



Whitburn Church of England Academy

An Academy with Specialist Status in Maths and Computing

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'Excellence for All'

23rd June 2020

Year 12 Students in School w/c 29th June

Dear student,

We would like to take this opportunity to thank you and your parents for the efforts you have made to keep up with your studies remotely during closure. Staff have reported very high levels of engagement and you can be proud of how you have made the best of the situation.

The online sessions over the last week and a bit have been well received with some very positive feedback coming in from students and staff and I think many of you have recognised that they have given more structure to your working day. As promised, we have now finalised plans for you all to return to Sixth Form for a week of lessons, w/c Monday 29th June. To comply with current guidance on social distancing, there will be a different look and feel to Sixth Form; it won't be a 'normal' week in Sixth Form. We have created a timetable that maintains social distancing in accord with current guidelines and reduces mixing of groups as much as we can. We have used larger rooms where we cannot safely get a group into a 'normal' teaching space.

You will know from your timetable which option block you have each subject in, for example if you are in 12D Biology, you have Biology in Block D of the timetable. Attached, is the timetable of sessions for next week.

Some pointers:

Arrival times: these are staggered to comply with guidance. Please do all you can to arrive promptly within your allotted time. There will be no school buses available. Ideally, please get dropped off in the main car park (not on the yard). Students who have passed driving tests and hold full insurance may park in the staff car park as there will be capacity due to controlled numbers on site. Please be mindful of social distancing when entering and exiting cars in the car park. To avoid congestion in Sixth Form, we would ask that you proceed directly to the venue for your first session via the nearest external door (e.g. South Entrance for Room 17, Sixth Form for S5...).

Sessions: These will be two x 1 hour, with a 15 minute break for handwashing in the middle. Please bring water bottle and usual equipment (writing equipment, calculator etc). You may bring your laptop if you would normally use it in class.

Lunch, vending machines: There will be no lunch service. If you have both a morning and an afternoon session, we would prefer you to stay on site. If you do need to leave between your

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sessions, we would prefer you not to use public transport as this increases contact with others. You may bring a packed lunch which you can eat outside, socially distanced, on the picnic tables. Vending machines, water coolers and lifts will not be operational due to the higher risks associated with surfaces shared by many people.

UCAS and Careers Advice Sessions, Friday: On Thursday and Friday afternoons, we have allocated time for appointments relating to careers or UCAS advice. We would remind you that we have already issued advice through Teams on how to set up your UCAS application and a number have followed this advice to successfully start their applications. If you would like to book an individual appointment with myself or Mr Moore, [please use this link to do so](#).

Please see the attached guidance on health and safety protocols which must be strictly observed during your time on site next week. Unfortunately, we will have to take a zero tolerance approach if anyone is found to be in breach of these as the health and safety of our students and staff is of the utmost importance to us.

We appreciate this continues to be an anxious time for many and we would not penalise in any way, any student who does not wish to attend next week. Please contact me confidentially, by Thursday 3.30 if possible, and I will pass this on to relevant staff so that they are aware of the reason for non-attendance. As staff are on site delivering sessions alongside setting and marking work for other year groups, there is not an option to have an online session next week.

Online sessions will resume for all Year 12 students for the final two-weeks of term, w/c 6th and 13th July.

Yours faithfully,



Mr Lee M Craggs
Head of Sixth Form
Whitburn Church of England Academy

Important Information re: the safe re-opening of school to Year 12

Travelling to and from School

There will be no scholars' buses running. Parent/carers are able to drive on site up to 10 minutes before the published start time for a session. We ask that parents/carers remain in their cars whilst on site. Alternatively, students should walk or cycle to school and avoid public transport. Where the use of public transport is absolutely necessary, we strongly advise students follow government guidelines regarding safe travel. The wearing of face coverings on public transport is mandatory as of June 15th 2020. Social distancing measures also apply to journeys to and from school, therefore students must not arrange to meet in groups to walk to and from school or congregate in groups prior to coming onto site, or when leaving. I appreciate it will be tempting to do so, but it is imperative that this does not occur. As a precaution, students will be asked to wash or sanitise hands before they leave for home. On arrival at school there will be hand sanitising stations positioned at each allocated school entrance – students will be directed to sanitise your hands before entering the school site and also as you leave. They must also remember to avoid touching their mouth, nose and eyes at all times.

Entry and Exit Times

Start and finish times are staggered depending on your subject. Students **MUST** arrive at their stated arrival time and access the school through the nearest external entrance. If any student has an appointment during the day, they should not attend school that day. At the end of your sessions, you must leave the school site immediately via your assigned exit. Punctuality is key to ensuring that our provision is safe. If a student arrives late for school then we reserve the right not to admit the student without good reason.

Dress Code

Dress code must be observed, however, current guidance stipulates that all clothing should be washed on a daily basis. This may mean ties are not practical and dry-clean only items may not be suitable.

Lockers, Equipment and Drinks

Lockers must not be used. We ask that students do **NOT** bring in any equipment from home, with the exception of the following items;

- (i) a mobile phone –which must be turned off and placed on the desk during sessions, unless directed otherwise by staff
- (ii) a water bottle (filled before coming on site)

Students should not share or pass stationery or other items between others within the room.

Face coverings / face masks

The government guidance states that they do not need to wear a face covering or mask unless travelling on public transport. Students and staff are not expected to wear masks, but can wear these if they feel more comfortable.

Social Distancing

As is the case within the wider community, students must remain 2 metres apart from other students and staff before, during and after they have left the school site. Signage and posters will be around the site and in the classrooms to remind them, along with floor markings where needed.

Hygiene Protocols

Hand hygiene facilities are available throughout the school site. This includes student toilets (washing hands for 20 seconds with soap) and also hand sanitiser stations in all classrooms and areas of use. Each group will have dedicated toilets and regular handwashing breaks have been timetabled to occur on a staggered basis. *Please can you let us know if there are any issues with your child using an alcohol-based sanitiser.*

All staff and students will be advised to use a tissue or elbow if they need to cough or sneeze and use the lidded pedal bins to dispose of used tissues immediately. Spare tissues will be available in the classroom if required, though students can bring in their own.

Cleaning and ventilation

During the closure the school has received a full deep clean and the rooms used will be cleaned twice a day along with the toilets, touch points and desks. This will include a thorough clean during the time no students are on site. Hand sanitisers, tissues and disinfectant wipes will be provided in all classrooms. Where possible, windows and doors will be open to aid air flow and ventilation and to limit the need to touch door handles.

Movement in corridors

Directional signage will be displayed to remind students of the one-way system in place on stairwells, as well as 2-metre distance indicators on the floor where required. One way systems will be in place in areas where this is needed. The rota is designed that rooms are used with staggered entrance points where we can, and the timings should mean only a limited number of pupils should be moving at any one time.

Room Layouts

Rooms will be set up so that students are seated at least 2 metres apart. Class teachers will seat students one at a time.

First Aid Provision / Medication

A First Aider will always be on site. Although we have a secure medical cupboard, if at all possible, medication should be taken before or after attending school. If your child has emergency medication, please ensure that there is a supply in school. If your child has asthma, a spare inhaler must be brought in to school on the first day of their return if we do not already hold one. If not, they will not be able to come until it is brought in.

Designated Safeguarding Lead / Senior Leader

A DSL will always be available on site, along with members of the Senior Leadership Team.

Protocol in place if your child becomes ill on site.

A member of SMT will take your child to the first aid room. Parents/Carers will be called to collect immediately.

Students showing signs of Covid-19 will be isolated until parent/carers can collect them. A non-contact thermometer will be used to take their temperature. A designated room will be used and the person supervising will wear suitable Personal Protective Equipment. When the student has been collected, arrangements will be made for the rest of the 'social bubble' to be collected to isolate until a test is taken to hopefully allow individuals to return. This will, in all likelihood, mean that the whole group is then self-isolating for 2 days (depending on testing regimes) whilst a test result is awaited, if the result is negative the group can return, if not they will have to self-isolate for 14 days.

Protocol to follow if your child becomes ill at home and has been in school for some sessions

Please can you inform us immediately if your child is unable to attend, and inform us if this is due to COVID-19 symptoms. If your family have been contacted by track and trace, please can you inform us as soon as possible.

Fire Alarm Procedures

Students will be asked to evacuate the building in the normal way to ensure a speedy evacuation, they will then meet at their allocated assembly point on the All Weather Pitch and maintain social distancing.

Free School Meals

No meals will be available in school, the voucher system will still be in place.

Visitors / Meetings

Parent/Carers will need to have a pre-arranged appointment to come in to school. Given the current restrictions we would prefer for parents to avoid coming into school if at all possible, as staff are available via email/phone as required. If there is a genuine need to come into school then please contact us via the academy website in advance to arrange.