3rd June 2020

Dear Parent, Carer and Student,

**Year 12 - Planned, Partial Reopening from 5th June 2020**

I hope you and your families are healthy and are managing to stay safe.

I am writing to inform you that we will be following government advice and planning for partial and limited reopening for Year 10 and Year 12 students. Year 12 students will start returning from Friday 5th June 2020.

The school will remain closed to ALL other students until the government allows them to return.

My priority throughout this pandemic has always been and always will be to keep our students and staff as safe as we possibly can. I am aware that parents and students and indeed some staff will be understandably anxious about students returning to school and want to make my position clear. Education is clearly very important and it is right to provide a good quality of education for every student but not at the expense of health or lives. The plan that has been set out in this letter meets government advice for reopening schools and measures to minimise risk have been clearly been considered and put in place. This is a personal decision as to whether or not you feel comfortable with your child returning to school and I believe you must make the decision that is right for your personal circumstance and family. I am keen that this is your decision to make and will support you whatever you decide. We will not be enforcing attendance and there will be no penalties this term for non- attendance.

Information on the government’s advice for re-opening school can be found here for reference:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

No student or member of staff who is currently shielded and in a high-risk category will be expected to attend school.

By sending your child to school you will accept that, whilst the school has comprehensive hygiene and distancing measures in place, there is still a risk of catching Covid 19 through being in a school environment. This is a risk that you need to be aware of when making your decision to attend.

Students with underlying health issues or with family members who are shielding, should not attend. Students or students with family members that have symptoms of Covid 19 must also not attend – students will have their temperature taken when they arrive at school. Students who have to use public transport to attend school must also not attend – this is because social distancing on public transport is almost impossible and puts our students and staff at risk.

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What this will mean for students:

I have attached a timetable of lessons that will take place in school from the 5th June that your child will be able to attend.

These lessons will be run alongside the online learning that is already in place.

These lessons will be important to ensure that important subject learning is caught up and students are ready to resume their full studies in September.

Students will not be in school every day and the school day will run from 8:50am – 12:15pm for a group of Year 12 students.

There will be a maximum of 30 students on site so that we can ensure social distancing of at least 2 metres.

Students must enter through the top gate and head toward reception – there will be a member of staff ready to greet and direct you.

Every student will have their temperature taken on entry. Any student with a high temperature will be refused entry.

Students will hand wash or sanitise on entry and every hour while on school site.

Sessions will run from 9:00am – 12:15pm with a 15 minute comfort and hygiene break. There will be opportunity at any point in each session to use the toilet on an individual basis. Students must bring a snack and drink of squash or water for their break.

There will be no lunch break or food served on school site.

Students will be provided with paper and a pen but should bring their own Maths equipment for maths sessions which should be sanitised. Students can bring in their subject books to work in if they wish to do so.

Students must be in smart clothes suitable for an office.

When will I/my child need to attend?

A student will only be able to attend on the days that their teaching group is scheduled to be in.

Students will arrive and line up outside the entrance to reception and leave site promptly at 12:15pm We are not able to accommodate students outside these times due to other classes being required on site and the need to ensure a safe school environment.

When not in school you should continue with the online learning set by your teachers.

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Where will these lessons take place?

Lessons will mainly take place in the main school hall, on exam desks, separated by at least 2 metres to ensure safe distancing.

It is clear on the timetable what room sessions are taking place in. Students must not go to any other room without permission

Who will teach these lessons?

Your options subjects will be run by your normal classroom teacher.

Why are we not open to all students, everyday?

This is part of the government’s plan to ease the lockdown gradually and return key year groups to school. Therefore, to ensure that a minimum number of students are on site each day and are safely distanced and supervised, we have been asked to limit the amount of students on site, time in school and the numbers travelling to and from school at any one time. This is guided by the government not the school.

Will students get a break and lunch?

There will be a 15 minute break use the toilet and social distancing of 2 metres at all times will apply.

There will not be a lunch break and students will be asked to leave site at 12:15pm each day.

No food will be available on site and we ask students to bring their own food and drink for hygiene reasons.

Free School meals for those who are eligible continue to be provided by voucher payments.

How will students get to school?

We have been advised by the government that students should not be using public transport to prevent over-crowding and avoid the risk of poor social distancing.

Only students who walk/cycle/drive to school or are dropped off/picked up by car can attend school.

How will the school be kept safe?

The school will limit movement around the school to the hall for lessons and the playground/ toilet area at other times.

Students will use the same desk for the whole day.

Desks will be spaced at least 2 metres apart from others.

Rooms will be kept well ventilated.

There will be strict social distancing and hygiene rules in place for all students and staff (see rules below).

All spaces will be fully cleaned and disinfected after each session and after each day.

Student numbers in school will be limited at any one time (Maximum of 30 each day).

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All visitors to the school site including staff and students will require their temperatures to be taken before entering the school building. If their temperature is high (above NHS guidelines for Covid 19) then they will not be allowed into the school.

Anyone showing symptoms of Covid 19 will not be allowed into school.

Covid 19 testing is now available to all staff, students and their families and if you have symptoms a test should be booked before returning to school.

We will provide stationery and paper to work on. Students will not need to bring this with them.

School uniform should be worn at all times.

Students may bring their own calculator if it is needed for their subject.

Students may wear a face mask/protection if this makes them feel more comfortable in coming to school. This is optional and up to the individual.

Water fountains will not be in use, so students should bring their own drink.

What are the rules?

In addition to the normal school rules we will be asking students to do the following:

Maintain a 2 metre distance from any other student or member of staff at **ALL** times. This will be strictly enforced for the safety of everyone on site. Anyone breaking this important rule will be given one verbal warning, if repeated they will be sent home immediately. Repeated breaking of this rule on separate days will result in the student being instructed to work from home until September.

No sports or ball games, before, during or after school.

Absolutely no physical contact with others.

Students will be required to wash their hands thoroughly before and after each session.

Students must not go to any other part of the school except the playground, toilet areas and the hall for learning.

Students must leave the site at 12:15 each day and not return. Students should not arrive before 8:40.

Students and staff will be required to have their temperature taken before entering the school site. This will be done with a contactless thermometer to ensure good hygiene. If a person’s temperature is higher than the NHS guided temperature (approx. 38 degrees Celsius) they will be asked to leave or be collected.

Anyone showing symptoms of COVID 19 as described by the NHS website will not be allowed to enter the school building and will be asked to leave site or be collected.

Anyone who is currently self isolating due to Covid 19 symptoms or because a member of their household has or has had Covid 19 must not come into school.

Anyone who develops Covid 19 symptoms or has had symptoms in the last 14 days will be asked to apply to be tested and confirmation of wellness provided before returning to school (staff and students).

Good behavior is expected in school at all times. Any student refusing to follow instructions will be sent home immediately.

How will we know if a student or staff member with Covid 19 has been in contact with a student?

We will use the government track and trace system and we will inform all parents if we are aware of any student or staff member that has developed Covid 19 symptoms and has been in contact with a student.

Our registers from each day will make it clear if contact has been made alongside our careful limiting of contact.

We would then consider a period of isolation for anyone who had been in contact with another person with Covid 19 and ask for a Covid 19 test to be taken and show negative before returning to school.

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Do students in school need to continue with online lessons?

Yes. The lessons in school will be designed to follow on from these lessons and will compliment your online learning.

There are a number of **online lessons** taking place as advised by your subject teachers and you bshould participate in those that are relevant to you.

Why is it important to try and attend these sessions?

These sessions are being run to ensure you have proper face to face teaching from your subject teachers, they will help you to catch up with work since the lockdown in March and will prepare you for a good start to year 11 in September.

It is important to get back into the routine of attending school as we slowly start to reopen to students.

Who can I contact if I am unsure about when to come in or are unsure about any of the information in this letter?

You can contact Mrs James (Katie.james@aylesford.kent.sch.uk) to ask questions about the timetable or which lessons you/your child needs to attend.

You can contact Mr D Wright (david.wright@aylesford.kent.sch.uk) if you need to discuss any of the rules or guidelines in this document or if you have any specific safeguard concerns.

You can contact Mrs Land ([Niamh.land@aylesford.kent.sch.uk](mailto:Niamh.land@aylesford.kent.sch.uk)) if you are having issues with lessons or Show My Homework.

You can contact Mrs Hodgson ([tracy.hodgson@aylesford.kent.sch.uk](mailto:tracy.hodgson@aylesford.kent.sch.uk)) if you need to discuss any welfare issues.

You can contact Mr Neeve ([Philip.neeve@aylesford.kent.sch.uk](mailto:Philip.neeve@aylesford.kent.sch.uk))

You can contact myself, Miss Kelvie (Tanya.kelvie@aylesford.kent.sch.uk) if you have any general enquiries or have questions about the hygiene procedure in place or anything relating to the safety of returning to school.

Of course you can also contact your child’s mentor or subject teacher.

IN SCHOOL TIMETABLE

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| Week 1  Friday 5th June | Year 12 in School 9:00am – 12:15pm  Music in Music Room (6 Students) Mr Heritage  Science in Lords (12 Students) Mrs Graham |
| Week 2  Friday 12th June | Year 12 in School 9:00am - 12:15pm  ICT in 6th Form Centre (6 Students) Mrs Emeribe  Sport in the 6th Form Centre (11 Students) Mr Groom and Mrs Crisp |

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| Week 3  Friday 19th June | Year 12 in School 9:00am – 12:15pm  Criminology in the Hall (30 students) Mr Neeve |
| Week 4  Friday 26th June | Year 12 in School 9:00am – 12:15pm  History in the Hall (28 students) Mrs McGuckin |
| Week 5  Friday 3rd July | Year 12 in School 9:00am to 12:15pm  In the 6th Form Block  Health & Social Care (15 students) Mrs Dighton  Maths (10 students) with Mrs James |
| Week 6  Friday 10th July | Year 12 in School 9:00am – 12:15pm  In the 6th Form Block  Business Studies (10 students) Mrs McDowall  Visual Arts in the Art Room (2 students) Mrs Cavill & Mrs Holmes  Catering in the Food Tech Room (4 students) Mr Kenmure |
| Week 7  Friday 17th July | Year 12 in sSchool 9:00am to 12:15pm  Psychology in the Hall (23 students) Mr Elcome |
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If you have any questions about the timetable and how it works for you please contact the school using the email addresses provided.

A member of the Senior Leadership Team will be contacting you by phone personally to lend further support.

I hope that in providing this comprehensive timetable and opportunity that it will provide students with a much-needed input from teachers, face to face in a school environment. Our staff team are fully prepared and looking forward to returning to school to support students in any way they can and are permitted to do so.

Yours sincerely,



Miss Kelvie

Headteacher