



HEADLANDS SCHOOL
SINCE 1965

Headlands School,
Sewerby Road, Bridlington,
East Yorkshire, YO16 6UR
Tel: 01262 676198
email: admin@headlandsschool.co.uk
website: www.headlandsschool.co.uk
Headteacher: Mrs Sarah Bone

14 July 2020

Dear Parent / Carer,

Re: Proposed Re-Integration of Students and Staff from Tuesday 8 September 2020

The Government released new guidance to schools on 2 July 2020. It is of the view that the rate of infection nationally from Covid-19 is deemed “low” risk and it is therefore considered “safe” for the reopening of schools for all secondary school students in the Autumn Term.

However, at the time of writing, this is what the data from the Office of National Statistics tells us in terms of the number of unfortunate deaths from Covid-19 up until the end of May 2020 in our local area:

Driffield: 19
Beverley: 20

& **Bridlington: 42**

As a result, in consultation with Bridlington School, we have taken the view that a phased return to school is the safest way forward with all students being back in full-time education by the end of the first full week, Friday 18 September 2020.

No-one can underestimate how incredibly stressful, at times frightening and often distressing the last few months have been for the vast majority of the school community. As such, the team and I here at Headlands School are taking a trauma informed response* to our phased return to school in September. We want to absolutely ensure that our students’ return is as safe as we can make it and that they feel fully supported.

Furthermore, at the time of writing, Leicester is currently in the throes of a “Local Lockdown.” Whilst the Government and Public Health England have yet to release specific details of the prevalence of Covid-19 amongst Leicester teenagers and the location of transmission (was it within schools or within the community), the Governors, Senior Leadership team and I are of the view that a phased return to school in September allows us the opportunity to ensure a safer, structured and organised re-integration of students and staff into the school’s closed environment.

I am therefore writing to outline what our *proposed arrangements* are - noting these are *proposed arrangements* because, at the time of writing, nothing is definite and further Government announcements over the summer period could change our *proposal*.

Should the plans change, we will notify you via InTouch email and via our Facebook page.

Our *proposed arrangements* are:

Attendance:

The Government have announced that from Tuesday 8 September 2020, student attendance to school is compulsory. Following our parent survey, we are aware that some parents are unsure about a return to school for their child(ren) in September. Year Leaders will be in touch to discuss concerns with parents / carers over the coming week.

It is imperative that should a student, or member of the student's household, display any potential Covid-19 symptoms, they should not attend school and ensure they get a test. Parents/carers should notify school as soon as possible as to why their child(ren) is not attending school. Anyone who displays symptoms of Covid-19 can and should get a test. Tests can be booked online through the NHS testing and tracing for Covid-19 website, or ordered by telephone via NHS 119 for those without access to the internet.

Journey to / from home / school:

Students will need to be reminded by you that they must adhere to the Government's guidance on social distancing rule on the journey to and from school. This is to keep them safe from Covid-19 and also reduce the risk of transmission to those around them. When on public transport, the guidance says they must sit in year groups and in the same place to / from school.

Local Authority transport will be provided in a morning and at the end of school at the usual times for students in our villages. A minibus service will be provided outside of these times. Action Required for Village Students: If your child(ren) is due at school outside of the normal Local Authority transport times during W / C 7 September please notify admin@headlandsschool.co.uk by Friday 17 July. A face mask will be compulsory on the school minibus service.

As I am sure you can appreciate, we are not in a position to "police" a child's journey to and from school, nor are the Local Authority school transport companies.

The Government is stating that if you choose to place your child on public transport, you should ensure they wear a face covering or face mask. As such, should your child choose to travel on either the Local Authority bus or the school's minibus, they will only be permitted to travel if they board the transport wearing a face covering or face mask. The face covering or face mask will need to be provided by parents / carers. Removal of it must follow Government guidelines which are:

1. Students must be instructed not to touch the front of their face covering during use or when removing it.
2. They must wash their hands immediately on arrival at school (as is the case for all students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them.
3. They then wash their hands again before heading to their classroom.

Should your child be dropped-off at school by yourself - please drop them off on Marion or Sewerby Road. We would politely ask that parents do not enter the school premises via the Sewerby Road entrance and / or the school's reception area at this time to reduce the potential footfall in these areas (unless you have permission from me due to your child's personal circumstances).

Proposed Timetable:

Historically, any student or member of staff who was away from school for more than 6 weeks would have had a Phased Re-Integration Plan (PRIP). The PRIP is a document which outlines the

phased increase in hours an individual has in the school building over the course of a 6 week period.

Over the years, this process has allowed many staff and students the ability to return to the school environment safely and with confidence. The PRIPs have always been flexible. Sometimes the phased return has had to take longer and the build-up of hours “in school” has been extended beyond 6 weeks. Sometimes the phased return has been sped up, and the 6 week plan has been reduced to 3 or 4 weeks.

Our *proposal* for the Autumn Term is a whole school PRIP and this, as described above, could be subject to change.

Throughout the period of the PRIP, lessons will continue to be available online and student attendance to these online lessons will be recorded as part of their “attendance to school.” Furthermore, the Senior Team will be holding online morning Assemblies for students not physically in school; Details of these will be shared with students W / C 7 September 2020

We are *proposing* the following two week PRIP timetable with the view that by the end of the first full week in school (Friday 18 September) all students will be back in school full-time:

Phase 1: Week Commencing 7 September 2020.

Government Risk Assessment of CV-19 Community Transmission: **Low**

School Risk Assessment of CV-19 in School Transmission: **Low**

Day	Timings	Year Group
Monday 7 September	N / A - Virtual Online Teacher Training Day	N / A - Virtual Online Teacher Training Day
Tuesday 8 September	9am - 10.30am 1pm - 2.30pm	Year 11 Year 13
Wednesday 9 September	9am - 10.30am 1pm - 2.30pm	Year 10 Year 12
Thursday 10 September	9am - 10.30am 1pm - 2.30pm	Year 9 Year 8
Friday 11 September	9am - 1pm This will include a 15 minute break where students can purchase snacks from the canteen. Students will access the canteen 1 Tutor group at a time.	Year 7

Students in Years 8 - 13 will spend time in their Tutor Room with their Tutor. They will have the opportunity to ask any questions about the hygiene measures we have introduced, have a tour of the site and walk through the school’s new one way system; they will also be issued with their new Student Planners and receive their Autumn Term timetable.

Students in Year 7 will again spend time in their Tutor Room with their Tutor. They will have the opportunity to ask any questions about the hygiene measures we have introduced, have a tour of the site and walk through the school’s new one way system be; they will also be issued with their new Student Planners and receive their timetable. They will also have the opportunity to purchase

food in the school canteen, one Tutor group at a time, during a 15 minute mid-morning break. Please ensure your child comes with some money should they wish to make purchases.

Phase 2 Week Commencing 14 September

Government Risk Assessment of CV-19 Community Transmission: **Low**
School Risk Assessment of CV-19 in School Transmission: **Medium**

During Phase 2 we are *proposing* students return to school for the following full school days:
Monday & Tuesday: Years 7, 9 & 11

Wednesday & Thursday: Years 8, 10 and 6th Form

Friday: all Year groups

The Senior Leadership Team and Governors are of the view that implementing the Government guidance in our context carries a **Medium** risk of in-school Covid-19 transmissions which could then result in increased community transmissions. This is because at the time of writing, in Bridlington, the Covid-19 deaths remain higher than other towns within the East Riding of Yorkshire.

As noted earlier in this letter, we are of the view that to ensure we can implement the Government's guidance to the best of all our abilities, a phased, staged return to school is the safest plan for our students and staff in our context. As such, our phased plans aim to have a full return to school for all students by Friday 18 September.

Government guidance suggests schools' full return is based on year group "bubbles." To do this, we would need to employ 110 teachers to teach all 7 different year groups (Years 7 -13) independently. As such, this Government suggestion is not possible to implement.

The Government guidance also suggests schools have phased starts / finish times and different break and lunchtimes for different year groups. A phased start / finish time is not possible as we do not have enough teachers to cover 7 different year group timetables, as noted above, nor do we have available 7 different buses to transport our students to / from school. Furthermore, if we were to have 7 different lunchtimes, "lunch" would need to start at 10.30am.

We are *proposing* therefore that students' full return to school on Friday 18 September is split into Year Group "mega bubbles" with Years 7,9 and 11 and Years 8, 10 and 6th Form being timetabled together. This will allow fewer students to be present in corridors at lesson changeovers, and allow us to split break and lunchtimes up across the school day.

Arrival & Lesson Registration:

During **Phase 1 (W / C 7 September)**: Students will line up on allocated 2 metre "foot spots" outside the New Block Canteen for Registration at **9am**. Students will need to bring with them their own snacks & drinks. All students will be provided with a grab bag lunch on departure / or arrival, depending on their allocated Tutor slot.

From **Phase 2 (W / C 14 September)** students will proceed straight to their Tutor Room for **8.30am**. School will finish at **2.45pm**.

Lessons:

Phase 2 (W / C 14 September): In line with Government guidance, Year 7 - 9 subject lessons have been timetabled with students in class “bubbles.” Year’s 10 - 13 subject lessons have to be timetabled with students in subject option groups to allow students to continue with their curriculum choices. Again, this is in line with Government guidance.

The **Phase 2** Government timetabling model is deemed by the Senior Leadership Team and Governors to carry “**Medium**” risk of Covid-19 community transmission because of the increased number of school spaces the students will enter, the number of students present in the classroom, the Government’s removal of students being required to socially distance when on the school premises, and the frequency of interactions with other people from outside their own homes.

Please note, throughout all Phases of return, unlike your child’s previous teaching & learning experience, the Government’s expectation is teachers will remain at the front of the class 2 metres away from students. This brings with it the “challenge” teachers will not therefore be able to check individual student’s work written in exercise books during the lessons as easily as pre-Covid-19.

To implement, as best we can within the school estate a one way system to reduce congestion, the timings of the school day from **W / C 14 September** will be:

Years 7, 9 and 11:

Tutor: 8.30am
Lesson 1: 8.50am
Break: 9.50am - 10.05am
Lesson 2: 10.05am
Lesson 3: 11.05am
Lunch: 12.05pm - 12.45pm
Lesson 4: 12.45pm
Lesson 5: 1.45pm
Finish: 2.45pm

Years 8, 10 and 6th Form:

Tutor: 8.30am
Lesson 1: 8.50am
Lesson 2: 9.50am
Break: 10.50am - 11.05am
Lesson 3: 11.05am
Lesson 4: 12.05am
Lunch: 1.05pm - 1.45pm
Lesson 5: 1.45pm
Finish: 2.45pm

Dress Code:

Uniform is required. Black V-Neck jumpers are no longer part of the school’s Uniform Policy and should not be worn.

Breaks, Lunch, Toilets:

Students will have breaks & lunch in assigned areas:

Year Group	Canteen	Toilet
7	New Block	New Block
8	New Block	New Block
9	Tower	Tower
10	Tower	Tower
11	Tower	Tower
6 th Form	Tower	6 th Form

Students found using the wrong canteen or toilet will be sanctioned in line with the school's Behaviour for Learning Policy which has been updated in light of Covid-19 and can be found on the school's website.

Canteens and toilets will be cleaned in between each student break / lunch by 14-Forty.

Our disabled toilets will remain locked and specific students issued with keys to allow access. Again, these toilets will be cleaned in between each student break / lunch by 14-Forty.

Covid-19:

Without a vaccine, we all remain "at risk" of contracting the virus. Covid-19 does not discriminate. The science tells us children and young adults can be carriers of Covid-19 and not have any symptoms. This means they can pass the virus onto others without knowing.

As such, if a staff member falls ill with Covid-19 symptoms, teachers and students would be "stood down" for the next 14 days to self-isolate whilst the member of staff is tested for Covid-19 as a precaution. As such, the following week's year group(s) lessons would not run as staff and students would be in self-isolation. At this point learning will take place online via Headlands School "Virtual School."

Furthermore, if a child falls ill with Covid-19 symptoms, again students and teachers who have attended would be "stood down" for the next 14 days to self-isolate as a precaution until the student is tested for Covid-19. As such, the following week's year group(s) lessons would not run as staff and students would be in self-isolation. As above, at this point, learning will take place online via Headlands School "Virtual School."

Finally, a "thank you" from the team and I here to you our parents / carers. "Thank you" for your support over these extraordinary months. Your child's happiness remains our 1st priority here at Headlands School. By working together over the next few weeks and months I am confident we can ensure no child "falls behind" and every child has the opportunity to continue to positively engage with their learning as a student of Headlands School.

Yours sincerely



Mrs S Bone
Headteacher

*Trauma informed response: The social-distancing measures that have been put in place as part of the response to COVID-19 have disrupted the normal routines of children and young people and curtailed their freedom. Some will have found this time traumatic. Some will have also suffered bereavement during this time. Many will have found this distressing and stressful.

By planning carefully how we re-configure our learning spaces during the phased return to school, we can help our students, your children, begin their recovery journey.

You may find this video useful - produced by Coventry Local Authority Special Educational Needs Services. The video considers the reasons why some children may have found the lock down period traumatic, how their experience might influence their behaviour and the ways in which education professionals can aid recovery by promoting the five pillars of recovery from trauma: <https://www.youtube.com/watch?v=1sThh73edPA&feature=youtu.be>