



# St Peter's Church of England Aided School

Quarry Lane, Exeter, EX2 5AP    www.spexe.org    (01392) 204 764    school@spexe.org

3<sup>rd</sup> September 2020

Dear Students, Parents and Carers

This letter was sent originally on the 17<sup>th</sup> July 2020. I am resending it to you with updates that are in red so that you can easily spot the updates. Originally it was one of two letters. It is now one of three letters that focus on:

- Letter One – Behaviour Policy for Covid-19
- Letter Two – Letter regarding important general matters (originally sent 17/07/20)
- Letter Three – This letter originally sent 17/07/20

As with all matters the information in each of these letters is of course subject to change and we will inform you of any changes as swiftly as we can.

## Covid-19 Risk Assessment

I am very grateful to Governors, staff and union representatives who have put our most up to date Risk Assessment together. It has taken into account comments from recent parent and carer, student and staff surveys as well as many more sources. Our Governors have approved this updated Risk Assessment which has been attached to this communication.

## September and Beyond

### This letter summarises:

1. Health Matters
2. Daily Routines and Expectations
3. Attendance
4. Curriculum and Option Subjects
5. Behaviour Expectations
6. NHS Test and Trace

This letter contains important details of how we need to operate as a community in order to keep everyone as safe as is reasonably possible. It is very important that all students, parents and carers read and follow all of this information. I encourage you to read and discuss it together so that everyone in our community understands their personal responsibility in keeping themselves and one another safe. We will of course inform you of any updates and changes that may be required. You might want to have a cup of tea and a few biscuits to keep you going to the end of the letter.

## Full Opening of Schools in September and Government Guidelines

As you already know from previous communications we plan to open fully in September, offering a full curriculum taught by specialist subject teachers. **The most up to date Government guidelines for schools can be found below.**

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

There will be many changes to school as we know it. This letter contains a summary of crucial aspects that will enable all of our community to take personal responsibility to do all we can to keep everyone as safe as is reasonably possible.

## Health Matters

At all times all members of our community must do the following:

1. If you or someone in your household has Covid-19 symptoms you must not attend school and must follow Public Health England (PHE) guidelines.



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2. Wash hand vigorously and frequently for 20 seconds or more
3. Take a 'Catch it, bin it, kill it' approach
4. Support enhanced cleaning schedule
5. Minimise contact between individuals and maintain 2m social distancing
6. Use appropriate personal protective equipment (PPE) where necessary

## Illness

It is a condition of coming to school in September that all parents and carers are expected to be able to pick their child up from school within an hour of their child becoming ill. This is because we have a duty to reduce the possibility of spreading illness within our community and in order to fulfil all of the government guidelines we have much less flexibility with accommodation and staffing levels than we are used to. **As a result we are sorry but unfortunately we will not be able to run a medical room with the same flexibility that we usually do and so if a child is ill they will need to be collected and taken home within an hour.**

**If you have or someone in your household has Covid-19 symptoms you must not attend school and must follow Public Health England (PHE) guidelines.**

The DfE document from the 2<sup>nd</sup> July states:

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

The DfE guidance states:

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

See the [COVID-19: cleaning of non-healthcare settings guidance](#).

## Wash hands vigorously and frequently for 20 seconds or more

- All students and staff will be expected to bring their own hand sanitiser into school each day.
- All students and staff are expected to wash their hands for 20 seconds or more on entry and exit to and from school, at the start and end of every lesson, break and lunchtime, entry and exit to and from the toilets.

## Take a 'Catch it, Kill it, Bin it' Approach

- All students and staff will be expected to bring in their own tissues into school each day.
- All students and staff are expected to use the lidded bins provided to dispose of used tissues.
- In the event of sneezing or coughing creating a mess the surface will need to be cleaned by the same person.



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## Enhanced Cleaning Schedules

We will build on the successful enhancements carried out by cleaning staff during the summer term. They have done a terrific job this term. If a member of our community is concerned this is not occurring there are processes for them to contact staff so that a swift solution can be found.

## Use Appropriate Personal Protective Equipment (PPE) Where Necessary

PPE will be provided to staff for the following reasons:

- Appropriate medical or intimate care
- Specialist subjects e.g. Art, Music, D&T, Food
- Specialist Teaching Assistant (TA) staff

## Face Masks/Visors

Staff and students will be allowed to wear face masks/ visors in school beyond the medical or intimate care masks or PPE the school will provide for specific staff. If you would like to do this you will need to supply your own equipment and ensure that it will be safely worn, taken off and disposed of in line with government guidelines. The school is looking into how it may help with storage / disposal of face masks, other than those used for medical incidents. **The school will supply bags to dispose masks in at each entrance. If a student or member of staff wishes to keep their mask they will need to provide and store it in a plastic bag themselves.**

## Current Government Guidance

The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

## Where local restrictions apply

In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.

## Current Public Health England Information

On the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even where social distancing is not possible. There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided.

## Where local restrictions apply

In these intervention areas, in education settings where Year 7 and above are educated, face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.



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**Minimise contact between individuals and maintain social distancing wherever possible**  
Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). We will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

**It is therefore vital that we do all we can to minimise the use of Year Group 'bubble's mixing. We will therefore expect all of our community to:**

- Ensure that **all adults 2m socially distance** wherever possible **with one another and students**
- Ensure that **students** do not mix year group bubbles **wherever possible**
- Ensure lockers are not used until guidelines can be eased. Using lockers will involve mixing of year group bubbles which needs to be avoided. Because students will be mostly remaining in their year group zones they will have much less to carry around the site. We hope that use of lockers will be allowed in the not too distant future.
- Canteen – we are working with Sodexo, our PFI food supplier, to find solutions that avoid mixing of bubbles. **Please see update later in this letter.**
- Minimise Year Group bubbles mixing in toilets. Please see section on student specific zones.

## Daily Routines and Expectations

**In addition, we will support the key approach of minimising the mixing of Year Group bubbles in the following ways:**

- Year groups will be given specific entry points to the site and school buildings that they must keep to (please see attachment).
- Year Groups will be in 'bubble' zones for the majority of their lessons.
- Staff will need to move between lessons more than usual, in order to reduce student movement and reduce the potential mixing of 'bubbles'.
- Specialist practical classrooms will be available to teach specialist subjects e.g. computing, D&T, Food, Art, Drama, PE, Music, Photography, Graphic Design. Additional cleaning will be required.
- Core subjects will take place in their Bubble zone which won't necessarily be the core subject room

## Timings of the Day

The table outlines the timings of the day which we will follow until government guidelines allow us to return to our normal school day.

Tutor/Assembly	8.30-8.55	Year 7 Break and Lunch times
Period 1	8.55-9.55	
Period 2	9.55-10.55	
Break	10.55-11.20	10:50-11:20
Period 3	11.20-12.20	
Period 4	12.20-13.20	
Lunch	13.20-14.00	13:15-14:00
Period 5	14.00-15.00	

## Secure and Boost Sessions 3.05 – 4.00pm

Secure and Boost sessions will be an opportunity to offer and direct students to intervention, revision and ex-curricular opportunities.

Initially this will be offered as Yr 7 to 11 Homework Sessions (each year group will have a room allocated in their zone for this to run).



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- These sessions will be supervised by tutors on a rota basis which our Heads of Year will oversee.
- Following the first Year 11 Assessment Point at the end of October, identified Year 11 students will be selected for intervention and directed to Secure and Boost sessions.

Student Specific Zones							
Year	Teaching/Year Group Zones	Start and End of Day Entry and Exit	Year Group Zone Entry and Exit	Holding Zone for Specialist Teaching Room	Break Lunch Zones		Toilets
					Good Weather	Poor Weather	
11	Science (upstairs and downstairs) and S95	Lower gate and green gates by astro.	Science corridors via fire exits	Half basketball courts (tennis court side) Zone 4	Astro and tarmac outside Maths/ Science	Classrooms	Upstairs Hums (Girls) Downstairs Sci/Ma (Boys)
10	English Corridor E56 – E41 & L44.	Main student entrance.	DT/Art corridor door and stairs up to English	Courtyard by Drama Zone 2	Half Field (long jump side)	Sports Hall	Upstairs MFL (shared with Yr 8)
9	Humanities Corridor M68 – H59a.	Elgar Close entrance.	Ground floor Science/Maths door and stairs up to Hums corridor	Courtyard by canteen Zone 3	Tennis courts	Classrooms	Downstairs Computing (shared with Yr 7)
8	MFL Corridor L42 – L36, Reflection Room, X65 & Library.	Kitchen entrance	Computing/Drama stairs and then past Music to MFL	Half basketball courts (climbing wall side) Zone 5	Basketball courts and courtyard	Canteen	Upstairs MFL (shared with Yr 10)
7	Maths M83 – M93.	Main entrance	Maths corridor (Art/Maths entrance)	Courtyard by Maths Zone 1	Half Field (Towards rugby pitches)	Dance Studio	Downstairs Computing (shared with Yr 9)

## Movement around Site

Student movement around site will be minimised and most core subjects taught in a single classroom for students. Movement to specialist classrooms will have clear routes communicated to students that must be adhered to in order to avoid the mixing of year group 'bubbles'. This will require more staff duties and an increase in staff movement between classrooms.

## Public Transport

In line with Government guidelines public transport is discouraged. Safe walking, cycling with a helmet or travel by car are encouraged. **Only vehicles with prior agreement from Senior Leadership Team or Heads of Year should be on site in order to keep the site safe for students to move.** On arrival parents should stay in vehicles please.

## The First Day in Your Year Group Bubble – Staff will welcome you

- You must enter and exit by your Year Group 'Bubble'. Please see attachment for more detail.
- Please have your hand sanitiser ready to wash your hands and be observed doing this by a member of staff.
- You will need to go straight to your Year Group Zone. Please see attachment for the detail of this route.
- Your first lesson will be with your Tutor Group
- You will remain with your Year Group Bubble for the whole day unless you are ill, sent home or excluded.



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## Daily Kit and Checklist - Please bring in:

- pencil cases, pens, rulers etc
- sports equipment e.g. footballs, tennis balls, frisbees if you wish to as long as you don't use them beyond your Year Group 'Bubble'
- If using Chromebooks/computers please bring your own earphones
- Named lunchbox with food and snacks and named water bottles. We suggest 2 full bottles in the hot weather
- Hand sanitiser
- Tissues
- Sun cream/sun wipes/sun hat
- If cycling – bike helmet and bike lock

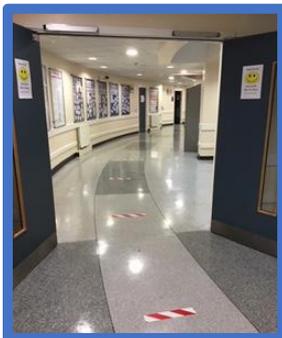
## The School Site Will Look Different

Please see below some photographs to give you an introduction to some of the differences we have made to the site to support the safety of students and staff.

You will see red line markings to indicate where you should queue on entry and exit of the school site. Staff will be there to welcome you and see you off site.

- Year Groups will enter and exit from specific places and these must be kept to. Please see the student specific zones section of this letter and attachment for further information on entry and exit.

Some classrooms will look different to their usual layout because the government guidelines state that desks should be positioned so they face the front, rather than groups of tables.



## Safety within the Classroom

As well as following all usual Health and Safety measures that expect all staff and students to behave in ways that respect one another's welfare we will also need to do the following:

- Keeping in Year Group 'Bubbles'
- Not touch other people
- Keep 2m social distance **with adults** wherever possible
- Minimise direct face to face communications
- Take Personal Responsibility in all lessons to do best work

## Packed Lunches and Canteen

We will communicate what food can be offered and how it will be distributed before September. Use of the canteen is a concern with regard to possible mixing of 'bubbles' and so we will be encouraging students to bring in their own named, full water bottle, snacks and packed lunches.

## Use of Canteen

In order to reduce the mixing of bubbles and reduce possibilities of contamination the following approaches to the canteen will be in place:

- Cash machines will be out of bounds



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- Online payment for the canteen is the safest method of payment and is strongly encouraged. To do this please login to school gateway and choose the 'payment' option
- If online payment is not possible please contact the finance team
- There will be no food or drink served that is not pre-ordered
- Food will need to be pre-ordered on a form in Tutor Group time. It is the students' responsibility to write any allergies they have on this form
- On the first two days of term food for those days will need to be pre-ordered by 9.15am
- From Wednesday 9<sup>th</sup> September food for the following day will need to be pre-ordered during Tutor Group time on the day before
- The food will be distributed at a Year Group 'bubble' point and no other year groups will be allowed in this zone
- To support efficient delivery of food students will need to line up in tutor groups
- We encourage students to bring in their own named packed lunches, snacks and full water bottles each day

## Visitors on Site

- We do not currently have the capacity to safely deliver items dropped off by parents for students e.g. lunchboxes, keys, wallets etc.
- Due to the many room changes we have had to make we have no spare meeting rooms and so visitors on site will be significantly reduced until further notice.

## Extra-Curricular

We will not run extra-curricular activities at the start of term. This will enable us to put all of our efforts into ensuring the smooth running of all of the changes. Once we are satisfied with our approaches we will seek to offer as many extra-curricular opportunities as possible, whilst also doing all we can to ensure Year Group 'Bubbles' do not mix. Staff are very keen that we offer extra-curricular activities as soon as it is safe to do so.

## Attendance

We hope that our successful approach to increased partial opening and our approaches to full opening in September will reassure all families that we are doing all we can to keep everyone as safe as we reasonably can.

The DfE has updated their expectations so that now all students attend school unless there are health reasons that make this impossible.

In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks students falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct



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## ***Students who are shielding or self-isolating***

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:

- a small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some students no longer required to shield, but who generally remain under the care of a specialist health professional, may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

Where a student is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

## ***Students and families who are anxious about return to school***

All other students must attend school. Schools should bear in mind the potential concerns of students, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of students with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that students of compulsory school age must be in school unless a statutory reason applies (for example, the student has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).

## **Curriculum and Option Subjects**

We are delighted that despite the many challenges of meeting the necessary government guidelines that we can offer all students a full curriculum, taught by specialist staff. Work has been set in all subjects for all students throughout the period of lockdown. The Personal Responsibility Booklets provided to all students in the summer term aim to support students in understanding how they can boost and secure their lockdown learning, in readiness for a strong start in September. If you were in Years 7-10 last year please do your best with these to secure and boost your learning.

Our curriculum and pastoral approaches in assemblies, Acts of worship, tutorials and lessons to reconnect, refocus build and develop resilience for renewal will support students making the most of their potential. As a result we expect students to continue with each of their option subjects.



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Because we have the flexibility for a three year GCSE/V Cert curriculum our students receive well beyond the recommended teaching hours for each course. Lockdown has reduced this generous allocation of time, but nevertheless our students will still benefit from more than the recommended guided learning lessons for all courses, despite the situation that lockdown has created.

## Behaviour expectations

We will provide you with our updated Covid-19 Behaviour Policy before the start of term. Please read this together very carefully so that you know all of the rules that must be followed in order to ensure we are all taking personal responsibility to do all we reasonably can to keep everyone as safe as possible.

We will work with all students to help them make the most of their time in school and we want to have all students with us all of the time but we cannot compromise the safety of our community. The Covid-19 Behaviour Policy annex is clear about our expectations and we hope this will mean there will be no need for detentions or exclusions of any kind.

The disciplinary powers that schools currently have, including exclusion, remain in place. Permanent exclusion will only be used as a last resort. **Please see the Behaviour specific letter sent today.**

## Current NHS Test and Trace Guidance

Parents, students and staff must inform the school immediately of the results of a test:

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

## Manage confirmed cases of coronavirus (COVID-19) amongst the school community

As a school we will take swift action when we become aware that someone who has attended school has tested positive for coronavirus (COVID-19).

We will contact all of the organisations we are required to do so.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual



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- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

**Well done for getting this far!**

## **Key Approaches to Keeping our Community as Safe as is Reasonably Possible**

*It is vital that all of the information in this letter is followed by all students, parents, carers and staff.*

*The key approaches to ensure we all do our best can be summarised as:*

1. Handwashing – frequently and thoroughly with hand sanitiser or hot soapy water
2. Social Distancing – 2m social distancing wherever possible for staff at all times
3. Keeping in Year Group 'Bubbles' at all times and not mixing with any students from other year groups
4. Not touching anyone else
5. Personal Responsibility – for doing our best to learn and using feedback to make the most of our potential

Yours faithfully,

Phil Randall  
Headteacher