15th June 2020

**Dear Parents and Carers,**

I am writing to keep you informed of our plans to begin the phased re-opening of West Lancashire Community High School to some students.

Lancashire County Council have asked us to plan a reopening of the school from any date on or after Monday 22nd June 2020. It is our responsibility to plan a phased reopening based on our judgement of what is safest for our school’s children, families and staff. This letter explains to you our plan, although it is provisional and could be changed or postponed at any moment based on our interpretation of the ever-changing advice and evidence. This plan is also subject to approval of the full governing body.

We are opening our doors only to students where parents have requested a place and we have deemed it safe to support via our risk assessment process. If you have requested a place that we are able to support, you will be contacted by the school in due course. This is in addition to the children of key workers and a small number of other families who are already in attendance. We chose this date rather than the government’s original date of 1st June following on from the advice of Lancashire County Council, so that we can be more confident that the government’s five tests for the lifting of lockdown have been sufficiently well met.

We plan to have a phased re-introduction of students to school over the first week to allow us to ensure that our risk assessments and plans are robust in the reality of increased numbers on the school site and to familiarise students with the new routines. In order to support revised cleaning arrangements and to facilitate staff planning for sessions in school and to continue to support a significant number of students with continued Home Learning, school will close to students at 1.00 pm every Wednesday.

The timetable for the phased reopening from Monday 22nd June will be as follows;

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Groups in school** | **Arrive at school** | **Leave school** |
| **Monday 22nd June** | Learning Suite | 9.00 am | 2.45 pm |
| **Tuesday 23rd June** | Learning Suite  Post 16 | 9.00 am  9.15 am | 2.45 pm  3.00 pm |
| **Wednesday 24th June** | Learning Suite  Post 16  Key Stage 4 | 9.00 am  9.15 am  9.00 am | 1.00 pm  1.00 pm  1.00 pm |
| **Thursday 25th June** | Learning Suite  Post 16  Key Stage 4  Key Stage 3 | 9.00 am  9.15 am  9.00 am  9.15 am | 2.45 pm  3.00 pm  2.45 pm  3. 00 pm |
| **Friday 26th June** | From this day all students will arrive and depart at their designated times. | | |

*\*please note all students collected on school transport will be picked up at the normal times in a morning and will all depart at 3.00 pm*

In order to finalise our preparations, fully brief staff on all new procedures and ensure that all government guidelines are met, I need to close the school to all students on Friday 19th June.

The following statements outline some of the changes made to allow us to reopen school to more students;

* You do not have to send your child to school. The government has requested that we encourage you to do so, but our local authority has told us that they will not support us in any attempt to fine families who do not send their child to school. You will, therefore, not be fined if you choose not to send your child to school before the end of the summer term.
* In school, your child will be educated in a small group known as a ‘bubble’. Each bubble will contain about ten students (in two working groups within each Key Stage) with at least one teacher and one teaching assistant assigned to each group. It is possible that these staff members may not be your child’s usual staff. Each bubble will have no contact whatsoever with any children or staff from any other bubble. This means that your child will not see or speak to anybody outside their bubble for the remainder of the summer term. This includes lunchtimes and break times.
* Students will follow a well-planned and structured timetable, but this will not be their normal curriculum. It may not be as broad and balanced as usual and is likely to emphasise activities to support students’ safety and wellbeing ahead of some of the more traditional subjects.
* Within each bubble, hygiene will be the highest priority. Your child will be instructed to wash and sanitise their hands regularly. Students may not bring any equipment into school. They may only use the equipment that we provide them with. They may not share anything with another student.
* Students’ movement in and around school will be severely limited. They will eat in their classroom. No hot food will be available, students will be expected to bring their own packed lunch. They should also have a named water bottle which will never be touched by any other person. They will have outdoor breaks but will be kept separate from all other bubbles.
* Arrival and departure from school will be staggered. It is essential that your child arrives only at their allotted time so that they do not have contact with a student from another bubble. If you collect your child from school, you must wait on the car park (outside the school’s main vehicle gate) and maintain a 2-metre distance from all other parents. Only one person from each household may collect a child or children from that household. A student may not be dropped off or collected by someone from another household. If your child travels to school on their own, they must have no contact with any other child from outside their bubble. Any failure to keep these rules could limit your child’s access to school for a period of time following the breach of the rule.
* If your child, or anyone else in your household, shows COVID-19 symptoms (high temperature, coughing or lack of smell or taste), you should not send them to school, but should instead follow government guidance related to testing and isolation. You should call us at school for advice. If your child develops symptoms at school, they will be sent home immediately and government guidance should be followed.
* If your child requires any first aid help at school for any reason, they will be tended to as usual by a trained member of staff, but that member of staff will wear full personal protective equipment. This will consist of gloves, an apron, a face mask and a visor. You may wish to discuss this with your child, as it is not what they are used to and could be potentially distressing for them to see staff dressed in this way.
* Parents and other visitors will not be allowed on school premises without an appointment. We are, as ever, available to talk to on the telephone. In the exceptional event of a meeting being necessary, an appointment should be made, and strict social distancing rules will be applied throughout the meeting.

We know that this is a long list of new rules, but we are sure that you appreciate that we have chosen to apply them so that your children and our staff can be as safe as possible. If you have any queries, then please call us at school. There are two social stories on the school website to help support the students returning to school.

Thank you for your ongoing support during these challenging times.

Yours sincerely,

Lee Fazackerley

Headteacher