

Dear parent/carer

The government has issued further guidance on some face-to-face contact for students in Year 10 and 12 students with the new date for this being 15<sup>th</sup> June. This has been reiterated in guidance last week, but it is also clear that there is no expectation that there will be a return to full timetables during the summer term, rather an opportunity to offer some specialist support for students' home learning. The health and safety of both staff and students remains our number one priority and we will not move forward with any phased reopening until we have been given assurances by the government that it is safe to do so. Any phased reopening will be conditional on the government's 'five tests' being met, as well as the academy having sufficient staff available.

After much deliberation, additional risk assessment and planning about how Copleston can support this process, if the conditions above allow us to, we have decided to offer Year 12 a blended offer to maximise face to face dialogue across a high number of subjects. This will involve a combination of in school support on a Monday, alongside face-to-face online tutorials using Microsoft Teams. Due to the high number of subject combinations and the lack of "core" subjects at A level, we believe that this is the best way to offer face to face support to students across all of their A level subjects (see below for the model)

<b>Monday</b>	<b>Monday 14.00 – 15.30</b>	<b>Tuesday PM 14.00- 15.30</b>	<b>Thursday 14.00- 15.30</b>	<b>Friday 14.00- 15.30</b>
Subject Springboards	Option 1 Online Tutorials	Option 2 Online Tutorials	Option 3 Online Tutorials	Option 4 Online Tutorials
High quality <b>face to face</b> springboard sessions for individuals and small groups of students.  UCAS and Wellbeing support will also be available	Biology Business Design Tech English Literature History Health & Social ICT Maths Further Maths RE Applied Science	Biology Business Chemistry Economics English Literature Film Studies History Health & Social Psychology Physics Sociology	Biology Business Chemistry Drama English Language Politics Maths Psychology PE Physics Sociology	Art Business Computer Science Dance English Language Geography Politics Maths Media Studies Psychology Applied Science Spanish

In this model a student taking 3 A Levels will receive four and half hours of online face-to-face tutorial support in their subjects a week and a student taking 4 A levels would receive six hours.

As stated above, this will also be supported by subject springboard sessions for students on a Monday morning, where subject teachers will meet with small groups of students face to face, and this will take place at Copleston High school. This will involve reviewing the students learning, looking for any knowledge gaps that have developed and then providing advice for the next steps to enable progress.

We have worked on creating a series of 'bubbles' that students will work within. We will have approximately 25 Year 12 students on site at any one time. The Monday provision has been arranged on a fortnightly timetable and wherever possible all subjects will be offered, although this is dependent on the teaching staff available.

You and your child will soon receive a personalised communication explaining exactly what date and time they can attend school. The first date for any online tutorial or springboard subject sessions will be 15<sup>th</sup> June 2020. Detailed instructions on how students will access the online tutorials will be released to students shortly.

The subject springboard sessions will take place in school, and students will receive a personalised timetable to show them when and where they will need to go to access these sessions. These sessions will take place in the Sixth Form and students will be in a different room for each of their springboard sessions. Due to the number of subject combinations, it is not possible for students to be in the same room for all their sessions, but there will be cleaning staff on site at this time and they will clean all surfaces after each session, so students will always be going into a cleaned room. Year 12 students will need to arrive no earlier than ten minutes before their first session to allow time to wash their hands and must leave when their final session has finished.

In addition to the measures described above, we have developed a revised risk assessment for anyone attending the school setting. This outlines a series of measures that we will deliver in school and, if you are sending your child to school, that you will endeavour to adhere to in your part in the fight against this terrible virus.

The risk assessment measures include:

- A clear explanation and reminders of social distancing and how this will work in school. This includes keeping apart from others on the journey to and from the school.
- Increased cleaning throughout the day and deep cleans of each classroom in use. All contact points will be regularly cleaned.
- Good hygiene will be reinforced throughout the day. Increased hand washing options will be available, including hand sanitiser and tissues in each room.
- A maximum group size of 13 per normal classroom
- Allocating students the same desk each time they are in a particular room and students will not be sharing resources.
- Creating a one-way system across the site to avoid crossing in corridors.
- Following all government guidance about protective measures. We are asking staff and students not to wear face masks and gloves in the school, but they may be worn on public transport.
- Urging those who can do so, walk or cycle to school. Those students who use public transport should still maintain social distancing.
- Ensuring that any staff or students that display symptoms are sent home as soon as possible and will not be allowed to return for 7 days.
- Urging all people who attend site (and their families) to limit the number of people they meet on a daily basis.

Of course, we will endeavour to ensure that constant reminders and other mitigation steps are taken to ensure that social distancing takes place in school. However, we are dealing with young people and as the government itself has admitted, we cannot guarantee that strict social distancing will be adhered to. You should not send your child to school if you or anyone in your household is displaying symptoms of COVID-19 or indeed is self-isolating. If this is the case, please inform the academy immediately. The government has announced that any person over the age of 5 who displays symptoms can now be tested for the coronavirus.

Once schools reopen on the 15th June, if staff or students display symptoms, any member of that person's household will also be eligible to be tested. If the test proves negative, this will enable

children and young people to return to education and their parents and carers to return to work. A positive test will ensure rapid action to protect all students and staff.

As parents/carers, you have the choice whether to send your child to school from the 15<sup>th</sup> June. I believe that the opportunity to see and hear from a specialist teacher to support your child's home learning, will be invaluable. It is an extremely important time in their educational career, and I would like to offer them this opportunity whilst focussing squarely on the health and safety of all stakeholders. It is also worth noting the potential positive impact on mental health of coming to school, seeing others and asking questions. Whilst the value of this phased reopening is clear, I will not be reinstating the usual attendance reporting structures to manage attendance.

As you know, Copleston has been supporting vulnerable students and those children of key workers throughout this period and that will continue to be the case. The school remains closed to all students unless otherwise agreed; we will not open in general to any other Year group, other than Year 10 and Year 12, as outlined above.

Finally, I assure you that we will do our utmost to provide a safe environment for your child, whilst providing them with an opportunity to support their home learning as effectively as possible. Please do not hesitate to get in touch if you have any further questions.

**Of course, we will endeavour to ensure that constant reminders and other mitigation steps are taken to ensure that social distancing takes place in school as try to minimise but not eliminate the risk.**

Thank you for taking the time to complete the original form about sending your child to school after half term, this helped us shape our plans explained above. We do now need to have a clearer view of numbers based on the information I have provided.

To give you another opportunity to take up our offer and enable us to review our plans, we will be sending you another form to indicate if you will be sending your child into school if we re-open the school/sixth form for our Years 10 and 12 on 15th June 2020. The deadline for the completion of this form is 9:00 am on Thursday 4th June 2020.

## **Student Protocol**

To assist with their introduction back into Copleston, we would ask that you spend some time discussing the student protocols outlined below with your son/daughter

We are looking forward to welcoming you back to Copleston High School. To help your transition back to school we would ask that you familiarise yourself with the following protocols to minimise the risk for everyone

1. You must follow the advice and guidance of all staff and all times. This is for your safety and will minimise the risk.
2. You must be patient at all times. We are all learning new procedures together.
3. You must wear clean, appropriate clothing, as would be expected on any other school day.
4. You may bring a small snack to school for mid-morning if you wish.

5. You must ensure that the bag you bring into school is clean and regularly washed.
6. You must bring stationery, which includes writing equipment, for your use only. No stationery will be provided.
7. You must enter the school individually through the gate by Britannia Primary School
8. You must arrive no earlier than 5 minutes before your session is due to start. You will be assembled outdoors. You must respect the 2-metre social distancing measures.
9. You must follow all one-way systems and social distance markings at all times.
10. You will be asked to wash your hands and sanitise them regularly throughout your session in school.
11. Although it is not possible for you to be in the same room due to the number of subject combinations, we will have cleaners on hand, to ensure that you only ever go into a cleaned room. We will distance the desks to minimise the risk.
12. We will endeavour to have subject specialists for your sessions, but please understand that this cannot always be achieved.
13. When asked to leave, you will be directed to the Britannia gate with social distancing measures in place. You must not wait for your friends.
14. Any student who transgresses the strict social distancing protocol set by school will be dealt with instantly and parents will be asked to come and collect their son/daughter immediately.
15. Any deliberate behaviour, which results in a risk to the health and safety of other students or staff, will result in an immediate exclusion from the school.
16. With the launch of the government's track and trace system, we will allow students to bring their mobile phones in to school. However, as per the school protocol, the phones must not be visible and be on silent.

With my very best wishes

Mr A B Green (Principal)