child understands social distancing and that their behaviour must NOT put others at risk.
13. Please read through the 'Student Protocols' with your child.

I hope that you and your family remain safe and well.

Yours faithfully,

P Shone

Headteacher