



Friday 5th June 2020

Dear parents/guardians

Further re-opening of Dane Court Grammar School for Year 12

I hope you are all keeping well. Thank you for your patience and support over the last week as we have made the necessary arrangements for the wider reopening of the school.

Since the Prime Minister's announcement at the beginning of last week (official guidance for parents is [here](#)), we have been working on a detailed plan for the wider reopening of the school. I apologise for the length of this letter, but it's important that I set out as fully as possible our plans and the protective measures we will implement.

An outline of the programme of sessions follows but, once again, it is important for me to highlight the range of protective measures that will be in place. I hope these measures will reassure you that the school will be a safe environment for everyone. You can see that we have followed government advice as fully as possible. As a result of these measures and our careful planning, I am confident that our school will be as safe as any workplace at this time.

Safety measures

A variety of measures will be in place, including:

- A strict limit on the number of students in school (as per the information below), with maximum class sizes of 15 students.
- The number of staff on site will also be strictly limited (only staff who are teaching or on the support staff rota on any given day will be permitted on site).
- Parents/guardians must not enter the school building without prior appointment.
- A late start will allow an extended window for student arrival.
- An early finish will allow us to clean rooms thoroughly.
- There will be additional cleaning throughout the day, including regular cleaning of toilets. A cleaner will be based in school throughout the day.
- The movement of students during the day will be limited. There will be no 'social times' for students and we will operate a 'one-at-a-time' policy for toilet breaks and hand washing during lessons. Where possible, students will sit at designated desks.
- We ask students to bring their own equipment and refreshments (including sufficient water for the whole day). Please remind your son/daughter that they must not share.
- Where possible, windows and doors will be fully opened to allow for good ventilation.
- Where possible, rooms will not be used on consecutive days. This will allow us to thoroughly clean occupied areas.
- There will be prominent posters and regular briefings to remind everyone of the key safety measures.
- Additional hand sanitising stations will be located around the school.
- Our Designated Safeguarding Lead (DSL) and Deputy DSLs (Mr Sunderland, Ms Rolls and Mrs Ives) will be available at all times.
- Our new behaviour guidelines (see below) will minimise unsafe student behaviour.
- PPE will be available for our first aiders. We have clear guidelines to follow in the event of a student becoming unwell.

Further information

It is more important than ever that we have up-to-date contact details. Please alert the school, as soon as possible, of any recent changes.

Please remind your son/daughter about the importance of social distancing and thorough hand washing. We ask that students carry their own supply of tissues at all times. Please discuss the NHS advice about respiratory hygiene with your son/daughter ('catch it, kill it, bin it').

Any student exhibiting any of the following symptoms must not come into school (please check for these symptoms every morning):

- **A high temperature**
- **A new continuous cough**
- **A loss or change to sense of smell or taste**

Additionally, if anyone else in your household is experiencing these symptoms, your son/daughter must not come into school. If this is the case, your household must follow official [self-isolation guidance](#) and access [testing](#). If a symptomatic student comes into school, he/she will be sent home immediately.

If your son/daughter is clinically extremely vulnerable, or living with someone who is in this group, they should not come back to school and should continue home learning. If he/she is clinically vulnerable (but not clinically extremely vulnerable), you should follow medical advice to decide if he/she should come back to school. Please keep us fully informed. Refer to [government guidance](#) for further details of these groups.

If your son/daughter is due to attend but is absent for any reason, please notify the school by 9:00am on the day of absence.

If you are a key worker, or your son/daughter falls into the vulnerable category, and you have requested a school place for the full day, he/she should go straight to the Drama Studio (via the main entrance) at 8:40am and return to the Studio when the sessions finish at 12:40pm.

Face-to-face sessions

Purpose of the sessions

Clearly, the programme detailed below does not represent a return to a full timetable or full-time school. Rather, these sessions are designed to support students' on-going remote learning. As such, the sessions will focus on building on the remote learning of the last couple of months and preparing students for further home learning in the coming weeks. This approach is hugely important. We are acutely aware that many students will be concerned about their learning, their coursework, their exams next year and their future plans.

Provision for Year 12 from Thursday 25th June

As I mentioned above, school re-opening is dependent on the government's review of lockdown measures. Additionally, you'll appreciate that these plans may change at very short notice for a variety of reasons. We will endeavour to keep you fully informed.

Face-to-face provision for Year 12 students will involve small group (no more than eight students per group) subject-based tutorials, led by a subject specialist teacher, as well as some one-to-one meetings. The sessions will take place on Thursdays and Fridays, **starting on Thursday 25th June**. Students have already nominated their 'priority subjects' and the Sixth Form Office will be in contact

soon with details of precise times and locations of the tutorials and meetings. Students must only attend school at their scheduled times.

Conduct in the community

We would be very grateful if you would speak to your son/daughter about the importance of following official guidelines regarding social distancing and gathering in large groups. Breaking these rules could potentially increase the risk of infecting family, friends, teachers and other members of the school community.

Travel and arrival

Social distancing (2 metres apart) should be observed at all times.

The government is currently advising against the use of public transport, unless there is no other option, and we would encourage students to walk or cycle to school if possible. From 15th June it will be compulsory to wear a face covering on public transport (please provide your son/daughter with a plastic bag to store non-disposable face masks during tutorials and meetings). You are advised to read the [government guidance](#) on public transport.

Students should arrive at school 10 minutes before the scheduled time of their tutorial or meeting. If you are dropping your son/daughter at school, please note that only one parent should do so and we ask that you do not gather in groups at the school gates.

Immediately on arrival at the school site, students will be directed to their classroom. They will be asked to wash or sanitise their hands as they enter the building.

Movement around the school

Social distancing (2 metres apart) should be observed at all times.

For reasons of safety, there will be no communal breaks during the day. We will operate a 'one-at-a-time' approach for toilet and hand-washing breaks within the lessons, if required. Students will be allowed to drink water and eat snacks at their desks.

Equipment and refreshments

Students should bring their own refreshments (including water) and equipment. Any specialist equipment, including Chromebooks, will be provided by the school and cleaned thoroughly after use.

Behaviour

We are very proud of our students; they are mature and sensible and we would not expect to have to implement the following procedures at any time. However, for obvious reasons, we need to make our approach clear.

There will be a zero tolerance approach to deliberate infringement of social distancing rules or any other behaviours which may potentially cause harm to others. Students will be immediately removed from classes and parents contacted. If these rules are deliberately infringed we would expect parents to collect students from school. I am sure that you understand the need for this uncompromising approach.

The end of the sessions

Students must leave the school site immediately after their tutorial or meeting. Please remind your son/daughter that they must follow official guidance and not gather in large groups.

Although these new routines will be strange and disconcerting to start with, I think that students will enjoy seeing their friends and teachers again. From our point of view, we are very excited to see the students again and we look forward to their return. It seems likely that this way of working will be with us for some time, so it's important that we all work together to make it work.

If you have any questions, or concerns, please do not hesitate to contact us.

Take care.

Kind regards

A handwritten signature in black ink, appearing to read 'M. Jones', with a stylized flourish extending to the right.

Martin Jones
Head of School