



Central Lancaster
High School

Central Lancaster High School,
Crag Road,
Lancaster,
Lancashire LA1 3LS

Tel: 01524 32636
Fax: 01524 849586
Email: cls@lancasterhigh.lanc.sch.uk
Website: www.lancasterhigh.uk

17th June 2020

Dear Parents and Carers

If you have received my email of yesterday, you will know that we now look forward to welcoming back our Year 10 pupils to school from Monday 22nd June for some face-to-face support to run alongside their remote learning. The decision to open more widely has been taken by the Bay Learning Trust's board of trustees following the updated guidance from the Local Authority this week. Given the restrictions now in place around the numbers of pupils we are allowed to have in school at any one time, this provision will be limited. However, it is incredibly important that we get our pupils back to school both in terms of their education and their social and emotional well-being.

In achieving this safely, we are committed to implementing all necessary measures issued by public health officials to ensure our pupils and staff are as protected as possible at all times from the spread of Coronavirus. I would like to assure you that the school is doing everything possible to ensure that we can re-open our doors to more pupils safely though, of course, in this as in any other sphere of life, risk can never be completely eliminated.

Alongside our plans for Year 10 students beginning on Monday 22nd June, we will continue to deliver our Key Worker and vulnerable pupil provision as we have for the last 12 weeks. The two groups will be kept completely separate, using different parts of the building, operating on a different timetable and being taught by different members of staff.

If you have previously indicated to us either via our questionnaire or over the phone that you would like your child to attend, you will receive a text message on Thursday informing you of which group and which day your child will be in. If you have previously told us that you **do not** intend to send your child back, we will be contacting you again to give you the opportunity to change your mind. We will give you further opportunities as time goes on to sign your child up for this provision.

We have purchased a complete set of revision guides for every Year 10 student and these have been put into individualised packs ready for distribution. You will receive a text message over the next couple of days informing you of how we will get these packs to you.

I do apologise in advance for the length of this letter, but I do want you to be fully informed of our plans so that you can have full confidence that we have taken all necessary steps to manage risk to a level where you are happy to send your child back to Central.

In preparation for wider re-opening, we are operating within detailed guidance from the Department of Education which limits the number of pupils in school to 25% of the year group at any one time. The school has completed a thorough risk assessment in line with the SAGE expert group's hierarchy of controls, i.e.:

- Controlling the transmission of the disease
- Management and control through personal hygiene
- Ensuring good respiratory hygiene
- Enhanced cleaning regimes
- Minimising contact and mixing

This risk assessment has been completed in conjunction with the Bay Learning Trust's external Health and Safety advisors and lawyers. It has also been subject to scrutiny of the school's governing body and the Trust's Board of Trustees.

In terms of **maintaining good hygiene** the following steps have been taken:

- Posters are displayed throughout the school reminding pupils to wash their hands regularly
- Instructions will be read out in each classroom by staff to remind pupils about social distancing, hand washing and no sharing of stationery and equipment.
- Pupils will be reminded to use the sanitisers available regularly throughout the day.

- Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol as prescribe by the Government) will be provided for use.
- Pupils will be required to sanitise their hands as they arrive in the building in the morning and prior to leaving the building.
- Pupils will be required to wash their hands at the beginning and at the end of break time.
- Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins will be supplied in all toilets.
- Bar soap will not be used – liquid soap dispensers are installed and used instead.
- Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. Cleaning hours have been revised to ensure additional checks and cleaning of hand washing facilities and toilets take place throughout the school day.

In terms of **minimising contact and mixing**:

- On arrival, Year 10 and Key Worker/vulnerable pupil groups will have separate entrances to school and different parts of the building are being used for each group.
- All corridors and pathways where queueing may take place have been marked up with 2-meter distancing.
- Classrooms will be well ventilated with windows and doors kept open.
- All classrooms will have sanitiser, tissues and bins and are cleaned after use.
- Pupils at school will be informed of social distancing rules and how to maintain good levels of personal hygiene.
- No teaching group is bigger than 10.
- At break times social distancing will be managed through staff supervision.
- Seating in classrooms ensures that pupils will be 2 metres apart at all times.
- Pupils will have one classroom for their lessons.
- Seating in the assembly hall will be 2 metres apart.
- Pupils will queue 2 metres apart whilst waiting to enter classrooms or queueing for toilets.
- Entry to toilets will be restricted depending on size of facility and separate toilet facilities will be designated for each class.

In terms of **reducing the transmission of the disease**:

- The start, end and breaks in the day will be managed and supervised using set entrances and exits.
- Pupils will be reminded each morning about social distancing and good hygiene practice.
- Spillages of bodily fluids, e.g. respiratory and nasal discharges, will be cleaned up immediately in line with the Health and Safety Policy, using PPE at all times.
- Lidded bins will be provided in each room for disposal of tissues.
- Gloves will be provided for staff in case of any need to sanitise after a sneeze.
- Tissues and sanitiser will be provided in each classroom.
- Pupils will be instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.
- Pupils will be reminded to clean their hands should they cough or sneeze.
- Staff are informed of the actions they must take if they or pupils in their care develop symptoms of coronavirus; the school will follow the Public Health England (PHE) advice.

In terms of **managing signs and symptoms of the virus**:

- Members of staff will be informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.
- Any pupil who displays signs of being unwell will be immediately referred to the Senior Leadership Team.
- Pupils who are unwell will be moved to an empty room whilst they wait for their parent to collect them. **Parents should inform school should there have been any changes to emergency contact details recently.**
- Pupils displaying symptoms of coronavirus will be removed from the classroom and will not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.
- The relevant member of staff will call for emergency assistance immediately if the pupil's symptoms worsen.
- The parents of an unwell pupil will be informed of the situation as soon as possible by a relevant member of staff.
- Unwell pupils who are waiting to go home will be kept in an area where they can be at least 2 metres away from others.
- Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated.
- If unwell pupils are waiting to go home, they will be instructed to use different toilets to the rest of the school to minimise the spread of infection.
- Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, will be administered in accordance with the school's usual procedures.



New Protocols

It will be very important that everyone abides by new necessary protocols; staff and students will be reminded of these every day and throughout the day. The following points are particularly important for parents and carers to note:

In terms of getting to school, please do minimise your child's use of public transport as much as is possible. Pupils should cycle or walk to school or be dropped off. If young people do have to use public transport (bus or train) please refer to the latest guidance:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

You will no doubt be aware that the Government announced on 4th June that **face coverings have to be worn on public transport from 15 June.**

If you are dropping your child off at school, please do not offer to share lifts with pupils from different households. Do not come onto school site to drop off your children. Please drop them at the turning point towards the school fields and allow them to walk to the pedestrian gate.

Please do not send your child into school if he/she is unwell or if he or she is in a shielding category. If your child displays symptoms of the virus, please ensure your child is tested. You can ask for a test at <https://www.nhs.uk/ask-for-a-coronavirus-test>.

If your child becomes unwell in school, we will contact you immediately and ask you to collect him or her. **It is therefore vital that we have up to date contact information for your child.**

In practical terms, here is how our plans for Year 10 will work:

Following the government guidance, we can have no more than 25% of our Year 10s in school at any one time. We have divided the year group into four groups of no more than 30 pupils and the following will take place:

- Each group of students will attend school for one morning session each week.
- Sessions in school will run from 9.30am-12.45pm.
- Pupils should arrive at school between 9.15am and 9.25am to allow time for registering and hand sanitising.
- Pupils should arrive via the pedestrian gate nearest the field and follow staff directions across the lower car park to A-floor where they will be registered and allocated a teaching room.
- Pupils will follow a timetable of English, maths, science and PSHE.
- Face-to-face time in school is to supplement the remote learning work and the sessions in school will be extended by the work which will continue to be put on Class Charts.
- Pupils who do not attend the face-to-face sessions will have access to the work from lessons via Class Charts.
- There will be one fifteen-minute break during the morning session.
- Pupils will be offered a snack and carton drink free of charge at break time.
- There will be no provision for pupils to eat on site at lunch time. Pupils will leave site at 12.45pm to return home for lunch.
- Equipment will be provided for pupils who do not bring their own. This will become their own personal equipment but will be kept in school.
- An exercise book will be provided for each pupil to work in. This can be taken home to facilitate further remote learning.

Uniform – to facilitate washing, we are asking pupils to return to school in a reduced version of school uniform (as normal but without tie or blazer) OR in their school PE kit.

Behaviour – the school's normal behaviour policy will apply with rewards or sanctions applied for good and poor behaviour respectively. We will keep students for a short time at 12.45pm to discuss their behaviour if they have not met the required standard during the morning.

Mrs O'Farrell and I have put together a short video to help you and your children understand the new systems in place in school. You can access it via this link <https://youtu.be/QylEjB-y120> but it is also available on the Home Learning page of our school website.

The final decision as to whether to send pupils back to school does, of course, rest with you. I do hope that you will feel that the measures we have put in place do minimise risk and can give you confidence that you can send your child in safely.

Principal: Dr N Walmsley



You might find the latest advice for parents issued this week helpful. The link below will give you updated information on what parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak. This includes information on the curriculum, afterschool activities, repeating a year for pupils, transport and keeping children safe online.

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

Finally, please can I ask that if you are planning to send your child back to school on 22nd June you complete the short [parental questionnaire and agreement](#) form to help us with our planning. It would be helpful also if you would ask your child to complete this short [Year 10 pupil survey](#) so we have as much information as possible before next week. These are also both available on the Home Learning page of our website.

I realise that there is a lot of information contained in this letter. Please do get in touch if you have any further questions you need answering.

Yours sincerely,

Dr N Walmsley
Principal

Principal: Dr N Walmsley

