

2nd June 2020

Dear Parent/Guardian

Re: Year 12 Partial Opening and Exams

As promised during half term we are writing to update you with our revised plans for Year 12 returning to school following the government's decision to postpone this from 1st June to 15th June.

Year 12 Exams Monday 15th – Friday 19th June

We will be holding these in school as per timetable that you received before half term. Your son/daughter will receive a personalised timetable in the next couple of days. The gym, the hall and other classrooms will be used to ensure social distancing and we have made arrangements for the exams rooms to be cleaned during the day. Because we feel it is important for students to take their exams in school to replicate public exam conditions as much as possible we have taken some additional protective measures as follows:

1. Students must bring their own equipment (pens, pencils, calculators etc) as we are unable to lend anything.
2. As there is no access to the sixth form centre and therefore no lockers, students need to minimise what they bring into school. However we realise that students may need to bring a drink, a purse/wallet and a phone and if they have an afternoon exam, a packed lunch and revision notes. These items need to be in a clear plastic bag as they will need to be taken into the exam venue. All phones need to be switched off at all times.
3. Students should note the venue of their exam (ie hall, gym, classroom) and the desk number allocated to them on their personalised exam timetable.
4. If the exam is in the hall, students should line up using the socially distanced lines marked up on the pathway towards the hall. If the exam is in the gym, students should line up using the socially distanced lines marked up between the English block and the entrance to the gym. For the students in other venues they need to line up outside the classrooms maintaining social distance.
5. When indicated by the invigilator to enter the exam venue, students should make their way to their allocated desk, indicated on their exam timetable. The row and desk numbers will be made clear by the invigilator.
6. Students who have two exams on the same day must go to S1 and S2 between the exams to await further instructions.
7. Students must leave the school site immediately after their last exam on each day – they are not permitted to wait for friends sitting other papers.
8. Mrs Griffiths, SENCO, will be in touch with students to confirm any special access arrangements eg extra time.

We recognise that some students are unable to come into school to sit these exams and we will of course make alternative arrangements. However, in order to replicate exam conditions as much as possible we require all exams that are done at home to be completed and submitted as per timetable. We are not offering a 'window' in which to do the exams, as most students will be taking them in school and we need to make the system fair.

In order to help us with this, please follow the link below to confirm if your son/daughter will be sitting the exams in school or not by **Friday 5th June 12 noon**.

<https://www.surveymonkey.co.uk/r/Year12PPEsJune2020>.

The marks from these exams will contribute to an overall grade for each subject for the summer review but grades will also take into account work and assessments your son/daughter completed over the last two terms at school before lockdown. Regarding UCAS grades, please refer to the guidance sent last half term.

Return to school for some face to face lessons

Monday 22nd June – Friday 17th July

After the exams, we are delighted to be able to supplement remote and live lessons with some face-to-face teaching in school every week. Following the latest DFE guidance, we have had to change our previous timetable.

Timetable

Year 12 students will be taught in classes of 15 or less and will have a two-hour face-to-face lesson per subject in school over three days. This will be supplemented out of school with one 'live' video lesson per subject and one remote lesson a week per subject.

Your son/daughter will be emailed a personal timetable in due course, which will show the time, venue of the lessons and which gate he/she should use to enter the site.

Attendance

The expectation is that your son/daughter will attend all their lessons unless they are clinically or extremely clinically vulnerable or living in a household where someone is being shielded. Thank you for completing the attendance survey before half term, we were pleased that the vast majority of students were keen to return. However if anything has changed, please let us know.

If over this half term, your son/daughter is unwell or showing coronavirus symptoms, they should stay at home. Similarly, if anyone in your household is showing coronavirus symptoms your son/daughter must not come to school. If this is the case, please call the school absence line so that we are aware, can advise on seeking a test and follow the government guidance.

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

Arriving and leaving

- **Transport**

We would encourage your son/daughter to walk or cycle to school if possible. If they need to be driven in then we would request that you drop them off at Jubilee Avenue.

- **Arriving and leaving**

On the students' timetable, they have been allocated a gate that they should use for their arrival. This is to support social distancing measures coming into school. However, students need to take responsibility for social distancing on their journey to and from school.

If students arrive earlier than the time their lesson is due to start they must wait in the nearest outside space to that classroom and wait to be called in by that teacher. Please note that the sixth form common room will be out of action. There will be no access to tea and coffee facilities.

Lessons

Students will be reminded at the beginning of every lesson of the protective measures that they must observe to keep safe. Other points to note:

- Desks will be laid out in rows with one student per table and no more than 15 students in a class as per guidance.
- There will be anti-bacterial wipes in every classroom. Students will be asked to clean their desk before and after every lesson.
- Hand sanitisers will be around the school site
- We have ordered Perspex screens for every teacher's desk
- Students must bring their own stationary and course textbooks if required.
- The teacher will remind students about social distancing when coming in and leaving the classroom.
- Posters are on doors and in corridors to remind students at all times of protective measures.
- The teachers will remind students to wash their hands after the lesson.
- If a student is unwell, the teacher will send them to student support.
- The teacher will ensure good ventilation by leaving windows and doors open.
- Face masks and gloves are optional but if students choose to wear them they need to provide their own.

Toilets

- We will be operating a one in one out system for toilets.
- Toilets will be cleaned regularly throughout the day.

Student support

Our student support team will be in school all day. Due to the nature of their role in dealing with students who are unwell, they will need to follow additional protective measures. These include wearing gloves, face masks, visors and aprons. Only one student will be allowed in student support at a time. The student support team will also be monitoring and following up daily attendance.

Visitors on site

Visitors/parents are not permitted on the school site unless invited by the Co-Headteachers.

We recognise there is a lot of information here for you to process and school life will be very different for all of us from the 15th June and so we will send a parent/student handbook the week beginning 8th June as a further reminder of procedures when school opens to students.

As a school community, we all need to do our best to adapt to this new way of working and ensure students can continue to engage in their learning. We appreciate there will some bumps along the way that we will need to resolve as and when we come across them. As ever, we really appreciate your support as we manage this difficult time and we remind ourselves that your sons/daughters always rise to a challenge.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Kennedy' followed by 'K Pearce'.

Anne Kennedy and Katie Pearce
Co-Headteachers