



My ref KSm/EOG

15<sup>th</sup> July 2020

Dear Parents and Carers,

I hope you are all well. The contents of this letter are not those I expected to be including in the last parental letter of the academic year. I would normally be sharing with you the highlights of the school year, however the main content of this letter is the arrangements for September as we try and get back to some kind of 'normality', although as you read on you will see that it is a 'new normal'.

There is a lot of information to share with you about the full opening of school in September, I appreciate this letter is long but the information included is important for you to understand our plans to ensure the safe return of all our staff and students.

Before I share the plans for the full opening of school in September I would like to share other important information with you.

## **Staff Leaving**

Firstly, I would like to say farewell to the staff who will be leaving us at the end of term. After 31 of service to the school we will be saying goodbye to Mrs Hammond, our SENCO, who will be retiring. Mrs Hammond has been a strong advocate for students with special needs and a loyal and dedicated member of staff since joining the school in 1989. We will also be saying farewell to Ms Noone who currently shares the SENCO role with Mrs Hammond. Ms Noone has served the school for 30 years and has had many roles during her time at Glossopdale including Deputy Headteacher. However, regardless of the role, she has always carried it out with integrity and compassion, always leading with a moral purpose and putting students first. Mrs Shaw also leaves us this summer and has been an English teacher and leader of professional development within the school for the last 18 years. Ms Ryan, Faculty Team Leader for Design Technology, will be leaving us after 14 years of service. Mrs Carter, maths teacher, will be leaving us as well as Mr Williams, Science teacher. Both are taking up a new post in different schools and we wish them all the best for the future. I would like to thank all of them for their contribution and dedication to Glossopdale School and I know both the students and staff will miss them.

Schools couldn't run without the vital contribution from support staff, and so we also recognise the enormous contribution of other staff who are leaving us. Mrs Ollerenshaw has had a number of admin roles since joining the school 38 years ago, providing invaluable support to both students and staff. Mrs Pugh, who leaves her role as the admin support for the SEND faculty, has also been with the school for 21 years. Finally, we say farewell to Mrs Allsopp who is one of our lunchtime supervisors and has served the school for the last 26 years. I am sure you will join me in expressing our thanks and appreciation to them all for their significant contribution to supporting both staff and students at the school.



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## Plans for the full opening of the school to all students in September

You will no doubt have seen the guidance published by the DfE on 2<sup>nd</sup> July. It is extensive, and it does pose some significant practical and systematic challenges to those of us who organise the day to day running of schools. However, we enthusiastically welcome the news that we can have all students back in school full time, and are thrilled to be able to have all students with us again.

Below are details of the arrangements that we have made in order to safely adhere to the DfE guidelines at the same time as ensuring that your child/children have the best possible academic and pastoral provision when they return to school.

Inevitably, there will still be questions and some areas that we have not yet planned. We will continue to work on these over the summer, at the same time as ensuring that all of our staff enjoy a well-earned rest from the school, which has been open every day since March. Please take the time to read them carefully. We consulted with parents in the Parents Forum on 8<sup>th</sup> July, and received incredibly useful feedback. As there is so much information to digest we have included a link to a video which also explains our plans. Please click on this link:

[https://drive.google.com/file/d/1\\_CziCGbC17hHpwbxnr5b86DI2DpjkP5/view?usp=sharing](https://drive.google.com/file/d/1_CziCGbC17hHpwbxnr5b86DI2DpjkP5/view?usp=sharing)

We will also be posting a video to students before the end of term about the arrangements for September.

### Year group bubbles

Students must attend school in year group 'bubbles'. They will attend their lessons in an identified zone of the school where their contact with other year groups will be limited. Within the bubble, they will move classrooms (typically within a corridor of one wing of the school), with teachers moving between zones to teach. There is no requirement for students to socially distance although staff must keep 1m distance from students.

### Student timetables

Students will study their full timetable; all lessons will continue to be an hour long and they will remain in the same groupings as they would have done in typical circumstances. Please refer to our Parent Handbook on the school website for details of subject setting.

At KS3 (Y7-9), students will remain in their zone for all lessons except PE. KS4 students (Y10 and 11) will be able to have some movement to specialist classrooms according to their option choices. Post-16 rooms will continue to use the classrooms on the second floor, with some movement to specialist classrooms.

### Tutor groups and rooms

Tutor groups will remain the same, with tutors changing only in the event of a staff member leaving or taking up a leadership position. Tutor rooms will move to be in the year group zone. There will be no whole year group assemblies in the theatre; these will be delivered either in tutor rooms or pre-recorded by members of the leadership team and played in tutor time. We will communicate details of tutor rooms to the students in September.



## Breaks and lunchtimes

Year group bubbles cannot use the same recreational facilities at the same time. We will therefore stagger break times so that only one year group will have their break at any one time. In order to do this, break time is taken at 15 minute intervals during lesson 2. Please see the timetable below.

## Staggered start and end to the day

It is also essential to avoid large groups of students from different year groups entering the building together. We will therefore create two different start and end times to the school day.

*Year 7, 9, 11 and post-16* will start at 8.40am, ready for an 8.45am start in their tutor rooms. They will finish at 3pm.

*Year 8 and 10* will start at 9.05am and go straight to lesson 1 for a 9.10am start. Year 8 and 10 students will have tutor time at the end of the day, finishing school at 3.25pm.

### School Day September 2020

		Tutor (T)	P1 (60 Min lesson)	P2 (75 min in total)		P3	P4		P5 (60 min lesson)	Tutor (T)		
	Briefing	(Time)	9.10-10.10	60 Min lesson(L) 15 min break (B) 10.10-11.30		11.30-12.30	12.30-2.00pm		2.00pm-3.00pm	(Time)		
Y7	8.30-8.40	8.45-9.10	L-60mins	L- 30 mins	10.40-10.55	L- 30 mins	L – 60 mins	L-30 mins	Lunch	L-30 mins	L-60 mins	Home
Y8	8.55-9:05		L-60mins	L- 45 mins	10.55-11.10	L-15 mins	L – 60 mins	L-60 mins	Lunch	L-60 mins		3.00-3.25
Y9	8.30-8.40	8.45-9.10	L-60mins	10.10-10.25	L- 60 mins		L – 60 mins	Lunch	L-60 mins	L-60 mins		Home
Y10	8:55-9:05		L-60mins	L- 60 mins	11.15-11.30		L – 60 mins	L-60 mins	Lunch	L-60 mins		3.00-3.25
Y11	8.30-8.40	8.45-9.10	L-60mins	L-15 mins	10.25-10.40	L- 45 mins	L – 60 mins	Lunch	L-60 mins	L-60 mins		Home
P16	8.30-8.40	8.45-9.10	L-60mins	10.10-10.25	L- 60 mins		L – 60 mins	L-60 mins	Lunch	L-60 mins		Home

## Entrances and Exits

For the students' ease, and to avoid year group bubbles mixing, each year group will have a different entrance and exit.

*Year 7 and 8:* Through the conservatory

*Year 9:* Via the end of the Global Studies corridor closest to the Dinting gate entrance

*Year 10 and 11:* The main doors between Global Studies and Technology

*Post-16 and staff:* via Visitor reception

There will be no breakfast served in the Heart in the mornings, students will need to arrive to school 5-10 minutes before their timetabled arrival time and go straight to their designated classroom.



## Student Induction and phased return

Re-introducing the students back into both usual and unexpected arrangements is a delicate and critical task. After 6 months absence from school for some students, it is vital that we support students in understanding the systems, structures, routines and expectations at school. In addition, our new Year 7 students need the opportunity to orient themselves around the school in lieu of their induction process in June and July.

As such, we will need to spend time, with appropriate staffing, inducting all year groups back into school. We will therefore have a phased return of students over the first school week, with all students returning to a normal timetable by Wednesday 9<sup>th</sup> September. Please see details on the table below.

Date	Activity	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Tue 1.9.20	INSET Day							
Wed 2.9.20	INSET Day							
Thu 3.9.20	Transition Day: Year 7 & Year 12 Induction	Induction	Remote learning	Remote learning	Remote learning	Remote learning	Induction	Remote learning
Fri 4.9.20	Transition Day: Year 8 Re-induction	Normal timetable	Induction	Remote learning	Remote learning	Remote learning	Normal timetable	Remote learning
Mon 7.9.20	Transition Day: Year 11 & 13 Re-induction	Remote learning	Remote learning	Remote learning	Remote learning	Induction	Remote learning	Induction
Tue 8.9.20	Transition Day: Year 9 & 10 Re-induction	Remote learning	Remote learning	Induction	Induction	Remote learning	Remote learning	Induction
Wed 9.9.20 onwards	Full timetable resumed for all year groups	Normal timetable						

## Remote learning

As you will see in the phased return plan, each year group will be allocated a number of days where they will be required to complete their work at home while we are undergoing induction with other year groups. The content and expectations for these lessons will be communicated with both students and parents, and it is important to emphasise at this point that this work is not optional.



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Completion of and engagement in this remote learning will be monitored and followed up. We will continue to use Google Classroom to post work, and Class Charts to communicate achievements and behaviour with parents. We will also provide a mixture of both online and paper work.

## Resources and equipment

From September, we will be able to resume the usual arrangements for the use and sharing of resources such as books. Staff will be able to physically mark students' work between lessons and students will be able to take their exercise books and other work home. Students in different year groups, however, will not be able to use specialist equipment - such as sports apparatus, musical instruments and D&T equipment – unless it is cleaned down on the same day or left for 72 hours between lessons. These constraints, along with the zoning of year groups, will mean that students may not always be able to take part in practical lessons in a specialist room.

It is advisable that staff and students do not share stationery, therefore, I am taking this opportunity to communicate the expectations for students in the equipment that they bring every day.

All students need to bring to school: **two black pens, two pencils, a ruler, a rubber, a red pen, a pencil sharpener, a selection of coloured pencils and a scientific calculator**. These should be stored in a **pencil case**. All stationery items can be purchased in Student Services at very low prices, students can go at break times and parents can purchase these from school during the school holidays. We also recommend that students bring their own pocket-sized bottle of hand sanitiser with them to school.

## Uniform

All students must wear full school uniform at all times, including appropriate PE kit for PE lessons. Please see our website for details of our uniform policy.

## Additional hygiene arrangements

We will have extra hand sanitiser stations situated in key places around the site for the students to use as they enter the building, before and after break and lunch, and as they leave the building. All classrooms will have hand sanitiser, wipes for equipment and surfaces, tissues and lidded bins.

## Travelling to and from school

Use of public transport for students should be kept to an absolute minimum, especially at peak times. We strongly advise that students walk or cycle to school. We know that many parents may prefer to drop off their children by car. The staggered start to the school day will reduce some congestion, however, you will be aware that Newshaw Lane is a busy road and that our car park is strictly for staff and visitors only. It is not permitted for parents to drop their children off in the car park, including the bus-turning circle, unless they have a permit. If you do choose to travel by car to school, please consider the safety of students when stopping, as well as being sensitive to the residents of Newshaw Lane.



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The County Council is looking at what can be realistically done to get students to and from school. To help plan for the September return the council need every parent and carer to complete a short survey. The survey asks about how your children got from home to school before the coronavirus pandemic, and how you think they will get to school in September. It also asks how your children could be encouraged to walk, cycle or scoot to school.

Please visit the [council's website](#) and fill in the survey. The survey closes on 31 July.

We will be in touch with all parents and carers on what the transport arrangements will be for the new school year later in the summer.

## **Actions in the event of a student having Covid-19 symptoms**

If a student displays symptoms they will be taken to a designated isolation area within the school which will be well-ventilated and where 2m distancing can be adhered to. The students' parents/carers will then be informed and asked to collect their child and to follow the [stay at home](#) guidance. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.

If someone tests positive, they will follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste (This is because a cough or anosmia can last for several weeks once the infection has gone). The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

When the school becomes aware that someone (who has attended) has tested positive for coronavirus (COVID-19), contact is made with the local health protection team who will work with the school to guide us through the actions we need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person

## **Trips**

Planned trips that do not involve an overnight stay can continue to take place from September. We will review each proposed trip on an individual basis and ensure that strict hygiene and social distancing rules are in place.



## **Curriculum and Catch-Up**

For many subjects, the planned curriculum can be delivered with little deviation or alteration. All of our subject teams have been asked to identify the learning that will not be as secure in September as a result of prolonged absence from school, and their subject curriculum mapping will address any gaps. Students in all subjects and year groups will be assessed in the first term in order to establish how subject curriculum maps need updating.

In September, we will also be in a position to plan a timetable of intervention to support any students who have fallen behind as a result of not being in school.

Some subjects will be required to change their curriculum planning to accommodate teaching in non-specialist classrooms, and without the equipment that would ordinarily have been used and shared between year groups during a normal school day. This will not adversely affect their progress, however, we do understand that many of our students take great enjoyment and fulfilment from practical, specialist lessons. We will, therefore, timetable thematic days for Technology, Expressive Arts, IT and Science in order for students to have access to the full curriculum and enjoy all aspects of these subjects.

## **Parents' Evenings and other events**

The calendar of dates and events will be available on our website in September. We have timetabled parents' evenings, parents' information evenings and other events. At this point, we do not know which of these will be held virtually and for which we will be able to invite parents onto the school site. I hope to be able to provide more clarity on each event in September, and as guidance changes.

## **Behaviour and attendance**

Attendance of all students is expected, and not optional, from September. The DfE have clearly advised parents and school leaders that students must be attending school every day, unless there is a valid reason not to, and therefore excellent attendance, as always, is strongly encouraged.

We will consider all cases of poor attendance on an individual basis but do reserve the right to impose fines on parents who do not support their children in coming to school.

We will also update our behaviour policy to reflect the altered arrangements to the school day, the safety of staff and students and the need for students to remain in year group bubbles. The annex to the policy will be available on our website in September. We will continue to use Class Charts to communicate details of achievements and behaviour, including detentions. Parents of new Year 7 students will receive their log in details at the beginning of September.

## **The end of the academic year**

I appreciate this is a lot of information to absorb and I do hope you have a clear understanding of the steps we are taking as a school to ensure the safe return of all staff and students in September. We will continue to post regular updates on our website and I will write to you again in September before students return to school with a reminder of the key points and any changes that may happen between now and the start of term.



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This has been a year like no other and as I reflect on the school year that is coming to an end I have a mixture of emotions which are very different from my usual end of year emotions. My emotions range from sadness, pride and optimism.

I feel sad that we did not get to say a proper farewell to our Year 11 & 13 students, that they didn't get to sit their exams they worked so hard for and that Year 11 didn't get to wear their prom outfits and go to the prom.

Our new Year 6 students didn't get the chance to have induction days in school and that Year 7 students didn't get to experience a full year in their first year at secondary school. We have missed so many events such as parents evenings, sports day, summer concert, presentation evenings and trips that so many of our staff and students were looking forward to.

I feel proud of the way Year 10 and 12 students have conducted themselves since returning to school, they have followed the changes in routines and expectations perfectly and it has been a joy to see them in lessons once again with their teachers. I am proud of how well students have adjusted to a new way of learning from home even though I know it has been really difficult for some of them. I feel proud of some of the exceptional work they have produced.

Finally, I am feeling optimistic that we will get back to some kind of 'normality' in September, that we will see all our students in school once again, we have missed them so much.

I would like to thank the senior leadership team, faculty leaders, subject leaders, teaching staff, pastoral staff, premises staff, administrative staff, technical support staff, teaching assistants and catering staff, for their continued hard work, commitment and support throughout what has been a very unusual school year.

Thank you for your support and understanding during this very difficult time, enjoy the summer break and keep safe and well.

Best wishes

Debbie McGloin