

Dear Parent

I hope you are all well. Following discussions involving senior staff and governors, feedback from our parents, and the undertaking of rigorous risk assessments, we have decided to partially open the school to Years 10 and 12 for teaching in small, socially distanced groups. This will allow our teachers to teach all our students, once, before the end of the year, in a useful and safe way. The safety of teachers and students is paramount and any teaching we offer should be effective. We accept that this is not ideal, but there have been many hours of work to make this provision safe. What follows is a detailed plan, based on a thorough risk assessment and careful preparations. Please read this letter carefully as it contains lots of information and will answer most of your questions. The actions we have taken and the protocols listed below have been determined by up to date risk assessments produced by our Health and Safety consultant, Kym Allen Associates and the local authority. If advice changes at any point before next week or during the remainder of the term we will change these instructions and reissue them.

Students will come into school in their forms (Year 10) or part forms alphabetically by surname (Year 12). The following timetable shows when each child needs to come in:

10.1 and 10.8	Mon 15 th June	Mon 22 nd June	Mon 29 th June	Mon 6 th July
Subjects	English/Maths	Science	Option A and B	Option C and D

10.2 and 10.7	Tues 16 th June	Tues 23 rd June	Tues 30 th June	Tues 7 th July
Subjects	Science	Option A and B	Option C and D	English/Maths

10.3 and 10.6	Wed 17 th June	Wed 24 th June	Wed 1 st July	Wed 8 th July
Subjects	Option A and B	Option C and D	English/Maths	Science

10.4 and 10.5	Thur 18 th June	Thur 25 th June	Thur 2 nd July	Thur 9 th July
Subjects	Option C and D	English/Maths	Science	Option A and B

12 Surname A-D	12 Surname A-D	12 Surname E-O	12 Surname E-O	12 Surname P-Z	12 Surname P-Z
Fri 19 th June	Fri 10 th July	Fri 26 th June	Mon 13 th July	Fri 3 rd July	Tue 14 th July
Option A(AM) & B(PM)	Option C(AM) & D(PM)	Option C(AM) & D(PM)	Option A(AM) & B(PM)	Option A(AM) & B(PM)	Option C(AM) & D(PM)

- Although the start and end times of the day are as normal, the structure of the day will be different. There will be two sessions, morning and afternoon of equal length during the day split by lunch. The students will be supervised at all times to ensure social distancing.
- There will be a 15 minute break in each session, the timing of which will differ for each group. This will allow them to use the toilets assigned to them.
- Year 12 students should only be in school for the duration of the session they are attending. I.e. if they have a session in the morning and afternoon, they will be in school all day; however, if they only have a session in the morning they should leave the school site at 12pm and if they only have a session in the afternoon arrive as close as possible to 12:30pm. Option A etc. refers

to the option block each Year 12 student's class falls into. If you are unsure about this please contact Mr Rastelli (rra@uvhs.uk) for clarification.

- Students who arrive early or need to leave slightly later will be supervised. Please contact us to organise this.
- Each group will be taught by their own teacher when possible or on the rare occasions this is not, by a subject specialist. Each session will be in a different room which will not have been used by another group. In the evening all rooms will be thoroughly cleaned.
- Students should bring in their exercise books (or folders for Year 12 students), but these cannot be marked or handed to the teacher. There will be no sharing of resources. All resources provided will be taken home by students.
- Year 12 students can drive in but must not carry passengers and, once parked, walk to the entrance outside C block.
- Year 12 students, if attending both a morning and afternoon session, must eat their lunch in the school canteen and cannot leave the school site during this period.

As you will understand our first priority is to ensure that the children in our care and the staff who are looking after them are kept as safe as possible. To this end we would ask you and your children to support us by doing the following:

- No child is to come to school if they or someone in their household displays symptoms. If a child does arrive at school with symptoms or begins to display symptoms whilst at school, they will be accommodated in a separate room and should be collected from school as soon as possible. They then must self-isolate for the appropriate time.
- Parents are advised to wipe down school bags etc. using antiviral wipes before and after school and to provide students with their own headphones for computer use whilst at school.
- Avoid public transport wherever possible. If this is not possible then keep at least 2 metres apart from any other passengers.
- If walking to school with other friends who are also coming to school students should stay at least 2 metres apart.
- Students should not congregate outside school before the start of the school day and must remain at least 2 metres apart.
- The current advice from the Local Authority and our health and safety consultants say that any face coverings and gloves worn by students on the way to school must be safely stored in the student's bag after arrival at the school and they must wash their hands after removing these. Social distancing and increased hygiene practices (hand washing and hand sanitiser) are the primary controls for restricting the spread of Covid-19 within school. From Monday 15th June the government have stated that face coverings must be worn on public transport – this would be the responsibility of parents/carers to provide. However please note; if the advice changes concerning this over the next few days we will issue an addendum to these instructions.
- School will open to students at 8.30am and close at 3.30 pm. They should enter the school through the pedestrian entrance gates to the side of the main building closest to Centre Block. This also applies to Year 12 students who might ordinarily be accustomed to entering the site via the gate outside North Block. Please conform to social distancing as they may find a queue as students will be welcomed by a member of staff, then asked to wash their hands (there are new sinks around school), and directed to their first classroom where they will find their teacher who will register them.

- The school gates will be locked at 8.50am and from that time entry to the school will only be through the main doors at the centre of the A block (the main building).
- All students will be briefed daily with the all the rules and systems that have been put in place due to the Covid-19 pandemic including expected student behaviour.
- All students will be made aware of the government guidelines regarding Covid-19 symptoms. There will be posters on display to remind students of this.
- Only one student at a time will be allowed to use the toilet facilities
- Students must maintain social distancing and remain at least 2 metres away from others.
- Students must follow the one way system in place which will be clearly marked
- All student lockers will be out of use during this time and all belongings must be kept by students at their learning space.
- All students must bring full water bottles with them as the water fountains in school will not be available due to the danger of contamination.
- We imagine most students will wish to bring a packed lunch but there will be limited provision of cold food from the canteen. This must be ordered by email the day before. You will find the choices on the form that accompanies this letter.
- Students do not need to wear school uniform but we advise that school clothes which are worn that day are either washed or kept separately until the following school day, i.e. the children change their clothes when they arrive home (see attached the Behaviour Policy addendum covering uniform).
- We accept that there may have been some unfortunate “lockdown haircuts” and there will be more latitude given than under normal school standards.
- If any student feels unwell during the school day they must inform the member of staff in charge immediately.
- In the event of the fire alarm sounding students will be directed to congregate outside on the field in socially distanced forms, where they will be registered. Social distancing must be maintained at all times.
- Normal school behaviour rules apply and if a child wilfully refuses to adhere to the new safety rules parents will be asked to collect them.
- No parents/carers will be allowed on site, including the reception area unless collecting a child by prior arrangement. Any concerns will be discussed over the telephone with the appropriate member of staff.
- The classrooms and dining rooms will be set out to ensure social distancing and students will be required to maintain social distancing at all times.

This is a very strange time, and the above highlights the difficulties there are on the road back to normality. However we feel that it is necessary to support our children to get the most out of their examination years. We feel that this is the best way of achieving this. All of the above instructions are based on government guidelines and our own risk assessments. I trust that you, as parents, and your children will support us in this and understand the necessity of the system.

Yours sincerely,

Matt Hardwick
Headteacher