

28th September 2020

Dear Parent/Guardian

Re: All Years - Contingency plan in the event of partial or full lockdown

We are pleased to report that the start to the new term has gone relatively smoothly as we are all getting used to living with the control measures we have put in place to reduce the risk of transmission of covid-19.

With the infection rate rising and the government imposing stricter rules to try to reduce the spread of the virus, we thought it timely to share with you our contingency planning for a variety of possible scenarios which the Government has categorised into tiers

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Tier 1 – School fully open for all year groups

This is our current situation.

- School is fully open and a full timetable is running
- Covid control measures are in place to mitigate transmission.
- Absent staff (self-isolating/Covid positive/sick) will be covered by colleagues or they will deliver their lesson via TEAMS where practical.
- Parents' evenings will take place remotely
- Reviews will be issued as per calendar
- Mock exams for Year 10 (POR), 11 and 13 will be as per calendar

Tier 2 – Rota system for year groups to limit contacts and break transmission chains

This will be triggered in the event of a local/national lockdown or staff absence to the extent that we cannot cover all classes.

This is what we are planning as far as we are able to, but it is subject to changing government guidance

- Key worker and vulnerable students working in school in year group bubbles.
- Year 7, Year 11 and sixth form in school following their timetable every day
- One other year group in school 'on rota' following their timetable and the other two year groups 'off rota'. These are two-week rotas i.e. in school for two weeks and then off for four weeks.
 - *On rota* lessons – these will be face to face in school, subject to staff absence, following the usual school day, including registration and assemblies.
 - *Off rota* lessons – these will be a combination of live lessons (cameras on via TEAMS) and remote lessons (work set such as pre-recorded ppts or worksheets). Remote lessons will only be set if teachers are absent through sickness or used to cover absent colleagues who were due to deliver face to face lessons in school or supervising the keyworker students as part of the staffing rota.
 - TEAMS live lessons will follow your daughter/son's current timetable, finishing at 3pm. An hour's live lesson will comprise a combination of live teacher input, independent work set and the teacher taking question and answers.
 - Home learning will not be set for KS3 but at KS4 and KS5, it will be set as usual.
- Parents' evenings will take place remotely
- Reviews will be issued as per calendar
- Mock exams for Year 10 (POR), 11 and 13 will be as per calendar



Tier 3 – Partial lockdown. Only Year 11 and 13 or whichever year groups identified by the DFE to be in school.

- Key worker and vulnerable students working in school in year group bubbles.
- Year 11 and Year 13 in school following their timetable every day
- All other year groups at home following their timetable
 - These lessons will be a combination of live lessons (cameras on via TEAMS) and remote lessons (work set such as pre-recorded ppts or worksheets). Remote lessons will only be set if teachers are absent through sickness or used to cover absent colleagues who were due to deliver face to face lessons in school to Year 11 or supervising the keyworker students as part of the staffing rota.
 - TEAMS live lessons will follow your daughter/son's current timetable, finishing at 3.30pm. An hour's live lesson will comprise a combination of live teacher input, independent work set and the teacher taking questions and answers.
 - Home learning will not be set for KS3 but at KS4 and KS5, it will be set as usual.
 - Registration periods with tutors will take place Mondays, Wednesdays and Fridays at 8.40am via TEAMS.
- Parents' evenings will take place remotely
- Reviews will be issued as per calendar
- Mock exams for Year 10 (POR), 11 and 13 will be as per calendar and in school.

Tier 4 – Total Lockdown. School closed to all student for face-to-face lessons.

- Key worker and vulnerable students working in school in year group bubbles.
- All year groups at home following their timetable
 - These lessons will be a combination of live lessons (cameras on via TEAMS) and remote lessons (work set such as pre-recorded ppts or worksheets). Remote lessons will only be set if teachers are absent through sickness or used to cover the keyworker students as part of the staffing rota.
 - TEAMS live lessons will follow your daughter/son's current timetable. An hour's live lesson will comprise a combination of live teacher input, independent work set and the teacher taking questions and answers.
 - Home learning will not be set for KS3 but at KS4 and KS5, it will be set as usual.
 - Registration periods with tutors will take place Mondays, Wednesdays and Fridays at 8.40am via TEAMS. Personal tutoring will take place as arranged for sixth form students.
- Parents' evenings will take place remotely
- Reviews will be issued as per calendar
- Mock exams for Year 10 (POR), 11 and 13 will be as per calendar and will be in school if at all practically possible.

Key worker provision will not be provided during the school holidays. We will keep you updated with any developments that may lead us to move beyond Tier 1. In the meantime, here is a reminder of the symptoms of Covid 19 and what to do if you or a member of your household has symptoms. Please let us know if your daughter/son has symptoms and do not delay booking a test.

Symptoms of COVID 19

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

- Get a test to check if you have coronavirus as soon as possible.
- Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
- Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

For most people, coronavirus (COVID-19) will be a mild illness.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19:

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

We are very proud of our students, they have been patient and cooperative as they navigate the one way systems, remember to wear face coverings and wait for classrooms to be cleaned. As the weather becomes more autumnal please can you ensure your daughter/son has a raincoat and umbrella as they will be waiting around outside at break and lunch and in between lessons. The marquees that we have ordered will be set up at the weekend.

Thanks for your support.

Yours sincerely



Anne Kennedy and Katie Pearce
Co-Headteachers