

8th June 2020

Dear Parent / Carer,

Re: Year 10 in-school progress tutorials from 15th June

As I am sure you are aware, the Department for Education has instructed schools to supplement the remote learning they have been providing for Year 10 students with some face-to-face support from the week beginning 15th June. We have reviewed a range of advice on how to do this in the safest possible manner and I outline here our plans for in-school progress tutorials for Year 10 students in the coming weeks.

The experience students will have for their face-to-face support will be very different to a normal school day, and we therefore want to be really clear about what will happen, what steps we are taking to minimise risks and what expectations we have of students when they come into school. Please bear in mind that schools will vary in their approach to phased reopening depending on their staffing, risk assessments and available classrooms and space. We are doing what is right in these challenging circumstances for the pupils, staff and families of Highgate Wood School.

Each Year 10 student will attend school once during the first phase (15th-26th June). They will take part in a morning session of three one-hour 'progress tutorial' with teachers of English, maths and science in a small "bubble" group of 12 or fewer other students. Below is an outline of how the days will work along with our key expectations.

The journey to school

It is important that students maintain social distancing on the journey into school. The government's guidance is to avoid public transport and to walk, cycle or be driven to school.

Students should use the Park Road entrance only and arrive at their given timeslot. They should line up on the back playground, markings on the ground will indicate social distancing and there will be staff present to supervise and welcome them back. We will be unable to accept students who arrive late.

What students should bring with them?

We are not asking students to wear uniform to school but please ensure they wear something sensible for the school environment (clothes should be washed after a day in school). Students should come equipped to do schoolwork and therefore should have the necessary pens, books/paper, etc. Please note, students will not be able to share any equipment or any other items. Departments will issue any subject specific expectations of preparation work or resources to bring via Show My Homework / Google Classrooms. In addition, we would ask that in order to ensure the minimum of contact between people in school, that each student bring the following:

- their own bottle of water
- a snack to eat during their short break
- their own tissues and if possible, their own hand sanitiser

Highgate Wood School Student Council supports individual action to address the issues of Climate Change and promotes the United Nations top 10 recommendations.



5-minute showers



Drive less



Lights off



Local produce



Recycle



Meat-free meals



Zero-waste fashion



Unplug



Refill and reuse



Bring your own bag

What the in-school 'progress tutorials' will consist of and how they will 'supplement' remote learning?

Each student will be part of a bubble group that will spend some time with a subject teacher from each of the three core subjects of English, maths and science as we believe this makes the best use of this time. There will be two bubble groups attending school each day in the first phase. These in-school progress tutorials will focus on reviewing the remote learning students have completed, answering any queries about this and then preparing them for the next steps. Form tutors are already calling families regularly, so that should be the main forum for resolving any more general issues. Other subject teachers can respond to queries via Streams on Google Classrooms and we hope to be in a position to facilitate some face-to-face contact with other subject teachers later in the term via Google Meet.

Timetable for the day

We will be staggering the timings of the two groups in order to minimise the risk of any contact. Each group will have the same overall experience of two one-hour tutorials followed by a short supervised break and then a third hour-long tutorial before going home. Groups will be organised on the basis of maths/science groups. We cannot guarantee students will be with or not with specific students.

Period	Group A in P10	Timings
1	English	9.15 - 10.15
2	Maths	10.15 -11.15
	BREAK	11.15- 11.30
3	Science	11.30 - 12.30

Period	Group B in P14	Timings
1	Science	9.30 - 10.30
2	English	10.30 -11.30
	BREAK	11.30- 11.45
3	Maths	11.45 - 12.45

We will contact you this week to confirm which day your child will be coming in and which group they will be in. Final arrangements will also be confirmed through the e-praise messaging service.

What we have done to minimise risks

- Checking temperatures – all students will be checked as they come into school
- Minimising movement – students will be in the same room for all three sessions.
- Students from one “bubble” group will not be in contact with those from the other “bubble”.
- Cleaning – there will be a deep clean of the classrooms each day after the progress tutorials have finished
- Social distancing – students will remain two metres apart at all times, classrooms have been adapted to allow for this
- Hand washing – students will wash their hands when they come into school and at break
- Availability of tissues and hand sanitiser – we will ensure that these are available but would prefer students to bring their own
- The desks etc. will be cleaned at break as well as after the students have gone
- The toilets are in the same building as the two classrooms, so students will not be walking around the school
- The toilets/hand basins etc. will be cleaned regularly during the day
- Handrails/door handles etc. will be cleaned throughout the day
- No other staff or students will be in the Pavilion Building other than those who are teaching the Year 10s

Behaviour expectations

As always, we will expect students to behave in a courteous and cooperative manner whilst in school. Given the current situation it is important that students understand that we will not tolerate any behaviour that compromises anyone else's safety, therefore any student who will not comply with expectations around social distancing, handwashing, etc. will be sent home.

What will happen if someone develops COVID-19 symptoms in school?

We will follow the guidance from Public Health England. Essentially this means the student who has developed symptoms will be isolated from others and supervised until a parent/carer can collect them. They will then be advised to self-isolate and arrange to have a test. Members of their household will need to self-isolate for 14 days. If someone tests positive then all the students and staff who have been in contact with them will need to self-isolate and arrange to have a test. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

It is for this reason that it is absolutely critical that we have accurate emergency contact details for all students attending.

What students need to do to minimise risks

The most important things that students can do is ensure that they arrive promptly, fully equipped and prepared and then follow all of the instructions of adults in school without any fuss. Their time in school is relatively short and has been carefully choreographed so that if students do as they are asked then no-one's safety will be compromised. If any students wish to wear a face mask then they may, however government guidance does not recommend that they need to be worn in educational settings.

Leaving school and the journey home

Students will be escorted to the Park Road Gate, when they leave school they should ideally go home straight away. As with the journey to school, they should maintain social distancing and avoid public transport.

What to do if your child or someone in your home develops COVID 19 symptoms

See attached notes from sheet which has already been sent home to small school attendees

Where you can find more information.

We have put together a webpage of FAQs on the website. Please visit <https://bit.ly/hwsprogt> to look at these and also suggest other FAQs that you feel may be helpful.

I do want to reassure you that our staff are very much looking forward to seeing Year 10 students again. Clearly in these unprecedented times we have needed to make significant adjustments to the school experience in order to rightly prioritise the safety of students and staff. However, we are confident that the measures we have put in place will mean that students can come into school safely and gain some valuable input from their core subject teachers to supplement their remote learning. We very much look forward to welcoming them back.

If you have any queries about any of this please contact myself or Mr Hartley via email.

Take care and stay safe

With best wishes



Craig Hewitt

Deputy Headteacher

che@hws.haringey.sch.uk

What do you do if your child or someone in your household develops COVID 19 symptoms?

If anyone in your household develops COVID 19 symptoms you should all self-isolate.

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If a student has one or more of these symptoms, they must self-isolate straight away for 7 days – or longer if they still have symptoms other than cough or loss of sense of smell/taste. If they live in the same household as someone with coronavirus symptoms, they must self-isolate straight away for 14 days.

If a student develops COVID 19 symptoms or lives in a household where somebody has developed COVID 19 symptoms they must not come to school for the required period of isolation.

Track and Trace procedures for someone with symptoms of coronavirus

- **isolate:** as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 7 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms
- **test:** order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access
- **results:** if your test is positive, you must complete the remainder of your 7-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate
- **share contacts:** if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that the NHS test and trace service can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of their contract tracers.

Track and Trace procedures if you are contacted by the NHS test and trace service because you have been in close contact with someone who has tested positive for coronavirus

- **alert:** you will be alerted by the NHS test and trace service if you have been in close contact with someone who has tested positive for coronavirus. The alert will usually come by text, email or phone call. You should then log on to the NHS test and trace website, which is normally the easiest way for you and the service to communicate with each other – but, if not, a trained call handler will talk you through what you must do. Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue
- **isolate:** you will be told to begin self-isolation for 14 days from your last contact with the person who has tested positive. It's really important to do this even if you don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 14 days. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home
- **test if needed:** if you develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for 14 days and you must book a test at www.nhs.uk/coronavirus or call 119 if you have no internet access. If your test is positive, you must continue to stay at home for at least 7 days and the NHS test and trace service will get in touch to ask about your contacts since they must self-isolate. If your test is negative, you must still complete your 14-day self-isolation period because the virus may not be detectable yet - this is crucial to avoid unknowingly spreading the virus.