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Our Ref: SYA/SPG/HWI

22 July 2020

Dear Parent/Carer

COVID-19 - Returning to School in September - Induction and Expectations

Overview

As you will be aware, the government requires that all students from all year groups return to school on a full-time basis in the autumn term; we intend to welcome them back to a learning environment that is engaging, upbeat and positive.

For some students, that will be 6 months out of the school environment, so we recognise that many will be apprehensive or anxious about their return, as will you as their parents/carers, so it is hoped that the following operating procedures for September 2020 will help to reassure you that we have considered all of the prevailing risks and put in place appropriate mitigations by taking account of the current advice and guidance and developing solutions.

We have endeavoured to keep in regular contact with you and your child throughout the past few months, and of course some students have attended school over that time, either as the child of a key worker or as a Year 10 student. Their attendance has meant that we have lots of experience in operating the Academy safely throughout the crisis, thanks to the dedication of our staff.

Background

The full return to school arises from the government's assessment of the landscape for September in which they acknowledge that the circumstances have changed, that the prevalence of COVID-19 has decreased, that the NHS Test and Trace system is up and running, and that they are clear about the measures that need to be in place to create safe environments within schools.

The associated [government guidance](#) acknowledges that it is not possible to ensure a totally risk-free environment, that the balance of risk is now overwhelmingly in favour of children returning to school, that the benefits of being back in school far outweigh what they describe as the very low risk from COVID-19, but most importantly, that if we follow their guidance and put in place proportionate protective measures for students and staff, then we can be confident we are managing risk effectively. Although necessarily lengthy, it is worth reading the [guidance](#).

Our current routines, developed and refined for children of a key workers and Year 10 students, have worked well, informed and underpinned by our risk management approach, and these provide us with a sound baseline from which we have been able to develop our plans and procedures for September. We review our risk assessment and operating procedures regularly, and in light of any feedback.

This letter forms a key part of your child’s induction, so please ensure you discuss it with them before they return to school and ask them when they get home whether they felt safe and if there is anything else the Academy can do. There are some key differences from how we have been operating, so even if your child has been attending regularly, they will need to be aware of how we are going to operate when the whole school returns.

The principles underlying our risk assessment are quite simple and, for students, can be explained as 3 steps:

	What is our message for September?	Why are we doing it?
Step 1	<p>Stay away if you have any of the COVID-19 symptoms:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) 	To keep infectious or potentially infectious people away from the Academy
Step 2	<p>Keep your social distance by staying at least 2 metres away from others wherever you can</p> <p>Where this is not achievable, follow the “1 metre plus” guidance - aim for 2 metres but accept 1 metre for as short a time as possible</p> <p>When “1 metre plus” is not achievable, such as in the classroom, avoid close face to face contact and touching other people</p>	If anyone is infectious, but not showing symptoms (known as pre-symptomatic or asymptomatic), the transmission risk from them to you is reduced by distancing, by minimising the amount of time you have to spend in close proximity to others and by not directly breathing on each other
Step 3	<p>Wash or sanitise your hands regularly and avoid touching your face</p>	The virus can survive on surfaces you may have touched, and it needs an entry point like your mouth, nose or eyes to cause infection

Overview

We appreciate that students will have had a wide range of differing experiences of the lockdown and the pandemic, including losing loved ones, and we have signposting in place so that they can access support.

In managing the full return, we all have to function within our robust set of operating procedures, and I can confirm that ours are more stringent than those recommended by the DfE, to ensure the safety and wellbeing of our learning community.

We ask that you ensure that your child understands and accepts our expectations, as we will treat any breaches of our procedures with the degree of sanction that the current circumstances deserve, including, in extremis, requesting that you collect your child from the site.

Protecting the extremely vulnerable

Students that have been classed as **clinically extremely vulnerable** would have been advised by letter to shield and to not come to school, but shielding ends on 31 July 2020. After this date, children who are clinically extremely vulnerable can go back to school. The [government guidance](#) for children in this category says that decisions on whether they should be removed from the shielded patient list (and therefore will not be advised to shield again in future, if transmission starts to increase significantly) will be based on a consultation with their paediatric specialist or their GP, which will take place over the summer. Please let us know if your child remains on the shielded patient list, so that we can take the necessary risk mitigation in the event of any future escalation in the spread of the virus.

Students from black, Asian or minority ethnic (**BAME**) ethnicity groups might have additional concerns following press reports and the publication of the Public Health England report that examined the disparities in risks and outcomes associated with COVID-19. While the underlying reasons, and therefore the mitigating actions, are not yet known, we recognise that our students could be apprehensive and we would welcome a discussion with you, should you or your child have any concerns.

The government guidance says that students that have been classed as **clinically vulnerable** (but not clinically extremely vulnerable) or who **live with** someone that is **clinically vulnerable** (including someone who is pregnant), **clinically extremely vulnerable** or from a **BAME** ethnicity group can return to school.

Health

Any member of our learning community with the **any one of the COVID-19 symptoms** must **stay away**:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

We would ask that the student (and members of their household bubble) follows the [government guidance](#), including [testing](#).

Equally important is to ensure [household bubble isolation](#) where a member of your household presents with any of the symptoms, and we would strongly recommend that person accesses the [testing](#) service to provide clarity to the family.

In addition, anyone contacted by the [NHS Test and Trace](#) service that has been advised to isolate for 14 days as a precaution must follow that advice and must not attend the Academy (or drive someone to and from the Academy if it is a family member).

Students returning from abroad must ensure they follow the [government guidance](#) on quarantine. Students returning from a country that requires quarantine must isolate for 14 days before returning to the Academy. Please note that the situation across the world is fluid, with some countries experiencing their first wave and others at risk of a second wave, so the list of countries requiring quarantine on return to the UK could change at any time.

To assist in the national effort to contain the spread of the virus, we encourage all students to download the [NHS tracking app](#) in due course and to keep their phones on themselves throughout the day, including when travelling. Please note that there are strict rules around the use of mobile phones and other technologies when in school.

As an additional precaution, we will undertake temperature checks on a random basis using contactless digital thermometers (with the consent of the individual).

Anyone that develops COVID-19 symptoms during the school day will be asked to go home and will be segregated in a designated area until such time that they can be collected. Cleaning will be undertaken in line with the guidance.

Hygiene

On arrival, before and after eating, when putting on or removing a face covering (as required when using public transport) and at regular intervals during the school day, students should use hand sanitiser or wash their hands for at least 20 seconds with soap and water.

We have installed sanitiser stations in every corridor/foyer and in every classroom and we will have them available for students in the bus loading areas.

The simplest actions do go a long way to reducing the spread of COVID-19 and other illnesses, so we still remind students (and staff) to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Basically, if students need to cough or sneeze, they must use a tissue wherever possible, dispose of it sensibly and wash or sanitise your hands immediately. In an emergency, where there is no time to obtain a tissue, clothing or the inside bend of the elbow can be an effective way of containing a cough or sneeze, followed by the immediate washing or sanitising of hands.

Please emphasise to your child that they must avoid touching their mouth, eyes and nose, as these are entry points for this and many other viruses and germs.

Classrooms and other spaces will be well ventilated.

Items of personal equipment or stationery should not be shared by students. We have purchased a one-off personal issue pack for all students to reduce the need to borrow the basic items. As Key Stage 3 students will be based in their room and will remain at their allocated seat, these items should be left on their desk and not taken home.

For Options subjects, where possible low cost curriculum resources and equipment may be allocated to a student for the remainder of the term and stored in a box or tray with their name on it for future use.

School resources and equipment can be shared within a class bubble, but fixed or shared-use equipment that is used across different class bubbles will be cleaned between users.

Cleaning

The Academy will have been deep cleaned over the summer holidays. The cleaning frequency during the school day has been increased, with particular focus on communal touch-points. Daily cleaning will continue after each school day.

We have plenty of cleaning wipes available to students, should they wish to clean their own work area or equipment before or during use. For fixed or shared-use equipment, such as computers, we will also employ a clean before and after use protocol.

We will be trialling electrostatic deep cleaning equipment that can fumigate an entire room (COVID-19 and any other unwanted germs, bacteria and viruses) and it also decontaminates the equipment within, including electricals. The process will take about 15 minutes per room, with a further 30 minutes before the room can be occupied.

Social distancing

This aims to reduce contact and mixing between people, as much as is reasonably practical. While the guidance recognises that 2 metre distancing is not always possible, it also acknowledges that doing this for some of the time will help to reduce the risk. We therefore aim for the 2 metre distancing wherever we can between staff and staff, between staff and students and between students and students. Where this is not possible, we adopt the “1 metre plus” approach for as short a time as is possible.

The guidance recognises that in certain settings and in certain circumstances, the “1 metre plus” approach may not be achievable, so the advice is to do this for the least amount for time and to avoid direct face to face contact and thereby not breath on each other. For LCA, this will apply to our students when in a classroom situation and it will apply to student to student interaction, but we expect it to not apply routinely to staff to student interaction.

The guidance recommends that in these circumstances we adopt a “bubble” approach and then minimise contact between bubbles. All students will be allocated to a bubble. For Key Stage 3 (Year 7, 8 and 9), each class will be treated at a bubble. For Key Stage 4 (Year 10 and 11), each year group will be a bubble, and in the event of a confirmed case, the individual’s timetable will be examined to establish which students from the other year group they might have interacted with in their Options lessons, and for how long.

Classrooms and student bases

In planning the timetable and allocating classrooms, we have aimed to bring students in to their allocated spaces via the nearest external doors - this means that students will not generally enter via Reception:

Year 7 - Maths corridor (4 classrooms) - enter/exit via external door at the end of the corridor (between Rooms 009 and 011) - access from the front of the school will be around the side of the canteen.

Year 8 - Humanities corridor (3 classrooms) - enter/exit via lift staircase - access from the front of the school will be to the right of Reception, out the fire door by Student Services to the lift foyer and up the staircase.

Year 9 - MFL corridor (4 classrooms) - enter/exit via external door to the staircase at the side of Maths (near Room 011) - access from the front of the school will be outside, around the access road to the playground.

Year 10 and Year 11 - Key Stage 4 will have their tutor bases for registration, but will access the specialist rooms for their lessons. The majority are ground floor rooms with access via the external fire door to that room. The exceptions are Rooms 111 and 112 - access the front of the school will be to the left of Reception via the main staircase.

In the event of a fire or other emergency evacuation, please use the nearest available exit, as per the emergency signage and disregard the social distancing requirement due to the potential for immediate danger to life.

The intention is that staff will move between lessons and where possible, students will remain in their allocated rooms, accepting that Key Stage 4 will be more mobile than Key Stage 3. With students entering and exiting via external doors and using dedicated stairwells, staff can circulate via the corridors.

Break and lunch times will be staggered, so the volumes of students moving around the school at any given time will be much reduced. Key Stage 3 will be expected to observe their class bubble structure during

these times. Key Stage 4 will be expected to observe their year group bubble structure during these times. We will allocate a specific area of the site for each bubble to use during lunch and break.

Computer rooms will be allocated per year group. These will also be used for homework club, applying the 2 metre distancing to preserve bubbles.

Certain practical rooms will be bookable for Key Stage 3 classes, but only where the cleaning capacity can support this where another class uses it during the day.

We recognise that not all students will be able to apply themselves to the new arrangements, so we have allocated a curriculum support base for Key Stage 3 and for Key Stage 4 to ensure tailored provision and social distancing.

Toilets

Year 7, 8 and Year 9 students will use the toilets in their allocated corridor so they do not wander around the site.

Key Stage 4 students will use the toilet nearest their classroom - as we are allocating the specialist rooms and science labs to Key Stage 4, there will be plenty of toilets nearby for Key Stage 4 students to use, so they do not need wander around the site. The toilets in DT1 will remain accessible from the outside.

To avoid a rush at lunch and break time, students will be allowed to use the toilet on request, but only one boy and one girl from each class at a time.

Other measures

Classrooms and learning spaces have been laid out to conform with the recommendation that students face forward. In the three computer rooms where this is not possible, a screen has been used to physically separate the students.

Communal areas such as corridors and pathways have been marked to indicate a 2-metre gap.

Movement by students around the Academy should be external wherever possible.

Break and lunch times will be staggered. There will be three 20 minute sessions at break and three 40 minute sessions at lunch (Year 7 and 9, then Year 8, then Year 10 and 11). We have dispensed with break time food provision for the first few weeks of term, while we establish the management of bubbles during free time - if students adhere to instructions then it may be reinstated. Students should avoid using the dining hall for eating and will be expected to eat outside in good weather and in their tutor bases for extreme weather, keeping these rooms clean and tidy.

To eliminate the communal use of our water fountains, we will provide bottled water on request, although students are invited to bring their own drink or can still purchase drinks from the canteen.

PPE

We follow the government guidance on the wearing of appropriate personal protective equipment, which currently states that it is not required in schools for staff or students, except for specific activities, where the activity risk assessment dictates, or the specific use of face coverings when using school or public transport (see below).

If it helps to build confidence, we are not averse to staff or students opting to wear appropriate protection and we will respect personal decisions. However, please ensure that the guidance for the safe use of PPE is followed.

The government has provided guidance on making your own face covering from an old tee shirt, to help reduce the demand nationally.

Transport and travel

School and public transport operators will conform to the government guidance for the public transport industry and students should follow the government's guidance for passengers, which requires that face coverings must be worn. Further guidance on school transport services is available from Cornwall Council.

Siblings and others from the same household bubble should sit together. Social distancing should be adhered to wherever it is achievable, although it is recognised that this is not always possible on school transport. Please remind your child that they must follow the instructions of the transport operator, including for seating arrangements.

Poor use, poor care and poor hygiene around face coverings introduce new risks, for example if students put it on back to front having previously used it, or that wet face coverings become ineffective - we therefore need to educate all students around the safe use of face coverings, especially as they are now expected to wear them in shops, so the need has become wider than just our school transport users - we will cover this as a tutor time activity. We would like to share the following video with students and parents/carers - it is by an authoritative source (WHO), but does omit the learning point about not re-using it back to front: https://www.youtube.com/watch?v=9Tv2BVN_WTk

It is advisable that students put their face covering on shortly before boarding, particularly on wet days. Supervising duty staff will guide students in the safe and hygienic use of face coverings, ensuring that they sanitise their hands before and after taking off or putting on their mask - we will provide external, portable sanitiser stations near the buses at Science and at Music/Dance.

It is recognised that the bubble system will not apply for school transport journeys and this will be taken into account if there is a confirmed case.

Due to social distancing protocols, those travelling by private vehicle should not share a vehicle with any person from outside of their household bubble.

Student drop off and collection

Staff will be on duty to receive students and to supervise their departure.

On arrival, students must go straight to their allocated tutor room, keeping their distance from others - these will be clearly signed on arrival.

We will not be using lockers, but if students need anything from their locker, as many students went unexpectedly to lockdown, staff will allocate them time at the start of their first lesson of the school year.

Parents/carers should stay in their vehicles and only enter the Academy by appointment. Duty staff can answer general questions, but be sure to adhere to social distancing.

Entering and leaving the classroom

Student access to ground floor classrooms is via the external doors and for first and second floor rooms is via the designated external route to the staircase, and then via the corridor.

Students must be reminded to use hand sanitiser or wash hands on entering the room (each room has a sanitiser station), waiting, with the appropriate distancing, for the person in front to finish. They should then go straight to their allocated seat.

On leaving for break, lunch and at the end of the day, staff in each corridor will allow one class to leave at a time to avoid congestion - students must be patient and continue to observe social distancing when moving around the school.

Student bags, books, lockers and personal equipment

Our classroom risk assessment determines that bags are a significant trip hazard and could block escape routes or cause accidents if carried by students throughout the day, which is why we have invested in our locker system. However, in the current circumstances, and to avoid the risk of students congregating in their locker area, we have concluded that the balance of risk is such that students will keep their bags and coats with them in the classroom. They must ensure that they are tucked out of the way to eliminate trip hazards.

In addition to their personal first set of basic equipment, we will provide low cost items like pens and pencils where their issuing will enable learning to continue, and they must retain them, as we cannot take them back once they have been used.

Lockers will not be used for storage between lessons and students will need to keep everything in their bag, or, for Key Stage 3, on their desk.

For PE, students at Key Stage 3 will be allocated a specific changing room so that bubbles change separately. At Key Stage 4 changing will be allocated to keep year groups, and therefore bubbles separate.

Behaviour for learning

Our approach to student behaviour applies equally when in and out of school and is based on engendering “social responsibility”.

It is vital that students come to school with a mature and positive mindset, engage meaningfully in their education and allow others to do the same, adhere to the guidance and follow the reasonable instructions of staff at all times.

Flouting or disregarding the carefully considered measures and procedures that we have put in place in school, and those that the government has put in place when outside of school, creates unnecessary and avoidable risk for our whole learning community. We will therefore act swiftly and decisively should any behaviours in or outside of school warrant intervention.

Timetable

A timetable will be emailed to you for your child and a paper copy will be provided in September. This will be different to the timetable issued earlier in June due to the guidance about school opening and the need to maintain a bubble structure. All Key Stage 3 classes will be taught in their tutor groups. 8POL will be collapsed into the other three Year 8 tutor groups whilst these measures are in place to enable a three class bubble structure for that year group. This is because 8POL is the smallest group. Miss Ward will continue to be involved with Year 8 tutoring in a support role.

Complacency

We cannot afford for anyone to become complacent or dilute our measures, so, in line with the government's "stay alert" message, we continue to adopt our safeguarding mantra of "it could happen here" so that we remain vigilant.

Questions, advice and further guidance

We keep our website updated with all the latest advice, guidance and correspondence on COVID-19, as well as our current risk assessment. These can be found [here](#) in the folder labelled "Coronavirus Information".

Your child will be provided with an Academy Information Booklet in September with helpful information about our expectations and the content of this letter. They will be taken through this information by their tutor on their first morning at the school. This booklet be made available under the Parent/Carers menu of the Academy website should you wish to examine it prior to the start of term.

A tutor list is enclosed for your information. Each KS3 tutor group will be predominantly based in their tutor room. Members of 8POL will need to check their emailed timetable for their allocated tutor base.

Should you have any questions or need additional advice or guidance, please let me know. The enquiries@looe.cornwall.sch.uk email address will be checked regularly during the holiday period.

Yours faithfully



Mr Scott Yalden
Headteacher

TUTOR GROUPS 2020-21

Assistant Headteacher for KS3 Mr Gilbert
Pastoral Care Officer for KS3 Mrs Woollaston

Year 7

TRE	Mr Kevern	009
POL	Miss Oldham	011
PEN	Mrs Fowkes & Mrs Turon (Monday)	008
KEV	Mr Thorpe	007

Year 8

TRE	Mrs Lancaster & Mrs Canvin (Thursday)	202
PEN	Miss Cox	203
KEV	Mr Richards	205

Year 9

TRE	Mr Mathias	121
POL	Mrs Hallworth	118
PEN	Mr Diggins	119
KEV	Miss Lee	117

Assistant Headteacher for KS4 Miss Wood
Pastoral Care Officer for KS4 Mrs Bateson

Year 10

TRE	Mr Dourass	DT8
POL	Mr Deacon	Lab 3
PEN	Mr Saberton	Lab 2
KEV	Mrs Owen	112

Year 11

TRE	Mrs Feldberg	COM1
POL	Mr Riley	Lab 5
PEN	Mrs Day & Miss Welch (Thursday)	Art
KEV	Mr Webster	Lab 4