



Monday 8<sup>th</sup> June 2020

Dear Parents / Carers,

Apologies for the length of this letter, I wanted you to have as much information as possible before taking a decision regarding whether your son/daughter should return to school.

As the Prime Minister announced on 28<sup>th</sup> May, from next Monday (week commencing 15<sup>th</sup> June), secondary schools have been asked to offer face-to-face support for Year 10 and Year 12 students, as they are due to take key examinations next year. This will supplement their remote education, which will remain the predominant mode of education during this term for these students. This wider opening will run alongside the full time provision we are offering to the children of critical workers and vulnerable children.

Following extensive discussions between the Avonreach Executive Officer Clive Corbett, PHS Chair of Governors Nick Young and the PHS Leadership Team, all parties have concluded that it is appropriate for a phased reopening of the school for the year groups in question from Monday 15<sup>th</sup> June. This decision has been based upon the degree of progress towards the Government's Five Tests and our ability to mitigate against the risks of a phased reopening through an extensive school Risk Assessment and planned procedures for students, staff and the households of students and staff.

In order for us to plan in more detail, including arranging appropriate school transport, please can you consider all of the information in this document and then complete the very short survey below by 10.00am on Wednesday. Apologies for the short notice in making this request; the link will be repeated again at the end of the document.

<https://forms.office.com/Pages/ResponsePage.aspx?id=3miwMbYDbUWVSnFB8YRFBfsrXvAOJYdCiBhOEZd0F69UQkhTUDVFS1k1TENJT0pRTjRXVknRVExHri4u>

We shall then communicate on Thursday by email the final arrangements for Year 10 students, which will include their Pod allocation and therefore which day of the week they should attend. Please note it will not be possible for students to change their Pod or their allocated day in school.

### **Core principles supporting reopening:**

As per the Government guidance, the following principles will apply to this phased reopening of the school:

- Students in Year 10 and Year 12 in eligible year groups are strongly encouraged to attend (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending
- Students who have been classed as [clinically extremely vulnerable due to pre-existing medical conditions](#) are advised to shield. We do not expect students in this category to be attending school, and they should continue to be supported to learn at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) students are those considered to be at a higher risk of severe illness from coronavirus. Few, if any, children will fall into this category, but parents/carers should follow medical advice if your child is in this category
- A student who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting
- If a student lives in a household with someone who is extremely clinically vulnerable, as set out in the [guidance on shielding](#), it is advised they only attend school if stringent social distancing can be adhered to
- Students should not attend if they have symptoms or are self-isolating due to symptoms in their household
- Protective measures will be put in place for students and staff, as far as is possible, to ensure that the risk of transmission is reduced

The protective measures to be put in place for students and staff to ensure that the risk of transmission is reduced are outlined below.

### **Planned structures to minimise contact and mixing:**

Minimising contact and mixing will be achieved by keeping students in small groups for face-to-face support and keeping those groups as consistent as possible whilst in school. In addition, the school environment will be altered accordingly. The school will:

- practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including encouraging students to keep 2 metres apart from each other where possible
- ensure sufficient distance between students by choosing appropriate teaching spaces
- avoid, as far as possible, mixing between different groups of students including for arrival, breaks and departure
- plan to use rotas, avoiding split day rotas within the same day, to ensure that only a quarter of students are ever in the school on any one day

### **Year 10**

- Each day will see two Pods of 25 students maximum attending, one from each half of the year group (Bredon & Malvern)
- These two Pods will not mix whilst in school, each Pod will be taught separately in the very large spaces of the school Hall and Drama Studio; these spaces ensure 2 metre distancing is maintained between student desks and allow for plenty of air circulation and ventilation
- Given the specialist nature of the teaching, 4 staff will be mixing with all 50 students in these larger spaces
- These 50 students and 4 teachers will attend school on the same day each week forming a recognised grouping for contact tracing purposes

The school day will run from 8.50am to 1.20pm, as follows:

		Pod 1 – Bredon		Pod 2 – Malvern	
8.50am	Registration	<i>Expectations Assembly delivered via Teams</i>			
9.00am	Period 1	English	Hall	Science 2	Drama Studio
10.00am	Period 2	Science 1	Hall	Maths	Drama Studio
11.00am	Break	<i>In classroom or socially distanced field walk</i>			
11.20am	Period 3	Maths	Hall	Science 1	Drama Studio
12.20pm	Period 4	Science 2	Hall	English	Drama Studio
1.20pm	End of School	<i>School Transport collects majority of students</i>			

Student Pods:

- Students will be taught in Pods most appropriate in helping to prepare students for their public examinations next year
- Each half of the year (Bredon & Malvern) will be divided into 5 equal-sized Pods e.g. Bredon A; Malvern E
- Students will be allocated to a Pod and required to attend on the relevant day
- **Students may not change groups nor attend on a day other than that allocated;** any student arriving on a different day will not be given access to the school site

Monday		Tuesday		Wednesday		Thursday		Friday	
Bredon Pod A	Malvern Pod E	Bredon Pod B	Malvern Pod D	Bredon Pod C	Malvern Pod C	Bredon Pod D	Malvern Pod B	Bredon Pod E	Malvern Pod A

### **Year 12**

- The school day will run from 8.50am to 1.20pm
- Year 12 is split into Pods, with each Pod containing 2, 3 or 4 complete classes
- Each week, 4 out of 5 days are being used for Year 12, to allow flexibility with the Year 10 provision and ensure the right staff can be available

- Each week 4 Pods have a morning of lessons, 1 Pod per day. Some larger classes will be split in half.
- It will take 2.5 weeks for all Pods to have a morning of lessons
- This will then repeat for the second 2.5 weeks
- Therefore, each A Level class will get **a full morning of lessons twice** over the 5 week period
- Only students with classes on that day are invited into school
- Pods will be taught in appropriate spaces to allow for social distancing

WEEK 1 – YEAR 12	MONDAY 15 <sup>th</sup> June	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	POD A1		POD A2	POD B1	POD B2
	English Lang/Lit	Physics2 (surname K – Z)	Psychology A (normally on Week 1 Monday 3)	Biology (Miss Comber and Mrs Budding)	Business
	Physics1 (surname A – K)		Digital Media	History	Computer Science
		English Literature	Product Design		

WEEK 2 – YEAR 12	MONDAY 22 <sup>nd</sup> June	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	POD C1		POD C2	POD D1	POD E2
	Drama & Theatre		Geography	Philosophy	Psychology E (normally on Week 1 Monday 5)
	Food Science		Maths (Mrs Roberts and Mrs Lane)	Art	Economics
Chemistry				Photography	

YEAR 12 - WEEK 3	MONDAY 29 <sup>th</sup> June	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	POD E1	POD D2	Start of Second Cycle		
	Maths (Miss Morgan and Mrs Anderson)	Biology D (Dr Peake and Miss Lee)			
	Music	Further Maths			
Sports Studies					

### **Minimising the risk from the virus**

Keeping our school community safe during this challenging time is our main priority. The following guidelines provide information regarding the infection control measures that we will adopt. This guidance has been produced in accordance with the most up to date government guidance.

#### *Minimising risks outside of school*

- Everyone is encouraged to drive, walk or cycle into school, and requested to avoid using public transport wherever possible
- For anyone who needs to take public and school transport, they will be referred to [government guidance](#). Currently this means wearing a face covering
- Car sharing with non-household members is not permitted – including Year 12 students who drive to school
- School transport providers will follow all national and local guidance to make sure their staff:
  - Follow hygiene rules
  - Try to keep their distance from passengers where possible
  - Do not work if they or a member of their household are displaying coronavirus symptoms
  - Reducing capacity to allow for social distancing

## *Arrival & Departure*

- Student arrival will be automatically staggered due to their mode of transport
- For students that will need to be dropped off and picked up, parents should:
  - Use the Pavilion car park to drop off and collect
  - Remain in their cars and avoid contact with other parents
  - Not gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment
- Students should walk from the car park and wait under the bus shelter, socially distanced until they can enter through the Art Block gate
- Students will sanitise their hands at stations immediately on entry through the Art Gate and be directed to go immediately to their teaching space
- Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in to avoid cross contamination during the school day if they choose not to wear it in school. Current guidance is that students do not need to wear face masks in school but if they choose to they may
- Students' departure will be socially distanced and students will be required to leave the school site at the end of their day; those remaining for a school bus at 3.30pm will be expected to bring a packed lunch, as they will not be able to access the Dining Room, and engage with their online learning in the designated area for the rest of the day

## *Personal hygiene*

Everyone in school will be encouraged to:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using [NHS guidelines](#), or use alcohol-based hand sanitiser to cover all parts of their hands
- Clean their hands on arrival, before and after eating, and after sneezing or coughing
- Be encouraged not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze, and use bins for tissue waste

Students will be encouraged to follow these guidelines by posters displayed in key areas of the school.

In addition:

- Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out
- Bins for tissues will be checked and emptied if necessary through the day
- Cleaning staff will regularly clean any frequently touched surfaces using standard cleaning products (e.g. bleach, detergent)

## *Interaction with other students*

- Students will be arranged into 'Pods' with a maximum of 25 students in each Pod. These Pods will be fixed with no crossover or interaction with other groups of students, although the 4 teachers will work with both Pods during a morning
- The two Y10 Pods attending on any given day will be allocated consistent members of staff each week
- Teaching spaces will be organised to allow social distancing and to minimise student interactions
- Each student will have an allocated desk that is solely for their use, this will be thoroughly cleaned at the end of each Pod's session ready for the next day's Pods
- Students will be informed that there must be no physical contact with any other student. This will be strictly monitored
- The movement of students around the school site will be strictly controlled:
  - Main Hall: enter through main entrance then main corridor
  - Studio: enter through main entrance then outside path past MFL and the Drama studio and in through the entrance by the lower playground toilets
  - C2/C3: external fire exit staircase
  - Library: front extension door

- Sixth Form Study: rear door
- Phillips (Training) Room: fire exit door at Humanities end
- Art rooms: through auto doors into Technology, not Art Gallery
- Any student who sustains an injury or is unwell will be sent to the Student Hub for assessment and possible isolation and sent home where appropriate. There will be first aiders on site to assist, if needed
- The school will continue to offer daily provision for the children of key workers, as well as other priority students. These students will remain in a discrete group and will not integrate with other students
- The school will apply appropriate sanctions, in line with the school behaviour policy, for students who deliberately refuse to follow these expectations which may include being sent home

### *Teaching spaces*

- Each teaching space will be thoroughly cleaned after each session
- Only staff or students allocated to a particular teaching space will be allowed to enter the area
- A deep clean of the teaching space will be carried out if a student or member of staff receives a positive Covid-19 diagnosis
- There will be no more than 87 students, other than vulnerable and key worker students, in school at any one time
- Hand sanitiser stations will be located outside each classroom and students should be encouraged to use these on entering and leaving the room
- Tissues will be provided in each classroom for teacher and student use

Areas in use will be well ventilated by opening windows and doors will be propped open, where fire safety and safeguarding aren't compromised.

### *Student uniform and equipment - Covid 19 amendments*

- Students do not need to wear their school uniform
- Freshly laundered, clean clothes to be worn every time a student is in school
- Students must ensure they have trainers or shoes (feet must be covered)
- Students must have their stomachs covered, crop-tops are not allowed, and shorts should be of a suitable length
- Jewellery should be kept to a minimum
- Caps or hats must not be worn in school
- Our mobile phone policy remains in place – all personal electronic devices must not be seen or heard whilst on the school site. They must be switched off and kept in bags at all times
- Students must attend school correctly equipped with exercise books for the lessons taught where possible. Student MUST bring a calculator as we will not be able to loan any. The school will provide paper and a pen, if required, and these will not need to be returned
- Students should bring their own food and drink for break

### *Break times/toilet breaks*

- Students will have a 20 minute break during the morning and will remain within their Pod during this time:
  - Y10 Bredon students will remain in the Hall or opposite the Library / outside the Shelter (using the shelter if wet)
  - Y10 Malvern students will remain in the Studio or use the bottom playground and Quad (sheltering here if wet)
  - Year 12 students will remain in their teaching space or use the tennis courts until permission given to use the field
- Food will not be provided, however students are permitted to bring their own food and drink into school
- Students who bring their own food and drink into school must ensure that this is strictly for their own consumption and not shared with other students
- The Dining Room will be closed to all but vulnerable and key worker attendees
- Only one student at a time will be allowed to leave the classroom to go to the toilet. Toilets will be cleaned in line with the latest guidance

### *Students presenting symptoms*

- Students who present symptoms in school will be sent immediately to the Student Hub and then to the isolation room if required. Parents/carers will be called for them to be collected and the student will not be permitted to use school or public transport. In this instance, the student will need to follow a 14-day period of self-isolation

### *Individuals testing positive for Covid-19*

- If a student or a staff member working with students tests positive for coronavirus, the rest of their student Pod will be sent home/not allowed to return and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic). Updated advice on testing and self-isolation will be followed as it is released
- Accurate attendance and group membership details will be maintained so that contact tracing can be best managed

### *Communication with students*

- At the beginning of the student's first session our expectations will be clearly shared with the students and an opportunity for issues to be discussed, to ensure they have understood all of our expectations for the day in school
- Students will be informed of the infection control measures at the start of their first session
- Students will be given the opportunity to ask questions and raise concerns
- Students will be informed that a deliberate lack of compliance with the infection control measures will be dealt with via the school behaviour policy

### *Behaviour For Learning while in school*

Everyone has a right to learn. Below are the core principles that are expected in every lesson across all tutor groups. We all need to get the basics right.

- At the door teachers will meet students and show them to their allocated desk; students will not be able to change to another desk for their morning in school
- When entering the room, students must go straight to their allocated desk, filling up the room from the front or back as appropriate
- Students should pay attention to the person speaking and be respectful of others by listening without talking
- Students will work in silence when reading or working independently unless told otherwise
- Students should be prepared to answer any questions or read when asked by their teacher; teachers will select who will answer
- Students need to be clear on what they have learned and ask questions on anything they're not sure of
- At the end of the lesson, students must be quiet and leave in a calm and orderly manner only when dismissed by their teacher

Students are expected to conduct themselves in a sensible manner thinking of the effects of their actions on others at all times.

### *Additional guidelines:*

- Students are not permitted to:
  - cough over any other student or member of staff
  - cough in the direction of other students or staff
  - touch other students or their belongings
  - say anything derogatory to another student relating to the Coronavirus
- Students must follow strict social distancing guidelines

Where staff have concerns or reports that students and families are not observing social distancing regulations either in school or in their communities they may be sent home and told to isolate for 14 days before they are allowed to return to school.

**Consequences:**

- In the first instance, there will be conversation with the student about why a behaviour is unacceptable, and normal classroom management strategies will be employed such as moving to a spare desk, if social distancing allows (Level C1 equivalent)
- The additional member of staff may remove the student for a conversation outside of the teaching space (Level C2 equivalent)
- A student may be removed from the teaching space should the inappropriate behaviour persist (Level C3 equivalent)
- Parents may be contacted to take a student home, if the behaviour is deemed serious or unsafe

*Other considerations:*

- Students who are in school during a remote learning live lesson for another subject will subsequently need to watch the lesson recording
- Those not able to come into school for the subjects offered will be able to access either a recorded or timetabled lesson covering the same content as the in-school lesson

Thank you for digesting what is a large amount of information. Please can I remind you again of the need for you now please complete the very short survey below by 10.00am on Wednesday in order to support our planning. This is the same link provided at the start of the document but is given again here for your convenience.

<https://forms.office.com/Pages/ResponsePage.aspx?id=3miwMbYDbUWVSnFB8YRFBsrXvAOJYdCiBhO EZd0F69UQkhTUDVFS1k1TENJT0pRTjRXV kNRVExHRi4u>

As mentioned at the start, we shall communicate on Thursday by email the final arrangements for Year 10 students, which will include their Pod allocation and therefore which day of the week they should attend. Please note again that it will not be possible for students to change their Pod or their allocated day in school.

We appreciate all of your support with this phased reopening of the school and whilst there have been a number of logistical challenges, we are confident we are able to offer a meaningful, and above all safe, provision for your son/daughter whilst in school.

Yours faithfully,



Phil Hanson  
Headteacher