



Manorfield Road,
Driffield,
East Yorkshire
YO25 5HR

Student name:

Pod number:

Dates in school:

Arrival time:

Room to report to on arrival:

June 2020

Dear Parent or Carer

Re: Year 10 face-to-face support to supplement remote learning

Thank you for your continued support and patience during this difficult time. Although school has been closed for most students, since lockdown commenced, we have been operating each day on-site, to care for our critical worker students and our routines for this group are now well-established.

The guidance from the Department of Education states that secondary schools should ‘offer some face-to-face support to supplement the remote education of Year 10 and Year 12 students who are due to take key exams next year, alongside the full-time provision they are offering to priority groups’ from 15 June 2020. Following significant discussions, risk assessment and planning, with reference to both local and national guidance, we are now able to explain our plans for a phased reopening for Year 10 and Year 12 students from this date. From 15 June, Year 10 students will have access to face-to-face specialist teaching in the core subjects of English, maths and science, alongside a comprehensive and personalised tutor programme that will focus on wellbeing, pastoral care, help with the online platform and location of key resources.

In order to ensure that we follow the DfE guidance, and ‘our students are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days’ we will adopt a ‘pod model’ similar to the pods we have been running for our critical worker students. We will have no more than 25% of Year 10 students in school at any one time and no more than 15 students will be in a pod together. All students will have access to one face-to-face day in school per week, meaning that we will invite in three pods per day. When all pods are in school, they will attend as follows (E.g. on a Monday pods 1, 6 and 11 will be in school):

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

We will be introducing our ‘pod model’ in the following phased manner to allow staff and students to familiarise themselves with the new processes:

- w/c 15th June: Pods 1 to 5 will be in school (meaning only one pod per day will be in school)
- w/c 22nd June: Pods 6 to 15 will be in school (meaning two pods per day will be in school)
- w/c 29th June: All pods will be in school.

Your child has been allocated to pod xx. This means that he/she will attend school on the following dates until the end of the summer term xxx, giving him/her xxx days of face-to-face sessions in school.

Our priority on reopening to a steadily increased number of students and staff is driven by a desire to make our school as safe as we can. You will therefore notice several changes to the way in which our site operates and the provision within our classrooms, which will provide a basis for the structure of our school day. There are a number of other measures we have put in place to ensure we are doing everything we can to keep the school as safe as we can:

- Students will be placed in discrete 'pods' of 15 or fewer students, who stay together throughout the day and do not mix across pods
- The same members of teaching staff will work with the students in the same pod across the 4 days they are in school
- Each room will be set up for social distancing with desks set up for students that are 2 metres apart
- Hand sanitiser will be mounted to walls on the entrances to buildings and in each classroom. We ask all students wash or sanitise their hands: before leaving home; on arrival at school; after using the toilet; after breaks; before eating any food, including snacks and before leaving school
- Signage around the site will remind students of social distancing
- Students will be provided with their own resources and these will be kept in a sealed wallet for them to use each time they are in school. Space will be allocated and marked for storing work and equipment
- Each pod will remain in the same classroom
- At the end of each day, each room will be deep cleaned
- Timings of the school day will be staggered for students where possible (some students may be in school prior to their pod starting time where they are arriving on buses)
- Breaks and lunchtimes will be staggered for students in different pods
- Students in different pods will use different toilets
- Students will access a different entrance to the site from our critical worker pod students (see 'Key Information' below).

Throughout this difficult period of school closures, staff have continued to work hard to support our students through both provision in school and our online learning platform. As we progress, we are committed to developing our online platform further to ensure that we are supporting students as best we can.

As always, thank you for your continued support during this difficult time. Please find attached to this letter some key information that outlines further details and hopefully answers the most frequently asked questions. This also includes the timetable for each pod. If you still have questions having read these below, please don't hesitate to contact the school.

With best wishes,



Scott Ratheram
Executive Principal

Key Information and Frequently Asked Questions

How will I know when my child should return to school?

Your child has been allocated a pod to work in. Each pod has a number and has been allocated 4 full days in school. This information is available on the school website.

Monday	Tuesday	Wednesday	Thursday	Friday
Pod 1 15 June 29 June 6 July 13 July	Pod 2 16 June 30 June 7 July 14 July	Pod 3 17 June 1 July 8 July 15 July	Pod 4 18 June 2 July 9 July 16 July	Pod 5 19 June 3 July 10 July 17 July
Pod 6 22 June 29 June 6 July 13 July	Pod 7 23 June 30 June 7 July 14 July	Pod 8 24 June 1 July 8 July 15 July	Pod 9 25 June 2 July 9 July 16 July	Pod 10 26 June 3 July 10 July 17 July
Pod 11 22 June 29 June 6 July 13 July	Pod 12 23 June 30 June 7 July 14 July	Pod 13 24 June 1 July 8 July 15 July	Pod 14 25 June 2 July 9 July 16 July	Pod 15 26 June 3 July 10 July 17 July

What will my child's day at school look like?

Students will not be following their usual timetable. As students need to stay in the same pod, it is only possible to provide face-to-face teaching for subjects that are common across groups of students (maths, English and Science). We have therefore designed the timetabled day to give students access to 3 taught core sessions and two tutorial sessions. During the tutorial sessions, students will follow a personalised tutor programme with a focus on wellbeing, pastoral care, help with the online platform and location of key resources. The break down of the day for each pod is as follows:

Y10 Pods 1-5 (North Hall)		Y10 Pods 6-10 (N305)		Y10 Pods 11-15 (PA Building)	
8:45-10:20	Science Lesson	8:45-10:20	English Lesson	8:45-9:35	Tutor time & Discussion of any online work issues
10:15-10:30	Break	10:20-11:25	Tutor time & Discussion of any online work issues Break 10:45-11:00	9:35-11:05	Maths Lesson
10:30-11:20	Tutor time & Discussion of any online work issues	11:25-13:00	Maths Lesson	11:05-11:20	Break
11:20-13:30	English Lesson Lunch 11:50-12:20	13:00-13:30	Lunch	11:20-13:30	Science Lesson Lunch 12:25-12:55
13:30-15:00	Maths Lesson	13:30-15:00	Science Lesson	13:30-15:00	English Lesson
15:00-15:30	Tutor time & Discussion of any online work issues	15:00-15:30	Tutor time & Discussion of any online work issues	15:00-15:30	Tutor time & Discussion of any online work issues
Staggered start 8:45 Staggered finish 3:10		Staggered start 8:55 Staggered finish 3:20		Staggered start 9:05 Staggered finish 3:30	

If your child arrives by bus, they should go to their allocated room straight away (despite their start time) and a member of staff will be present.

My child usually travels to school on a bus. Can they still do this?

The Local Authority are still running transport for schools and have issued the following guidance:

- Children should not travel if they, or any member of their family, are presenting with symptoms of coronavirus as they must isolate for 14 days
- Parents should be encouraged **where possible** to bring their children to school themselves, they could consider walking, cycling or driving
- Parents should talk to their children about personal space and try to ensure their child understands there should be no physical contact with others on the transport (unless this is necessary for other safety reasons)
- As per the latest government guidance, students using public transport will now need to wear face coverings and parents will need to provide these for their children to wear whilst on the bus. Council staff and drivers on transport will not be responsible for the safe use of face coverings. You may wish to look at the advice given using the following link: <https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>.
- Parents should ensure their children know to listen to the driver in relation to boarding, seating and alighting vehicles
- Children should not eat or drink on transport; this is particularly important at this time (to reduce hand to face contact)
- Parents are asked to talk to their children about safe queuing at bus stops
- Children should wash their hands and face before leaving the house to use transport
- Parents are advised that contractors who provide transport will be using smiley faces and crosses on their vehicles to illustrate where children should and should not sit (this is to ensure risks are minimised whilst on transport)
- On arrival at school, children will be expected to sanitise their hands
- Children must ensure they are adequately dressed for the journey as vehicles may be more ventilated than usual (windows open to ensure air circulation)
- Parents and children are encouraged to use the buswise system to report any issues with transport which can be accessed at: <https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/school-transport/buswise/>

I would like to drop my child off at school. Can I do this and where should I drop them off?

We ask that Year 10 children who are arriving by foot, bicycle or car enter and leave (or are dropped off and collected) by either of the path entrances on **Bridlington Road**. We have a number of critical worker children arriving through the main West entrance. Students who arrive by bus will enter through the Sports Centre entrance as normal. This will enable students to maintain social distancing on arrival and exit from school.

Does my child have to bring anything to school?

We will provide your child with everything they need to complete their work in school. All the resources will be kept in a sealed wallet for them to use each time they are in school. Your child may wish to bring a packed lunch and bottle of water in a school bag. They will be asked to leave these under their table during lesson times.

Does my child have to wear full uniform?

We ask that your child wears all items of uniform except their tie and blazer. All uniform items except the tie and blazer are easy to wash on return from school.

Can my child bring their mobile phone to school?

Mobiles phones are permitted in school provided they are on silent and remain in your child's bag or pocket.

Will refreshments be provided, or will I have to send my child in with a packed lunch?

Your child is able to purchase a break time snack and lunch from the school canteen. During morning registration, students will be invited to order a snack at break and/or a grab bag style lunch. Food will be delivered to the classroom for the students. The canteens are not open to students.

Examples of the choices offered for break time include:

- Sausage rolls £0.50
- Bagels £0.70
- Pain au chocolate £0.70
- Rice cakes £1.00
- Biscuits £0.40
- Flavoured water £0.70

Examples of the choices offered for lunchtime include:

- Choice of hot or cold sandwiches £1.50
- Muffins, cookies or donuts £1.00
- Crisps £0.60
- Fruit £0.40
- Flavoured water £0.70

Students are not required to bring their lunch card to school. Parents are asked to transfer funds to their child's account through the ParentPay system. Students will **not** be able to top up their accounts through the revaluer machines or the finance office. Once a student has ordered a meal, canteen staff will manually charge the meal to the child's account. If you require any information or support with the use of parent pay, please contact us using the pastoral support email: pastoral.support@driffieldschool.org.uk

If your child is eligible for free school meals, they will continue to receive their daily allocation as before. This will not affect the voucher system that is in place until the end of term.

Water fountains will not be accessible in school therefore it is recommended that students bring a bottle of water to school. A bottle of water will be provided free of charge at lunchtime. Additional bottles of water can be purchased at break or lunchtime.

How will my child know where to go when they come into school?

Each pod has been allocated a work area. Students should move to this work area as soon as they arrive on site:

Pods	Work Area	Toilets	Outdoor area*
1-5	North Hall	LRC building	North Field
6-10	N305	LRC building	North Field
11-15	Main space in PA building	PA building	North Field

*Please note that time in the outdoor space will be staggered with other pods. Break and lunchtimes are staggered to ensure that pods do not mix during social times.

Will my child have to bring their planner to school?

At the moment, your child is not required to bring their planner to school. We have amended the Positive Behaviour for Learning Policy and this will be explained to your child when they arrive in school. Our behaviour expectations remain high as per our Positive Behaviour Policy and your child will still be able to collect stamps as rewards as well as sanctions. Rewards will be added to the electronic record for them to redeem when the LRC reopens.

What happens if my child becomes ill or needs extra support during the day?

Each pod is allocated a tutor who will remain with the pod for the day and support students who may need a bit of extra support. Pastoral staff will also be present in school to provide more individual specialist support if required. There will be a first aider available at all times; should a student be unwell, you will be contacted in the usual way. Risk assessments have been completed to ensure first aid can be delivered in the safest way possible for all parties.

What happens if a student or staff member in one of the pods presents with symptoms or we have a confirmed case of COVID-19?

If this was to occur, you will be contacted with detailed guidance based on the latest government advice around the national track and trace programme and self-isolation.

What happens if a child is ‘shielding’ (clinically extremely vulnerable) or lives with a person that is shielding?

If your child is clinically extremely vulnerable and are shielding, they are not expected to attend school. It would be helpful if you could let us know if this the case via pastoral.support@driffieldschool.org.uk or by ringing 01377 253631. This is also the case if your child is living with a clinically extremely vulnerable person.

Work will still be provided for your child through the online platform.

What happens if I do not want to send my child school at the moment?

If you have concerns regarding your child’s return to school, it may be helpful to chat it through with a member of staff. You can contact us through pastoral.support@driffieldschool.org.uk or 01377 253631. Through detailed risk assessments, in line with government guidance, and thorough planning, we have made school as safe as we can by minimising any potential risk areas. However, we are happy to chat through any individual worries or concerns with you in person.

Video Tour

If you would like to see some of the changes as explained above, please access this video tour: <https://www.youtube.com/watch?v=zAqB3mGcXN8>