



Manorfield Road,  
Driffield,  
East Yorkshire  
YO25 5HR

August 2020

Dear Parent or Carer

### **Re: Key Information for Parents for the wider reopening of schools from September**

Thank you for your continued support and patience during these different times. As promised in my letter to you at the end of the term, I am now writing with more specific information about the return to school for all students in September and what the new school day will look like.

The safety and educational welfare of our staff and students is of paramount importance as we move to a full reopening of our schools in September. In order to ensure that we are mitigating the risk of the transmission of Covid-19 in school and the community, we have put a number of control measures in place to support this. In this letter, you will find key information and a series of frequently asked questions to reassure you that we are following guidelines to minimise risk in school.

Full guidance of school opening can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

### **Prevention**

To ensure the safety of our students and our staff, we have a number of preventative measures in place to ensure that we are minimising the risk of transmission of Covid-19.

Firstly, we will be minimising contact with individuals who are unwell by ensuring those who have Covid-19 symptoms (or have someone in their household who does) do not attend school. We are also limiting visitors to school to those who are essential.

There will be extensive promotion of good respiratory hygiene throughout the school, as well as frequent opportunities for hand sanitation to reduce the transmission of the virus. All of our classrooms and communal areas are fitted with sanitising stations; staff and students will sanitise their hands upon entry and exit. We are increasing ventilation in our classrooms and communal areas, ensuring that windows are open as well as encouraging students to use our outdoor spaces during break and lunchtimes as much as they can.

We have employed additional cleaners to carry out an extensive cleaning programme throughout the day, in addition to the end of the school day, to ensure any communal areas and frequently touched surfaces are cleaned and sanitised (in accordance with guidance) to maintain a Covid-secure environment. Desks will be sanitised at the end of each lesson and any specialist shared equipment used in lessons will be thoroughly cleaned after use.

The school day has been altered to reduce the number of times students will move around the site. Lessons will be taught in three 100-minute blocks; staggered breaks and lunchtimes are incorporated within these blocks to reduce contact. In addition, staggered start and end times for year groups will ensure that different year groups have minimum contact and can maintain social distancing. One-way systems and reduced contact between year groups will be monitored and supervised throughout the day by staff. Within classrooms, we have rearranged our seating (where practical) to be forward-facing, with clearly-designated teacher/student areas. We have carefully considered our curriculum so that we can deliver a broad range of subjects/topics and have added increased measures in some subject areas, especially practical subjects, so that children can still take part in these lessons.

#### **How parents/carers can support these measures:**

- Be aware of Coronavirus (Covid-19) symptoms and what to do if your child or a member of your household has these symptoms. Details for this are available at the link below:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

- Engage in the Test and Trace programme.
- Maintain social distancing and adhere to drop-off and pick-up protocols if you escort your child to school.
- If you need to speak to a member of school staff, please ring 01377 253631 or email the school at [office@driffieldschool.org.uk](mailto:office@driffieldschool.org.uk).
- Encourage your child to maintain good hand and respiratory hygiene during their journey to and from school and as part of their daily routine. We will explicitly model and remind students of this during the school day, as well as having a no-touch policy in place.
- If your child travels to school using public transport and/or you wish for your child to wear a plain face covering, ensure that they are aware of good hygiene whilst wearing a face covering (including storage in a sealed plastic bag and safe disposal of disposable face coverings at home).

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

- Ensure that your child wears the full school uniform and has appropriate outerwear. We are encouraging students to use outdoor areas as much as possible and one-way systems are likely to include outdoor areas, so please ensure that your child wears a coat if the weather is cold.
- Ensure that your child has basic school equipment for school each day.

Further details of each of these measures are highlighted in the questions below.

## Frequently Asked Questions

### 1. What should I do if I think my child has Covid-19 symptoms?

If your child or a member of your household is displaying any of the Covid-19 symptoms, then we would ask that they **do not come in to school. Please request a test** and ensure they **remain at home** until the outcome is known.

The symptoms that would result in a child staying home are:

- fever
- new continuous cough
- loss or change in their normal sense of smell and or taste

Below is a link to the government website that will enable you to book a test, as well as explaining self-isolation procedures:

- Those with symptoms will need to remain at home until they have a negative result confirmed.
- If a positive result is confirmed, they must isolate for 10 days from the onset of symptoms.
- Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Normal school absence procedures apply; therefore, if your child is absent from school please contact the school on **01377 253631** on the morning of the absence and inform the attendance officer of the reason for the absence.

## **2. What will happen if my child develops symptoms of COVID -19 during the school day?**

If your child develops symptoms during the school day, they will be isolated from the school population in a medical room and will be required to be collected from school immediately. Depending on the age and needs of the child, this will be supervised. Suitable PPE (if a distance of 2m cannot be maintained) will be worn by the member of staff while they await collection.

By the autumn term, we should be able to provide home-testing kits for students with Covid-19 symptoms to take with them upon collection. The option to attend a local testing centre will still be available should parents/carers prefer to use this.

## **3. Does the school have a risk assessment?**

As part of the planning for a full return in the autumn term, it is a legal requirement that schools revisit and update their risk assessments to consider additional risks and control measures to enable a return to full capacity in September. These revised risk assessments are available on the [trust website](#) and have been developed to ensure control measures are sensible and proportionate to reduce any risk to the lowest reasonably practicable level.

This includes measures such as: good respiratory and hand hygiene; increased cleaning throughout schools; decreased student movement around school; and changes to the school timings to minimise contact between year groups (to maintain our year group bubbles).

## **4. What PPE will my child have to wear?**

If your child is over 11 years old and is using public transport to travel for their school journey, then they must wear a face covering in accordance with government guidelines. All face coverings should be stored in a sealed plastic bag within your child's school bag, due to the risk of transmission to and from the face covering. This should be laundered daily if it is a re-usable face covering or disposed of, at home, if it is disposable.

During the school day it is not currently a requirement for students to wear face coverings in school except in local lockdown areas. This is due to the communication barrier that could be detrimental to learning. We continue to monitor the advice over the coming weeks and will keep you informed if this changes. However, we recognise that some parents/carers may wish for their child to wear a face covering whilst at school. This is permitted, providing the face covering is a plain subtle cover with no logos, pictures or highly decorative patterns. Face coverings may be worn by students in accordance with the updated behaviour policy and should be stored in a sealable plastic bag when not wearing the covering.

## **5. Will staff be wearing PPE?**

If a student becomes unwell with symptoms of coronavirus (Covid-19) whilst at school and needs direct personal care until they can return home, PPE will be worn by the member of staff. This PPE will include a fluid-resistant surgical face mask (if 2 metres cannot be maintained) and (if contact with the child is necessary) disposable gloves, a disposable apron and a fluid-resistant surgical face mask.

Face visors will be available if there is a risk of contact with eyes (from vomiting, spitting, sneezing or coughing in the face).

Children whose care routinely already involves the use of PPE, due to their intimate care needs, will continue to receive their care in the same way.

Staff will have the option to wear a face covering whilst in school should they wish, but this is solely at the discretion of the member of staff and will be worn in accordance with guidelines for wearing face coverings correctly.

## **6. Is attendance compulsory?**

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. Attendance is compulsory and we look forward to welcoming back all our students in September.

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

Shielding advice for adults and children was paused on 1 August 2020, which means that even the small number of pupils who were on the shielding patient list can return to school (as can those who have had shielding family members).

We recognise this could be an anxious time for parents/carers and so we encourage you to speak to us so that we can address any concerns and provide additional support where required. Please read [current advice on shielding](#) if needed.

Some pupils who 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](#).

## The School Day

### 1. How will the year group bubble work?

Consistent groups reduce the risk of transmission by limiting the number of students and staff coming into contact with each other to only those within the group. It has been recognised that the use of smaller groups restricts the normal operation of schools and presents both educational and logistical challenges.

Maintaining consistent groups remains important and we will, in accordance with guidelines, be looking to group students by year groups in order for us to deliver a full range of curriculum subjects and ensure the well-being of our students. Students within year group bubbles will not be expected to observe social distancing; however, members of staff will be maintaining (where possible) 2m social distancing from students and each other, or 1m+ where this is not possible.

### The school day:

	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Arrival and tutor time	Arrive at 08:40	Arrive at 08:45	Arrive at 09:00	Arrive at 08:55	Arrive at 08:50	Arrive at 09:00	Arrive at 08:55
08:40-09:15	<i>Students arriving by bus should go straight to their classroom at 08:40</i>						
Period 1	BREAK West	BREAK North	BREAK West	BREAK West	BREAK North	BREAK Sixth Form	BREAK Sixth Form
09:15-11:15	09:55-10:15	10:15-10:35	10:55-11:15	10:35-10:55	10:55-11:15	09:55-10:15	10:20-10:40
Period 2	LUNCH West	LUNCH North	LUNCH West	LUNCH West	LUNCH North	LUNCH Sixth Form	LUNCH Sixth Form
11:15-13:40	11:15-12:00	12:00-12:45	12:55-12:40	12:05-12:50	12:55-13:40	12:05-12:50	12:55-13:40
	<i>The first 15 mins of lunch are to be spent outside on the corresponding playground</i>						
Period 3 and exit	Leave at 15:20	Leave at 15:22	Leave at 15:25	Leave at 15:27	Leave at 15:30	Leave at 15:25	Leave at 15:30
13:40-15:30							

We look forward to welcoming students from **Year 7 and Year 12 on Tuesday 8 September and students from all year groups on Wednesday 9 September**. Further details regarding where students are to go on the first day will be sent during the week commencing 31 August.

We are all looking forward to meeting our new year 7 students and I would like to remind parents that there is a dedicated area of our website containing year 6 transition information (<http://www.driffieldschool.net/index.php/parent-information/year-6-transition>), which you may find helpful.

## 2. What will happen when my child arrives at school?

To maintain year group bubbles there will be staggered arrival times for year groups.

	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Arrival and tutor time	Arrive at 08:40	Arrive at 08:45	Arrive at 09:00	Arrive at 08:55	Arrive at 08:50	Arrive at 09:00	Arrive at 08:55
<b>08:40-09:15</b>	<i>Students arriving by bus should go straight to their classroom at 08:40</i>						

Students should arrive to school at the designated times above. However, if a student does arrive before 8.40am, they should wait in the marked year group areas on the playgrounds and remain there until they move to their first classroom for 8.40am. Years 7-9 have marked areas on West Playground and Years 10-11 on North Playground. **In the event of wet weather**, students arriving earlier than 8.40am should move directly to the following venues:

- Year 7 West Gym
- Year 8 West Hall
- Year 9 Old Sports Hall
- Year 10 Performing Arts
- Year 11 North Hall

## 3. What will breaktime provision look like?

Y7	Y8	Y9	Y10	Y11	Y12	Y13
BREAK West 09:55-10:15	BREAK North 10:15-10:35	BREAK West 10:55-11:15	BREAK West 10:35-10:55	BREAK North 10:55-11:15	BREAK Sixth Form 09:55-10:15	BREAK Sixth Form 10:20-10:40

As with arrival times, there will also be staggered breaktimes for our students to maintain our year group bubbles. Each year group will receive a 20-minute break period during period 1.

Snacks and drinks will be available for students to purchase from their designated school canteen. Students will be permitted to bring in their own provisions for break time, should they wish to.

## 4. What will lunchtime provision look like?

Y7	Y8	Y9	Y10	Y11	Y12	Y13
LUNCH West 11:15-12:00	LUNCH North 12:00-12:45	LUNCH West 12:55-12:40	LUNCH West 12:05-12:50	LUNCH North 12:55-13:40	LUNCH Sixth Form 12:05-12:50	LUNCH Sixth Form 12:55-13:40
<i>The first 15 mins of lunch are to be spent outside on the corresponding playground</i>						

Lunchtimes will also be staggered, and timings are shown in the model above for each year group. Each year group will have a 30-minute lunch period in a specific indoor area, with a 15-minute lunch break outside when the canteen will be cleaned before the next year group uses it. Students will be encouraged to go outside, weather permitting, to minimise the risk of transmission. There will be at least two separate areas, both indoor and outdoor, to ensure that year group bubbles remain separated and allow adequate cleaning between sessions.

A range of hot and cold sandwiches and snacks will be available for students to purchase from the school canteens. Students will be permitted to bring a packed lunch to school if they prefer. Food can either be eaten in the canteen areas or outside, weather permitting.

## 5. What will the end of the day look like?

Y7	Y8	Y9	Y10	Y11	Y12	Y13
Leave at 15:20	Leave at 15:22	Leave at 15:25	Leave at 15:27	Leave at 15:30	Leave at 15:25	Leave at 15:30

Students will leave school at staggered times as above. We would encourage students to walk or cycle to and from school wherever possible to reduce the use of public transport.

For those that are walking or cycling home, we would ask that they leave site immediately and make their way home.

Students collected by car will need to be collected from the visitor car park near the main entrance of the school. We ask that parents and carers collecting their children remain in the car at all times to maintain social distancing measures.

Students travelling by bus should wait in the designated year group areas marked on the playgrounds until asked to embark on their bus in order of year group to reduce mixing.

## 6. Will there be a change to the uniform policy in September?

It is expected that school uniform will be worn in compliance with the school uniform policy which can be viewed on the school website or using the following link <https://www.driffieldschool.net/index.php/parent-information/uniform>. Uniforms will not be required to be cleaned more often than usual, nor do they need to be cleaned using methods that are different to usual.

Students will be taking part in risk-assessed PE lessons and activities. Your child will therefore need their usual PE kit. Please can we ask parents to ensure their child has the correct PE kit, according to the school website.



Year 11 students will not have a core PE lessons as part of their timetable for this year only; however, if your child studies PE as one of their option subjects, they will be required to wear their usual PE kit to their lessons.

Changing rooms will be used by students and these have been fully risk-assessed to ensure that year group bubbles do not mix and that staff are able to maintain a suitable distance whilst ensuring student safety at all times.

### **7. What equipment will my child need to bring?**

There will be a reduction in the equipment available in classrooms for students to avoid transmission of Covid-19. Sharing of basic equipment between students will not be permitted or available in lessons, so it is important that your child has all the required equipment as stated within the school planner. Students will be required to bring their planner (issued on the first day), pens, pencils, ruler, rubber, calculator, indoor trainers (for drama) and PE Kit.

### **8. Will there be a change to the behaviour policy?**

The school behaviour policy will be updated and reflect some changes that have been made to ensure the continued safety of our students and staff. The policy can be viewed in full here <https://www.driffieldschool.net/index.php/parent-information/behaviour-policy>. In our efforts to reduce the spread of Covid-19, new measures will reflect a no-touch policy, adherence to the new hygiene and restrictions on movement throughout the school site.

### **9. My child has to use a school bus to get to school, how will they be kept safe?**

If your child uses either school or public transport to travel to school, they will be required to wear a face covering. Disposable coverings should be thrown away after each use, so it is recommended that reusable cloth coverings are used. These will need to be placed in a sealed plastic bag during the day and then washed for reuse. This is in line with government guidance. If a student loses their mask during the school day and requires one for their journey home, the school will be able to provide a one-use disposable mask.

### **10. Can my child walk to school with their siblings or friends?**

We recognise that it is not always possible to keep year groups separate when travelling to and from school. We ask that parents/carers talk to their child about the social distancing measures they should use when with students from other year groups who are not in their household, where possible maintaining a 1m+ distance. We ask that students arrive on time for their year group's start of the day and not before, supporting social distancing by preventing groups of students congregating at the entrances to the school.

## **Curriculum**

### **1. Will my child still receive a broad and balanced curriculum?**

Yes, though we have had to make some fundamental changes to the number of lessons that students will receive daily. We have moved from 25 periods of 60 minutes to 15 periods of 100 minutes per week. This will mean students have three, 100-minute periods a day. The timings of these can be seen in the outline of the school day. Whilst this means fewer lessons, the contact time overall is the same and the amount allocated to each subject has been designed to ensure that each subject has sufficient time to be able to deliver content in full.

By altering the timetable in this manner, we have managed to reduce the number of times students will have to transition between lessons and, therefore, reduce possible transmission between year groups.

### **2. How will the school ensure that my child has not missed any of their required learning for their previous year?**

Our staff have been working over the summer to ensure that any missed content will be brought forward into their relevant key stage. We will be working hard to assess any gaps in student knowledge and then using a range of strategies to close these. Through this, we aim to ensure no student is disadvantaged because of school closures.

Students in Years 11 and 13 will receive additional catch-up tuition and support, commencing after October half term. This will ensure all required content has been delivered and revised before the exam series in summer 2021. Additional information for this will follow in the autumn term.

Moreover, Year 10 and Year 12 students who may also have been impacted by reduced teaching time for their exams will receive subsequent catch ups when they move into their final exam years.

### **3. What will happen if the school has to close due to Covid-19 cases rising or a local lockdown.**

In the event that the school has to close due to Covid-19 cases, then learning will revert back to online platforms in place during the summer term. Staff have been working to enhance these over the summer to ensure engaging and effective video learning for every year group in the event of a school closure.

Students will have access to laptops where these are not available in the home to ensure that there is no disruption to learning during this time.

### **4. How will this affect my child who has special education needs?**

The Link will continue to provide a safe space for students with special educational needs but will operate in year group bubbles. These safe spaces will also be available and supervised during break times and lunch time.

Teaching Assistant support will continue with procedures and systems in place to ensure social distancing.

Review meetings will still take place but may be conducted remotely.

If anyone has any specific issues that they wish to discuss with the SEN team, please complete the link below or contact the school on 01377 254631.

## **5. Will there be additional support for students returning to school after lockdown?**

It is imperative to us that all our students feel safe and secure at school. We understand that the past few months have been particularly challenging both educationally and emotionally for our students and a source of great anxiety for some. We have a highly-dedicated team delivering pastoral care to all our students. If you feel that your child requires any additional support, please do not hesitate to contact the pastoral team at the school to discuss how we can further support your child both in and out of the classroom.

All the Heads of Year (see below) can be contacted through the school switchboard (01377 253631) or via the [pastoral.support@driffieldschool.org.uk](mailto:pastoral.support@driffieldschool.org.uk) email.

Head of Year 7	Mr Wilson
Head of Year 8	Mrs Frazer
Head of Year 9	Mrs Murch
Head of Year 10	Mrs Richardson
Head of Year 11	Mrs White

As part of our 'Be Well' programme, Mind support can be accessed directly for pupils or parents via this email: [WholeSchoolApproach@heywind.org.uk](mailto:WholeSchoolApproach@heywind.org.uk).

## **6. Who can I contact if I still have concerns?**

I hope that the information has provided you with reassurance prior to your child's return to school; however, if you have any particular concerns or anxieties that you would like to discuss further, please complete the google form on the link given below and the most appropriate member of staff will contact you.

<https://docs.google.com/forms/d/e/1FAIpQLSdD0WFOD4LNhQKGQ-6gddux9ddOkfv26FELbjzScuP0gfWmQg/viewform>

We are really looking forward to seeing all our students in September and wish them an enjoyable last week of holiday.

With very best wishes,



Mr Scott Ratheram  
Executive Principal