

Instructions for Yr 12 Phased Return June 9th 2020

Dear Parents,

We all hope that this email finds you all well and safe. Thank you to everyone for completing the online questionnaire that was circulated recently - your feedback and support has been much appreciated and has been key to us planning for a safe return for the students. We would like to take this opportunity to let you know about the proposed phased return for **some** Yr 12 starting Monday 15th June.

Please remember that remote learning will continue for **all** classes over the next half term. We hope that the students have noticed the more interactive approach to setting tasks remotely and the more personalised approach their teachers have been working hard to post.

School will sadly **not** be returning to normal as yet and we are NOT able to accommodate a large number of students on site at any one time. Numbers are being limited to a maximum of 20 per day - one quarter of the Yr12 cohort. **ONLY INVITED STUDENTS WILL BE ALLOWED ACCESS TO THE SCHOOL SITE ON ANY ONE DAY.**

You son/daughter has been invited to attend school on **XXXXXXXXXXXX**

Subject(s):

They will enter the site via Crown Lane entrance.

Repeat above if required if the student has more than one session week 3-4

They will be working in Zone 5

Please DO NOT allow your son/daughter to attend on any other day. Students who arrive at school on a day that they have not been allocated will be sent home immediately and will not be given access to the site.

We are taking exceptional steps with respect to Health & Safety measures on-site including the availability of Personal Protective Equipment (PPE) for students, movement and circulation, lunch provision, social distancing and accommodating the personal welfare and circumstances of individual students in a fair, responsible and well-considered manner.

So far, as you know we have organised the following:

Week Beg 1st June - Remote Tutor scheduled Well being calls and tutorials.

Week Beg 8th June - Online remote assessments for A Level Courses.

From the Week Beg 15th and 22nd June - there will be a variety of BTEC/VA/PA tutorials/catch up sessions that students will be invited to attend.

W/B 29th June - 10th July there will be A Level Subject meetings with students

W/B 13th July - Academic review & Pastoral Check 2

Timings of the Yr 12 School Day

Year 12 - Arrival onsite from 10am.

Access and signing in via Crown Lane front gate ONLY

Session 1 10:30am – 12 mid day

Zones Cleaned

Supervised Break and hand wash 12 midday until 12:30pm

Session 2 12:30pm - 2pm

Hand wash and escorted off site

Zones Cleaned

We realise that this has been and continues to be a very unsettling time for us all but please be assured we are doing everything we can to make sure that Norwood is ready to welcome a relatively small number of students back.

As you are probably aware, following the government's most recent guidelines, there are a number of restrictions with regard to their safe return. We would like to take this opportunity to inform you of arrangements that have been made. Our focus to fully prepare over the last two weeks has been to:

- Provide some face-to-face support to pupils in year 10 and year 12
- To split classes into smaller groups
- To keep groups apart as much as possible
- To adapt the school site to maintain social distancing within groups as much as possible
- To stagger timings to reduce contact at peak times and to
- To enhance hygiene practices

[Most recent government guidance updated June 4th 2020](#)

What will the onsite teaching and learning look like?

When designing our provision map, we have carefully considered the needs of our students in Years 12 and note that at this time, it is the intention of the government that they will sit their planned external examinations in the Summer of 2021.

The year group will be divided into 'bubbles'. Students invited to attend will remain in their 'bubbles' of no more than 10 pupils during the day and will remain isolated from other pupils onsite for the duration of their day.

We have created segregated teaching /social zones

Zone 1 Maths Corridor S41/S42 (opened up) S43 Top Floor toilets. Back exit to back playground for outside space.

Zone 2 English Corridor F42/F43 (opened up) F39 Ground Floor toilets. Central staircase to exit the upper quad via lower corridor doors.

Zone 3 MFL Breakout space and F26 First Floor Toilets. Back stairwell to access the basketball court for outside space.

Zone 4 Key Workers and Vulnerable Students Library and Atrium. Ground Floor toilets towards the front of the building and lower quad outside space.

Zone 5 Small groups of Sixth Form that will be onsite at any time will be housed on the opposite side of the school to the Year 10 and Vulnerable/Key worker children in the Visual and Performing Arts areas and will access via the Yr 11 outside space by the downstairs dance studio.

ONLY TEACHERS WILL MOVE BETWEEN ZONES

Students will be instructed not to congregate outside the school gates or in the local area or on their way to and from school.

Travel arrangements to and from school

It is strongly advised that students walk or cycle to school or if necessary, are dropped off and picked up by car where this is feasible, as the Government has advised that public transport is to be restricted and avoided where at all possible.

If your child absolutely must travel on public transport, s/he will be required to wear a facemask and you may wish to provide disposal gloves for travel use. These items will then have to be removed at the school gates and it will be the student's responsibility to hygienically store them away or dispose of them in one of our secure waste bins. Please remind your child to be mindful and to take all necessary precautions to reduce risk when travelling on public transport.

We have taken the following precautions to ensure the safety and wellbeing of all of our staff and students:

- On arrival - temperature check (hands free infrared thermometers) /hand wash/FSM order/'phones off' check and reminder
- Students will be directed to zoned outside spaces.
- Dress Code: Sixth Form dress code.
- All students MUST bring their own refreshments and healthy snacks on site including filled water bottles.
- Students will be welcome to wear their own face masks and bring their own hand sanitiser on site.
- All toilets have been marked with 2m markings outside for supervised queuing.
- Students will be briefed with revised Health and Safety/Behaviour Policy/fire evacuation procedures by staff on arrival to their first session.
- Staffing at breaktime will supervise toilets facilities and outside spaces.
- Students will be discouraged from using toilets during session times.
- Toilet facilities will be monitored and limited to one in one out.
- Toilet facilities will display clear handwashing guidance, soap and paper towels.
- Pedal bins have been provided for easy disposal of waste.
- Hand sanitisers have been installed at regular intervals on site.
- Windows will be open as appropriate to maximise fresh air circulation.
- Students will be required to bring their own pens/pencils etc
- The Green Room and Front Reception 'goldfish bowl', have been set up as designated medical spaces to be used if a student presents with symptoms.
- We have set up an isolated medical room away from the rest of the spaces used in school. In the case of any student onsite falling ill, parents will be contacted immediately and asked to collect the students from the front gate.
- We will not be allowing any parents on site during the working day.
- We will be implementing a one-way system around the site.
- Floors are clearly marked at 2m intervals.
- All internal doors will remain propped open to avoid contact.
- Any areas outside of the four zones will be locked off.
- Staff will be allocated to supervise use of routes at peak times.
- Weather permitting students will eat in zoned outside spaces.
- In the event of wet weather, students will remain in zones.
- No breaktime tuck/will be available to Sixth Form

If your child is clinically 'extremely vulnerable' or living with someone who is in this category, **they should not return to school** immediately and should continue with their home learning. If your child is clinically vulnerable but not extremely vulnerable, you should follow the NHS medical advice in deciding whether they should return to school.

In accordance with the most recent guidelines please be advised that if a student or member of staff in a particular 'bubble' present with coronavirus symptoms she/he will be told to:

- Self-isolate for 7 days
- Take a coronavirus test
- Members of their household will be told to self-isolate for 14 days

If the test is **negative**:

- They can return to school
- The members of their household can stop self-isolating

The other pupils and staff in their group (plus any member of staff who cared for the individual while they were symptomatic) will be:

- Sent home
- Told to self-isolate for **14 days**
- The household members of these pupils and staff **only** need to self-isolate if the pupil/staff member they live with subsequently develops symptoms.

Please note that we have added the most recent risk assessment to the website under the Policies and Documents tab on the About US page of the website.

[Behaviour Policy Addendum Covid 19](#)

Social distancing

As part of our detailed Health & Safety planning, the school and all the learning spaces within it have been structured to promote social/physical distancing and safety. Students will be instructed and inducted on revised procedures for movement around the school site, hand washing and using toilet facilities. They will be advised on amendments to our behaviour policies to ensure strict adherence to our new more rigorous expectations.

Please note that for the safety of all the students and staff on site - students who deliberately or persistently fail to abide with social distancing requirements and other measures intended to reduce the potential for the spread of COVID-19 will be prohibited from attending face to face sessions in school and will have to work from home.

There have been a number of amendments to the Behaviour Policy that we would like to draw your attention to. In particular:

Whilst in school, students are expected to:

- Alert a member of staff if they feel unwell or notice any changes in their health, and where assigned to a medical zone, remain there and follow instructions
- Follow guidance detailed in notices around the school that promote good hygiene and follow Public Health England's guidelines. This includes taking care when sneezing and coughing, using tissues and disposing of these in bins ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with their hands
- Use hand sanitisers regularly through the school day
- Be mindful of the 2m social distancing rule, respecting other people's personal spaces. Students MUST NOT cough or spit at or towards any other person
- Follow guidance and instructions for the safe use of the school building across the five zones, staying within the designated zone for the duration of their time on site.

Parent(s) or carer(s) are expected to:

- Support their child and the changes the school has made to ensure all members of the school's community feel safe and are protected
- Reinforce guidance on social distancing and good hygiene with their child
- Respect the school's procedure for inviting students onto the school site, ensuring their child only attends school following confirmation from a member of the school's staff
- Check their child's health each time they attend school, taking their child's temperature and keeping them at home if this is high or they display any signs or symptoms associated with coronavirus (as determined by Public Health England)
- Advise the school if their child has attended school and consequently shows any signs or symptoms of coronavirus (as determined by Public Health England)
- Ensure that clean clothing is worn when attending a session in school
- Supply their child with refreshments and a filled water bottle.

I have also included the protocols for Remote Virtual Learning to this letter. We are hoping that many staff will introduce live lessons via ZOOM and Google Meet for example over the next half term and it is important that we are able to ensure the platforms are as safe as possible for both staff and pupils

**Remote Virtual Learning Protocols for Lower Sixth
Post Covid 19 Re orientation June 2020**

Guidance for Staff

Use of Virtual teaching resources (ZOOM or Google Meet)

These will be reinstated for Lower Sixth subject to the following guidance:

Staff/students MUST share the following expectations:

- a) Audio and visual to be used - primary use is presentation mode + chat options for Q & A
- b) If only 1 student is online with a member of staff - the lesson cannot continue
- c) Students must not comment on other students' comments - they are only able to ask questions directly to the host
- d) Parents are encouraged to monitor the content of online lessons and their children's participation wherever possible

Professional behaviour will be expected - inappropriate student behaviour will lead to disconnection of the student from their online lesson followed by a report for poor conduct on Behaviour Watch with further sanctions. Please note the following safety precautions.

- Ensure that you have enabled all the key safety features on your zoom account to prevent hacking.
- Password protected - every zoom meeting must have its own password required to gain entry
- Waiting room enabled - the waiting room is a virtual space that a potential participant sits in on their own before the meeting. The host can see who is in the waiting room and has to permit them entry before they can join the meeting. Anyone who is not supposed to be there or whose name the host does not recognise will not be admitted
- Meeting locked - once all the students have arrived the host can lock the meeting meaning that nobody else can enter
- Only the host can share their screen - this feature means that none of the other participants in the meetings can share their screens and so are unable to broadcast anything but their own video stream

There are other safety features to put into place, not related to the zoom bombing incidents but just to ensure that the zoom sessions we run are as safe and as appropriate learning environments as possible. These include:

- Students are unable to rename themselves
- All sessions are automatically recorded, having asked the students consent to do this before they enter the meeting, and stored securely on the cloud
- Profile pictures are disabled
- Private chat between participants is disabled
- Virtual backgrounds are switched off

Please be advised that students will be sent their appointment times and dates to attend according to their subjects.

Thank you for taking the time to read this email, we understand that there is a lot to take in, so please do email your child's form tutor in the first instance if you have any questions about the 'in school' provision over the next few weeks.

Please view the most recent whole school risk assessment and full details, including images of the site ready for Yr 10 and 12 phased return - in the policies and documents section of the website under the about us tab.

We hope that the information in this letter is helpful in providing the reassurance needed that we are well placed, ready and able to address the complex challenges we face during these extraordinary times.

Kind regards
Mrs Webster