



8 June 2020

Dear Parents and carers

## Plan for the partial reopening of school

Following the most recent briefing by the Prime Minister, it was clarified that secondary schools should re-open to Year 10 students from the 15 June 2020. The partial reopening should be to offer some “face to face” contact with teaching staff in addition to planned on-line education. The Prime Minister also clarified that this new provision should be designed to offer contact to no more than ¼ of these cohorts at any one time. It was also clear this should run alongside existing child care arrangements being offered to the children of Key Workers and those identified as vulnerable groups.

It is clear through meeting with CWAC Secondary Headteachers that a number of approaches are being investigated by schools. However, all are looking at a “bubble” approach. This may differ from school to school particularly where there is a need to “bus in” large numbers of students.

Over the past weeks, the school senior team have formulated a clear plan for partial reopening to Year 10 students. In doing this we have had to consider many things, including how to juggle contact ratios of staff and students, the range of subjects being taught, maintaining bubbles and rooming in order to minimise risk and keep everyone as safe as possible. I am now informing parents and carers of how the plan will work as we move forward.

When developing this model, we needed to consider not only academic opportunity but also additional factors in terms of mental health and wellbeing support, which we believe may need to increase following the Lockdown. It has been, and continues to be, a frightening, anxious time for many young people with some experiencing bereavement as a result of the pandemic. As a school, we want to be able to support our young learners through this difficult time and assist in the preparation to a return to some of the more normal aspects of life such as coming into school. We believe that by spending some time with students on a more pastoral approach at the beginning, we can potentially enable work with these students to begin.

Please find set out below the plan for partial reopening of the school to students in Year 10 on Monday 15 June 2020. The plan has been developed in accordance with government guidelines, now modified in light of the latest statement from government. ***With the distribution of this plan***



**there comes a caveat. The plans may change if factors around the five tests as outlined by the Rt Hon Gavin Williamson, Secretary of State for Education in April are not met.** These five tests are;

- ✓ we must protect the NHS's ability to cope, and be sure that it can continue to provide critical care and specialist treatment right across the whole of the United Kingdom
- ✓ we need to see daily death rates from coronavirus coming down
- ✓ we need to have reliable data that shows the rate of infection is decreasing to manageable levels. (The "R" Rate)
- ✓ we need to be confident that testing capacity and PPE is being managed, with supply able to meet, not just today's demand, but future demand
- ✓ perhaps most crucially, we need to be confident that any changes we do make will not risk a second peak of infections.

**As Headteacher, if I believe that all five of these tests are not met for our context I will revise plans accordingly in the interests of the safety and wellbeing of students and staff.**

## Partial reopening to Year 10 students

Mr Walton recently circulated an e-survey out to parents and carers to gauge the willingness of parents and carers to send their child into school before September. A number of parents and carers would not commit to a decision until they were aware of the arrangements for the return which is understandable. **If following this letter your view on whether to send you child into school has changed please can you inform school by emailing us by 12:00, Thursday 11<sup>th</sup> June (whitby@whitbyhs.cheshire.sch.uk)**

Our priorities when bringing the students back will be to:

- ✓ Ensure that "learning bubbles" are created of no more than 15 students. This will limit the number of potential contacts for staff and students
- ✓ Ensure social distancing of at least 2m wherever possible utilising larger spaces in school
- ✓ Ensure thorough cleaning of all areas used by staff and students, particularly high contact areas
- ✓ Ensure that the students use the same classroom and desk at all times
- ✓ Ensure that any guidance from government is adhered to

There will be a five week programme for Year 10 creating 'learning bubbles' to support pastoral and academic opportunity and complementing the new Google Classroom work that will be completed when not on site. The plan works as follows:

## WEEK 1 – w/b 15 June 2020

We will operate a **daily** timetable for  $\frac{1}{4}$  of students from Year 10 from Monday to Thursday inclusive. Approximately one quarter of the Year 10 cohort will be split into four groups each day. In week 1 these groups will change each day so that by the end of Thursday's session all the cohort will have had their pastoral "welcome back". There will be groups of no more than 15 students and these will remain the same for the curriculum support sessions in the following weeks 1 to 4. Friday will be set aside to deep clean all rooms prior to the new sub cohort starting on Monday. In the first week these will be morning sessions with a wellbeing focus and each child will attend school with their group on one morning only. The purpose is to **reconnect, reengage, reassure and regulate** the students: to make sure they are alright and get them ready for learning. It will also give opportunity to re-establish routines and expectations, outline with the students plans for the next four weeks and highlight support and guidance available to them. Up to three staff will be involved in delivering to each group.

During the day the schedule will include activities such as the following:

1. Welcome back assembly
2. Expectations and re-establishing new and existing rules
3. Icebreakers
4. Discussion task - how this has affected the world, the country, our school and us - "We've been in the same storm but not the same boat". Opportunities to share positives and negatives of lockdown - openly or privately.
5. Mental Health First Aid - discussion and signposting session, regulation activities to help personal wellbeing and get ready for learning.

During break, students will be able to access their own phone, listen to music or chat. There will be a Learning Mentor and other pastoral support staff on site to support each day and subsequently moving forward.

## WEEKS 2 to 5

From week 2, (w/b 22 June 2020), we will operate a **weekly** timetable for students in Band P and Band A which will equate to  $\frac{1}{4}$  of the Y10 cohort each week. A timetable will be sent out to inform your child when they need to be in school. To achieve this;

- ✓ Each band will be split into classes of 15 students maximum. We will operate a four-week timetable.
- ✓ The P and A bands will be split creating eight new 'classes' per band (P1A, P1B, P1C, P1D, P2A, P2B, P2C, P2D, A1A, A1B, A1C, A1D, A2A, A2B, A2C and A2D.)

- ✓ Each class will constitute a 'learning bubble' and will not mix with anyone from another bubble.
- ✓ All classes will follow a core curriculum of English, maths and science. No MFL or 'options' would be offered because in order to deliver these subjects it would need mixing of bubbles. All work for other subjects will be completed through Google Classroom.
- ✓ Students will be in school until lunchtime and will experience two double lessons per day. No lunch option will be provided. Students will have a break, at their desk or in a designated outdoor space per bubble, and can bring food/drink for break if they wish. They will not go to the dining hall. Classes will be timetabled in spaces which can ensure social distancing is maintained.

### Example timetable for 25% of year group for one week

Class	Monday	Tuesday	Wednesday	Thursday	Friday
1	English period 1&2 Science period 3&4	Science period 1&2 English period 3&4	English period 1&2 Maths period 3&4	Maths period 1&2 Science period 3&4	Deep cleaning and preparation of learning spaces.
2	English period 1&2 Science period 3&4	Science period 1&2 English period 3&4	English period 1&2 Maths period 3&4	Maths period 1&2	Deep cleaning and preparation of learning spaces.
3	Science period 1&2 English period 3&4	English period 1&2 Science period 3&4	Maths period 1&2 English period 3&4	Science period 1&2 Maths period 3&4	Deep cleaning and preparation of learning spaces.
4	Science period1&2 English period 3&4	English period 1&2 Science period 3&4	Maths period 1&2 English period 3&4	Science period 1&2 Maths period 3&4	Deep cleaning and preparation of learning spaces.

- ✓ The timetable will be repeated each week (for a new  $\frac{1}{4}$  of the year group) for the four weeks remaining until the summer holiday. **Meaning that each  $\frac{1}{4}$  is in school for one 'week' out of the four remaining weeks.**
- ✓ The table below shows which classes will be in school on which week:

Week 1 w/b 15 June 2020				
Mon	Tues	Wed	Thu	Fri
Yellow	Green	Blue	Red	Black
Week 2 w/b 22 June 2020				
Mon	Tues	Wed	Thu	Fri
Yellow	Yellow	Yellow	Yellow	Black
Week 3 w/b 29 June 2020				
Mon	Tues	Wed	Thu	Fri
Green	Green	Green	Green	Black
Week 4 -w/b 06 July 2020				
Mon	Tues	Wed	Thu	Fri
Blue	Blue	Blue	Blue	Black
Week 5 w/b 13 July 2020				
Mon	Tues	Wed	Thu	Fri
Red	Red	Red	Red	Black

Yellow	A1A, A1B, A1C, A1D
Green	A2A, A2B, A2C, A2D
Blue	P1A, P1B, P1C, P1D
Red	P2A, P2B, P2C, P2D
Black	Thorough Clean

- ✓ This would ensure a basic curriculum and, due to the banding, ensure work is pitched at a suitable level.
- ✓ When not in school students would continue to complete home study in the core subjects using the Google Classroom platform.

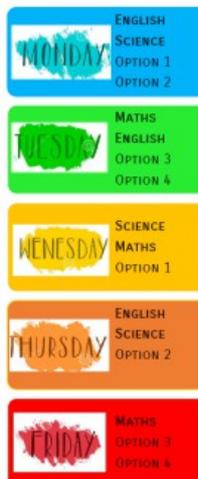
All option subjects will continue engagement with students through on-line working and in particular Google Classroom. A weekly Google Classroom time table has been circulated (see below)

## THE WHITBY HIGH SCHOOL Y10 LEARNING SCHEDULE FROM 15<sup>TH</sup> JUNE 2020

We have designed a programme of learning for students to follow to support the continuation of learning from home. We recognise that planning regular, focused tasks will support students' engagement and sense of achievement.

Each day consists of three to four sessions of around an hour, with additional 'practice' tasks set on MyMaths, Tassomai and Seneca. English, Maths and Science will appear on Google Classroom on the days specified below but the tasks for the options subjects will all appear each Monday. The options tasks may be completed in line with the schedule below or students may set their own schedule for these during the week.

There are links to 'Enrichment' resources and reading lists of students want to stretch themselves further.



### Our general advice to support this plan is:

- 1) Complete things at a time to suit your family.
- 2) Do not become stressed or anxious about school work - just do what you can.
- 3) Try to find a space where work can be completed without distractions.
- 4) Daily reading is really important to both relax and expand knowledge and vocabulary.
- 5) Exercise, fresh air and time with family and/or communicating with friends (virtually!) are really important.

## THE WHITBY HIGH SCHOOL Y10 LEARNING SCHEDULE FROM 15<sup>TH</sup> JUNE 2020

### Using Google Classroom

The easiest way to access Google Classroom is by downloading the Google Classroom app onto a mobile device (phone or tablet).

Google Classroom can also be accessed on a computer by clicking [classroom.google.com](https://classroom.google.com).

Students must use their school email address (XXXX@whitbyhs.cheshire.sch.uk) and password for access. They will then see their class groups and the work that has been set for them (please note: the work may not appear until 15<sup>th</sup> June).

Students can then upload their work by taking photos of it and attaching to the assignments set or by attaching files if they are using a computer.

Students should log in each day and they will see their day's work on their account.

There will be more guidance to follow on how to use Google Classroom, including videos should this be needed.

## Rooms

To minimize contact and offer as large a space as possible to teach we are utilising the larger spaces in school. These will be;

Room 1 – Drama Studio (enter and exit from Sports Hall entrance)

Room 2 – Sixth Form Centre (enter and exit through side door)

Room 3 – B1 Music Room (enter and exit through main block door by staff car park)

Room 4 – Overpool Hall (enter and exit through rear of school and then main doors)

Room 5\* – B3 Music Room (enter and exit through rear fire door) \*If required

## Toilets

This will be on a need basis.

- ✓ The Drama Studio will use the single occupancy toilet in the sports hall - social distancing markers will be on the floor to accommodate queuing.
- ✓ The Sixth Form Centre will use the single occupancy toilet by J1 - social distancing markers will be on the floor to accommodate a queue.
- ✓ The Music block rooms will use the single occupancy toilet in the B block - social distancing markers will be on the floor to accommodate a queue.

- ✓ Overpool Hall will use the single occupancy toilet on the D corridor - social distancing markers will be on the floor to accommodate a queue.

Toilets will be continually cleaned throughout the day. All toilets will have the usual hand washing facilities and also have hand sanitiser available.

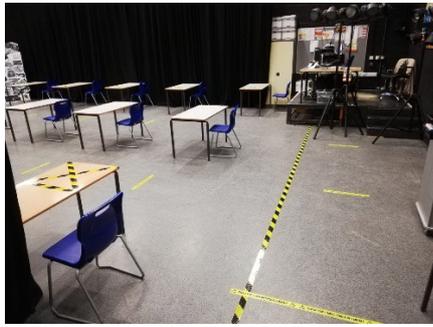
## Classrooms

- ✓ All classrooms will have a whiteboard, screen, laptop and projector.
- ✓ All classrooms will have hand sanitiser for students to use at the start of each lesson and when they enter the room.
- ✓ The teacher's desk will have hand sanitiser and sanitiser wipes available.
- ✓ During the academic weeks each desk will be allocated to one student each week.
- ✓ Each desk will have the student name on the desk fixed in place with a clear self-adhesive covering.
- ✓ Each student will have their own pen, pencil, ruler and exercise books in a clear bag with their name on it. These will be kept on the desk throughout the week and taken home with them at the end of the week. This equipment will be provided by the school. Students will not be allowed to use their own equipment. Table tops, chair backs and bags will be cleaned at the end of each day. Any bags brought in by students will be placed under their desk and not touched by any other person.
- ✓ Students will work from new exercise books that will not go home until the end of the week. Completed work will be photographed by the student and then uploaded to the relevant space on Google Classroom. Staff will not mark/assess books but will assess the photographed work.
- ✓ Students can, if they wish provide their own PPE products to supplement the measures in school. (mouth covering, hand sanitiser etc)

At the end of each morning session all desk tops, chair backs, equipment bags, keyboards etc. will be cleaned with soapy water or wipes as appropriate. Each Friday all furniture and fittings will be thoroughly cleaned.

Examples of the room layouts can be seen below;

## Drama Studio Layout



## B3 Music Rooms Layout



## Staffing

- ✓ Teaching staff on site will endeavour to maintain social distancing at all times. However, there may be instances where this cannot happen such as a medical emergency. If this occurs staff will maintain the safest possible procedures in supporting the student
- ✓ Each teaching room will have a Teaching Assistant allocated to it.
- ✓ Staff will move to study rooms; students will stay in their rooms. The Teaching Assistant will remain with the class.
- ✓ At change of lessons and break there will be supervision in place to allow staff movement.
- ✓ There will be at least one member of SLT, at least one HPM, one safeguarding officer and one first aider on site to support any issues that arise during the mornings.
- ✓ The Headteacher, site and Pupil Services staff will also be on site
- ✓ a full CWAC Risk Assessment has been carried out and will be continually reviewed and amended.

## School Uniform

Under the circumstances there will be no expectation that students should wear full school uniform during the five weeks. However, to bring some normality to the situation students must wear black trousers, grey skirt and white shirt during the days in school. If there are any difficulties in meeting the dress code, please contact your child's House Progress Manager. Parents and carers are advised to wash these at the end of every day to reduce the risk of transmission of the virus. Staff are also recommended to wear clothes that can also be washed at the end of each day.

## Self Isolation

We have been assured by government that the risk of transmission of the infection by children is low, however, as with most things there is a risk and therefore if an issue arises we must respond appropriately and timely. At this point, taking guidance into consideration the following procedures will be put in place:

- ✓ If a member of staff or a student in a bubble displays symptoms of COVID 19 they must self isolate for 7 days and seek medical advice/be tested. All other members of the bubble must self isolate for 14 days.
- ✓ If someone in the bubble has a family member who displays symptoms they must not come into school and must self isolate for 14 days.
- ✓ If someone in the bubble is identified through "Track and Trace" as having been in contact with someone who has tested positive for COVID 19 they should self isolate immediately for 14 days. However, the rest of the bubble can continue in school. If during the 14 days they display symptoms, the remaining members of the bubble should self isolate for 14 days.

## When to self-isolate (taken from NHS England Guidance)

Parents and carers should report the absence of their child due to suspected symptoms if they show that;

- ✓ they have any symptoms of coronavirus (high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- ✓ they are waiting for a coronavirus test result.
- ✓ they have tested positive for coronavirus – this means you have coronavirus.
- ✓ they live with someone who has symptoms, is waiting for a test result or has tested positive and still has symptoms.

I appreciate you taking the time to read this lengthy email however, I hope that the detailed content explains how we will operate over the coming weeks and how we plan to protect the health and well-being of your child, the staff involved and potentially you as a family.

Over the next day or so your child will be informed of when they are required to be in school for both the pastoral “welcome back” and the core academic days. I look forward to welcoming them all back into their Whitby High School Community.

Thank you once again for your patience and support.

Best wishes and take care,

A handwritten signature in black ink, appearing to read 'B Heeley', with a long horizontal flourish extending to the right.

Mr B Heeley  
Headteacher