

# Sackville News

Friday 5<sup>th</sup> June 2020

Dear Parents and Carers,

I would like to start this issue of *Sackville News* by updating you on our developments going into the new half term, including our planning for **receiving years 10 and 12 in school from June 15<sup>th</sup>**. You may remember I wrote in the last newsletter about how carefully we were preparing for this, and how **physical distancing** and **hand hygiene** will be at the heart of everything we do.



We welcomed all of our **curriculum and year team leaders** to school this week to talk about this and the **progression of remote learning** this half term. We all sat at physically distanced exam desks in the hall; for many of us it brought back memories of our own exam days!

We have an **extensive action plan in place** which has also been checked by our Chair of Governors, Tim Humphrey. We have produced a **version of this for parents and students** which you can see later in this newsletter. Even this version contains a lot of detail, so we have also **produced a video** designed to show our community how we have **repurposed the teaching environment to allow a safe learning experience for the students**. The video also has **more detail from me about how this term will work for all students**. [You can view the video here.](#)

In line with government guidance, students in years 10 and 12 will receive a small proportion of their learning face-to-face at school this term and we are really looking forward to welcoming them back. The main focus for year 12 will be on preparation for and follow up from their progression exams. Years 7 to 9 will remain at home. This makes **getting the remote learning right** all the more important for us. I would like to thank the many parents (over 30) who joined our virtual **parents' focus group** on Monday evening to share their experiences of education during lockdown. I also appreciate the **many supportive comments** that were made. The group provided some **extremely useful feedback**. The strongest message was how much students appreciated real-time 'contact' with their teachers, via **live lessons** or tutor sessions.

Because of this, we are working hard now to **increase the number of live interactions all of our students are getting**, and I hope you are noticing this already. These lessons will become an important part of the remote learning diet, and work will be set based on what has been taught. Students will get **notifications of them via email** and on the Show My Homework app, and I would ask you to encourage them to take part. We recognise that for some access to internet-based teaching can be a challenge, so we are using **Google Meets which is available on any reasonable smartphone**. However, if students cannot access the lessons in real-time, we are **recording them so that can be viewed later on**.

With the lockdown restrictions beginning to ease, and students allowed out of the house more, we hope that these **live lessons** will assist you in supporting your child's learning.



Many students will already have had experience of live teaching of course. In one of Miss Spearman's Spanish classes this week, students talked about their experiences of lockdown, and **Daisy Titchener** explained how she was perfecting her **recipe for tortilla!** Indeed, one positive of the closure period seems to be the amount of cooking students are doing, and it is always nice to have this shared with us.

This week also sees our **transition interviews** with new intake families in full swing. We are scheduled to meet some **270 families individually** over these first two weeks after half term. Like everything else, these are a little different this year, but we feel it is important for our new students to have the easiest transition to secondary school possible. The photo shows our families waiting for their appointments in a dedicated area outside the sixth form library. There is also a **dedicated transition section on our website** to help parents and students.



With so much online learning going on, one of our parents, Marie Ovenden, has kindly set up a **fund to raise money for some Chromebook laptops** which can be lent to students who are struggling to access the work. As a school, we have already lent out some 70 chromebooks so this will allow for the additional need. The fund has already raised £500. If anyone would like to contribute, there is a link on the school online payment system called *Disadvantaged Students Chromebook Fund*. I would like to thank anyone who donates and Mrs Ovenden for setting this fund up.

As promised, please now find below our action plan for the return of students in years 10 and 12. I do appreciate that your child may not be in one of these year groups, but thought nevertheless that you may find our lines of thinking and planning of interest. I would like to take this opportunity to thank **Mr Bush** for being very much the architect of this plan and he is happy to receive any queries or comments about it ([sbush@sackvilleschool.org.uk](mailto:sbush@sackvilleschool.org.uk)). Do, by all means, share this plan and the video with your children.

With best wishes,

Julian Grant  
Headteacher

## Action plan for partial re-opening after Covid-19 lockdown

### Information pack, June 2020

#### General principles

On 11th May 2020 the government published [details on phased wider opening of schools, colleges and nurseries](#). On 25th May [further guidance](#) was then issued. This asks for schools to plan for some face-to-face lessons for students in years 10 and 12 before the summer break. Restrictions only allow  $\frac{1}{4}$  of a single year group to attend at once, and only a single population within one day. The nature of these restrictions therefore means the amount of contact with each student will be very limited. These will be in addition to supervised sessions throughout lockdown for vulnerable children and children of key workers.

Underpinning the move to meet this at Sackville are the following principles:

1. That a full **risk assessment** is undertaken to assess, minimise and control the risk to all staff and students. **Social distancing** and **hand hygiene** are a fundamental part of this. Further details are in government's advice [here](#). An individual risk assessment is also completed for each member of staff.
2. That the sessions are planned to **support students to complete the remote learning tasks** that have been set (or will be set) for them, not to replace this work.
3. That teachers will therefore continue to **set and assess work for students** in years 10 and 12 unable to attend face-to-face sessions.

#### Overview of curriculum provision

##### Year 10

- Sessions will be provided for **three of the remaining five weeks**, as outlined in the schedule below.
- Only  **$\frac{1}{4}$  of the year group** can be invited in at any one time, each attending on separate days to reduce mixing of groups.
- Sessions run **Monday-Thursday**. There may also be some extra targeted support for a smaller number on Friday too.
- An **individual timetable** has been planned for every student.
- It may not be possible for students to be taught by their usual teacher due to the constraints above.

##### Year 12

- Students attend the **week prior to and immediately after** their progression exams to facilitate preparation and feedback.
- All students from **one** option block will be invited in per session, **one block per day** Monday to Friday. A timetable of dates and sessions will be issued.
- Option blocks will be taught in **90 minute lessons**.
- Students will receive a timetable showing subject and rooming
- Students will **not** attend in the progression exam period (Mon 29 June - Wed 8 July) as all exams will be online. Further guidance on y12 exams will be published.

In order to keep year groups separate, allow provision for both years 10 and 12 and accommodate the year 12 progression exams, the following schedule will apply:

Week beginning	Year group attending	Comments
15/6/20	Year 10	<ul style="list-style-type: none"> <li>English, maths &amp; science plus history or geography</li> <li>4 x 50min lessons with a short, very carefully managed rest time in between lessons 2 and 3.</li> <li>Groups remain in the same room and will not mix with other groups at any point.</li> </ul>
22/6/20	Year 12	<ul style="list-style-type: none"> <li>One 90min session on three days focused on preparation and guidance for forthcoming progression exams</li> </ul>
29/6/20	Year 10  (Year 12 exams)	<ul style="list-style-type: none"> <li>Options week, 3 x 1hr sessions.</li> <li>Specialist subject areas such as DT workshops and Art rooms will <b>not</b> be available. Sessions are here to support remote learning work only so “theory” lessons will be taught.</li> <li>Some carefully controlled movement around the site via external routes to allow 2m distancing</li> </ul>
6/7/20	Year 10  (Year 12 exams)	<ul style="list-style-type: none"> <li>English, maths &amp; two science lessons</li> <li>Timings as w/b 15/6/20</li> </ul>
13/7/20	Year 12	<ul style="list-style-type: none"> <li>One 90min session on three days focused on feedback from the progression exams</li> </ul>

## Before returning to school

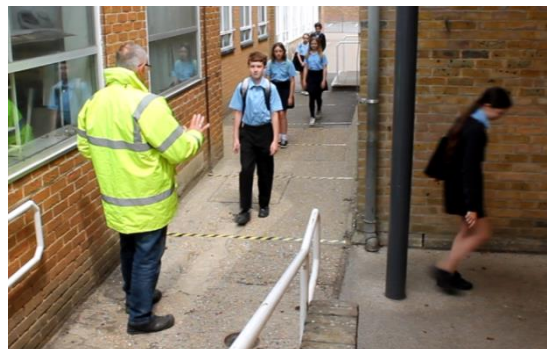
- Each student will be informed of the **day** they should attend, the **room number** and **arrival time** for each week that sessions run.
- Parents are reminded that their child must **not** attend school if they have any of the [recognised symptoms of Covid-19](#). The parents or carers of any student who develops symptoms having been in school should contact us **immediately** to inform us so we can contact others who may have been at risk.
- Students are asked to bring their own:
  - pens (but no pencil cases please)
  - calculator (if they have one) for maths and science lessons
  - tissues
  - snacks (we are unable to serve food canteen or Pod)
  - water bottle (enough for the whole morning)
  - coat/umbrella if wet weather
- Year 10 students should **wear school uniform**, which you may wish to wash after the session as it will not be required again until the next week at the earliest. However, ties will not be required as they are difficult to wash. Any queries regarding this should be directed to the Year Leader, Mrs Sands by email before their session.
- The [government guidance](#) suggests that face masks & gloves are **not** required. However, if this provides reassurance they can be worn if students prefer.

## Arrival of students to school

We have carefully considered how the arrival of students will be carefully managed to allow social distancing and control of hand hygiene before transit to classrooms. This will be achieved as follows:



1. Parents & carers are asked to discuss the **safe travel to and from school** with their child to reduce the risk to them of contracting Covid-19 on their journey.
2. The **arrival times** for each session will be staggered to manage the flow of students as follows:
  - a. 8.25am (family names beginning with A-J)
  - b. 8.35am (family names beginning with K-Z)
  - c. Lessons will then begin at 8.50am
3. Students will only **enter and exit through the pedestrian gate by the sports hall barrier**. The government has advised that temperature checks do not take place on arrival at secondary school.
4. Students will walk towards The Pod, then turn right and walk towards the canopy. Tape on the ground will mark 2m intervals; students move forwards when the next space becomes available. Students will need to arrive appropriately dressed if raining.
5. Staff with high visibility vests will be on duty at points along the route to encourage adherence to the established routines.
6. On arrival at the canopy, students will be directed to a **hand sanitiser station** and sanitise their hands before continuing on via an **external route** to their allocated room (as on their timetable). They do not enter the building.
7. Teachers will be present to assist anyone who is unsure of their allocated room.



## Teaching Rooms



We have followed government guidance suggesting that, where possible, external routes to classrooms should be used with **entry and exit to them via external doors**.

Whilst in classrooms, doors and windows will be kept open to provide **enhanced ventilation**. Students will also be taught in groups with **minimum movement and mixing** between them.

At Sackville, this will be achieved as follows:

- Only a small number of teaching rooms will be used, each with access via an external door. These are primarily in M block, P block and the main hall.
- All teaching rooms have been **deep cleaned** prior to use.
- All teaching rooms are arranged so that students occupy their **own desk** alone and are sat 2m or further away from each other and their teacher.

- The teacher's desk in these rooms will be cleared so that only a PC, mouse, keyboard and visualiser is available. This allows easy cleaning between sessions.
- Rooms with **washable hard flooring** have been prioritised and **surfaces cleared** to allow frequent cleaning.
- **Hand sanitiser, disposable gloves, disinfectant wipes and tissues** are available in each room for use if required.
- Table surfaces & chairs will be wiped by students after each session using **medical grade disinfectant wipes** before leaving, disposing waste into a lidded pedal bin. Cleaners will thoroughly clean floors and touch surfaces eg light switches, door handles etc at the end of each session.



## Teaching sessions

Teachers will work to the following guidelines to help students remain safe whilst working in classrooms:

1. Teachers will be in the room as students arrive and ask them to sit down straight away.

2. During the lesson, teachers will **not** be able to approach students to within a distance of 2m, even to help with the work. This is unnatural for everyone but must be the case. Students requiring help should raise their hand and assistance will then be offered verbally. The LINK will provide support LSAs for students who have their own **Education, Health & Care Plan**.
3. If a student requests to go to the toilet, they will be directed to the **allocated toilets** for that classroom. Only **one** student will be allowed out at a time and they should **wash their hands** using soap and water as per the [government advice](#). It is crucial that soap is always available and the supply will be checked several times daily. Any student who finds there is no soap should **report this immediately to their teacher** and apply hand sanitiser which is provided in every classroom. The risk of exposure should students briefly pass in the toilets or corridor is regarded as very low. Staff will monitor these areas very closely indeed.
4. No activities that require glue/scissors/textbooks etc will be planned, nor issued to students. Students will work on lined A4 paper but they may prefer to **bring in their own laptops, chromebooks or tablets** to work on. They will be asked to wipe these down before first use.
5. If students are leaving the room and not returning to that seat (eg at the end of a session) they will be given a disinfectant wipe to clean their desk and chair before leaving. These will be placed in a lidded bin by the door on departure, along with any disposable gloves or masks if used and not required. Classes will be dismissed one student at a time into a large external area to encourage social distancing.
6. Upon leaving at the end of a lesson, teachers will wipe down their desk, computer keyboard, mouse and whiteboard pens handled, ready for the next teacher.

## Departure of students

Students will be dismissed one by one into a large external area from separate rooms, leading to a **staggered departure**. Students should **immediately** leave the site via the pedestrian gate next to the Sports Hall car park barrier (where they entered). They need not sanitise on departure (though they may if they wish) but should wash their hands as soon as they get home.

Staff will oversee departure to ensure it is orderly and maintaining social distance.

## If a student becomes ill during the day

If a student feels unwell but the symptoms are not those of Covid-19, they should report to reception. Mrs Hill or another allocated first aider will be called to assess them.

If a student displays [symptoms of Covid -19](#) the teacher will:

1. ask the student to wait in an outside area close to their classroom.
2. call reception & inform them of the student's name and location.

Mrs Hill or another trained member of staff will then attend in PPE and escort the student to an isolation room (medical) where the student will remain until we have had contact with their parent or carer. The student will be advised to **self-isolate** and [book a Covid-19 test](#). Parents or carers are asked to inform the school the result of this test and if positive so those students and staff who may have also been exposed can be informed. Further detailed guidance is [here](#).