



# OLDFIELD SCHOOL

25<sup>th</sup> August 2020

Dear Parents / Carers

You will be aware that many of the systems and procedures at the school will see some changes when we return to school in September. While much of the school experience will be very familiar for students, there will be some changes to routines that will have an impact on teaching and learning.

In almost all teaching rooms students will be facing the front of the class and will not, therefore, be able to work in groups. There is a teacher zone marked out in tape on the floor of each classroom as a visual reminder for both the teacher and students to maintain social distancing. You will be aware that within a year group students do not need to maintain social distancing (although they will be encouraged to do so where possible), however staff do need to maintain a distance from both other staff and students. Students are used to seating plans being in place for lessons and this will continue in September as it is important that we keep a record of where students are seating in all of their lessons. In food technology and product design lessons students will not be seated in rows and when having lessons in these rooms they will use visors, which the school will provide. On arrival at the classroom, for any lesson, students will be expected to enter the room immediately rather than queuing outside to avoid mixing with students from other years who have a lesson in the same building.

During lessons teachers will not be able to circulate around the room, meaning that one to one interventions during lessons will not be possible in the usual way. We will be developing new ways of working in the classroom to ensure that teachers are able to provide individual feedback and support during lessons. We will also be encouraging students to ask for help when required, something that some students can be reluctant to do at times. Exercise books for Years 7 to 9 will be kept in the subject classroom unless they are needed to support completion of homework tasks. Teachers will not be marking exercise books however with all work to be marked being completed on paper or submitted electronically. The frequency of marking and feedback will remain the same however. Given this, and the need for students to have their own equipment, we need your support in checking that your child has the books and equipment required for school each day. It would be very helpful if this could become part of your evening or morning routine at home.

Lastly I would like to, briefly, outline the arrangements that will be in place in the event of a full or partial closure of the school. If the whole school is required to close for a period of time we will implement a similar timetable as was in place from Easter onwards last year. Live or pre-recorded lessons will be in place for all year groups. In the event of a partial closure, for example a year group being sent home for a period of time, the current timetable will be followed with live lessons being delivered by the class teacher.

These measures will help to keep staff and students safe in school and also ensure that teaching and learning is of the highest quality possible.

Yours faithfully

Steven Mackay  
**Headteacher**