

Dear Parents/Carers

I am writing you to provide more detail on the arrangements for the Year 12 teaching sessions in school starting next week. The timetable for these sessions is as follows:

	Date	Class	Cluster	Room	Start time
Opt A	15th June	English Literature	Penn	P04	0900
	15th June	English Language	Penn	PS4	0900
	15th June	Geography	DS/Malloy	N13	1000
	15th June	History	DS/Malloy	DS2	0900
	15th June	Maths	Deval	D06	0900
	15th June	Psychology	Penn	P14	1000
Opt B	22nd June	Biology	DS/Malloy	DS2	0900
	22nd June	Business	Deval	D09	0900
	22nd June	English Language	Penn	P02	0900
	22nd June	French	DS/Malloy	N13	1000
	22nd June	History	Deval	D06	1000
	22nd June	Health/ Social care	Penn	P04	1000
	22nd June	PE	Penn	PS4	0900
	22nd June	Psychology	Penn	P14	1000
Opt C	2nd July	Dance	Deval	D09	0900
	2nd July	Drama	DS/Malloy	DS	0900
	2nd July	Maths	Deval	D06	1000
	2nd July	Physics	Penn	PS4	0900
	2nd July	Psychology	Penn	P14	1000
	2nd July	Spanish	Penn	P04	0900
	2nd July	Sociology		Live streaming	1000
Opt D	9th July	Biology	Deval	D06	0900
	9th July	Chemistry	DS/Malloy	DS2	1000
	9th July	Computer Science	Deval	D09	1000
	9th July	English Literature	Penn	P02	0900
	9th July	Economics	DS/Malloy	N13	0900
	9th July	Film studies	Penn	P14	1000
	9th July	Music	Penn	PS3	0900
	10th July	Sociology		Live streaming	1000

These sessions will be available to view online so that students who are unable to attend school can watch the lessons from home. They will be recorded so that students can review the content at a later date. We will be using Microsoft Teams for this; separate instructions on how your child can access these sessions via Teams will be sent to you.

Teaching groups

Each student will be in their normal classes up to a maximum of 15 students. There will be four Year 12 teaching days, with a day for each subject in each option block. Each class will have a three hour lesson delivered by one of their class teachers.

Structure of the day / Start and finish times

Students will stay with their group throughout. There will be a 20 minute break during each session, these breaks will be staggered and taken outside the classroom away from other groups. While we are hopeful that the good weather will continue students need to be prepared for the weather conditions on the day that they are in school. The start times for each class are included in the timetable.

Dress code

Dress code for the sessions is casual. We do, however, ask that students are dressed appropriately for a school environment.

Arrival

Students must arrive as close to their start time as possible. There are three different entry points to the school: depending on the location of the classroom that the student is in. This will avoid groups of students congregating outside of school. On arrival at school students will be directed to their allocated classroom by a member of staff. We are only using classrooms that allow students to enter the room via an exit distinct from other teaching rooms. There are markings on the ground outside of these rooms that should be used to facilitate social distancing while they are waiting for the lesson to start or after a break. These are yellow dots and students should stand on these while waiting to enter the classroom. The class teacher will allow students to enter on at a time to an allocated seat.

Teaching rooms

Each classroom will have the necessary number of desks at a two metre distance from each other. Teachers will have all the equipment and materials with which to teach but all unnecessary materials will be removed from the room to make it easier to clean at the end of each day. There will be a teacher zone at the front of the classroom enabling the teacher to stay two metres away from all students. Students must bring their own equipment and stationary with them as they will not be able to borrow this from staff or other students during the day. During the break, students will leave the classroom one by one, maintaining social distancing as they do so.

Toilets

Students in Penn will use the boys and girls toilets on the ground floor. Those in Deval and the Drama Studio / Malloy will use the toilets in the gym corridor. The facilities have been prepared with social distancing in mind and students must observe these arrangements when they use these facilities.

Food and water

We ask that students bring any refreshments (including water) they may need.

Departure

At the end of the lesson or when leaving for their break, students will need to leave school without congregating with others. If you are picking up your child, please park, in a safe place, on the road nearest to the entrance that your child will be leaving the school from. We should be able to avoid congestion given the relatively small numbers attending school.

Transport

We advise, wherever possible, that students should walk, cycle or travel by car. Year 12 students are permitted to drive to but must not give lifts to non-household members for social distancing reasons. If they do give lifts to others, these students will be sent home. They should park on or near Penn Hill Road.

Student well-being

We appreciate that the past few months have been a very challenging period of time. Many students will be excited, if not slightly nervous, by the prospect of returning to school for a few days and will manage these days well. There will, however, be others who will be daunted by the prospect. If students are feeling anxious in advance of coming in to school, we suggest they contact Mr Hayward or Mr Nash in the first instance.

There will be pastoral support for students in school. Students will be able to access pastoral support from Mrs Henry (Pastoral Support Officer) after the teaching session has finished. Mrs Henry will be based in the sixth form centre in Penn house from 1200 until 1400. There is no booking system in place, therefore students will be seen when they arrive after their lesson and may have to wait if Mrs Henry is already with another student. Any student who wishes to speak with either Mrs Henry should wait in the sixth form common room observing social distancing rules.

Attendance

Each teacher will have a list of students expected in their session, if someone does not arrive, we will phone home. It is essential that if your child is scheduled to attend and if they cannot do so, for whatever reason, you contact the school to let us know. When students arrive their name will be checked against the list of those expected in school. We will not be able to admit a student who arrives who has not pre-registered for these sessions.

Medical arrangements

If students become unwell during the day, they will be directed to the School Office. If they are showing coronavirus symptoms they will be isolated in a separate part of the school and you will be asked to pick them up from the student entrance without delay. Once you have arrived at the school, you should call reception on 01225 423582; you should not enter the school.

Behaviour policy

We do not expect any issues with Year 12; however, with the limited time students have in school and the potential risk to safety, behaviour will need to be excellent at all times. Poor behaviour will result in the student being sent home and not being allowed to attend any further sessions for the rest of the academic year.

Health and Safety

We cannot make a promise of a completely risk-free environment but we have done all we can to ensure that any potential risk is minimised. We have drawn up a comprehensive risk assessment which is available on the school website in the policies section. Each classroom has a hand sanitising station

which must be used when students enter the room. They will be reminded to do so by their class teacher.

Test and trace

Advice from BANES states that if a member of staff or student tests positive for Covid-19, all members of the teaching group must self-isolate as prescribed at the time by the NHS/Public Health England. Under these circumstances we would expect contact to be made with you by the Public Health England test and trace team.

Face masks

Currently, Government guidance is that masks are not required but we will support your choice if you decide to send your child in a mask. If they are using public transport to travel to school they will need to wear a mask when doing so.

We will be posting videos on Show My Homework which will introduce students to the measures in place for their in-school sessions and demonstrate the procedures that they need to follow when they arrive at school. If they are using public transport to travel to school they will need to wear a mask.

This is the first step to a wider opening of the school for our students and I am very much looking forward to seeing our Year 10 and 12 students in school again.

Best wishes and stay safe

Yours faithfully

Steven Mackay