



12th June 2020

Dear Parents and Carers,

## Re: Year 10 Tutorials

We are very much looking forward to welcoming back some of our Year 10 pupils to school this term. The past few months has been an unsettling time for us all, but rest assured that we are doing the best we can to make sure we are ready to receive invited year 10 pupils back into the school in a safe and cautious manner. There are currently no plans to open the school to other year groups prior to September

Our main method of teaching students in Year 10 will continue to be online programmes. Our teachers are continuing to develop this remote curriculum and we very much appreciate your help and support with engaging pupils in this new form of learning. Details of the remote curriculum are offered at the bottom of this letter.

**In addition to the remote curriculum, we will be offering tutorial sessions in some subjects where it is difficult to provide the information and guidance online.** These will be not be the usual in-school lessons that students received prior to the Covid-19 lockdown. Pupils will only be invited to attend for specific tutorial sessions where there is a compelling need to provide important information and guidance in a way which cannot be done remotely. These will typically be for two hours. There will not be a need every pupil to attend a tutorial in school. Consequently, invitations will be subject-focused and personal to each child.

To help us plan our provision and make suitable arrangements, we are asking parents and carers to indicate whether pupils will or will not attend in-school tutorial(s) should they be asked to do so. **Please click [HERE to complete and return the survey](#).** We are not going to be pressuring pupils to come into school, attendance to tutorials is at parents' and carers' discretion. If pupils do not attend the tutorials, we will do our best to ensure that the impact of any missed tutorial is minimised.

We know that you will have questions and concerns about how we can maintain social distancing inside a school and will minimise risks. We have given considerable thought to how to best protect our pupils and staff. We outline our plans below so that you can assess risk for yourself. If your child is to attend tutorials, we would appreciate you discussing these expectations with them.



## Entering / Exiting the School:

- Pupils should arrive at the main entrance in Crowland Road at the time of their designated tutorial. Pupils should queue for entrance in Crowland Road.
- Markings in Crowland Road will guide pupils to queue safely at a 2-metre distance. Parents and pupils must not gather in groups outside the school gates. After tutorials, pupils must not gather in groups.
- Entrance to school will only be permitted at the designated times for tutorial sessions. Tutorials will run at staggered times. We ask they arrive on time.
- Temperatures will be taken at the Main Gate using non-contact thermometers. If anyone's temperature is raised, we will ask them to return home.
- If anyone becomes unwell or is overanxious, we will ask them to return home.
- On entry to the school everyone will wash or sanitise their hands using the sanitisation stations at the entrance. Additional washing facilities are available. This should be repeated periodically, as advised by staff, during time in school.
- Parents will not be able to enter the school grounds at drop-off or collection time.
- Pupils will make their own way to the playground after entering the school where staff will guide them into their correct 'bubble group'.
- When collecting pupils after tutorial sessions, parents/carers are asked to wait in Crowland Road and maintain social distancing. Parents are recommended to wait inside their car where possible.
- **Pupils or staff who are unwell should not attend school.** If any symptoms of Covid-19 are showing, has a cold, is coughing, sneezing, or has lost their sense of taste or smell then we would ask you to keep your child at home.

## The Operation of the School

We will implement special arrangements for the operation of the school. Following our risk assessment, we have made adaptations to the school site and to our usual ways of working. Some of the key precautions we currently have in place are listed below:

- Pupils will be assigned to 'bubble groups' of up to 8 pupils. Pupils will remain in their 'bubble group' for their sessions in school.
- Bubble groups will be formed based on the subject combinations taken by pupils and the specific requirements of subject areas. Friendship groups is not a factor considered in the creation of bubble groups.
- If it becomes necessary to assign pupils to more than one 'bubble group', such instances will be kept to an absolute minimum and be time delayed.
- If at any time a tutorial is delivered in the auditorium or hall to a number of bubble groups, these bubble groups will be distanced from each other.
- Arrival and departure times for bubble groups will be staggered.

## Social Distancing:

- Social distancing rules of 2 metres for all pupils and staff will operate at all times
- Physical contact is not permitted - no hugging or handshakes.
- There will not be any free break or lunch times where pupils might socialise with pupils in other bubble groups
- Classrooms are set up so that pupils sit individually at desks. All desks are over 2-metres apart. Pupils are to consistently use the same designated seats.
- Where possible the larger classrooms will be used for tutorials to maximise separation.
- Corridors and stairways have been designated as one way.

## Hygiene and Cleaning Routines:

- Increased cleaning will take place during the day and between tutorial sessions.
- Additional hand gel and handwashing units have been installed. Hand sanitisers are located in rooms.
- Lunch will not be available on site.
- Specific toilet and handwashing/sanitising facilities will be allocated. Social distancing to be maintained during the use of these.

## Non-compliance:

**For the safety of everyone, these regulations will be strictly implemented. We are adopting a zero-tolerance approach.** The school are at liberty to send any pupil home and/or withdraw provision if deemed appropriate to safeguard others and the integrity of the arrangements. Any pupils who feel they are unable to comply with the safety rules fully, and consistently, should not attend school.

## Travel to & from School:

Pupils will need to adhere to government guidance. We will organise tutorials aiming to try to avoid peak travel public transport times where possible. In addition, we strongly recommend that pupils:

- travel directly to school and back home. Pupils **MUST NOT** congregate with friends out of school in Markfield Park, Crowland Road, Tottenham High Road or at the bus stop or shops on the journey.
- walk or cycle to school rather than use public transport where this is possible. Please remember that passengers will be required to wear a mask on public transport.

## School Uniform

We have adapted our school uniform expectations for the in-school tutorials. **Pupils should wear their PE polo top or PE sweatshirt top.** Ties and the other uniform items are not compulsory. We recommend other clothing items worn should be easy to clean/wash such as jogging bottoms or jeans. We ask that clothing is cleaned prior to coming to school and we advise that it should be washed again when returning home.

Items of PPE, such as gloves and face masks are not required in school. Public Health does not consider this essential, however, your child is permitted to wear gloves and/or a face mask should you wish them to.

## Equipment

Students should bring only essential items to school.

- Essential equipment for learning e.g. pens / calculators. The school will not be able to lend out spare equipment as usual.
- Do not bring electronic games
- Do not bring unnecessary books
- All belongs must be kept close by throughout the time in school
- Please arrange for your child's school bag with anti-bacterial disinfectant.
- A bottle of water is permitted
- Resources should not be shared with other pupils

## **Lunch**

The school will not be providing meals for pupils attending tutorials. Pupils entitled to free school meals will continue to receive vouchers by email to parents and carers. Food can only be eaten in the Glade Diner by specific arrangement, e.g. children of keyworkers who are at the school all day. Pupils attending tutorials will typically only be in school for about two hours.

## **Stay safe**

If your child is clinically vulnerable, or living with someone who is in this group, they should not come back to school and should continue home learning. Remember that if your child or anyone in the home displays symptoms of Coronavirus they should self-isolate and consequently not attend any tutorials during that period.

If your child becomes unwell and requires medical support whilst in school. PPE will be used as a precaution by those involved whilst providing care.

The safety of your children and our staff is of utmost importance to us and I would like to thank you for your cooperation in allowing us to ensure that the return to school is safe, happy and enjoyable for everyone.

Sincerely

Tony Hartney CBE

### Timetable of online lessons

Please encourage your child to access these lessons through their school email account.

	Monday	Tuesday	Wednesday	Thursday	Friday
10 – 11am	English Language	Science	Media English Foundation	MFL	Computer Science
11 – 12 noon	PE Work Skills	English Literature	Art Drama	RE Technology	Mathematics
12 – 1 pm	Tutor Group Assembly (every other week)	Health & Social Care	Music	History *Geography (recorded)	

### Remote Learning Independent Studies

Work is set for pupils on Show My Homework. Pupils have a log in and username that they have been using during the last 3 years.

### Assemblies

Online information assemblies for pupils will continue to take place every other week from 12noon to 1pm. Scheduled assemblies are due to take place on: 1<sup>st</sup> June, 15<sup>th</sup> June, 29<sup>th</sup> June and 13<sup>th</sup> July. These assemblies can be accessed in the same way as the online lessons through pupil Gladesmore email accounts

### End of Year Report

Report will be issued which indicate the level of engagement with the online sessions and the quality of the return of the remote learning tasks.

Please note that these are important indicators that may ultimately be used to inform Year 11 assessment grades and reports for post-16 providers.