

Dear Parents/Carers

Below you will find our guidance that details the face to face support we will be making available to your child starting from **June 15th**. I apologise for the length of this document, but I feel it is important and valuable for me to share this level of detail with you as you decide whether to send your child into school to access the face to face provision available to Year 10. You may also be joining our webinar that we are hosting on **Wednesday 10th June, at 6.30pm** to go through these plans. There are still places for this if you would like to sign up. You can do so here https://us02web.zoom.us/webinar/register/WN_QrPpNR6MTx2nQV4rzMRD3Q

Once you have read through this, and attended the webinar if signed up, we would like you to let us know if your child will be attending Thamesmead for these sessions in school. This will help us know exactly how many students we will be expecting on each day and ensure we can manage their day as safely as possible. You can do this by completing the form here. It will be open for completion until Thursday 11th June at 5pm.

<https://forms.office.com/Pages/ResponsePage.aspx?id=RF27HurRRkOcwa-UXm33DxeExpTSbOhKoWDDH0EibWVUNFISVzZZNzdaWjIXVEZKTVc1UEQ2UVVVRc4u>

You can also ask any questions that you might have that have not been covered.

We have a guide booklet for students that will be shared with them, as well as two videos that explain what they can expect, and how the one-way system will work.

How have we formulated our plan?

The Department for Education have produced a range of documents in schools to prepare for reopening. We have used this guidance along with other supportive advice available from unions and professional associations. It has been made clear that it is the responsibility of each school to read and digest the guidance and then make decisions that are best for their setting.

DFE guidance for parents is available for you to read here

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

The decisions we have made start and end with the safety of the students, staff and families and have been taken to prioritise measures that will best protect all from the spread of COVID-19. **It is important to state that the plans we have made represent our very best effort to reduce risk, but it is impossible to guarantee the safety of children and staff from a virus.**

At the time of writing this plan takes account of all available guidance. The plan is subject to change as and when further or updated guidance is released, or in the event of there being a significant change in the local or national situation. It may also be necessary to change the plan based on staff availability. If this were necessary, we would update you on any changes as soon as possible.

Context

The DfE have announced that from 15th June secondary schools can welcome 25% of their Year 10 and 12 cohorts back into school for face to face contact. This means we can welcome a maximum of 50 Year 10 students back into school on any day. This number has been limited as the government remain concerned about the potential for older school children to mix and have contact with others which would present a risk to the increased spread of infection from COVID-19. Therefore, our plans

have been formulated by taking as many steps as possible to reduce the risks posed by students mixing inside and outside of school.

The DfE have not stated what form face to face contact should take but that it should be planned around what will best suit each school's circumstances. The DfE have said that remote learning should remain the predominant form of delivery for all secondary students. We have planned our face to face contact with Year 10 in the context of our delivery of our live lessons delivered each day across MS Teams. As we can only fit 10 students in a classroom while meeting social distancing requirements any face to face offer for Year 10 will have an impact on the live remote curriculum we can deliver to all students. We have planned our face to face offer to ensure this impact is minimalised as we know our parents and students have responded positively to this remote provision.

We will continue to offer daily on-site provision for the children of key workers and students who are classed as vulnerable. This is in addition to the 25% of Year 10 that we can invite in to school each day (Year 10 children in these categories are included in the 25% not in addition to it).

Control Measures

Our plans follow the hierarchy of controls suggested in the DfE guidance to reduce the risk of transmitting COVID19. They are:

- Minimising contact with individuals who are unwell by ensuring that those who display coronavirus symptoms, or have someone in their household who has confirmed symptoms do not come to or attend school
- Regular and proper handwashing or sanitising and ensuring good respiratory hygiene (catch it, kill it, bin it)
- Cleaning frequently touched surfaces often, using antibacterial and disinfectant products
- Maintaining social distancing, and minimising contact and mixing through altering as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

This is a novel virus and scientific understanding is developing all the time. It is likely that there will be further amendments that necessitates review of this plan. You may find it useful to read the scientific guidance from the DfE so that you are aware of the up-to-date information in this area.

<https://www.gov.uk/coronavirus/education-and-childcare>

Sending your child to school

You should only send your child to school if you feel it is safe to do so. In our plans we have taken steps to make the environment as safe as it can possibly be. However, the environment and the way that we will have to manage it will be unfamiliar to the students.

Any parent not sending their child to school will not be fined at present.

The government guidance on attendance for specific situations is outlined below.

Students who are shielding, classed as clinically extremely vulnerable due to existing medical conditions are advised not to attend.

Children who are clinically vulnerable, and at higher risk of suffering serious illness with COVID19 should seek medical advice on whether it is safe for them to attend.

Students who live in a household with someone who is shielding as extremely clinically vulnerable the government advise they only attend an education or childcare setting if the need for stringent social distancing can be understood, and adhered to. You can see we have planned carefully to achieve this, but it is impossible to guarantee. Therefore, parents in this situation will need to make their own decision about whether they wish to send their child into school.

Students who live with someone who is clinically vulnerable (but not extremely clinically vulnerable), including those who are pregnant, they can attend their education or childcare setting.

Student responsibilities

Any student who attends does so on the understanding that they will responsibly observe and comply with the following practices

1. Regular and thorough hand washing and sanitising throughout the day
2. Respiratory hygiene – best efforts made to ensure coughs and sneezes are caught in a tissue and disposed of safely and quickly
3. Social distancing – All measures in place to ensure 2 metres distance is kept between individuals will be observed at all times

Behaviour expectations and policy

We have added an addendum to our behaviour policy to manage poor behaviour during this period. This includes the expectation that if a student wilfully or continually fails to uphold the responsibilities above they will be removed from circulation for the remainder of the day to ensure the safety of others.

Grouping of students

The decisions we have made have been based on the guidelines, safety measures in school, the size of our classroom spaces and the number of staff available given the remote provision we have made available to the whole school cohort.

They have also been led by the timetable and the combination of subjects that students' study.

Students will be placed into a group of no more than 10. Each group will form a 'bubble' and we will refer to them in this way for the remainder of this document.

There will be no more than 5 bubbles in school, plus our key worker/ vulnerable learner groups at any time.

Each bubble will have allocated timetables, classrooms and toilets.

Each bubble will remain isolated from every other bubble in the school to limit the amount of contact that any one person has.

Minimising Contact

Our plan aims to minimise contact between individuals. In doing so we aim to reduce the risk of infection. To facilitate this, we will be taking the following actions:

Each bubble is allocated no more than two rooms they will use for the day. These rooms will be clean on arrival and will not be used by other students or staff that day.

The students in each bubble will use the same seat and desk in their allocated rooms. These will be spaced out to ensure 2 metres distance between each student and any staff.

The students will line up, enter and exit the room with supervision from their teacher to ensure they maintain two metres distance.

The students will work with only two teachers for the day, one delivering the morning session and one teacher delivering the afternoon sessions. These teachers will supervise them at break and lunch as well.

The students must bring their own stationery from home as we cannot lend them equipment to use and they cannot borrow this from peers. They must not bring exercise or text books in from home.

Students will be allocated toilets to use at allocated times. They will be cleaned between use before the next bubble.

Students will be allocated a specific zone for their breaktime.

A one-way system has been put into place to reduce contact in corridors and stairways.

Arriving and departing to and from school

Students should try and make their way to school by walking or bike wherever possible. The guidance asks them to avoid using public transport to minimise contact. If they need to travel by car they should travel with only one adult and avoid being dropped off on Manygate Lane so that this does not compromise the social distancing of those walking and cycling as people get out.

The 813 bus will not run. The 400 bus is unlikely to run. Therefore, you will need to contact Bear Buses (0208 867 0617 or bearbuses@hotmail.co.uk) to see if they are providing a service. We strongly advise students to walk or cycle to school.

Parents are not permitted on to the school site. The school office will not be open to visitors. All communication must be via email or telephone.

Students must not travel to and from school with students outside their bubbles. They must also avoid mixing with other students from other bubbles who are scheduled to be in school within the next 14 days.

Students will arrive at staggered arrival times at a designated entrance. This will minimise contact with other bubbles. Students will receive an individual letter with their timetable for the day and arrival time detailed. A small number of students will be requested to arrive for afternoon sessions only on some days. Their letter will detail their arrival time, they should arrive at reception and will be accompanied to their class by staff greeting them.

On arrival at school

Students must arrive at their designated entrance at their designated time. Those with bikes should maintain 2 metre distance from others in the bike shed as they lock their bike up.

If there are other students ahead of them, they will need to wait in line on the marked spaces to ensure 2 metre distancing is maintained.

There will be hand sanitiser at entrances for use on arrival however all students will then be directed immediately to wash their hands on entering the building.

Students will have their temperature taken with a non-contact head thermometer that works at distance.

Staff will greet them and offer support with the process, directing them to the allocated washing station and then their classroom. Students must not go anywhere else in the school building.

Timetable and start times

Each student will receive an individual timetable that details their start time, lesson time and break times for the day.

These ensure that arrivals, lesson transitions, toilet use, breaks, movement, and departure can all be managed to ensure contact is minimised.

These timetables have been based around the combination of option subjects that students' study and the complexity of this task means they cannot be easily unpicked and changed to meet additional requirements such as friendship groups.

Bubble	1	2	3	4	5
Arrival time	8.30	8.35	8.40	8.45	8.50
Departure time	14.30	14.35	14:45	14:50	15:00
Arrive at/ depart from	Reception	Student entrance	Reception	Student entrance	Reception

We recognise that these move beyond the normal start and finish times of the school day. Thank you for supporting us to minimise risk by ensuring your daughter/ son arrives and leaves at their allocated time and entrance.

Breaks and lunch

There are two breaks and a lunch time scheduled in the day.

These allow for students to wash their hands, use the toilets at an allocated time and get food in the morning and lunch break.

All students will commence break by being accompanied to the washrooms and hand washing will be supervised. If there are sinks in their classroom this will be done there before they leave. Male staff will supervise the male toilets and female staff the female toilets.

Wherever possible food should be brought from home for breaks and lunch.

A limited food service will be available from the Pod. Food provided will minimise the need for cutlery. Food will be in disposable packaging that can be thrown away immediately. The queue will be managed to ensure social distancing.

It will not be possible to load money on to cards from the machines here. It will need to be done in advance online.

Those who are eligible for Free School Meals will be entitled to food from the Pod service when they are in school.

Drinking fountains will be switched off. Drinking water to last the day must be brought from home. Water will be available to purchase from the Pod but this should be avoided if not absolutely necessary.

Outside seating will be marked up to ensure social distancing is observed.

Break times will be outside unless the weather is bad. In the case of bad weather, the school's large indoor spaces will be used which have been marked up to show 2 metre distance.

Each bubble will have an allocated zone they must use, and they are not permitted to go into other bubble's zones at break or lunch.

Face to face contact

Our face to face contact for Year 10 students will provide lessons in classes of ten for the week commencing 15th June for most Year 10 students. This will be on selected days for individual students, not the whole week. We believe this model will allow us to provide access for Year 10 to subject teachers in the safest way possible, without reducing the remote live teaching we can offer Years 7-9, and Year 10 on days when they do not have face to face provision scheduled.

Subject leaders have been asked if they will find limited face to face work with small groups of year 10 advantageous to the student's learning.

The following departments have requested face to face time with students:

History, PE, Music, Drama, Art, Food & Nutrition, Design Technology, French, Spanish, Science

The following departments have asked to use this face to face contact to work only with targeted individuals where remote learning has made them aware more support is needed:

Maths and English

The following departments have identified that their remote learning is presently working well for the present needs of their subject and that they wish to continue with all contact remotely:

Geography, RPE, Dance, Computer Science, Health & Social Care, Business Enterprise

We will be providing just over two weeks of group face to face teaching for Year 10. These days will be delivered between **Monday 15th June** and **Friday 19th**, and then **Monday 6th July and Tuesday 14th July**. During this time students will also benefit from a well-being discussion with a member of our pastoral and inclusion team to ascertain how they are feeling and identify whether any additional pastoral care may be required.

There will then be an additional 11 days that teachers from all subjects will use to bring students in individually or in very small groups to provide targeted intervention and support. Students requiring this support will be identified as necessary from their progress in remote and face to face lessons. These 11 days will include the period **Monday 22nd June to Friday 3rd July**. This provides an increased level of safety by building in a period of 14 days including weekends in between face to face teaching of new bubbles. This is necessary to allow us to safely mix students up into new bubbles so that they can access additional specialist staff in all the subjects that wish to see them.

15/6/20-19/6/20	Face to face lessons in bubbles of no more than 10
22/6/20 – 3/7/20	One to one or very small group support for targeted individuals
6/7/20 – 14/7/20	Face to face lessons in new bubbles of no more than 10
15/7/20 – 17/7/20	One to one or very small group support for targeted individuals

The face to face contact in bubbles will be no more than 3 days in school maximum for any one student.

If students are brought in for the additional targeted intervention, then this will be planned so that it does not interfere with the bubble structure in place.

Students will receive a personal letter that details the times and days of their face to face contact sessions by Thursday 11th June. The nature of the intervention sessions means they may be added to timetables following the face to face sessions. Parents may be contacted directly by subject teachers to arrange these. Some students due to their subject choices and timetabling may not have as much face to face to contact as the majority of students but this is unavoidable due to timetabling restrictions.

We recognise this may seem a smaller amount of time in school for Year 10 than some might expect. Please understand that the necessity to teach in classes of no more than 10, while ensuring limited contact between bubbles, and continuing to provide good quality live teaching for Year 7, 8 and 9 limits the scale of the face to face offer we can extend to Year 10 students at this stage. I know that other secondary schools may well be making a different face to face offer to their Year 10 students, but I would like you to recognise that they are unlikely to have been delivering the quantity of live remote lessons that we have, and therefore may well feel they can now make greater use of staff to deliver face to face contact in school. I feel confident that our model is one which will prioritise the safety of our students, staff and families, alongside the learning of our students in every year group.

Face masks and PPE

We have worked hard to secure adequate supplies of hand sanitiser and will have 14 dispensers located around the school for all to use. We have sourced all the PPE that our staff will need to work with our students safely.

The majority of staff working with the children will not need to use any PPE beyond that which they normally use. The only exception will be if a child shows symptoms or a medical emergency requires us to be close for medical reasons. Supplies of PPE will be available in our designated isolation space and in our medical room.

Disinfectant wipes, hand sanitiser, and tissues will be available for staff and students in each classroom used.

We are not asking students or staff to wear face masks. This is because we are setting up systems to try and ensure good social distancing and cleanliness at all times. Masks can also provide a false sense of security to the wearer.

The DFE guidance states *“Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example,*

young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission."

If staff or students choose to wear a mask that is their individual choice, but it is on the understanding that we do not recommend wearing a mask, and that wearing and removing it safely may actually present a risk to the individual.

What to bring to school

Uniform – we will require the students to attend in their summer uniform. This means they wear the summer polo shirt, or a plain white shirt, black trousers or skirt, and school shoes. We do not expect ties or blazers to be worn. In cold weather we are happy for the Thamesmead PE sweatshirts to be worn in place of blazers. We hope this will be easier for you to wash and keep clean. If you do not have a summer polo shirt, they are available to order online at Shepperton Sports and Ski.

What to bring – stationery and equipment needed for lessons. Food for the day. Water or drink to last for the day.

What should not be brought into school - exercise books, text books and files, chewing gum (all too often this does not get from the mouth to the bin, which clearly does not meet the standard of hygiene required).

Infection control

If a student, or a member of their household show symptoms they **MUST NOT** come to school. They should self-isolate according to the guidance and seek access to a test to confirm whether they have COVID-19. The guidance attached will take you through the steps you must take.

If a student (or member of staff) shows symptoms of COVID-19 while at school, they will be sent immediately with a first aider to a designated area of the school which we have put aside for isolating any individuals with symptoms only. This is well away from the rest of the school and has its own toilet facility.

The supervising adult will wear PPE (mask, apron, gloves, visor) if a distance of 2 metres cannot be maintained

Their parents will be called and they must be collected immediately.

The classroom, and any spaces used by that student/ staff member will be deep cleaned and all parents in that bubble informed there was a symptomatic child/ staff member and to be alert to their own child displaying symptoms.

Further measures we have put in place not yet detailed in this letter

- Classrooms have been reconfigured to ensure desks are 2 metres apart. All unnecessary items have been removed. Hard to clean soft furnishings have been removed. Bins with lids are provided.
- Windows, and where possible doors, will be opened to ensure ventilation.
- Corridors and communal spaces have been marked throughout the buildings to show 2 metre distance.
- 2 metre queue lines have been marked at both entrances.
- Signage is displayed throughout school and in key places to encourage social distancing, cleanliness, hand washing, and good respiratory hygiene.
- Hand dryers have been disconnected and replaced with paper towels.

- Hand sanitiser is placed in 14 locations across the school as well as at both entrances and in classrooms.
- All classrooms with sinks have been set up as handwashing stations to increase safe handwashing capacity.
- We will have a cleaner on site throughout the day to clean regularly touched surfaces such as doors and banisters.
- Classrooms will be cleaned before use and after use. Wipes will be available in class for students to clean surfaces as often as they wish. Computers, keyboards and mice will be cleaned with disinfectant wipes before and after use by students and staff.
- Doors will be propped open to reduce contact, this will include the main door into toilets to reduce contact with surface after hand washing, and to enable staff to supervise hand washing. Please understand that privacy is not compromised by this.
- Toilets will be cleaned in between allocated group use so they are clean for each new group. An additional set of boys' toilets will be opened to increase access to sinks.
- Staff will not work at a distance less than 2 metres from students.
- Free movement in the classroom will be restricted and carefully controlled.
- Access to shareable resources that are difficult to clean such as the library will be restricted.

I hope that from this document you can see that we have been working hard for a number of weeks to bring together a plan that allows us to begin to bring students safely back into school in larger numbers. It is deliberately cautious but I trust that you appreciate the scale of what we have to manage is significant and we cannot afford to take unnecessary risk to health or education. Your support for the school has been phenomenal these last four months. I would like to ask for it to continue as we enter this next phase and remain grateful to all of you who will offer it to us next week.

I recognise that there is a great deal to read here. I hope that such a lengthy document has answered questions you may have had. If you still have questions please use the webinar or electronic form detailed at the start of this letter to share them with us or email headteacher@thamesmead.surrey.sch.uk and we will work our hardest to answer them for you. Please remember to confirm if you intend for your child to attend the face to face sessions using the form linked [form](#), as mentioned at the start of this letter.

Yours faithfully

Phil Reeves