

SHOEBURYNNESS HIGH SCHOOL

A member of SECAT (Southend East Community Academy Trust)



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Headteacher: Ms. C. Costello

1st September 2020

Dear Parents and Carers of Sixth Form students,

This letter confirms how our school will operate from September 7th and will hopefully answer any questions that still remain.

Our plans take full account of government guidance and in so doing aim to reduce the risks of infection from COVID-19 for students and staff whilst at school by minimising the movement of students around the school whilst still offering them the full curriculum. The guidance can be found here <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.

For the sake of completion some details will be repeated here from my letter of July 21st and for those of you who may be joining our school this September, our full risk assessment can be found on our website.

The School Day for Sixth Form Students

In order to stagger breaks and lunches we have had to adjust the length of some lessons and so period 4 is longer than it would normally be. The teachers of Period 4 will use their discretion to provide small breaks within this session to support children with their concentration.

Start of the Day	8:30
Period 1 (Tutor Time)	8:30 to 9:00
Period 2	9:00 to 10:25
Break	10:25 to 10:55
Period 3	10:55 to 12:35
Lunch	12:35 to 13:05
Period 4	13:05 to 15:00
End of Day	15:00

Sixth Form students are required to enter the school via an entrance on the Delaware Road side of the school. Their entrance will be identifiable by a large purple banner.

When your child arrives at school, they will need to move straight into the Singleton Centre and into the sixth form area. For the first week of school there will be no after school provision whilst we review how the school has operated in that initial period. We will be providing after school support and revision within the first couple of weeks and this will be communicated separately.

Timetables and Year Group 'Bubbles'

Timetables will be **issued to students by their tutor on their first day back** and will also be **available for you to view on the Edulinkone App**. It is important that you all **download this app** as it will be the main point of communication.

The only way we can offer the full curriculum taught by specialist teachers to your child is to organise the school into year group sized bubbles. Within a school of 1800 students this vastly reduces the number of other students your child will be in contact with.

The Sixth Form Bubble is located on the lower floor of The Singleton Centre with all classrooms able to be entered directly from outside. **This area includes G2, and the Sixth Form outside quad** The Sixth Form will also have their own toilets that will not be shared with any other year group and these are located at the far end of this floor opposite the Wendy Owen Hall.

Your child will also remain in their 'Bubble' for breaks and lunches.

Breaks and Lunches

Sixth Form students will be able to purchase their food from the canteen in the sixth form area, G2; **they will not be able to visit the main canteen and will not be allowed off site for lunch**. They can of course bring their own packed lunch in if they wish.

If a year 12 student has a private study period on their timetable for Period 4 we will allow them to go home at the end of period 3. This is a temporary measure only and does not reflect a permanent change in policy.

Lessons

Every classroom has been rearranged to ensure that **desks are facing forward, they have clearly identifiable red, lidded bins** and at the entrance to every classroom is a **wall mounted hand sanitiser station**. We have purchased and installed two hundred of these across the site. **Everyone is expected to sanitise their hands on entry and exit**. Every class will have a **seating plan** that is recorded, so that in the unfortunate event of a confirmed case within the school we can be clear on those individuals who have been in close contact.

Students are not permitted to share equipment and so we strongly request that you **supply your child with their own basic stationary** including pen, pencil, eraser, sharpener, highlighter, and calculator and if possible, a glue stick.

As already mentioned, your child will have their lessons on the lower floor of the Singleton Centre and **their teachers will come to them**.

When specialist rooms and equipment is used, for example in Art, the materials will have been organised into year groups and therefore only used by students within one Bubble.

Our specialist facilities such as D&T workshops and Art rooms have been prioritised for use for students in KS4 and 5; in particular, years 11 and 13 students who have exams this year.

Face Masks

Until very recently it has been consistently made clear by the government that the wearing of face masks in schools is not necessary and is in fact to protect others not the individual wearing the mask. However, the narrative on this has shifted and we are aware that some students may wish to wear a face mask to school and **so the wearing of face masks in school will be permitted.**

We will only permit the wearing of a plain mask or a disposable blue mask. **We will not allow the wearing of any substitute face covering such as a scarf or bandana or any mask that has images or logos.**

If we are ever in a local lockdown situation then the guidance on masks will change to reflect that.

Support for Sixth Form

Your child's first support will come from their Form Tutor who they will see each morning; they will learn the name of their tutor on 7th September. In addition to the Form Tutor they will also have support from:

Year Manager (Pastoral Issues)	L Windle	lwindle@shoeburyness.southend.sch.uk
Assistant Headteacher & Head of Sixth Form	M Smith	msmith@shoeburyness.southend.sch.uk

If you do have any queries as a parent please use the Edulinkone App to contact the relevant member of staff or email; we ask that you do not turn up at the school without an appointment. Face to face meetings will be kept to a minimum.

Normal procedures for **absence notification** still apply i.e. you are required to notify the school on the first day of any absence citing the reason for absence. When you call the school number you will be guided to the attendance line. It is understandable that there will be **anxieties around the return to school** but it is very important that where such anxieties exist that you make **contact with your child's Year Manager immediately** so we can hear your concerns, offer reassurance and get your child into school.

We will keep our arrangements under constant review and will of course abide by all Public Health Guidance on dealing with individuals who display symptoms and procedures if there is ever a *confirmed* case within the school.

How we might run normal, **calendared events** such as parents evenings is still under review and we are considering how we can maintain this important contact with parents but do it within safety guidelines; this will not be easy for year groups of over 300 students and we ask that you bear with us regarding these other aspects of school life.

Our most important priority is to help our students safely settle back into a routine and support them with any difficulties or anxieties that might arise from being back in school full time. This will be easier with their full adherence to the new systems and arrangements that we have in place. **On their first day back they**

will be taken through a presentation by their Form Tutor that will highlight key information and also tell them what we need *them* to do; time will be given for full discussion and understanding.

We will also make this presentation available on our website on the 7th September so that you can view it and discuss its contents with your child. We understand that there is much to take in and that your child might feel overwhelmed. Ultimately, all they really need to do on their return is listen to staff and follow all instructions; we will all then settle into our new routines quickly and safely.

We look forward to seeing our school community back together next Monday.

Kind Regards

A handwritten signature in cursive script, appearing to read 'Clare Costello', is displayed on a light gray, textured rectangular background.

**Clare Costello
Headteacher**