

8th June 2020

Dear Parents and Carers

We hope you and your families are all well. This letter contains important information about the return to school for Year 10 students. **If you have decided to send your child back to school, you will already have received this information with details of when your child should attend.** The information is detailed and lengthy, but we ask that you take your time to read **all** of the information provided, so that you are clear about how the return to school will work. We have undertaken an extensive risk assessment in line with Government and Local Authority guidance in order that it is as safe as possible for all staff and students to return to school. This letter will help you understand what the return to school will look like and outline the systems and processes designed to help keep everybody safe whilst, at the same time, providing an opportunity for high quality teaching and learning.

Thank you for completing the questionnaire. Now that we know the exact numbers of pupils planning to return we are able to offer each Year 10 pupil two sessions per week each lasting two hours and still be compliant with Government guidance on social distancing.

How will coming into school be different?

- Each pupil will be given specific start and finish times. It is very important that pupils stick to these times to allow us to adhere to social distancing rules. If pupils arrive late, they will not be able to access the school and they will have to make arrangements to return home. Pupils should not arrive early, because this will cause issues with providing a safe entrance to school. To help guide pupils we have clear signs and staff on duty to indicate where to go.
- The pupils will be met at the entrance to the school, registered and given guidance as to which classroom to go to.
- Pupils will join a socially distanced queue and be required to wash their hands before they proceed to their classroom. There will also be hand sanitiser made available outside the classroom and inside the classroom for pupils' use.
- Before entering the school pupils will be asked to answer the following questions to confirm they are not posing a risk in transmitting the virus:
 - Have you or any member of your family been in contact with anyone with COVID-19 symptoms in the last 5 days?
 - Do you think you or any member of your family might be displaying any of the following symptoms of COVID-19:
High temperature?
New continuous cough?
Loss of sense of smell or taste?

If pupils answer positively to any of these questions, we will be in immediate contact with you to collect your child and offer guidance on the 'Test and Trace' process.

- The journey to and from the classroom will be specified and the pupils must use this route only, the rest of the school will not be open.
- Teachers will be on duty to guide pupils on the journey to the classroom and from school at the end of the sessions.

- Pupils will be allocated a desk, which is positioned at a socially distanced 2m apart, to help minimise contact with other pupils and the teacher. Pupils arriving into the room will be allocated desks furthest from the door. Pupils will not necessarily sit at the same desk each session.
- Entrance and exit from the classroom will be structured so that all pupils enter and leave at staggered times.
- At the end of the day all rooms used will be cleaned to minimise risk.

What about the journey to and from school?

- Where pupils walk to school they should observe the rules on social distancing.
- Where pupils cycle to school, we will provide access to the bike-sheds, but pupils will be guided as to where and how they can leave their bikes.
- Where pupils use public transport, they should adhere to current Government guidance on the wearing of face masks.
- Where parents use private cars or a taxi, please note that the usual excel drop-off point is not available. The Bubble Leader will contact you this week to check your travel arrangements and make provision if you are arriving by car.
- Pupils will not be allowed to congregate outside the school before or after school. Pupils should make their way home immediately after the lesson ends to minimise risk.

What will the lessons be like?

- Each pupil will be assigned to a small 'Bubble' of up to 10 pupils. This will be the group they are in for **all** sessions.
- Each Bubble will have 2 x 2 hour lessons per week, arranged at specific times and on specific days which will be the same each week.
- Each Bubble will be assigned to one room in the school and this will be the only room they use for all study.
- Each Bubble will be supported by a 'Bubble leader', who will act to facilitate the learning. The same bubble lead will support every session your child attends.
- Materials for study will be provided and each pupil will be given their own individual study packs which will remain in school.
- In the first instance we will be offering lessons in English, maths, science and learning to learn with some option subjects to follow in future weeks.
- The pupils will be given a timetable to show which subject is to be studied at which time.

How will the lessons help pupils to progress?

- Each pupil will be given a bespoke pack of materials made for them by their teachers. This will include stationery. Pupils should not bring their own equipment to school at the moment.
- Pupils will have remote access to experts in English, maths and science and later in some option subjects.
- Sessions have been specially designed to link to the home study work so that pupils can master the subjects studied.
- Work will be differentiated to meet the needs of all pupils.
- Pupils may be asked to do some preparatory work before the lessons and will complete follow up work at home.
- Feedback on work will be provided by the pupil's usual teachers via Show My Homework.
- We have worked on simplifying the format, to help parents understand what is expected and what success looks like.

What will happen if the pupil feels ill whilst at school?

- In this event we have a trained first-aider on site, who will be provided with the appropriate protective wear and guidance.
- We have provided a separate room, away from other pupils and staff, where pupils will be instructed to go. Parents will be called and required to pick the student up immediately and seek appropriate medical attention. Parents and pupils should follow advice on the Governments website for 'Test and Trace' procedures.

What are the expectations of behaviour?

- The normal Westwood expectations of good behaviour and high standards apply. Pupils will need to show respect to other pupils and staff at all times and follow instructions given by staff.
- Any misbehaviour will put other pupils and staff at risk of breaching the 2m rule. We do not have the facilities to isolate, detain or remove pupils, so, if a pupil does not conform to these expectations a phone call home will be made and the student sent home immediately. Parents will need to ensure that arrangements are made to pick pupils up immediately or agree to them making their own way home.
- If a student is asked to go home, a member of Senior Leadership will call parents and discuss the reintegration process prior to that pupil coming back on site.

Do pupils need to use PPE in school?

- The Government advice is that there is no need for pupils to wear facemasks in classroom situations and we would not encourage this. However, if a pupil feels the need to do so, then they will need to wear a plain medical style mask. Pupils will not be allowed to wear bandanas or 'feature masks'.
- If a pupil is arriving via public transport, they will be required to conform to the latest government advice, which currently asks for the wearing of masks.

Do pupils need to wear Uniform?

- We will *not* be requiring pupils to wear uniform.
- Pupils should abide by usual non-uniform day rules, where they must not wear clothes that are offensive or too revealing. Clothes should be suitable for a professional environment.

What about mobile phones?

- Pupils will be asked to place their mobile phones on their desks, screen side down in silent mode to avoid them being a distraction.
- Pupils may be advised by their teachers to photograph work for submission to their usual subject teachers or they may wish to access Show My Homework from school.

Do pupils need to bring water and food?

- There will be no break during the 2 hour sessions and pupils must not bring food into school.
- Pupils may bring a water bottle. Only water will be allowed in the classroom, no fizzy drinks.

To help you as parents, we will be in weekly contact via email to keep you updated as to the situation. However, if you are in any doubt about the health of your son/daughter, or if they begin to show COVID-19 symptoms you should not send them into school. You should read the Governments guidance on Testing and Tracing on www.gov.uk/guidance/nhs-test-and-trace-how-it-works and if appropriate seek to arrange for the appropriate tests on www.nhs.uk/coronavirus or by phoning 119.

It is pleasing to know that many of our pupils have chosen to come back and the staff have been working very hard to produce interesting work for them. We are sure that this will be a positive experience and help pupils see a hopeful future to their studies. We hope that the work we have

done helps alleviate some of your fears. Year 11 is a crucial year and that is why we have worked so hard to offer all of our pupils who are returning a rich learning experience. We hope that our work will also help you in the home learning environment to support your child to grow and feel success.

If, after reading this, you feel reassured by the measures we have put in place and would like to change your mind about sending your child back to school please email

Year10@thewestwoodacademy.co.uk.

We thank you for all your support and look forward to working with you.

Yours faithfully

A handwritten signature in black ink that reads "H T Lawrence". The signature is written in a cursive style with a large, stylized 'H' and 'L'.

Ms. H T Lawrence
Head of School