



21 May 2020

Mrs J. Smith  
Head of School

Dear Parent/Guardian

## Re: Safe Phased Re-opening

Many thanks to those parents and staff who completed our survey seeking views on a partial reopening of the school. We want to make any re-opening educationally worthwhile whilst our primary concern is the safety and wellbeing of students and staff.

We are following all guidance to ensure we have everything in place and so all three Sleaford secondary schools have agreed that we will aim to begin our phased re-opening for Year 10 and Year 12 **from 8 June**. All of these dates are subject to various conditions being met under the government review on 28 May. All of our plans are also subject to change, depending on regular reviews and staffing levels. We hope that the information goes some way to addressing your queries and concerns.

### Safety Measures Summary

All staff will be expected to attend a face to face, health and safety briefing in small socially distanced groups in the school hall the week beginning 1 June. More details will follow separately.

### Handwashing and Hygiene

- All staff and students will be expected to wash their hands on their arrival at school. Handwashing will also be formally scheduled at the start and end of breaks and students will again be supervised in this. Sanitiser will be available and its use supervised on entry to any classroom.
- Non-fire doors within corridors and doors to classrooms will be pinned open so there will be no need for students or staff to touch any of them.
- Students will only be allowed to eat in the classroom they are in for session 2 or 4 if the break after those lessons is taken indoors or they will be able to eat outside. No food will be available to purchase as the dining room will be set up as a larger working area for Year 12.
- Lessons will not plan to share stationery, like scissors or glue. Students are required to bring their own pencil cases and will not be able to share items. Practical subjects will adapt their schemes of learning and complete a risk assessment of any practical activity to ensure strict hygiene steps are followed or prioritise theoretical elements of the curriculum.
- Staff will not be expected to use paper-based text books or worksheets. Students will be allowed access to their mobile phones in order to access online and PDF documents shared with them. Any paper-based resources will be 'owned' by students and used only by them. The school has a Bring your Own Device policy and students are permitted to bring their device to school with them. Work completed will need to be shared electronically (via a photo, scan or document) for the purposes of feedback or held in quarantine prior to use.
- Given that we are encouraged to change our clothes daily students and staff will be able to attend in their own clothes, following the usual non-uniform days dress code. The staff dress code will be smart casual.
- Air conditioning units will not be in use as laid out in the DFE guidance. Limited water fountains will be available with hand sanitiser available next to them.

## **Social Distancing**

- The majority of Year 10 classes will be taught in groups of 3-9 students. Class sizes will be capped at 15 per class where rooms are large enough to accommodate this.
- Year 10 students will be invited to attend school for three days per fortnight on a rotation so that they can work with their subject teachers. Students will attend lessons and take breaks in specific areas of the school. They will not be permitted to access areas other than those specified on their timetables.
- In Year 12 we will use larger learning spaces such as the hall to accommodate any groups with more students than can safely social distance in a classroom. Class sizes for Year 12 are generally smaller and may be spread across two rooms.
- Year 12 students will attend three days per week accessing a minimum of three 50 minute sessions teaching and a maximum of six sessions on each day. Year 12 students will complete all sessions in each of their subjects on specific days meaning no movement across sites is needed during any day. When they don't have taught lessons Year 12 students will be encouraged to continue their studying at home. Alternatively, they will only be able to base themselves in the dining room and will be expected to follow strict social distancing rules. There will be no Year 12 lessons on Wednesdays and students should not come into school on any day they do not have any lessons. Students will not be permitted to leave the site during the day (e.g. to visit supermarkets or fetch food, only to return home).
- No students will be sat at desks closer than 2m.
- Excess furniture will ideally be removed from classrooms so that the 2m distant desks are clear on entry and so that the space between them is as open as possible to support safe movement on entry and exit.
- Lessons will not plan for students to leave their seat, thereby keeping them 2m apart.
- Teachers will remain in their 'teacher zone' and avoid circulation around the room wherever possible.
- All corridors will be marked with tape at 2m intervals.
- There is a comprehensive one-way system to be adhered to by staff and students alike.
- Movement times, and two 35-minute breaks have been staggered to support the free flow of students 2m apart.
- Students will be supervised to maintain their social distance during breaks which will be spent in the classroom they have been studying in, or on the school field. No other venues will be available. No ball games or physical exercise that compromises social distancing regulations will take place.

## **Personal Protective Equipment**

There continues to be great controversy and debate around PPE. As a school, we have taken the following view:

We understand that there are other professions whose need for PPE is greater than education and we would not want to harm the ability of those professions to access what they need. We also agree that social distancing and good hygiene are, first and foremost, key.

Following Government advice, we will not be providing face masks to all staff and students but respect the wishes of staff and students to wear a protective mask if they so wish. The school has therefore sourced a limited number of washable facemasks that have an antibacterial silver-ionised fabric layer. They can be washed up to 50 times and retain their antibacterial properties. They are due to arrive by the end of May and we will make a mask available to staff should they wish to use one. They are a style that is not the standard style used by the NHS or care-home workers and so we are confident that we will not have impeded their supply.

Very specific PPE will be provided for First Aiders and training in its use will take place.

### **School Transport**

We are working closely with school transport providers who have told us they are able to provide socially distanced transport to school for those who are unable to make other arrangements. If your child travels by County provided transport you should have received communication seeking your response. You should contact Transport Services by emailing [TSG@lincolnshire.gov.uk](mailto:TSG@lincolnshire.gov.uk) by Friday 22 May 2020. Those without access to email should call 01522 782020. This will help the Council make appropriate transport arrangements.

I appreciate that you will not be able to inform them of the exact dates of your transport needs until you have had further communication from us regarding dates your child should attend. My best advice would be to simply cut and paste the content below into your email response. In this way, you will have registered the need for transport and informed Transport to liaise with the school. My hope is that this will avoid further unnecessary contact, from the transport team, with you.

#### **'PARENT NAME:**

***I am awaiting further clarity from Kesteven and Sleaford High School. In the meantime, I can confirm that my daughter / son [NAME] will need to travel on School Transport during the week commencing 8 June. The bus route I require is [Name]. I have been advised that, if you require further clarity regarding the opening date/s, you should liaise directly with Kesteven and Sleaford High School.'***

I do know that, from our own contact with those who use buses, most are considering bringing students in themselves, this would also seem to be the broad advice offered by the Transport Services Team. I apologise for the short notice and quick turnaround. I am afraid this deadline is out of our control.

### **Additional Information**

Students must bring enough food and drink to last them for the day. They may not share food or drink or water bottles.

In other regards the school day will run with clear expectations of learning behaviours by students. A copy of our updated behaviour policy will be made available on our website and students will be briefed in school around expectations during this time of social distancing. A complete risk assessment will also be available for you on our website shortly.

We plan to be in touch with you with further details of the specific dates we have made provision for your child to be in school during the week beginning 1 June. I hope that you have found the above information useful and that it has enabled you to visualise what we believe will be a safe learning environment for your child. Please can I ask that you talk through the detail of this letter with your child.

Thank you for your continued support.

Yours faithfully



Mrs J Smith  
Head of School