



Charles Darwin School

Operated by the Charles Darwin Academy Trust

Headteacher: Sunil Chotai, BSc

9th June 2020

Dear Parents and Carers of Year 10 and Year 12 students,

Re: School reopening for some face to face sessions

Thank you to those parents who responded to my letter of 19th May indicating that you would or would not like to send your children into school for these face to face sessions. Overall, there has been a mixed response; approximately 60% of our families responded to say that they would like to take up this offer for these face to face sessions, about 25% have informed us that they wish not to take up these sessions and 15% did not respond.

As you will be aware government advice has again changed since my last letter dated 22nd May. We are now advised to defer opening the school to 15th June 2020 at the earliest. The advice on the practical arrangements allowable when organising these face to face sessions for both Year 10 and 12 students has changed considerably also. For example, staggering sessions for different groups of students throughout the day is no longer permissible. You will recall that in my letter of 22nd May I outlined a plan that involved three different groups attending per day; this we are advised is no longer permissible. Therefore, we have had to change our thinking and planning significantly.

This change means that we will not now be able to run the in the way that we had hoped to. Government guidance states that we must have no more than 25% of the Year 10 and 12 cohort in the school at any one time. In line with this guidance we will be offering subject specific learning support to supplement remote learning for students in Year 10 and Year 12 according to the schedule below, in the first instance.

Planned provision for Year 10

Session A:	17 th June	Year 10 (X half) English	9.30- 11.30
Session B:	19 th June	Year 10 (Y half) English	9.30-11.30
Session C:	24 th June	Year 10 (Q half) Maths	9.30-11.30
Session D:	26 th June	Year 10 (P half) Maths	9.30-11.30

There will be a review of how the provision is working and a review of the risk assessment at this point. The remainder of the programme is subject to this risk review.

Session E	8 th July	Year 10 (Q half) Science	9.30- 11.30
Session F	10 th July	Year 10 (P half) Science	9.30- 11.30

Planned provision for Year 12

Session A:	16 th June	Year 12 Option A subjects	9.30- 11.30
Session B:	18 th June	Year 12 Option A subjects	9.30- 11.30
Session C:	23 rd June	Year 12 Option B subjects	9.30- 11.30
Session D:	25 th June	Year 12 Option B subjects	9.30- 11.30

There will be a review of how the provision is working and a review of the risk assessment at this point. The remainder of the programme is subject to this risk review.

Session E:	30 th June	Year 12 Option C subjects	9.30- 11.30
Session F:	2 nd July	Year 12 Option C subjects	9.30- 11.30
Session G:	7 th July	Year 12 Option D subjects	9.30- 11.30
Session H:	9 th July	Year 12 Option D subjects	9.30- 11.30

Specific timings and locations for individual student attendance will be sent out separately (via post) to those families who responded to my letter indicating that their child will attend.

Students attending these face to face sessions should be fully prepared by undertaking the following:

1. Arrive to school not later than 15 minutes before the sessions are due to commence. Students should report to the front of the school where they will be directed to designated points by members of staff.
2. Know where they should be for the scheduled sessions. This is important – the letter detailing the session and session venue will be sent out separately. Students will be asked on arrival where their session is – knowing this will speed up arrival procedures.
3. Bring all necessary equipment - there will be no sharing or borrowing so it is vital that students bring to school the following: 2 pens, 2 pencils, ruler, and calculator.

Members of staff will be in place to assist with social distancing.

Sessions will take place in the Canteen, Dance Studio, Sixth Form Hub, School Hall or Sports Hall where the desks have been laid out 2m apart.

English and Maths lessons will be in groups that can be accommodated in a manner that enables social distancing guidance to be achieved. Group sizes will vary depending on parental take-up and will in the main be with their usual subject teacher, unless of course this is not possible due to staff absence/self-isolation.

Entry and exit will be from external doors and managed carefully; observing the 2m rule all the way through. Hands sanitised on entry and floor markings of 2m distancing adhered to strictly during entry and exit to help establish a safe and reassuring atmosphere.

Toilet access will be supervised, ensuring social distancing as far as possible. Toilets will be cleaned on a regular basis.

A one-way system will be set-up in school to ensure safe movement in the corridors should this be required.

We believe that for this time in school we will be able to adhere to the social distance requirements if students act maturely and they follow our guidelines. If we find that adherence to these guidelines is a problem for an individual, we will ask them to make their way back home immediately.

A risk assessment has been produced, it is available on the school website and a clear plan for ensuring good hygiene is in place. Our organisation has been detailed and well thought through and we have taken every precaution to enable us to uphold the social distancing requirements, cleaning requirements and other considerations to ensure the safety of the children and staff once in school.

Travel to and from school

In the parental response to the mode of travel envisaged for these sessions the vast majority reported that students will be walking or will be driven to school. Very few families have said that their children will use public transport. If children are going to be using public transport then I would strongly urge you to read the guidance on using pupil transport sent along with this letter.

Drop off and collection

To reduce the risk of contamination parent/carers will not be permitted to enter the school grounds or building unless they have an appointment. Drop off and collection should be done away from the school premises on Jail Lane and children asked to walk the remainder of the distance to school. The school gates will be closed, only pedestrian access will be available.

Student conduct

It is vitally important that students conduct themselves with maturity and good sense when they are in school for these sessions. Our behaviour expectations are set out in more detail in the guidance that accompanies this letter.

They will need to adhere to all the social distancing rules, hygiene rules and classroom expectations. This is a tricky time for all of us and we must always support one another with good, kind and considerate behaviour. This is an expectation of all attending.

Symptoms of coronavirus

If your child is showing any symptoms of coronavirus then please do not send them into school.

Water bottles

All children should bring their own water bottle already filled - the use of the school fountains is not permitted and will not be possible during the day.

Uniform

In line with guidance from the Department for Education parents/carers are now expected to send their children to school in freshly cleaned clothes each day to prevent cross-contamination. We will therefore not be requiring students to wear uniform. Once used clothes should ideally be washed or not worn for a further 72 hours.

I am aware that parents/carers will have serious worries about sending their children into school. I would like to reassure you that we will do our utmost to ensure safe and medically sound practices.

If you do have any questions then please do email us on schoolclosure@cdarwin.com and we will try to clarify as far as is possible. I must reinforce again that this programme is subject to change by further government announcements.

Yours sincerely,



Sunil Chotai
Headteacher

Charles Darwin School: Parental Guidance

Section 1: Implementing Social Distancing

The following document outlines DFE guidance in relation to the planning and organisation schools need to implement for the safe return of pupils to education settings. The table below shows government advice together with measures that are in place at Charles Darwin School and also whose responsibility it is to ensure each guideline is implemented and adhered to.

	DFE guidance	Responsibility	CDS Measures
1	Refresh risk assessments and health and safety advice for children, young people and staff	SLT	A school risk assessment has been completed and can be found on the school website outlining the advice to staff, students and parents.
2	Organise class groups/venue so that social distancing can be enabled	SLT	In both Years 10 and 12 group sizes have been created so that all social distancing recommendations can be adhered to.
a.	Children are expected to remain 2 metres apart where possible. Brief, transitory contact such as passing in the corridor is deemed low risk	SLT Staff Pupils	A limited number of classrooms will be used, each one having sitting positions and desks 2m away from each other. One way routes have been created to enter and exit each of these classrooms.
b.	Frequent hand cleaning and good respiratory hygiene practices	Staff Pupils	Good hygiene will be enabled via the use of hand sanitisers in each classroom. Pupils will have an opportunity to ensure that their hands are cleaned on entry and during the two-hour session via use of class hand sanitisers.
c.	Minimising contact and mixing	Staff Pupils	Extra staff have been allocated to help maintain social distancing measures are adhered to at all times.
d.	Try to keep groups consistent and that these groups stay away from other people and groups	SLT Staff Pupils	Teaching schedules and other decisions should enable this well.
e	Classrooms will need to be rearranged to ensure sitting positions are 2m apart	SLT Site Team Staff	All spaces used throughout pupils' time at school will be rearranged to adhere to 2m social distancing advice.

g.	There shouldn't be any unnecessary items in the classroom where there is space to store them elsewhere	Staff Site Team	Spaces used will not have any unnecessary items.
h.	Objects which are hard to clean (such as those with intricate parts) should be removed from classrooms	Staff Site Team	As above.
i	The same teacher and other staff are assigned to each group as far as possible per day	SLT	The schedule for teaching English, Maths and Science on different days enables this.

Section 2: Managing School Transport

This section is aimed at advising parents and young people how they can best arrive at the school by considering travel which reduces the need for unnecessary travel on public transport wherever possible.

1. Wherever possible you should try to walk or cycle to school, therefore avoiding using public transport. When using bikes make sure you wash your hands for at least 20 seconds before and after cycling.
2. Avoid sharing a vehicle with people from other households.
3. In the event of having to use public transport please check with your transport operator for the latest travel advice. It is likely that journeys using public transport may take longer due to reduced capacity and social distancing measures.
4. If you are travelling by public transport try to travel at off peak times and try to reduce the number of changes made during the journey.
5. Wear a face covering if using public transport.
6. The risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact: you are very unlikely to be infected from just walking past another person. Please avoid putting yourself in danger, for example walking in the road, just to adhere to social distancing guidance.
7. Be aware of the surfaces you touch. Be careful not to touch your face. Cover your mouth with a tissue or your elbow when coughing or sneezing.

8. Treat transport staff with respect and follow instructions from your transport operator. This may include:
 - Notices about which seats to use or how to queue
 - Additional barriers or floor markings
 - Requests to board through different doors or to move to less busy areas
9. Ensure you maintain social distancing where possible.
10. Wait for the next service if you cannot safely keep your distance.

Section 3: Emergencies

This section aims to give clarity to both parents and staff as to the procedures to follow in the event of an emergency. It also outlines some of the steps necessary in making sure these procedures can be implemented effectively.

1. Please make sure that your contact details are up-to-date, including alternative emergency contact details where required. It is vital that any change of contact details are passed on to the school's main reception before or on the first day of the pupil's return to school.
2. In the event of an emergency, the pupil's parents (or those given as emergency contacts) will be contacted as soon as possible.
3. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.

Section 4: Guidance on PPE

This section is based on current government guidance in relation to the use and wearing of PPE particularly in relation to pupils travelling to and from Charles Darwin School.

'Wear a face covering if you need to use public transport'

The latest government guidance is that all people using public transport should wear a face covering.

The evidence suggests that wearing a face covering does not protect you but it may protect others if you are infected but have not yet developed symptoms. This is most relevant for short periods indoors in crowded areas.

It is important to use face coverings properly and wash your hands before putting them on and after taking them off.

'Wearing a face covering or face mask in schools or other education settings is not recommended'

Due to the policies and procedures put in place to ensure that social distancing and the avoidance of mixing is adhered to, there is no requirement for Year 10 and 12 students or staff at Charles Darwin School to wear face coverings whilst in school. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.

The majority of staff in educational settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2m from others. PPE is only needed in the following cases:

- Pupils whose care routines already involve the use of PPE due to their intimate care.
- If a pupil becomes unwell whilst they are in school and needs direct personal care until they can return home. If contact is necessary, then disposable gloves and a fluid-resistant face mask should be worn.

Addendum to Charles Darwin School Behaviour Policy June 2020

For all students attending school during the Coronavirus pandemic.

The list below is not an exhaustive list. However, it outlines the key practices ALL students need to follow when on the school site during the Coronavirus pandemic

- Students must arrive no more than 15 minutes prior to their timetabled lesson. Entry on site is by foot or bike only, by the main gate at the front of school. Students are to then follow signs to the specified gate.
- **The rules on social distancing must be followed. Everyone is expected to maintain a strict 2 metre distance between themselves and others at all times.**
- Any student who in our judgement is seen to jeopardise the safety of other members of the school community, will be asked to leave the school site. Parents will be contacted and the student will not be allowed to return to school until confidence is restored that behaviour will not be repeated. Any breach of our behaviour policy in this way will result in the strongest of school sanctions.
- A controlled system of movement will be in operation in the school building and queue lines will be supervised and marked at entry and exit points to learning bases.
- Students should endeavour to wash their hands or sanitise them when entering or leaving the building. Specific toilets will be opened to students and these will be regularly cleaned. 2 metre distancing is expected at all times and hands should be washed with hot water for 20 seconds minimum and dried. Deliberate splashing of water on others will be seriously sanctioned.
- Students will not be allowed to lockers/ tutor bases or any other part of the school other than the designated learning space or toilet as directed by staff
- Students must bring their own equipment with them (pen, pencil, ruler and calculator for maths) and must not borrow equipment from other students.
- Coats and other clothing removed during a session must be placed on the back of a chair.
- Only one student at a time will be dismissed by the supervising member of staff to use the toilet.
- Students must not use the water fountains in school.
- Students who choose to bring their own PPE (masks are needed for all public transport) need to take it home to dispose of it. It must not be disposed of in school.
- Anyone feeling unwell must report this to a member of staff then go to Main reception immediately.
- When dismissed from a learning base, students must leave school site directly and immediately.