

10 June 2020

Dear Parent/Carers

New Arrangements for Year 10 Students

From Monday 15 June we will be providing school tutorials for Year 10 students in English, Maths and Science. Initially, it is our intention to offer all students the opportunity to attend school for twice a week. Due to measures we have put in place to avoid students travelling on public transport at peak times we will be offering a shorter day than normal.

This is in line with the Government guidance which states that secondary schools should ensure that only a quarter of pupils are in school at any one time. Due to a limited number of staff that will be in school at any one time we will only be able to accommodate your child at their allocated time.

Based on the Year 10 parent/carer survey completed before half term we are preparing to receive 90 Year 10 students on Monday 15 June and Thursday 18 June. In addition to this letter, parents/carers of these students will also receive another letter (on the same day) which confirms that their child is able to attend school on Monday 15 June and Thursday 18 June. If you do not receive this confirmation it means that that your child has not been allocated a time to attend school. In light of the arrangements set out in this letter, parents/carers may feel more confident about sending their child into school to complete these sessions. If this is the case and you would like your child to attend school, you should email the school on enquiries@wellingschool-tkat.org. Your child will then be allocated sessions to attend on Monday 22 June and Thursday 25 June. Once we have a clear picture as to how many Year 10 students would like to attend school overall, we will reconfirm when your child should be in school from the week commencing Monday 29 June.

In preparation to receive Year 10 students we have moved key worker and vulnerable students to the Berwick Arts Block which will mean that Year 10 students will not be in contact with other students. We are also in the process of delivering training to all staff that will be involved with teaching and supporting Year 10 students.

I appreciate that for a number of parents/carers and students the thought of returning to school may be unsettling. The Government have updated their guidance about how schools need to operate in order to maintain social distancing and ensure staff and students are safe. As a result of this, the school has made a number of changes that will need to be followed by all students.

This letter will set out what invited students will expect when they attend school on Monday 15 June. We will also have additional staff on site to walk students through the new arrangements. In order to help prepare students we have also included pictures of the new arrangements.

Your child should attend school wearing their own clothes. These must be appropriate and our expectations are the same as when we have a non-school uniform day. Students must have appropriate footwear to be able to evacuate the school quickly in the event of the fire alarm sounding. Flip-flops are not allowed. Student clothes should also be regularly washed.

www.wellingschool-tkat.org

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The school canteen has closed until further notice. All students should bring a snack or packed lunch and a water bottle with them. Students that are eligible for free school meals will still be able to access the vouchers sent out each week but no food will be provided by the school. Due to restrictions in place, students will not be able to leave their allocated classroom to have a break. Instead they will need to eat any food in their allocated classroom and take their rubbish home with them.

Mobile phones will not be allowed to be used on site. When students arrive they will need to put their phone in a pocket or bag. This is because of the risk mobile phones pose in spreading bacteria and viruses. Failure to follow this instruction is a serious breach of the school's behaviour policy as it has been identified as one of the ways that we will keep staff and students safe. If a phone is seen it will be confiscated and returned at the end of the day. Failure to comply with this instruction will result in home being contacted and may result in an exclusion.

An addendum to the school's behaviour policy has been added to cover Covid-19. We are clear that the control measures we have implemented on site will ensure that we minimise the risk to staff and students. The addendum to the Behaviour Policy and Home School Agreement is attached to this letter. Failure to follow these measures or comply with staff instructions is a serious matter and a decision may need to be taken as to whether a child is able to attend school on Health & Safety grounds. The school will also deal with students in the strongest terms if they deliberately put others at risk including consideration of permanent exclusion.

Initially students have been divided into ten groups of up to nine students. This is the number that we can accommodate in classrooms whilst following social distancing guidelines. All students will start at the same time but have a later start than on a normal school day to help with travelling to school. When students are on site they will be split into two groups which will be taught in different areas of the school. The letter to parents confirming that your child should attend school from Monday 15 June states the group that your child is in. Groups one to five are in the English and Geography corridor. Groups six to ten are in the Maths and AEN corridor.

The new timings of the school day are as follows:

9.30 - 9.45 (latest): Arrival
9.45 - 10.00: Hand Washing
10.00 - 11.00: Session 1
11.00 – 11.10: Class Break
11.10 - 12.10: Session 2
12.10 - 12.20: Class Break
12.20 - 13.20: Session 3
13.20 - 13.50: Hand Washing & Departure

Students must access the school via the student entrance on Elsa Road. When students arrive they will need to line up on the red markings that are on the floor from the main gate entrance to the corner of the 6th Form Centre. Students will be reminded that mobile phones need to be turned off or on silent and out of sight.



Students will then be escorted to wash their hands before they go to their classroom. Students in the Maths and AEN Corridor (groups six to ten) will use the sinks in the Food classrooms. Students in the English Corridor (groups one and two) will use the sinks in the main atrium. Students in the Geography Corridor (groups three to five) will use the sinks in the PE changing Rooms).



After washing their hands, students will go and stand outside their classroom on the floor markings. The teacher will then make sure that students enter the classroom in the right order and sit in their allocated seat. Students will be based in the same classroom for all of their tutorials. The desk will only be for your child. On the desk will be a pack with a book and stationery, as well as some tissues and a small bag for used tissues. This pack must not be removed by a student. Students are also not allowed to get up from their seat without permission. At the front of each classroom is a cleaning station. Students will be required to use hand sanitiser if they sneeze or blow their nose.



The use of toilets will be restricted. Students will only be able to go one at a time and when a member of staff goes to a teaching room to say the toilets are available.

When students leave the classroom at the end of their three tutorials they will need to wash their hands again. Once they have done this each group will be escorted off the school site.

We have reviewed the structure of tutorials that students will follow. In each tutorial a teacher will review the online learning that will have been completed the previous week. They will then teach a skill or topic and run through the online work that will need to be completed for the next week. Teachers will also be supporting your child's wellbeing and a number of activities have been planned to help your child to readjust to a formal learning environment.

When your child is in school they will stay in their group and will not mix with students from other groups. It is important that your child does not arrive or leave school in groups where they are not keeping two meters apart. They should also not wait around the school entrance at the beginning and end of the day. If you are dropping off or picking up your child from school you should arrange to meet them away from the Elsa Student Entrance.

Your child will have the same teachers on a Monday and a Thursday. Team 1 will be in school w/c 15 June and Team 2 will be in school w/c 22 June. Each Team is led by a member of school leadership team and these should be your primary contact if you have queries or concerns on a particular day:

Team 1: Mr Hemsley, Deputy Headteacher (paul.hemsley@wellingschool-tkat.org)

Team 2: Mrs Gooch, Director of Learning (jesenia.gooch@wellingschool-tkat.org)

In addition to these members of staff you are also able to contact the Year 10 Team which includes:

Mr Collins, Head of Year (rory.collins@wellingschool-tkat.org)

Mrs Borley, Y10 Care & Guidance Assistant (lesley.borley@wellingschool-tkat.org)

Mr Sanghera Director of Learning (jasminder.sanghera@wellingschool-tkat.org)

Mrs Crane is the school's Designated Safeguarding Lead and any concerns regarding safeguarding should be addressed to her (avril.crane@wellingschool-tkat.org)

I appreciate that this letter contains a lot of detail. I also appreciate that this looks very different to normal school life. Unfortunately, this is a necessity in order to reduce the risks to your child and to staff. The best way that we will be able to prepare your son/daughter for these changes will be to take time on Monday 15 June to walk them through our expectations.

Please can I remind you that if you do not receive confirmation that your child has been allocated a place from Monday 15 June then your child will not be able to attend school that week. If you would like your child to attend w/c Monday 22 June or you have any further queries please email the school on enquiries@wellingschool-tkat.org.

With very best wishes.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Pett', with a long horizontal flourish extending to the right.

Mr R Pett
Headteacher