



SMA

Wednesday, 3rd June 2020

Dear Parent/Carer,

I hope you are all continuing to keep well and staying safe.

I forwarded you a letter on Monday from the CEO of the Chelmsford Learning Partnership, Paul Banks, which explained that the government have confirmed a wider opening of secondary schools for some face to face contact for Year 10 and Year 12 students from Monday 15th June.

First of all, thank you to all parents that completed our questionnaire. It showed that there was an overwhelming appetite for the 'Progress and Well-being' meetings and some small class teaching.

Therefore our amended timetable will be as follows, as long as the government maintain that it is safe to do so:

Phase 1 (Monday 15th to Friday 26th June)

We will be running face to face 'Progress and Well-being' meetings by appointment. The meetings will focus on work completed during lockdown, your child's well-being and to identify anything further we can do to help them in managing and coping with remote learning to enable them to be fully prepared when we are able to return to school. Attendance is optional and we will use the responses from the questionnaires as a request for a face to face meeting.

Phase 2 (Monday 29th June until the end of term)

We will look to offer some classes in the subjects your child is studying. This would be through a socially distanced model, with small numbers on site, split classes where needed, potential use of larger venues and extra hygiene measures in place. In order to minimise mixing, it would involve only occasional attendance in school. We would aim to minimise students meeting each other outside their class groups. Attendance would be optional.

Please be aware that this provision will not replace the remote learning that your child is completing at home. Remote education will continue to be the predominant mode of education for the remainder of this term.

We will write to parents with more information on Phase 2 in due course, but this letter will detail the provision and safeguards we will have in place for the 'Progress and Well-being' meetings.

Invitations

For parents that asked for a face to face meeting for their child through the questionnaire, invitations will be sent out via email by the end of this week. You will need to respond to the invitation to let us know whether your child will be attending and agree to the amended terms of our home-school agreement. If you were expecting an invitation and do not receive one by Friday, please can you email us on admin@boswells-school.com at the start of next week to let us know.

We envisage that there may be parents who may change their mind following the more detailed information in this letter, so if this is the case, please email our admin account admin@boswells-school.com to let us know. We are happy for parents to let us know much closer to the time if they wish as I appreciate that more scientific information may come to light over the coming weeks.

Procedures in place for the 'Progress and Well-being' meetings

The steps laid out below have been carefully considered in line with government guidelines and feedback we have received from parents and form part of a thorough risk assessment we have undertaken.

We have taken into consideration how we minimise the risks associated with a phased return to school. It is essential that prior to your child coming to their meeting that you have talked through each point in this document to ensure their own and others safety.

Please note that this guidance is for the face to face meetings only and further guidance will be issued about the systems which will be operated for Phase 2 of the school opening for some lessons.

Preparing for the meeting:

- Your son or daughter may be a little anxious about the return to school so please talk through with them the benefits of taking the first step to returning and explain teachers are there to listen to any concerns they have and will have strategies on offer to help them with issues they raise.
- Discuss as a family any questions your child would like to ask in advance of the meeting so they gain the most out of their time with their teacher. They may wish to make some notes on their mobile phone which they can refer to in the meeting.

Clothing:

- School uniform does not need to be worn however we would ask you respect the non-uniform rules we usually enforce for a non-uniform day of no crop tops, strap tops, offensive slogans. We recommend that when your child returns home from their meeting that their clothing is washed.

Wellness for the meeting:

- It is imperative that the government guidelines on symptoms of Covid19 are adhered to and that no student comes to school if they or a member of their household has any symptoms the latest guidance can be found by clicking here:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Travelling and arrival to school:

- Government guidelines should be adhered to which currently state that public transport



should not be used unless for essential purposes only. Therefore, if your child would normally utilise public transport on their journey and is unable to walk, cycle or be dropped off by a member of the household we will complete a meeting with them via telephone.

- It is expected that students should travel alone if walking or cycling and should not wait for friends at local shops for example. If they do see their peers in the distance they should maintain social distancing guidelines of keeping at least 2 metres apart.
- Senior members of staff will be at the front of school to greet your child and ensure social distancing is maintained, as well as reinforcing the measures we are putting in place. Clear markers will be placed to ensure there is ample distance between students who will line up to be steadily welcomed in to the building. If they need to park their bike they will be directed by the member of staff.

Entry and exit of the building:

- On entry and exit to the building they will be instructed to sanitise their hands using the designated stations.
- Should they wish to wear a mask your child may arrive wearing one or there will be masks available for them to put on as they arrive. Please make your child aware that there is a possibility some members of staff may be wearing masks for their own protection.
- They will then proceed to the Theatre or Gymnasium escorted by a senior member of staff, at a social distance, where their designated member of staff will be waiting for them. This will be a one way system and when their meeting has finished they will proceed out of the building through the fire exit doors directed by a member of staff. There will be no crossing over of students from arrival to departure.
- Toilet facilities will be available, which will be cleaned regularly each day, but we would encourage students not to use these unless essential.

The meeting:

- For the meeting there will be a large amount of space between the member of staff and your child over the distance of a table which is more than 2 metres in length– this will allow for a safe conversation to be had.
- The Theatre and Gymnasium will be set out with tables which will be spaced out widely for each member of staff and student to be a safe distance apart and to allow for a private conversation. Your child will have a chair that will have been cleaned beforehand.

We are very much looking forward to your child returning to school for these meetings. For those that indicated they don't feel it would be safe for their child to return to school at this stage, we will look to make contact in an alternative way. If you have any further queries, please contact us on admin@boswells-school.com. In the meantime, work will continue to be set online for them to complete and our teachers are available via email if they require any specialist support.

Yours sincerely,



Stephen Mansell
Headteacher

