



24 August 2020

Dear Parents/Carers

This is a copy of the letter that I issued in July. There are some small changes regarding the timings for the school day. Please also note the site access time for students, these changes are highlighted in bold.

Please find below, information about the school reopening in September. By necessity, there is a lot of information included in this letter in order for you to be fully informed about the arrangements that are in place in school, so please read the information below carefully and discuss it with your son/daughter. In addition to this letter, students should view their year group explanatory video. Students should have already received the first part in July via their school email and will receive the second part this week available on the school website. The second part is year group specific. Please can I encourage you to watch the videos with your child(ren) and discuss the new systems and behaviour expectations with them to support their understanding of procedures upon returning to school.

The Department for Education guidance for full opening of schools can be found here - www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools and is summarised below. The key principles are around a system of controls intended to reduce the risks in school of students and staff encountering contact with COVID-19.

1. Minimise contact with individuals who are unwell by ensuring that those who have the coronavirus symptoms or who have someone in their household displaying symptoms do not attend school.
2. Clean hands more thoroughly, more often than usual.
3. Ensure good respiratory hygiene by following the 'catch it, bin, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often.

The information set out below gives you an overview of the arrangements for September we have in place so that we adhere to this guidance as well as giving information about the changes to processes and systems that we have needed to make to support these expectations and arrangements.

Attendance

In March, when the COVID-19 outbreak was increasing, the Government made it clear that no parent/carer would be penalised or sanctioned for their child's non-attendance at school. Now, as the circumstances have changed, school attendance will be mandatory again from September 2020. We appreciate that for some families the return to school may be difficult for many reasons and attendance and pastoral staff will be contacting families to offer support where we are aware of challenges you are experiencing. If you have concerns about attendance expectations, please contact Miss Evans in the first instance to discuss them.

What will happen if my child becomes unwell with COVID-19 symptoms?

As set out above, ensuring that students and adults do not come into school if they have COVID-19 symptoms or have tested positive in the last 7 days and ensuring anyone developing symptoms are sent home are essential actions to reduce the risk in schools.

If your child does become unwell with COVID-19 symptoms whilst they are in school, they will be cared for in a designated isolation room whilst we contact you to arrange for you to come and collect them. Please ensure that your child understands the importance of being honest about their health and symptoms. Staff who support your child in these circumstances will wear PPE. Please ensure that your contact information is accurate so that if your child was to become unwell during the school day, we would be able to contact you quickly to arrange for your child to be collected. Students will not be able to return to school for 7 days from being sent home and any siblings, who will need to be collected from school at the same time as their unwell sibling, will not be able to return for 14 days. Anyone who has symptoms can be tested and any student with symptoms will need to be

tested to inform track and trace should they test positive. If they or their sibling tests negative, then they may return to school as soon as they are well. Please let us know immediately if your child tests positive for COVID-19 or if anyone in your household does.

Staggered start dates in September

In order to support the safe return to school we will stagger students' return to school in September. This will also allow our new Year 7 some transition time as we have not been able to offer that this term. Arrangements for this first week are set out below:

- **Tuesday 1st September** - Staff Training Day with Year 7 Transition Day incorporated. There will be further information from *Mrs Doyle about this.
- **Wednesday 2nd September** – Years 11, 9 and 7 only will attend school and a normal timetable will operate for these year groups.
- **Thursday 3rd September** – Years 11, 10 and 7 only will attend school and a normal timetable will operate for this year group.
- **Friday 4th September** - Years 11, 8 and 7 only will attend school and a normal timetable will operate.
- **Monday 7th September** - All year groups in school from this date following a normal timetable.

*Mrs Doyle will communicate about the arrangements for the Transition Day for Year 7 students and will share Year 7 form groups with parents/carers on Wednesday 26th August.

Changes to the School Day

In order to reduce the numbers of students arriving on site at the same time as per the guidance, we will introduce a temporary adjustment to our school day so that students in Key Stage 3 and 4 arrive and leave at different times. **Please be aware that students will not be able to access school until 8am for Key Stage 3 and 9.20am for Key Stage 4.**

The school day for Key Stage 3 students will be from 8.30am to 2.30pm and for Key Stage 4 students from 9.30am to 3.30pm. Although this is shorter than our current school day for each Key Stage there will be no reduction in teaching time for students. The reduction in time is due to shortened breaks and lunchtimes.

The staggering of start and end times to the school day will support us in being able to manage the movement of students at the beginning and end of the school day in a way that will limit crowding at exits and entrances.

Students will be expected to use hand sanitizer stations on arrival to school to sanitise their hands and they will then use hand sanitizer each time they enter or exit a classroom.

Break and lunchtimes will be staggered so that a maximum of 3 year groups have break or lunch at the same time. This is to limit crowding of students as much as possible and reduce opportunities for cohorts to mix. Each year group will have designated internal and external areas. The staggered arrangements will allow venues used by more than one year group to be cleaned between break and lunchtimes.

The timings of the new school day are set out below. These **are slightly changed from the original version which we sent you in July:**

	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11
08:30 - 09:30	P1	P1	P1		
09:30 - 10:30	P2	P2	P2	P2	P2
10:30 - 10:45	Break	Break	Tutor Time	Tutor Time	Tutor Time
10:45 - 11:00	Tutor Time	Tutor Time	Break	Break	Break
11:00 - 12:00	P3	P3	P3	P3	P3
12:00 - 12:30	Lunch	Lunch	P4	P4	P4
12:30 - 13:00	P4	P4	Lunch	P4	P4
13:00 - 13:30	P4	P4	P4	Lunch	Lunch
13:30 - 14:30	P5	P5	P5	P5	P5
14:30 - 15:30				P1	P1

Arriving at School and Year Group Zones

Students arriving at school will have designated areas for break, lunchtime and before school. The details about the arrangements of the year group zones have been shared with students in Part 2 of the explanatory video available on school website.

Bus Transport

If you require transport to or from school and have not already returned an application form for this, please contact Mrs Neal urgently via this email address nealj@laurencejackson.org.

Both the Local Authority bus from Charltons/Boosbeck/Lingdale/Margrove Park and the school bus service to Eston/Normanby will run to support both Key Stage 3 and Key Stage 4 start and finish times. A final timetable has been communicated via LJS facebook and is reinforced in the student videos. Students will not be permitted to travel without a new valid pass for the Autumn Term.

Any student travelling by bus, either Home School Transport or public transport will be required to use a face covering whilst travelling. When students who have travelled by bus arrive at school, they will be required to remove their face masks and sanitise their hands. If their face mask is disposable, they will be directed to dispose of it in a lidded bin. If it is reusable and they need to re-wear it for the return journey, they will be asked to store it in a sealed plastic bag. They must use hand sanitizer immediately after this process.

Please encourage your child to socially distance when queuing for the bus.

Social distancing

Please encourage your child to follow social distancing when travelling to and from school. Students will be reminded to follow social distancing expectations on the school site. Each classroom will have a demarcated teacher zone at the front of the room. Students will be advised to keep their distance from other people on the school site, if possible. Students will be advised to avoid face to face contact, within 1 metre, with their peers or adults, although we recognise that this will not always be practical. Students must not touch staff or their peers.

Uniform and Equipment

Full school uniform expectations will be in place from September, please see previous correspondence. Having taken safety guidance and considered parental feedback, students will be expected to bring their PE kit to school as normal on days that they have PE and change into their kit for PE lessons. Changing rooms will be cleaned before and after use by each group of students. Additional staffing has been secured to ensure this additional cleaning during the school day.

Whilst we will not be providing any personal protective equipment for students, we understand that you may wish your child to wear a face mask to school and they are welcome to do so. Students are also welcome to bring their own small hand sanitizers to school for their personal use.

Students must ensure that they bring equipment to school as they will not be able to borrow anything from school or from another student. In order to prevent cross infection, we have added some items to the equipment that students must have as an absolute minimum: Students will be expected to have the following equipment: two black pens, a green pen, a pencil, a ruler, an eraser and a scientific calculator. In addition, parents are encouraged to provide students with the following equipment: a pencil sharpener, a glue stick, a highlighter, a pack of 12 coloured pencils, a whiteboard pen, a protractor, a small dice - for use in MFL and 3.5mm jack headphones (not a lightning style connector) - for use in Music and ICT.

We also recommend that students bring a prefilled water bottle with them and a snack if they need one for morning breaktime as there will be no opportunity to purchase food or drink at morning breaktime or before school and for hygiene reasons our water fountains are not available for use.

Student Groupings

We are adopting the approach of having year group 'bubbles' to allow students within year groups to mix at break and lunchtime and during lessons but implementing measures to minimise the mixing of students across different year groups before and after school and at break and lunchtimes. We have also grouped students at Key Stage 3 in order to reduce the number of students who they are in extended contact with. Different arrangements are in place for Key Stage 4.

Year 7, 8 and 9 Groupings

Year 7 will be placed in a group which will be their teaching group for the vast majority of their subjects. This is to reduce the numbers of students who they will be in close contact with within their year group. Teaching groups will be organised into broad ability bands, taking into account teacher assessment information from primary schools. This will support effective teaching and learning across the curriculum. Students will mix with additional students in their form group and teaching groups in PE and Design & Technology.

In Years 8 and 9, students will be placed in teaching groups within bands based on Key Stage 2 assessment data, as well as progress and attainment information gathered since the start of Year 7. As a result of being taught in bands, each child will only come into close contact with a limited number of other students.

In each Year Group there are 4 bands labelled A-D. Bands A & B are parallel populations where classes A1 and B1 are equivalent as are classes A2 and B2. There are 2 or 3 classes within each band dependent upon the number of students in the Year Group, so typically children will mix in lessons with a maximum of 60-70 students.

Bands will be reviewed 3 times per year. We will continually monitor the progress made by all students and will have 2 formal assessment periods per year for each Year Group. The results of both ongoing and formal assessments will be used to determine possible class and band moves after each assessment period or at the end of the academic year prior to the start of the next.

Whilst form groups create an additional combination of students, the value of tutors' relationships with students and the importance of contact with tutors for students as they return to school is not to be underestimated. For this reason, tutor groups will be retained to allow pastoral support in school to all students.

Year 10 and 11 Groupings

GCSE options choices mean that students in Years 10 and 11 will mix with a greater number of students from their year group in lessons to allow them to access the options subjects that they are studying as well as the core subjects.

Revised Behaviour Policy and Expectations

In line with the Department for Education guidelines we have made some changes to our behaviour policy to support social distancing expectations. This information will be shared with your son/ daughter at the end of August. Please discuss this information with your son/daughter and encourage them to view Mrs Sunley's information video where she goes through both the arrangements in school and the expectations of student behaviour. The changes that have been made to the behaviour policy have been made to ensure the safety of other students and staff. Where school has concerns about students who have previously demonstrated poor compliance with school staff, a member of the behaviour team will contact you to discuss their concerns and make appropriate arrangements prior to the start of the new school year.

Lunchtime Arrangements and Payment for School Meals

Lunchtimes will be staggered, and students will have separate areas for their lunch and will not be able to mix with students in other year groups - even if they are siblings. All students will have the choice of a hot meal, a snack meal or sandwich meal, which they will be able to purchase from their designated dining space/area. They will also be able to eat a packed lunch from home in this area. There will be a set price for meals which will include a bottled drink, as students will not be able to access water fountains to fill up water bottles. If students wish to stay outside to eat, they will be able to buy food from the Food Cube within a time slot for their year group and eat their food in the designated outside area for their year group. Students will also be able to eat packed lunches within their designated area.

The cost of a meal will be £2.20 and as we will not be able to use our fingerprint system for hygiene reasons parents/carers will be required to pay via Gateway for the full week of school meals at a cost of £11. It will not be possible to have a school meal one day and a packed lunch another day in the same week. To support parents/carers and students in deciding if they will have school meals on a week by week basis, the menu will be shared in advance of each week. Payment will be required by 3pm the Friday before the start of the following week, to allow a student to have school meals that week.

Movement around the School Building and Toilets

Movement around the building will be one way. Students will be introduced to the changes we have made to make the whole school one way in part 2 of the explanatory video and at the start of term this will be reinforced. Students will only be able to enter the toilet areas in limited numbers and toilet areas will be cleaned regularly and supervised.

Classroom Arrangements

Each classroom has been fitted with a hand sanitizer dispenser and students will use the hand sanitizer on entry and exit to a classroom. There is a 2-metre squared area taped in the classroom doorway where they will apply the hand sanitizer before being directed to their seats.

Students must sit side by side and facing forwards. This means all classrooms will be laid out in rows. Where this is not possible, such as in IT rooms and in Food Technology rooms, Perspex screens will be installed. As was the case previously, seating plans will be directed by teaching staff and students will have to sit in the seat as directed.

Teachers will remain in a taped area at the front of the classroom which students will not be permitted to enter. During lessons, teachers will be using visualisers from the front of classrooms to model examples and provide live feedback.

Cleaning

Cleaning of high usage areas will be carried out throughout the school day. Each day, every classroom in use, all corridors and all toilet areas will be deep cleaned, and classrooms will be cleaned during the school day in rotation. Additional staffing has been secured to ensure this additional cleaning during the school day.

Support for Students with Special Educational Needs

We appreciate that students with Special Educational Needs may experience additional challenges as they return to school. Parents/carers of students who have an Educational Healthcare Plan or who are on the Special Educational Needs register will be contacted by Mrs Alderson with a request that you complete a Microsoft Form so that she can plan appropriate support and arrange contact with you to discuss arrangements for your child's return to school.

Actions Needed by Parents/Carers:

- Share the guidance included in this letter with your son/daughter and make sure they watch their year group specific explanatory video via the school website.
- Ensure your son/daughter has appropriate uniform as well as essential equipment.
- Read the Behaviour Expectations in the updated Behaviour Policy which can be found on the school's website and make sure your son/ daughter is clear about the school's expectations.
- If you are a concerned that your son/ daughter may struggle emotionally with the return to school and you have not yet been contacted by a member of the pastoral team, please contact Miss Sarginson.

Staff at school are looking forward to welcoming students back to school and to continuing to work in partnership with you.

Yours sincerely,



Mrs C Jukes
Headteacher