



Horsforth School

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Dear Parent/Carer,

As always, I hope you and your families are safe, well and that you manage to get a good break at some point.

To those parents new to our school, we welcome you. We wanted to include you in this correspondence and that going forward so you are aware of our plans for September.

As this academic year draws to a close I would like to pass on sincere thanks from both me and all of the staff for your kind words; messages of support and useful feedback. Linked to that, this letter will be appearing within the body of the email as we have had feedback from a parent that this is easier on mobile devices.

This is my last weekly update letter of the academic year and in the new term I do aim to keep up our communication on a Friday but during the holidays my letters and emails will be less frequent and will focus around our re-opening plans for September.

I will try to give you a broad overview of our opening plan strategy now and then we will give much greater detail during the summer break once we have worked through these plans further.

All of our documents, videos and maps will be in one central place on our website. This will mean that you can go back using this link:

<https://www.horsforthschool.org/school/school-re-opening-plans-for-september-2020/>

This should allow you to find any information you wish after it has been published rather than trawling through emails (this letter will appear there later). We hope this is helpful.

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Re-opening strategy

I shared the guidance we are working to last week (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>) but in summary:

In order to significantly reduce the risk of transmission, schools are required to implement the essential elements of the system of controls which include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Whilst the guidance makes it clear that all schools must cover the system of controls, there cannot be a one-size fits all approach and schools are expected to make their own informed decisions about how best to balance the management of risk with the delivery of a broad and balanced curriculum.

In order to minimise contact and maintain distancing wherever possible, schools are required to consider the following and then put in place the measures (as much as possible) which suit their particular circumstances:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

In order to reduce risk as much as possible we will focus on reducing contacts between individuals and ensuring social distancing as much as possible.

In light of this guidance, our outline plans are below:

Staggered starts and ends to the day

On a normal school day nearly 1400 students enter our site at the same time. We aim to implement staggered starts and ends to the day to ensure that Year group 'bubbles' will enter the site at different times and locations to ensure that social distancing is easier, hand sanitization before entry is possible and, most crucially, students do not mix outside their bubble.

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Staggered breaks and lunches

We will be staggering breaks and lunches for all Years to reduce mixing and to allow social distancing as much as possible.

As a result the school day for each Year group will look like this:

YEAR	8:10	8:30	08:50	09:10	09:30	09:50	10:10	10:30	10:50	11:10	11:30	11:50	12:10	12:30	12:50	01:10	01:30	01:50	02:10	02:30	02:50	03:10	03:30	03:50	
7	TT Front	Lesson 1			Lesson 2			Break	Lesson 3			Lunch	Lesson 4			Lesson 5									
8				Lesson 1			Lesson 2			Break	Lesson 3			Lunch	Lesson 4			TT	Lesson 5						
9				Lesson 1			Lesson 2			Break	Lesson 3			Lunch	Lesson 4			TT	Lesson 5						
10	TT Back	Lesson 1			Lesson 2			Break	Lesson 3			Lunch	Lesson 4			Lesson 5									
11		Lesson 1 Front		Lesson 2			Break	Lesson 3			Lunch	Lesson 4			Lesson 5			TT							
12		Lesson 1 Back		Lesson 2			Lesson 3			Break	Lesson 4			Lunch	Lesson 5			TT							
13		Lesson 1 Back		Lesson 2			Lesson 3			Break	Lesson 4			Lunch	Lesson 5			TT							

Year 7

Our new Year 7 students will arrive through the front entrance in time to start the day at 8:10 with tutor time and the day will finish at 2:30. They will be taught in form groups, remain in the same room for the entire day (much like Primary school) and take their breaks and lunches in areas with their form group only.

Year 8

Our Year 8 students will arrive through the back entrance in time to start the day at 9:30 with lesson 1 and they will leave at 3:50. They will be taught in form groups which will not change, remain in the same room for the entire day and take their breaks and lunches in areas with their group only. They will be grouped according to their language choice primarily; because of this, form groups have had to change. Further information about groups and tutors will follow shortly.

Year 9

Year 9 will arrive through the front entrance in time to start the day at 9:30 with lesson 1 and they will leave at 3:50. They will be taught in groups according to their subjects and these will change through the day.

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Year 10

Year 10 will arrive through the back entrance in time to start the day at 8:10 with tutor time and they will leave at 2:30. They will be taught in groups according to their subjects and these will change through the day.

Year 11

Year 11 will arrive through the front entrance in time to start the day at 8:30 with lesson 1 and they will leave at 2:50. They will be taught in groups according to their subjects and these will change through the day.

Sixth Form

The Sixth Form will arrive through the back entrance in time to start the day at 8:30 with lesson 1 and they will leave at 3:10. They will be taught in groups according to their subjects and these will change through the day. We are encouraging our Sixth Form to study at home if they have a significant gap of lessons or no lessons at the beginning or end of the day. There will be independent study facilities but fewer than before.

Hygiene

We will continue with our handwashing and sanitizations stations and insist on everyone following good hygiene practices. We have many sinks around the building and in classrooms and automatic and manual hand gel dispensers.

Curriculum

All students will access a broad and balanced curriculum which, excepting prohibited or risky activities, will be the same and with exactly the same amount of face to face teaching as they would access in a normal year.

We will focus on diagnosing gaps in knowledge, utilise the assessments completed in lockdown and supporting students in grasping the key concepts and knowledge in order for them to progress. Some students will benefit from intervention before or after school and invitations will be given to them for this. For some students intervention and catch up will be compulsory.

We are awaiting further information regarding additional government funding for 'catch up support' and we will allocate the resources to meet student need where necessary.

Our intention will also be to restart extra-curricular activities where it is safe to do so and where we can continue to keep students in separate groups.

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No student will have a reduced curriculum offer unless it is negotiated with parents to improve their progress.

Pastoral support and student wellbeing

We recognise that children will experience a variety of emotions in response to the coronavirus outbreak and return to school such as anxiety, stress or low mood. We will continue to support students through a variety of well-being initiatives and pastoral support. This has been a very difficult time for many students and we have a pastoral support plan that will benefit all students which we will update you on further in a summer communication point. We have also factored this into our first week plans and students will receive more tutor time for acclimatisation and orientation.

Communication points

We will send two further updates with greater detail including maps, links to videos, our updated behaviour policy, class and corridor codes.

The first update will be on **Friday 14th August**.

The second will be on **Friday 28th August** where we will share our public risk assessment (although this could be subject to change).

We are doing this as the guidance, the local and national picture may change considerably between now and then and we will encompass all of this in our planning. Equally there will be a large amount of information we need to share but all of it will be on our webpage.

Supporting students with additional needs

We want to assure you that our SEND team are currently working on ways we can continue and maximise support for our students who need it on our return in September even though school may be a little different for them. Staff training is being planned for the start of the academic year and student passports have been reviewed, updated and will be shared with staff in the new term.

We will endeavour to provide the best support for our students that we can whilst also working within the constraints of the latest guidance.

To help with this, if your child has a blue card or a medical card in their planner outlining their needs, please ask them to retain this for use next year.

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Please bear with us, we won't have all of the answers yet but we will be working through the summer to ensure we make this transition back into school as smooth as it can be.

PE and Uniform

Students who have practical PE lessons will experience low risk and low contact activities, so PE lessons will resume. However, on the days that students have PE, they should come to school wearing their PE kit and not their usual uniform. On the days there is no PE lesson, students will be expected to wear their usual full school uniform. Please see our uniform policy and guidance on our website as students should follow this.

<https://www.horsforthschool.org/useful-information/uniforms/>

Students wearing incorrect uniform, or inappropriate PE or sports wear will be withdrawn from lessons and will be placed in inclusion for the duration of the day or until the matter can be resolved.

Thank you again for your support. I understand that you may have many questions but I please ask if you could wait for the greater detail that will be coming at the communication points if you can.

I know this has been a tumultuous year. I certainly did not expect the 2019/20 academic year to be ending like this but whilst it has been a challenge, whilst we have had to learn new skills very quickly I feel we, as a staff and a school have learned much. I would like to share with you a poem 'The Great Realisation' read by some of our staff that I feel sums up the end to our year:

https://drive.google.com/file/d/1f8Msgz-TnBtcd0SkwmJ_WMr-80nDne0A/view?usp=sharing

I wish you a wonderful summer, good weather and good health. I cannot tell you how much we are all looking forward to welcoming our students back in September.

Yours faithfully

Dr P Bell

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