

Horsforth School

Lee Lane East Horsforth

Leeds LS18 5RF

Tel: 0113 226 5454

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Email: info@horsforthschool.org

Website: www.horsforthschool.org

Headteacher: Dr P Bell

Our ref: PCB

Date: 05/06/2020

Re-opening w/c June 15th (Year 10)

Dear parents / carers,

I hope you and your family are well in these difficult times.

I would like to assure you everything we are currently doing and have done so far has had student and staff **safety as our top priority**.

I want to update you on our plans to re-open for some 'face to face' contact to supplement the remote learning of students in Years 10 and 12 in line with the most recent government guidelines

The following paragraphs are taken directly from the Government guidance:

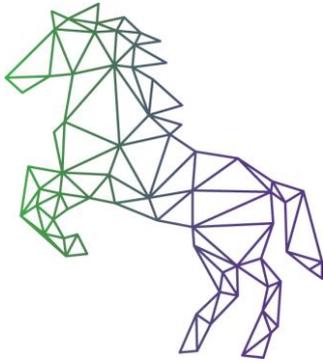
"On 10 May the Prime Minister announced a roadmap towards recovery, outlining the phased return of some pupils to education settings from the week commencing 1 June, including an ambition that secondary pupils facing exams next year will get some face-to-face support from their teachers this term, subject to the government's 5 tests being met.

On 24 May the Prime Minister announced that secondary schools should plan on the basis that from the week commencing 15 June, they can invite year 10 and 12 pupils (years 10 and 11 for alternative provision schools¹) back into school for some face-to-face support with their teachers, subject to the government's 5 tests being met.

We are asking secondary schools to offer this face-to-face support to supplement the remote education of year 10 and year 12 pupils, which should remain the predominant mode of education during this term for pupils in these year groups."

I apologise for not responding to the questions that have been sent in around our potential 're-opening'. Due to the timing of the announcements from the Government we have had to focus our time and efforts on planning for a safe re-opening in order to meet the timescales outlined above. We wanted to update you as soon as possible but also ensure we had detailed plans in place before we did so.

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Hopefully the content of this letter and the 'Frequently Asked Questions' document will alleviate any concerns you have. Please do contact us on info@horsforthschool.org if not and we will endeavour to answer further queries.

Please be aware we will not be able to consider requests with regards to groupings including that friends be in the same class together or that they are taught by a certain teacher. There have been lots of factors to consider in our planning; please rest assured that no decisions have been taken lightly and many different options and eventualities explored before reaching our final plans.

What we plan to do

For students in the week beginning 15 June (and for each week until the end of term) they will have 1 day per week in school of subject specialist teaching.

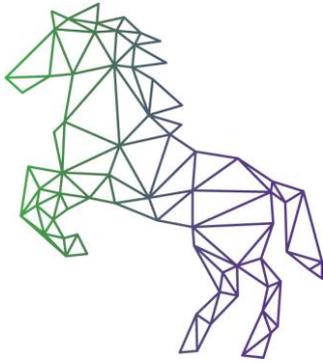
This day will consist of 4 hours of teaching, separated by a short break. Lunch will not be available on site. Students will arrive in the morning and leave before lunch.

Students in Year 10 will be taught in 2 hour lesson blocks in English, maths, science and the subjects they selected from: geography, history, French, Spanish or computing. All other subjects will continue to be covered via remote learning and this is to ensure the groups Year 10 students are in never change; minimising the number of students they will come in to contact with.

How we will keep students and staff safe

- No more than $\frac{1}{4}$ of the students in a Year group will be on site in a day
- The school building has been split into 4 'bubbles' which are physically separate from each other and **across which students do not mix**:
 - $\frac{1}{2}$ of Year 10
 - The other $\frac{1}{2}$ of Year 10
 - Year 12
 - Key Worker provision
- Each bubble will have different start and end times to prevent mixing on the way to and from school.
- Each bubble will have its own staff, classrooms, toilets, staffroom and other facilities.
- Each bubble will have a different entrance and exit to the other bubbles:

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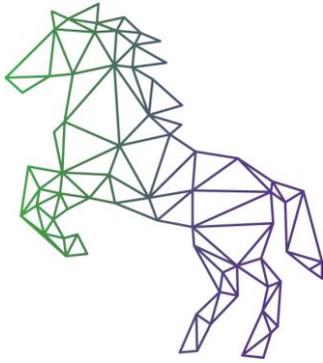
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Bubble	Start	End	Entrance/exit
1. Key	8:10	2:50	Back gate (from St Margaret's) and P16 common room
2. Year 12	8:45	12:55	Front gate and student entrance
3. 10A	8:30	12:40	Front gate and main entrance
4. 10B	9:00	1:10	Back gate (from St Margaret's) and DS2 entrance

- There will be no more than **29** students present in each Year 10 bubble **on any day**.
- These 29 students will be split into 3 or 4 different classes (average class size of 7).
- Each class will have a slightly different break time to prevent mixing.
- There will be no lunch time on site to ensure there is no mixing.
- These classes will **remain the same and not change**.
- These classes **will not mix with the other classes** in the bubble.
- These classes will have a set room and this will be the same room they are in every time they are in school.
- This room will not be used by any other class.
- In this room students will have a set seat they will sit in every time they attend.
- No other student will sit in this seat.
- Each class will have a supply of antiseptic wipes and hand sanitizer gel.
- The desks and class layout will ensure 2m distancing; these have been measured and marked out
- The bubbles will have a one way system so no one should pass anyone in a corridor.
- Corridors will have arrows at 2m distance to show direction of travel and spacing.
- Handwashing and sanitizer stations are throughout the school and at the entrance and exits.
- We have altered our classroom and corridor codes to meet the new arrangements.
- Our behaviour policy has been altered to support social distancing and new safety considerations.
- All assemblies, music lessons, PE lessons, mass gatherings and events in school have been cancelled.
- Practical activities and experiments that involve equipment sharing and increased movement will not occur.
- Students will be encouraged to walk or cycle to school and if they do walk with friends then do so at 2m distance.
- We will reduce parental and staff contact. Wherever possible, email, video calling and telephone communication will be used. The school reception area will have the glass partitions closed at all times.

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- Students and parents will not be allowed to congregate at the beginning and end of the day.
- Students and staff will increase handwashing protocols and good hygiene practices. We advise everyone attending school to:
 - Wash their hands for 20 seconds or sanitize before they leave the house.
 - Wash their hands for 20 seconds or sanitize when they arrive at school.
 - Wash their hands for 20 seconds or sanitize before they eat.
 - Wash their hands for 20 seconds or sanitize before they leave school.
 - Wash their hands for 20 seconds or sanitize when they arrive home.
- If there are local and National 'spikes' in the COVID-19 virus we will re-evaluate rapidly and change our approach.

I realise this is just an overview of our plans and for the last 3 weeks we have been working tirelessly to alter the school building layout, ensuring we have sufficient PPE, sanitizer, wipes and every system and process from our photocopying to our IT support has been changed to ensure safety is the key priority.

We will write to you next week with greater detail specific to each student including:

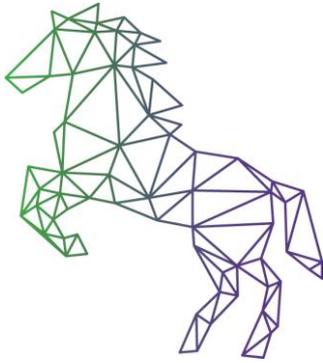
- The start and end of the day times (these will be different according to the bubble students are allocated).
- The classroom and seat that has been allocated
- A map of the 1 way system for their bubble.
- The classroom and corridor codes.
- A link to our new behaviour policy.
- A video to explain the new arrangements.

I realise that you may have already said you do not wish your son or daughter to attend, we will continue to share with you our plans to ensure you are kept informed. Our parent survey showed that 88% of parents who responded would be sending their son or daughter back to school.

Please look through the 'Frequently Asked Questions' (FAQ's) as this will hopefully address much of the detail you may be looking for that I have not outlined here.

I have tried to balance giving the detail that some parents may need to feel confident in sending students back in with the fact that we cannot go into every detail that has been planned for.

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Staff have been issued a 52 page handbook and our Leeds City Council risk assessment runs to 20 pages. Before we open our Trustees will examine and sign off preparations and we will only open if I continue to have the confidence that it is safe to do so.

Please rest assured we have done everything humanly possible to consider and reduce risk, that our plans and precautions go significantly beyond the Government requirements and we will give every consideration to students' physical and mental wellbeing on their return to school.

Yours faithfully,

Dr Paul Bell

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