



1 September 2020

### Returning to School – Year 13

Dear Parent/Carer

I hope this letter finds you all well and that you and your family are enjoying the final week of the summer holidays.

I am now in a position to give a more detailed plan for our full reopening in September. The DfE guidance has been regularly updated throughout the summer. I have attached a summary document outlining 'what parents need to know' and the link to the government guidance for parents and carers about the reopening of schools is below:

#### [What parents and carers need to know about early years providers, schools and colleges in the autumn term](#)

This guidance requires schools to ensure they are responding to key basic principles:

- Ensuring individuals who have symptoms of COVID-19 or live in the same household or social bubble as someone who has symptoms do not attend school.
- Ensuring good respiratory and hand hygiene.
- Ensuring there is enhanced cleaning arrangements in place.
- Minimising contact between individuals and maintaining social distancing wherever possible.

As a school we are delighted and excited to be reopening to **Year 13 from 9<sup>th</sup> September**. Whilst many parents will welcome this reopening, we also understand that some parents will be concerned about their child returning to school.

The information below gives you full details of how we intend to operate as a school from September with specific details for your child's year group. Welcoming back all staff and students and managing the various risks will be a challenge but I want to assure you that the plans have been developed with the safety of our students as the highest priority.

The government state in their guidance that *"the balance of risk is now overwhelmingly in favour of children returning to school."* Therefore, with the measures detailed in the attachment, we have tried to be realistic and practical for a school with over 1400 people on site, whilst minimising the risks to everyone.

Please reassure students that they do not need to know the details outlined below "off by heart" as during the first few days back there will be support in place for them to reacquaint themselves with school routines and time to adapt to the new systems that have been put in place.

Yours sincerely,

Paul Clayton  
Headteacher

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Headteacher: Mr Paul Clayton



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## GUISELEY SCHOOL

### Year 13 Returning to School Information – Wednesday 9th September

#### General Information

- A full updated risk assessment has been developed and will be shared with parents before 4<sup>th</sup> September and published on the website.
- Individual risk assessments will also be in place for PE, Music, Drama, Art, Science and Technology lessons.
- There will be clear safety procedures in place in the event of a fire drill, and for visitors and contractors on site.
- Any parents wishing to come into school to meet with a member of staff **must have a pre-arranged appointment**. While face to face meetings in school may still be necessary, alternatives must be considered due to the restrictions within which we are working.
- It is essential that the contact details we hold for you are up to date; please ensure that you email [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk) with any recent changes.

#### Start of term for Year 13

Year 13 will start school on **Wednesday 9th September at 12:45 and will finish their induction at 14:45**. They should enter school through the **entrance from the Back Lane entrance only** where they will be greeted by our Sixth Form Team.

Where possible, students should have lunch before they arrive in school on Wednesday 9<sup>th</sup> September. If they are unable to do so, please contact school via [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk) and we will make individual arrangements.

**From Wednesday 9<sup>th</sup> September, Year 13 will only use the Back Lane entrance to access and leave school.**

#### Bubbles and dedicated areas

- Year 12 and 13 will form a bubble to minimise contacts with other students and will be housed in a dedicated part of our 6th form block and the Technology block. Whilst they will share this block with Year 7, their form time and teaching spaces will be kept separate as their bubbles will be in clearly defined zones.
- This plan will allow Year 13 to minimise contact with other students whilst allowing them to maintain their full curriculum and options suite. This will also allow students greater access to the specialist facilities required in order to complete their A-Levels.
- All PE areas (including changing rooms) will have enhanced cleaning taking place between use by different bubbles and separate entry points.

#### CoViD-19 security and hygiene

- All classrooms have been adapted (where possible) with the desks facing forwards.
- All classrooms will be ventilated via doors and windows where possible.
- Sanitisation stations have been placed at all entrances and classrooms. Students must sanitise their hands as they enter the school site and regularly throughout the day. They must sanitise or wash hands before entering and exiting the dining halls, and after using the toilet.

- A one-way system will be in place around school to avoid congested corridors, entrances and exits. Student will be taken through the one-way system on their first day back in school.
- The Catch it, Kill it, Bin it approach will be consistently promoted. Tissues and bins have been placed in every classroom to support this.
- Students will not be allowed to share equipment or resources with each other at any time and should come fully equipped in September. The mandatory equipment list can be found on the school website.
- Students should bring a bottle of water as drinking fountains will not be in use. We would like to remind parents that fizzy drinks, energy drinks and drinks high in sugar are not permitted.
- There will be an enhanced whole school cleaning schedule in place throughout the school day for toilets and social areas and any communal spaces used for lessons such as PE, Music etc.
- All areas will be thoroughly cleaned and hygiene materials restocked at the end of each day.

### Face Coverings

- **Students will need to wear a face covering over their mouth and nose when walking in corridors during changeover and in communal areas.** Students will not be expected to wear face coverings in classrooms.
- Face coverings should be unbranded and plain. Students will also need to have a sealable plastic bag with them each day in which to store the face covering. Students will be expected to sanitise after removing face coverings.

### The School Day

**From Thursday 10<sup>th</sup> September, Year 13 will enter and exit school through the Back Lane entrance only** which they will share with Year 7 and Year 12 students. They will not be able to enter classrooms until 8.25 but will be able to congregate in the Sixth Form common room and work room.

Year 13 – School Day							
08.30-08.50	08.50-09.50	09.50-10.50	10.50-11.15	11.15-12.15	12.15-13.15	13.15-13.45	13.45-14.45
Form Time	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	Lesson 5

- From Thursday 10<sup>th</sup> September, school will start at 8:30am for all students with dedicated entrance points for each bubble.
- At the end of the school day, students will leave by dedicated exit points to avoid crowding at the school exits.
- **Breaks** have been split into separate sittings and separate dining rooms to ensure Year 12 and 13 are the only bubble using their catering facility in the common room, which will serve a variety of snacks.
- **Lunch times** will operate in the same way as break with Year 13 starting lunch at 13.15pm and ending at 13.45pm. We have had to shorten the lunch break to accommodate all students in separate sittings.
- A lunch service will be available in the common room or students may choose to bring a packed lunch.
- Year 13 students can leave the site for lunch using the Back Lane gate only. These gates will be open for Year 13 students at the start and end of lunch only.
- The seating area for break and lunch has been arranged so that students are not facing each other.

### Cashless finance

- All finance handling for the coming year will be cashless. Due to CoViD-19 restrictions, we will not be able to accept cash payments. Details were sent to parents explaining this in June and a detailed reminder of our processes will be sent out again before term starts.

## Curriculum

- We will be maintaining the broad and balanced curriculum that has been carefully developed to enhance progress. We will not be able to run any extra-curricular activities in the first few weeks but look to develop an extra-curricular offer during the first half term.
- There is a blended learning contingency plan in place in case we have to return to remote learning at any time which will require students to be familiar with Microsoft Teams and understand how to access 'live' lessons. IT lessons will cover this as a priority at the start of term.

## Behaviour and Attendance:

- Attendance is mandatory for all year groups and the usual monitoring of absences will resume.
- Punctuality to school is crucial as we support students in year group bubbles. Please support us by ensuring your child arrives on time.
- **In the event that students arrive after 08:35, they must use the Fieldhead Road entrance.**
- Our updated behaviour and attendance policies will be uploaded to the school website before the start of the term to ensure that they are fully aware of the expectations around the school site including:
  - Safe corridor and classroom behaviour and soft transitions to classrooms
  - Responding to instructions
  - Social distancing from staff and other students
  - Issues around the confiscation of items
- If students are unable to attend school, parents/carers must phone to inform school of the absence.

## Transport:

- The school does not have dedicated school transport. We encourage students to cycle or walk to school.
- We do not have a parent drop-off point. **If parents/carers have to drive their children in, then please drop them off well away from Back Lane, Fieldhead Road and Fieldhead Drive, encouraging them to walk the last section of the journey.**
- Full details of our parking arrangements and expectations are available on the school website at <https://www.guiseleyschool.org.uk/parents-carers/parking-arrangements>
- Throughout the summer, the Combined Authority, councils, and bus operators have been working together to identify where there might be capacity problems on the public transport network. We have been informed that potential pinch points are being addressed through the operation of larger capacity vehicles and duplicate public transport journeys.
- We would like to remind parents that students travelling on public transport must wear a face covering during the journey and behave responsibly while travelling.

## Managing cases of CoViD-19:

- If your child or someone in your household or support bubble show any symptoms of CoViD-19 at home, your child must not attend school. Please contact Mrs Tanner on 01943 872315 as soon as you become aware that your household or social bubble will need to self-isolate.
- If your child show symptoms of CoViD-19 whilst at school, they will be removed from lessons and isolated. We will call home immediately and ask you to collect your child.
- We would then expect you to follow the [Test, Track and Trace](#) procedure and to contact school with any relevant information.
- Students may wear face coverings in the classrooms if recommended by their GP and through arrangement with their Pastoral Leader.
- The school will follow local health team advice when managing any confirmed cases of CoViD-19 amongst the school community.

## Student Support:

- According to various advisory bodies, schools are not currently considered high risk settings for contracting CoViD-19 and therefore it is appropriate for all students to return to school in September.
- Students who are clinically vulnerable or extremely clinically vulnerable can return to school in September but they need to follow the “sector specific measures” in the DfE guidance for the full opening of schools in September, with particular focus on observing good hand and respiratory hygiene.
- The DfE guidance states that shielding measures were paused from 1<sup>st</sup> August 2020 and students who have previously been shielding should return to school. However, this pause in shielding is not in effect in areas where local lockdown measures in place. We are aware that some students live in areas where there are currently local lockdown restrictions.
- Any parents of students who are shielding, clinically vulnerable students or anyone with any concerns should contact school via [info@guiseleyschool.org.uk](mailto:info@guiseleyschool.org.uk)
- We recognise that children will have experienced the CoViD-19 pandemic in a variety of ways and that the return to school may cause some students anxiety or stress. As always, we will continue to support our students through a range of wellbeing initiatives and through our strong pastoral care
- Students are encouraged to complete the ‘Welcome Back’ survey, which can be accessed by clicking the link below:  
<https://satchel.guiseleyschool.org.uk/>
- Our SEN support team, led by the SENDCo, Mrs F Gallagher, will be fully focussed on supporting our SEND students from the first day of term.

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