

3<sup>rd</sup> June 2020

Dear Parents & Carers

As promised in the letter from Mr Herbert yesterday, I am now writing to you regarding the wider opening of Budmouth Academy to allow our Year 10 students to receive some face to face contact with teaching staff, to supplement their online learning.

I apologise in advance for the length of this letter, however, it is imperative that you and your child are aware of our plans before you complete the Google Form on page 3. The Google Form is for you to inform us of your intentions from the 15th June.

***It is important that you please complete the Google Form as even if you choose not to send your child back for some face to face contact, we need to know so that we can finalise our student groups.***

### **Plan for Year 10**

At the centre of all of our planning has been keeping students and staff safe and ensuring that the requirement for 2 metre social distancing can be met. Whilst the government's guidelines stated that the students should be in class sizes of no more than 15 pupils the Trust, however, have recommended class sizes of no more than 8 students and we will follow this guidance to maximise social distancing.

This means that the number of students we can accommodate is limited by two factors: classroom space and available staffing numbers. We currently have a number of teachers who cannot return to school for various reasons linked to Covid 19 that affects either them, or a member of their immediate family. In addition to this, some staff are part-time and can only work on certain days.

Once we have the information required we will decide how the classes are split and the days that students are invited to attend. Unless the circumstances are exceptional, we politely ask you not to contact Budmouth Academy with individual requests to swap days, as this would quickly become unmanageable.

### **Year 10 students**

- Year 10 students will be taught in groups of 8 in the Hub only.
- Each group will have assigned classrooms and toilets.
- Students will not be allowed to use any other room or group of toilets other than that which they are assigned. This is to ensure that they are the only students who come into contact with this area, thereby minimising risk.
- Students will be invited in for **1 day per week** (Monday -Thursday) plus one additional Friday this term:
  - Monday                      Group 1 a-h
  - Tuesday                     Group 2 a-h
  - Wednesday                Group 3 a-h
  - Thursday                    Group 4 a-h
  - Friday                        Each group named above will also attend one Friday.
- Monday – Thursday students will have one taught lesson of English and Maths, plus a supervised assessment activity for an Option subject.

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### Day example:

Group 1a+1b	Group 1c+1d	Group 1e+1f	Group 1g+1h
Session 1 - Maths 8.40am-10am	Session 1 - Option assessment activity 9am-10.20am	Session 1 - Maths 9.20am-10.40am	Session 1 - Option assessment activity 9.40am-11am
Break 10mins			
Session 2 - English 10.10am-11.30am	Break 10mins	Break 10mins	Break 10mins
Lunch 20mins	Session 2 - Maths 10.30am-11.50am	Session 2 - English 10.50am-12.10pm	Session 2 - Maths 11.10am-12.30pm
Session 3 - Option assessment activity 11.50am-1.10pm	Lunch 20mins	Lunch 20mins	Lunch 20mins
1.10pm Dismiss	Session 3 - English 12.10pm-1.30pm	Session 3 - Option assessment activity 12.30pm-1.50pm	Session 3 - English 12.50pm-2.10pm
	1.30pm Dismiss	1.50pm Dismiss	2.10pm Dismiss

### Start and Finish Times

- Students will be given a specific arrival time (no parents/carers are allowed on site except if drop off by car is needed) and **it is vital students are punctual** to minimise the risk of groups mixing.
- The groups have been allocated according to Maths ability so that when these sessions take place the material will be taught at the correct level and students should not attempt to swap their group.
- Students will enter the school site via the main gate only and line up in their marked area on the DT playground. There will be a member of SLT to direct them.
- Students must sanitise their hands upon arrival at their allotted line up station.
- Each student must then stand on their 'spot'. This is to ensure that the 2 metre distance is adhered to.
- Students will then be escorted into the Hub by their class teacher via their allocated entrance.
- Students must re-sanitise on entry to their classroom and only sit at their allocated desk.

**Note:** We are conscious that this might feel very strange to some students who will have had less, or maybe no experience of the kinds of practice we adults have become more used to, when shopping for example. Everything will be explained very clearly as we want to create a safe but enjoyable atmosphere to support their learning. Getting them used to clear routines will not only help us but will make everyone feel more confident about being back in school.

### Classroom organisation

- The students will spend their indoor time in their allocated classroom to limit the mixing of groups.
- Each group will be taught by an allocated teacher. In some rooms there will also be a teaching assistant. We will minimise as much as possible the number of other adults that enter the room. However, on occasion, there may be the need for a different teacher to take the class, depending on availability.
- The students will sit at an assigned table and be as far away from each other as is practically possible in a room of 8 students.
- The use of shared outdoor areas that include picnic benches will be timetabled and washed down after each group has used it.
- Students must bring their own named pencil case (easy to wipe, not fluffy) with the compulsory equipment they bring for a normal school day. This pencil case will stay with the student and they will not be allowed to borrow equipment from the class teacher or a peer.
- Students are advised to bring a named water bottle that will stay on their desk. No juice/squash/fizzy drinks are allowed.
- All students who took home their inhaler or EpiPen should ensure that these are returned.

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### **Break and lunch times**

- Break and lunch times will be on a rota basis and the students will be with their own group in a specified zone. Students will not be allowed to mix with students from a different group.
- We are able to offer a limited canteen service at this time.
- Students can order a baguette/sandwich which will be delivered to their classroom. For ease these have been priced at just £1 and we would kindly ask for the correct money to support our efforts in enabling social distancing.
- Students entitled to a Free School Meal will be able to order a sandwich and this does not affect the National Voucher Scheme. These vouchers continue to be ordered on behalf of all eligible students.
- If students do not wish to order a sandwich, they are very welcome to bring their own food into school.
- As there is limited opportunity to socialise safely, we have kept the two breaks to 10 minutes and 20 minutes.
- Areas such as picnic tables will be washed down with disinfectant after each group.
- If there are adverse weather conditions students will remain in their teaching room.
- At the end of break and lunch times students must line up on the DT playground as practised at the start of the day, adhering to the 2 metre distancing rule. Teaching staff will then meet them at their line to escort them back to the classroom.
- Students must hand sanitise at the start of the line-up.

### **Cleaning**

- The site has been cleaned during the period of closure and is being given a 'Deep Clean' during the two weeks before Years 10 and 12 return.
- We have increased the amount of cleaning that will be taking place throughout the school during this time.
- The students will be washing their hands regularly throughout the day using hand sanitiser.
- We have already been able to source significant quantities of hand sanitiser and the Trust are also supplying one fixed sanitiser per room.

### **Uniform**

- Students will be in partial uniform. To ensure that the clothing worn in school can be washed regularly, students are not required to wear the following items at this time: blazer, tie and jumper.

### **Group allocation**

As students cannot just turn up, it is important to confirm the following by completing the Google Form below **by Friday 5<sup>th</sup> June**.

1. If your child will be attending.
2. If your child wishes to buy a baguette /sandwich lunch for £1.
3. That you and your child understand and agree to adhere to the specifics in the Covid 19 Home School Agreement.

Here is the link to the Google Form for your completion please:

[https://docs.google.com/forms/d/e/1FAIpQLSfKb8kP4cPAe\\_6h1Pmf0HHTffgKyVMQu6L1O8Nd1n17MsRMAg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfKb8kP4cPAe_6h1Pmf0HHTffgKyVMQu6L1O8Nd1n17MsRMAg/viewform)

On Monday 8<sup>th</sup> June parents who have informed us their child will be attending school will receive an allocated date and time (via email), which is why it is so important to complete the Google Form above.

Mr Herbert outlined in his letter how important adhering to our specific 'Covid 19 Home School Agreement' is. When you have been out of your own home you may have experienced witnessing people not following the government's rules e.g. meeting up in large groups, visiting the homes of friends, travelling in a car with someone not from your household etc.

It is very important that our students understand the need to follow the rules whilst in the Academy, but also the rules outside as well. We do not want to have to send home students who have chosen to arrive in large groups and who are not socially distanced at 2 metres apart, but would have to do so for the safety of everyone. We have staggered arrival and departure times specifically to avoid this. Equally, if students arrive in the same car as someone not from their household, this would not be permitted. Staff will be on duty monitoring the arrival of students.

In addition to this, it is also very important that we continue to monitor carefully potential symptoms of Covid 19. Please note the following key points from Public Health Dorset.

**SYMPTOMATIC INDIVIDUALS (information provided from Public Health Dorset)**  
***If one child or adult shows symptoms what is the next action for the school?***

Send home

When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days.

Their fellow household members should self-isolate for 14 days.

Parents should continue to be encouraged to look out for symptoms including: a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours, a high temperature (above 37.8 degrees centigrade) loss of taste or smell.

Support Testing

All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

Class/small groups in contact with a positive child/member of staff to self-isolate.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.

The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

I do hope that you have found this letter to be informative. We really want to support as many Year 10 students as possible in school for some face to face learning, it will be nice to see them back! The chance to have weekly extended lessons in English and Maths should be very helpful indeed. The same is true of the 'Science Day' on whichever Friday your child is allocated. In addition to these 'taught' sessions, the assessments in other Option subjects will help provide the staff with valuable information about any gaps in knowledge which will support their planning.

In the first instance students have to remain in their 'bubble' group of 8. We will review our plans over the coming weeks and if the opportunity arises to allow greater mixing and therefore provide some discreet teaching in Option subjects, then we will consider this carefully alongside whatever is the latest guidance. For the moment however this offer is one that we are confident will provide the extra support for students and keep them and staff safe.

If you have any specific questions or queries, please feel free to contact your child's Head of School in the first instance:

Attenborough School: [jguppy@budmouth-aspirations.org](mailto:jguppy@budmouth-aspirations.org)

Hawking School: [plydford@budmouth-aspirations.org](mailto:plydford@budmouth-aspirations.org)

Shelley School: [lacarter@budmouth-aspirations.org](mailto:lacarter@budmouth-aspirations.org)

Turing School: [aclark@budmouth-aspirations.org](mailto:aclark@budmouth-aspirations.org)

Yours sincerely

Mrs Jen Warr  
Vice Principal