



TO CARE
TO LEARN
TO ACHIEVE

14th July 2020

BEDFORD HIGH SCHOOL
A Specialist Business and Enterprise College
with Applied Learning
Headteacher: Mrs H J Phillips

Dear Parents/Guardians,

Following the Government's announcement that secondary schools should open for all students in the Autumn term, we have now received further guidance from the Department for Education. This guidance for schools has informed our planning along with the safety and welfare of our students and staff being uppermost in our thoughts.

Below are some questions you may be considering and our best answers at this time. Government guidance is changing regularly and we have to be responsive to that but we will do our best to keep you updated whenever the situation changes.

I know it's lengthy but please read the whole letter carefully so that you have the full information and understand the part we all have to play in keeping everyone as safe as possible. You may also wish to retain this letter for reference during the Summer Holidays.

The Summer holidays

I do want to start by saying "thank you" for all the support you have given in helping your child to learn effectively at home. It has not been easy for anyone, I know, but as ever the Bedford school community has pulled together to make the best of the situation we have found ourselves in.

It is important that your child (and you!) have a break over the Summer holidays. However, there is strong evidence to suggest that learning is a key factor in supporting positive wellbeing. This is why we will be providing a range of optional independent learning activities for all students to complete before they return to school in September.

In the event that your child utters those words 'I'm bored' or that 'there's nothing to do' during the holidays, please take the opportunity to remind them that there are plenty of learning activities awaiting them on Frog. In all seriousness, if they commit two weeks to learning activities over the Summer it will make a big difference on their return to school and support their wellbeing.

If this isn't enough, our students are eligible for FREE places on a fully funded virtual Global Social Leaders Summer Catalyst @Home. To register visit: <https://bit.ly/GSLSummerCatalyst>
The enclosed letter provides you with all the details. This is a fantastic opportunity that I hope many of our students will take advantage of.

The school will not be open for key worker children, EHCP and vulnerable students over the Summer holidays. We will share with parents any information we receive about activities that are being offered by other organisations in the local area. If you require support to find paid childcare please email LEYEP@wigan.gov.uk

Will school be open for all students in September?

As things stand, Bedford will be open for all students from this date.

We completed a full risk assessment for when our key worker and year 10 students were in school and now need to update it to include all students and the latest government guidance. We have put in place the necessary safety measures needed for more people to be on the school site.

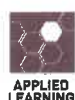
Bedford High School, Manchester Road, Leigh, WN7 2LU. Tel: 01942 909 009

enquiries@bedford.wigan.sch.uk

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We will mitigate risk as far as possible but we cannot eliminate it. Our revised risk assessment, when completed, will be posted on FROG.

Our risk assessment will be available upon request for Year 6 parents and guardians who will not have a FROG account until September. Please email c.taylor@bedford.wigan.sch.uk if you wish to request a copy.

What will the school day look like?

To minimise COVID-19 risks and reducing contacts, the government has asked us to include in our plans:

- Grouping children together in year group 'bubbles'
- Avoiding contact between groups as much as possible
- Arranging classrooms with forward facing desks and seating students side by side
- Staff maintaining a 2 metre distance from students and other staff
- Students maintaining distance between each other and not touching staff or peers

This will mean that individual year groups will be in a 'bubble' together and, as far as possible, will not mix with other year group 'bubbles'. One way we can do this is to plan for staggered break times and lunchtimes which we have done. Where two year groups share a lunch period they will be in separate areas of the school.

As you will know, our usual timetable cycle includes an early finish for students every week 2 Wednesday. **This arrangement will be paused from September.** It is the intention, however, to reinstate it when it is appropriate and possible to do so.

It has not been possible to stagger start times and finish times for different year groups as the TfGM buses are unable to accommodate this and we obviously want our students to be able to get to and from school. We will, however, have separate entrances to school for each year group to separate them on arrival. Please see 'Start of Term' section below.

The structure of the day will look like this:

<u>Year 7</u>	<u>Years 8 & 9</u>	<u>Years 10 & 11</u>
Form Period/Assembly 08.30-08.50	Form Period/Assembly 08.30-08.50	Form Period/Assembly 8.30-8.50
Period 1 08.50-09.50	Period 1 08.50-09.50	Period 1 08.50-09.50
Period 2 09.50-10.20 Break 10.20-10.40 Period 2 10.40-11.10	Break 09.50-10.10 Period 2 10.10-11.10	Period 2 09.50-10.50 Break 10.50-11.10
Period 3 11.10-12.10	Period 3 11.10-12.10	Period 3 11.10-12.10
Period 4 12.10-12.40 Lunch 12.40-13.10 Period 4 13.10-13.40	Lunch 12.10-12.40 Period 4 12.40-13.40	Period 4 12.10-13.10 Lunch 13.10-13.40
Period 5 13.40-14.40	Period 5 13.40-14.40	Period 5 13.40-14.40
		KS4 Catch Up/Revision (as required) 14.40-15.30

Start of Term September 2nd 2020

To ensure compliance with government guidance and to familiarise all students with the new health & safety routines we have to introduce, year groups will return to school according to the following schedule:

- Wednesday 2nd September 2020 – Year 7 only
- Thursday 3rd September 2020 – Year 7 and Year 11
- Friday 4th September 2020 – Year 7, Year 8 and Year 11
- Monday 7th September 2020 – All year groups (7, 8, 9, 10 and 11) in school.

In order to keep year group 'bubbles' apart on arrival and departure from school there will be separate entry and exit points for different year groups, Gates 1 – 5. Each gate will be clearly signposted so that students will know where to go.

The school entrances for each year group are as follows:

Year 7 – GATE 1

Year 8 – GATE 2

Year 9 – GATE 3

Year 10 – GATE 4

Year 11 – GATE 5

Do I have to send my child to school?

School attendance will again be mandatory from the beginning of the new academic year. This means that the legal duty on you as a parent to send your child to school regularly will apply. The only exception to this will be students who have been advised by a specialist health professional that they are not able to attend school because they need to continue to shield despite the fact that shielding advice for adults and children will pause on 1 August (and have an NHS letter to this effect) or they have to self-isolate because they have symptoms of Covid-19, or they live with someone with symptoms.

Uniform

Full school uniform should be worn. The latest guidance states that uniforms do not need to be cleaned any more often than usual, or in any different way to normal due to Coronavirus (COVID-19).

The exception to this will be when your child has a practical PE lesson. To avoid congested changing rooms students will be asked to wear their PE kit, plus a pair of tracksuit bottoms to school that day.

Will the school be cleaned throughout the day?

Surfaces which are frequently touched will be cleaned throughout the day. This has already been happening because we have been open all along for children of key workers, other children who need additional support and year 10 students.

What about social distancing and hygiene?

We will expect students to adhere to the 2 metre social distancing rules if moving around and signage around the building will help to remind everyone of this. Students are expected to bring their own equipment which must not be shared with anyone else to avoid cross contamination. We have routines for movement around the site, for example keeping to the left on corridors, and we will expect students to follow these routines meticulously, for everyone's safety.

Staff will also maintain 2 metre social distancing.

Frequent hand washing for everyone will be encouraged throughout the day. Students will be asked to use hand sanitiser on arrival at school and wash/sanitise their hands regularly throughout the day, including when they move around school, and after sneezing or coughing. They will also be reminded of the 'Catch it, bin it, kill it' slogan and tissues will be available in every classroom. As an additional precaution, sanitisers will be in every classroom and in other high traffic areas around the school and we will expect students to use them.

Classrooms will be kept well ventilated and where possible, doors will be left open to avoid the touching of handles. This will not apply to fire doors.

Students will be met when they arrive at school and on the day that they arrive for the first time will be inducted in all of the protocols, routines and safety measures.

What about PPE?

We will adhere to government guidance in this regard. Currently, guidance states that masks are not required to be worn by students in school. The government has asked us to have a process for ensuring face coverings are removed on arrival at school. Students must sanitise their hands immediately on arrival at school, dispose of any temporary face coverings they may have been wearing in a covered bin, or place reusable face coverings in a plastic bag they can take home with them, and then sanitise their hands again before heading to their classroom.

Home/School Agreement

We all have a part to play in ensuring the health and safety of everyone else. We will, of course, expect and insist on excellent behaviour from our students. **In this regard, we ask that you go through the enclosed Home/School Agreement with your child, provide us with three contact names and numbers and sign the agreement please. Your child will need to bring this with them the first time they come into school. The three contact numbers must be provided as, to protect your child and everyone else, it is essential that we can contact someone quickly in the case of emergency. Consequently, a completed form will be a condition of your child coming into school. Thank you for your support with this.**

What else can parents and guardians do to help?

There are other things that you can support us with please to reduce health risks. These are:

- **Ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend school.** This means if your child, or someone in your household, has symptoms you should not send them to school.
- **Engage with the NHS Test and Trace process** so that cases can be identified and action taken. This means if your child develops symptoms, you should arrange for them to get a test and you should inform school of the results of that test.
- **Load your Wisepay account to provide your child with sufficient money to purchase food in the bistro, thereby removing the need for cash to change hands.** Free School Meals will continue in the normal way and the voucher system will cease after the Summer holidays. The 'reval' machines will not be in use as we will not be asking our staff to handle cash.

How will we ensure social distancing of adults on site?

Parents will not be allowed on site without a prior arranged appointment and should not, therefore, call into reception on spec. If any parents are dropping off their children, this must be done away from the school site and access will not be permitted onto the staff car park. Parents should not gather at entrance gates or the bus pull in.

If it is unavoidable to have contractors on site, they will be in areas away from the students and they will follow the social distancing rules set by the school. We will also ask to see their own risk assessment.

Will home learning continue for those children not in school?

If there are any students who have been advised by a specialist health professional that they are not able to attend school because they are shielding (and have an NHS letter to this effect) or they have to self-isolate we will provide remote education to them so that they can continue learning.

What if my child is unwell, what should I do?

If your child is unwell, they should not attend school. Students, or any visitors, such as parents with an appointment will be told not to enter the school if they are displaying any of the symptoms of Coronavirus. Please be overly cautious and keep your child at home and follow the guidance for self-isolating. If a student in a group tests positive for Covid19, then we will need to take advice from the Local Health Protection Team and they will advise on the additional action that we are required to take.

If your child presents as unwell, for whatever reason, whilst they are at school, they will wait in a quarantined area until you have been contacted. It will then be your responsibility to collect your child from school or provide us with authorisation that they can make their own way home.

What if my child lives with someone who is shielding? (people in this clinically extremely vulnerable group will have been contacted by the NHS)

Your child can return to school.

What if my child lives with someone who is vulnerable?

Your child can return to school.

What about travelling to school?

Please be aware that in line with government guidance, students should avoid public transport and where possible complete the journey on bike or foot. If it is absolutely unavoidable and your child can only travel by bus students will be asked to remain in their year group 'bubble' and avoid mixing with other year group 'bubbles'. Please speak to them about the importance of this. If your child has to use the bus they must follow the government guidance on safe travel and wear a face covering.

The guidance can be found here:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

When walking to and from school, the social distancing measures should be adhered to as there is an increased risk of community transmission when young people are moving around. No more than two people should walk together, keeping 2m apart from each other and any other people. Please reiterate this with your child.

If cycling to school, please ensure you speak to your child about doing so safely. There will be more traffic as more people return to work and there is a risk of accidents. Bikes should be safe and roadworthy and a cycling helmet should be worn. Cyclists should be aware of and respectful of other road users. The following link directs you to a series of videos about how to cycle safely <https://www.britishcycling.org.uk/commuting>

This is an unprecedented situation and we are taking difficult decisions that will not suit everyone.

Thank you for your support, patience and help in keeping your child and the school community as safe as possible. It is really appreciated. Please complete the Home/School Agreement with your child, reinforce that they will be expected to adhere to all of the safety routines, and ensure they bring it with them the first time they are in school.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'H. J. Phillips', written in a cursive style.

Mrs H J Phillips
Headteacher