Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST

Headteacher: Janet Sheriff

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10th June, 2020

Dear Parent / Carer

In my previous letter, dated 5th June 2020, I explained that plans were being made to offer some face to face contact for Year 10 students from 15th June. I am now writing to provide you with the details of the provision and the arrangements in place to minimise risk and help to keep students and staff safe.

Year 10 Provision

The timetable for Year 10 face to face contact time is provided within the separate document, "Year 10 Parent Information", emailed as an attachment alongside this letter.

Due to the restrictions set by the government, only one quarter of Year 10 can attend each day. Therefore, our model has one half of each mini school – 25% of the year group – in school each day (Tuesday through to Friday). This means that each Year 10 student will attend school one day per week, with the possibility of additional individual mentoring sessions on Mondays or Wednesday afternoons.

At the end of the Parent Information document there are lists of names, showing the students that are in each quarter of the year group. Once you know which group your son or daughter is in, you can find out (from the timetable provided) the day of the week that your child should attend face to face provision. Please note that this day alternates every other week.

The government has stated that student travel during peak times should be avoided, so please note the later than normal start time shown on the timetable. Face to face provision for Year 10 will end at lunchtime on Wednesdays (to allow for individual mentoring sessions) and lunchtime on Fridays (to allow for enhanced cleaning). On Tuesdays and Thursdays provision will end at 3pm.

There is not enough time in one day per week for students to have a face to face session with every examination subject that they study. Therefore, students will alternate between 'core' subject session (Maths, English, Science and MFL) one week and 'option' subject sessions the alternate week.

As there are five weeks left to the end of term, this will give enough time for each student to have two face to face sessions with each of their examination subjects, leaving one final week to focus on bespoke subject sessions to support students most in need.

You will be contacted separately if your son or daughter is invited to attend an individual academic or pastoral mentoring session. If you believe that your son or daughter would benefit from a face to face individual mentoring session, please contact your child's Year Manager to discuss this option. Access to a face to face mentoring session cannot be guaranteed, due to the very limited availability, but the Year Manager should be able to offer alternative support.

Please note that this proposed on-site timetable is subject to future amendment, if circumstances change. This could include discontinuation of the Y10/12 on-site timetable for some or all Y10/12 students. Distance learning for Year 10/12 will continue alongside on-site provision for the remainder of this term.

Catering Arrangements

All Year 10 students will have opportunity to purchase lunch in school on Tuesdays and Thursdays (choice of a sandwich or a hot Pot Meal) – free school meals will be provided for all eligible students. Alternatively, students can bring a packed lunch from home. Unfortunately we are not able to serve food at breaktime so please encourage your son or daughter to bring in a healthy snack. Please note that Year 10 students will not be allowed to go off site during break or lunchtime.

Uniform and Equipment

Your son or daughter will be expected to wear normal school uniform. Please contact school in advance if, for any reason, this is not possible. Students should bring their fully charged iPad, relevant subject books or folders (if available), the usual stationary equipment and a notepad for general note taking.

Travel to School

Information about school buses and amended routes will be shared in a separate letter from Mr Rowbottom, Associate Headteacher. Please remember that, except where students have specific needs / mobility issues (and special arrangements have been agreed), parents/carers should not drop off / pick up anywhere on the school site.

If your son or daughter will be travelling to school by bus, please ensure that your child follows the Coronavirus (COVID-19): safer travel guidance for passengers.

Minimising Risk

Please let school know if your son or daughter is shielding because they are clinically vulnerable or extremely vulnerable (unless you have already done this). Government has stated that they do not expect clinically extremely vulnerable children to attend school. If your son or daughter is clinically vulnerable (but not clinically extremely vulnerable) please follow medical advice about attendance at school.

If you, your son or daughter, or another member of your household are currently displaying coronavirus symptoms or they develop Coronavirus symptoms in between attendance times or whilst on site then your son or daughter **should not attend school** and you should follow government guidance about self-isolation isolating (including isolating for at least 7 days) and including test and trace. All staff and pupils who are attending an education or childcare setting have access to a test if they display symptoms of coronavirus. Staff or pupils who are on site when they develop symptoms will be sent home as soon as possible.

Students will be expected to follow government guidance on hand cleaning, good hygiene and respiratory health. This includes washing their hands with soap and water for at least 20 seconds on entering the building and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. It is also important to follow normal hygiene and washing of clothes following a day in school. Hand sanitizers will be available in school at regular intervals around the school building.

Your son or daughter (and members of your household) are expected to follow the latest government guidance re staying alert and safe and socially distancing – outside of school as well as whilst on the school site. If we have reason to believe that this is not happening, then we reserve the right to withdraw the offer of on-site face to face contact.

Except in exceptional circumstances, face-to-face meetings with parents/carers will not take place. Parents and carers should not come into the school building unless by prior arrangement.

Students should **not** wear face masks on the school site. Government guidance states: "*Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings*."

In order to avoid crowding there are new access arrangements that must be followed on arrival at school. Please ensure that your son or daughter is aware of the following:

- Year 10 students arriving through the Farnley Lane gate must enter the building through the Henry's Diner entrance and will be directed to wash their hands in Henry's toilets before moving to main hall or their first classroom.
- Year 10 students arriving on buses or through the Newall Carr entrance must enter the building through the lower science door, and will be directed to wash their hands in the science toilets before moving to the main hall or their first classroom.

The Student Behaviour Policy has been amended to include the new rules and routines (outlined above) which are necessary to reduce risk. The policy includes steps that will be taken if students fail to follow the new rules and routines, particularly the rules regarding social distancing. If a student's actions put themselves and/or others at risk then they will be sent home. The updated Behaviour Policy will be shared with students on their first day back in school.

Finally

Please contact school if any of your child's medical / emergency contact details have changed since school closure. If your son or daughter does not intend to take up the offer of face to face contact in school for any reason, please let school know in advance via telephone or through the info@princehenrys.co.uk email address.

I hope you recognise that the limited provision, stringent rules and complex arrangements are a result of the restrictions all schools have to follow during this national Public Health Emergency. I share your concern and your frustration with the lack of normal schooling available to our students. Please understand that school leaders and staff are as keen as you are to see a return to providing on-site, full time education as soon as it is possible to do so safely.

Thank you for your understanding and patience.

Yours sincerely,

Mrs Sheriff
Executive Headteacher