



The Crossley Heath School

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11th June 2020

Dear Parent/Carer,

I am very pleased to confirm that we are able to go ahead with welcoming Y12 students into school next week commencing 15th June 2020.

Yesterday, I received a letter from Calderdale Council confirming that they now believe it safe to cautiously open schools more widely. For information, I include a copy of the letter at annex A.

This is excellent news for our Year 12 students, and we are delighted to be able to invite them into school for some 'face-to-face' contact with their subject teachers. The government guidance is clear that remote learning remains the predominant method of learning, so your son/daughter is invited to attend for 3 mornings during the w/c 15 June from 9:30am to 1:00pm. On each of the 3 mornings they will work on one of their A-level subjects. This is to keep movement and mixing at a minimum.

Please note that some staff are not permitted to come into school for health reasons but will continue to provide remote learning.

Please be aware that during June and July, school will feel different to normal. It may feel less comfortable and far less flexible. Due to government guidelines, we have had to put in strict rules in order to be able to open our doors to students.

Our 6th form team have been in communication with your son/daughter by email this week and have provided details of the timetable for the week and details of our expectations and instructions for arrival, departure, personal hygiene and social distancing. These are detailed below. I would be grateful if you would support us by impressing on your son/daughter the importance of adhering to the measures we have put in place.

Travelling to School and Home Again

- The building will open at 9.30 and sessions will start promptly at 9.30am. Sessions will finish promptly at 1:00pm.
- **Students should arrive at school at 9.25am via the Free School Lane gate.**
- Students should enter school by the top gates (Free School Lane). The main gate/driveways are out of bounds and the moor gate will be locked. They should proceed to their designated waiting area (Mr Smith will send separate advice of this to each student later this week).
- Once the doors are opened, students will enter through a designated door, they will proceed to wash their hands at the toilets on their way in, and then proceed directly and quickly to the classroom that has been assigned to them. Pastoral staff will be there to guide entry and handwashing arrangements.
- There is no need for students to sign in as they will be registered in the classroom and one of the Pastoral Team will visit to check for absentees.

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- Getting to and from school safely is your/your son/daughter's responsibility and we need students to take it very seriously.
- **Government advice is to avoid public transport if at all possible.** However, we will pass on names of students who have let us know they intend to use the C6 or CTS buses. The bus companies will then contact parents directly regarding their provision. They have confirmed that face coverings will be required, and 2m social distancing measures are in place. Whilst I cannot pre-suppose what services the bus companies will offer; I suggest it would be prudent to consider what alternative method of transport your son/daughter might use if necessary. If you are unsure, please contact the bus company directly.
- Whether walking, travelling by bus or by car students must always obey the social distancing (2m) rules and we advise that they do not share cars.
- Once on site, students must stay for the morning and will not have permission to leave until approx. 1pm. This is to minimise contact with others and to keep everybody as safe as possible.
- At 1pm, a member of staff will supervise their group of students until they have left the school site. Students should leave the site promptly and should not congregate when off-site.

In the classroom

- The Sixth Form block will not be accessible at all during the week. Students will be based in the main school building and in one room during each morning in school.
- The expectation for student behaviour is exactly as it would be on a "normal" school day. Our usual Behaviour for Learning procedures will apply to all students.
- Hand sanitiser and tissues are provided in every room and desks have been laid out in line with government regulations. Students will be asked not move furniture or swap places during the morning and will be asked to avoid touching anything other than their immediate surroundings and any resources provided on their desk.
- Students should come to school prepared with their own equipment. The sharing of equipment is prohibited. Students must not offer to share their equipment with others.
- Doors will be propped open to avoid cross contamination and students will be asked to maintain a safe distance as they move along corridors.
- Please encourage you son/daughter to complete any work set prior to their sessions and to make a list of any specific questions they would like answered. Sessions will be of far more benefit if students are prepared.

Breaks

- To minimise student groups mixing and reducing the risk of transmitting infection, breaks will take place mid-session (for 15 minutes) in the classroom.
- They will be permitted to eat and drink during this time. Please see point below regarding food and drink.
- Students will be allowed to stand up and to stretch but movement will be restricted to the area of their desk because of the 2m distancing rules.
- Students will be able to visit the toilets, one at a time, during the session and will be trusted to be sensible if somebody from another group is about – they must keep their distance.

Food/drink

Students should bring water/soft drinks and a snack if they wish. We regret we are unable to provide refreshment facilities. Water will be available in school in the event of an emergency.

General measures to reduce the risk of transmission

- It is really important that we all understand the importance of minimising risk if we are to work safely in school.

- Students attending school on consecutive days must ensure that they wear different clothing on each of the days they are in school in order to reduce risk of transmission of infection. Their clothing should be freshly washed where possible in order to minimise the risk of contamination.
- We have increased our cleaning regime and will be strictly following the government's guidance on cleaning and hygiene practices to ensure all areas accessed by students are thoroughly cleaned between sessions.
- Students and staff are permitted to wear masks if they choose to do so. We have ordered some masks which are available to purchase in school for 50p. If your son/daughter wishes to buy one of these masks, I must make clear that the school does not take any responsibility for the effectiveness of these masks in preventing the transmission of Covid-19.

Attendance

- If you have confirmed that your child will be attending school, we will be expecting them. **Your son/daughter must let us know if they are not coming in for any reason** e.g. illness, self-isolating etc. To do this they have been asked to send an email to Miss Rudman [j.rudman@crossleyheath.org.uk] and to their teacher in school, and to copy you in. As always, this process is to ensure your son/daughter is safe and, with fewer administrative staff in school, your courtesy in advising us that your son/daughter will not be attending will save Miss Rudman a great deal of work and worry. **If your son/daughter has been in school and is showing symptoms of Covid-19, or if anyone in your household develops symptoms, please report this to us immediately.**

What happens if someone develops symptoms or a positive test who has been in school? (See also Annex B)

- **We will adhere strictly to the Public Health/DfE guidance.**
- Students who become unwell, displaying Covid-19 symptoms whilst in class will be isolated in a designated room and supervised by the first aider who will be wearing full PPE. The parent/carer that we hold on our system will be called to collect their child immediately. You will be asked to take your child for a Covid-19 test, and they will not be allowed to attend school again for 7 days or until the test returns negative.
- Parents of students in a class where somebody displays symptoms will be notified by email/letter advising that they have been in contact with a potential COVID-19 case and their child needs to isolate for 14 days. Household members of that child do not need to self-isolate unless the child shows symptoms. Please see attached flow chart annex C for further details.

The government guidance is clear that remote learning remains the predominant method of learning and this will continue in the weeks commencing 22 June and 29 June. During these two weeks, we will welcome only Y10 into school. We are provisionally looking at a second week in school for Y12 in the w/c 6 July, however, we will consider how the Covid-19 situation unfolds over the next couple of weeks before finalising planning.

If your son/daughter intends to take up our invitation to come into school next week, and you have **not** yet confirmed this to us, please can I ask you to do so on our survey document here: <https://bit.ly/3eUxXNc> before 12.00 noon on Friday 12 June.

Please find below the timetable for the week commencing 15 June:

Y12 Timetable w/c 15 June 2020

Day	Monday 15 th	Tuesday 16 th	Wednesday 17 th	Thursday 18 th	Friday 19 th
Y12	12A History (JPD/SD) 12A Biology (RJ/SXC) 12A Physics (JS) 12A Chemistry (CEG/ER) 12A Maths (AS/CM)	12E Religious Studies (PS) 12E Biology (SXC/PDL) 12E Physics (JS)	12D Visual Arts (GH) 12D Biology (RJ/CJ) 12D Business Studies (LCH) 12D Psychology (DD/LXJ) 12D Further. Maths (JF/AS)	12B English Language (ALC/ ATW) 12B Geography (SGE /JAB) 12B Chemistry (CEG/ JG) 12B Maths (CM/SDS) 12B Further Maths (AS)	12C Chemistry (JN/ CEG) 12C English Literature (VJ/RMC) 12C Maths (AKC/CG) 12C Psychology (DD/ LXJ)

Notes about the timetable for w/c 15/06/20

Students should have a morning session for each A level subject. You can see that sessions are arranged by option blocks in order to avoid any clashes. The exceptions to this are Computer Science and Economics which do not appear on the timetable.

Mr. Smith will send information about your son/daughter’s allocated entrance door and allocated classroom for each day at the end of this week.

Students may not have their usual teachers. This is because some teachers are deemed more vulnerable to Covid-19 and are not permitted to lead sessions with students. In many cases, others have volunteered to deputise.

We look forward to welcoming back our Year 12 students next week and thank you all for your patience and support during this unprecedented time. Please may I ask that you think very carefully about contacting school but for urgent queries contact us on admin [admin@crossleyheath.org.uk]. If your child or someone your household develops symptoms in the meantime, they should not attend school. Please contact Mrs J Rudman via e-mail to advise school [j.rudman@crossleyheath.org.uk].

Yours sincerely



Lynnette Cassidy
Headteacher

Enc:

Letter from LA (Annex A)

Details of our specific process should a child show symptoms of Covid-19 (Annex B)

Flow Chart should a child show symptoms of Covid-19 (Annex C)