



WILLIAM FARR

C of E Comprehensive School

Our ref: JMK/SXG

09 June 2020

Dear Parent/Carer

Further to my email on Friday 5 June informing you that the school will be partially reopening to Year 10 and 12 students from Monday 15 June, I would like to provide you with the detail on how we plan to reopen safely and provide some face-to-face contact for your child.

The decision to partially reopen was made by the school and the Governing Body on Thursday 4 June following careful consideration of the Department for Education and Local Authority guidance, a risk assessment, health and safety requirements and social distancing measures. The Government has made it clear to schools that no more than a quarter of the year group (Year 10 and 12 combined) must be in school at any one time and class sizes should be half their normal size, with no more than 15 students in a class. Also, that the school must continue to offer provision for vulnerable students and those students whose parents are key workers if required. Our plans for reopening meet these criteria.

A copy of the Risk Assessment is available on the school website.

Throughout the partial reopening of the school, it is imperative that if your child has, or is showing symptoms of COVID-19, or has someone in their household who is, they must not attend school and should remain at home in line with [guidance for households with possible coronavirus infection](#).

The symptoms of COVID-19 are:

- **High temperature**
- **New, continuous cough**
- **Loss of, or change to, sense of smell or taste.**

Accompanying this email is important information on student expectations, which I would be grateful if you could read and share with your child if they are intending on returning to school. It is essential that students understand that school will look and feel very different to how it was when we closed on 20 March. These expectations explain what the school day will look like and requirements for travel, lessons, break/lunchtime, social distancing, personal hygiene and behaviour. This should also help any students who may be apprehensive about returning to school by knowing what to expect beforehand.

The Government has made it clear that face-to-face support for Year 10 and 12 students should complement their remote learning, not replace it. They have said that remote learning must continue to be the main mode of education for all students.

Each student in Year 10 and 12 will come into school on 1 day per week over the remaining 5 weeks of term. They will have a series of lessons led by subject specialists, where possible, as well as time with their tutor to make this a worthwhile experience. Lessons will support students with their home learning by reviewing work or introducing forthcoming topics. Any new materials provided in these sessions will be made available to students who are unable to attend school, via the VLE.

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School will start at 9am and finish at 3pm with staggered break/lunchtime (20 mins) and dismissal times. Students will come into school in form groups. Please identify which form group your child is in below to see their start date:

Year 12

Year 12 Form Group	Start Date	Assembly Point on Arrival
CAO, HXM	Monday 15 June	Bottom Tennis Courts
KME, MRA	Monday 15 June	Car Park Outside Main Reception
BKC, GEM	Wednesday 17 June	Bottom Tennis Courts
LSN, OJP	Wednesday 17 June	Car Park Outside Main Reception

Your child should attend school on the same day each week until we close for the summer on Friday 17 July (this will not be a half-day closing this year).

Year 12 students will follow a similar timetable to their normal one on a Monday or Wednesday and over the fortnight will have contact with subject specialists for their A levels and EPQ, as well as time with their tutor. Lessons will be based in the Science block and students will move rooms for their lessons, following a one-way system around the block. **All students in Year 12 will be set a task on the VLE later this week, which will show their fortnightly timetable.**

In the event of wet weather, students assembling at the bottom tennis courts will go the Sports Hall and those from the car park will go to the Main Hall.

These arrangements will mean that we will have no more than 90 students on site on any one day (25% of the total group size) and meet government requirements.

Students will be based predominantly in the Science laboratories in Darwin and Wolfson block where there is more space for social distancing, facilities to wash hands and availability of sockets for IT access.

We have used designated classrooms to minimise movement around school and to support the cleaning schedule. These rooms enable us to operate a one-way system around school with access to many classrooms via external doors.

Teachers will continue to set work and provide feedback via the VLE on the days when your child is not in school and this will continue to be the main mode of learning. We need to balance staff time delivering lessons and supervising students in school with the need for them to continue to support students in all/other years through the VLE.

If your child normally receives SEND support, it is important that they understand that they will be returning to a changed environment and school will not be operating in the normal way, with only specified areas within the school open. There will be some SEND support available, but this will not be the full support that students might ordinarily receive; instead support will be partial and dependent on staffing. We ask for your support in preparing your child for these changes and specifically with regards to social distancing measures, including spacing and handwashing. If you have a child with an EHCP in Years 10 or 12, the expectation is that they follow the planned timetable for these year groups on their allocated day, in addition to the supervised support available outside of the timetable.

The Government has stated that students should walk, cycle or travel to school by car as the usual public transport services are unlikely to be running. The County Council Transport team has stipulated that: 'It remains very important that transport is only used for those children and young people that really need it.'



We respectfully ask that if your child is not walking or cycling to school, please transport them to school if at all possible, unless you have no other option, even if your child is normally entitled to transport. If there is no other option, please contact the County Council by emailing TSG@lincolnshire.gov.uk or those without access to email should call 01522 782020.

If you are bringing your child to school, please can you only use the main entrance at the front of school (Lincoln Road) to drop off and collect your child. Students should arrive at school in the morning between 8.45am and 9am. A traffic management system will be in operation on the front car park to facilitate the flow of traffic and social distancing. We would respectfully ask you to follow this system and remain in your vehicle when dropping off or picking up your child. If you are collecting your child by car at the end of the day, please can you not come onto the school site until 2.55pm. Staff will be on hand to support arrival/dismissal. Students should follow the 2 metre yellow floor markings on the path.

To maintain social distancing and reduce contact points in school, parents should not enter the school site unless by prior appointment.

As per the Department for Education guidance, please can you remind your child that if they are walking to and from school, they should not congregate in groups outside of school or in the local neighbourhood. If walking to and from school with a friend, they should remain 2 metres apart.

The school has spent considerable time putting in place measures to ensure that students and staff are safe within school. There will be signage, a one-way system and floor markings to facilitate social distancing. Classrooms will have no more than 15 students present at any one time as stipulated by the Department for Education. The plan for the one-way system will be made available on the school website later this week. Within classrooms, desks and laptops will be spaced at 2-metre intervals and we would be grateful if you could emphasise to your child the importance of social distancing. Doors will be wedged open (except fire doors) and, if weather permits, windows will be open. Unused equipment has been removed from classrooms.

The attached Student Expectations sheet explains the importance of increased personal hygiene and students will be reminded to clean their hands more often than usual, particularly after arriving at school, touching their face, blowing their nose, sneezing or coughing, and before eating or handling food. Disposable tissues should be used when coughing or sneezing. These should be disposed of immediately by placing them in the bin in the classroom. If tissues are not available, students should sneeze into the crook of their elbow, not into the hand. This should be followed immediately by handwashing or use of the hand sanitiser provided.

Students should wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use the alcohol-based sanitiser provided, ensuring that all parts of the hands are covered. There will also be anti-bacterial sanitising wipes in each designated classroom for students to use to regularly wipe down equipment and workspaces.

Students will have access to designated toilets (in Darwin and the dining room) and one water fountain will be in operation in the dining room to fill up water bottles at break and lunchtimes. These will be supervised and cleaned after use. Bottled water will be available to buy from the counter at lunch – no vending machines or fridges will be available.

Students will be required to bring any snacks, drinks and a packed lunch as the canteen will be closed. This is also applicable for any student in receipt of free school meals as the expectation will be that a packed lunch is provided by parents/carers utilising the provision already in place. However, if this is problematic for any



reason, please contact the school via the school email address: wfarr@williamfarr.lincs.sch.uk and we will do our best to support you.

Breaktime and lunchtimes (20 minutes) will be staggered to facilitate social distancing and staff supervision will be in place. Students must bring all the equipment they need for the day, including their own stationery (pens, pencils, rulers, etc). These should not be shared with other students. Text books and exercise books should be brought into school from home, but cannot be shared or collected by the teacher. Classwork will be completed on paper, in exercise books from home or on the computer. Staff will not be required to collect work in to mark.

Students should come into school in 'non-uniform' clothes that are appropriate for a school day and can easily be washed when they get home.

In line with the Department for Education guidance, students are not required to wear a face covering in school.

The school has just been deep cleaned by external contractors in preparation for reopening and a daily cleaning regime will be put in place for areas used and touchpoint surfaces. This will include the regular emptying of bins throughout the day.

Please note that these plans are provisional and may change at short notice if government guidance changes.

I would like to thank you in advance for your support in helping to us to bring some Year 10 and 12 students back to school before the end of the academic year. I know this is an anxious time for many parents and students, but I can reassure you that the school has taken every reasonable step in line with the Department for Education guidance to ensure the safety of students, staff and families. Our relationship with parents is key to students understanding their responsibilities upon return to school.

If you have any questions regarding the reopening, please contact the school via the email account below:

wfarr@williamfarr.lincs.sch.uk

If you have any student-related questions, please contact the appropriate member of staff below:

Mrs Carlisle (Head of Year 10) on S.Carlisle@williamfarr.lincs.sch.uk

Mrs Coulson-Sawyer (Head of Year 12) on S.Coulson@williamfarr.lincs.sch.uk

Mr Pindar (Head of Special Education Needs) on I.Pindar@williamfarr.lincs.sch.uk

We are looking forward to welcoming your child back, but parents/carers are best placed to know the risk and vulnerabilities within their families. Any return to school is a personal decision to be made by the parent/carer and the Government has said that there will be no penalties for non-attendance before September. We will, of course, continue to support students learning from home by setting work via the VLE.



If you DO NOT intend to send your child back to school week commencing 15 June, please can you inform us via the email address below by Friday 12 June, 12 noon, with your reason as the school is required to resume attendance registers and forward attendance data to the Department for Education.

year12confirmation@williamfarr.lincs.sch.uk

If your child is attending school, you DO NOT need to reply.

If you choose to send your child to school and they cannot attend, for example, through sickness on their allocated days, please can you follow the normal sickness absence procedures and telephone the school each day **before 9am on 01673 866900** to inform us of their absence and the reason.

Please can you check that your contact details are correct on Progresso and notify the school if there have been any changes. This is essential if we need to contact you in an emergency.

Please remember our offer to assist families suffering from financial hardship continues. If you would like any additional support to access food and care parcels, please contact Mrs Bates (Assistant Headteacher) in confidence, via her email: h.bates@williamfarr.lincs.sch.uk.

With the significant family pressures placed upon you at this time to manage work, home life and home learning, a parent support pack is available on the home page of the school website to support the wellbeing of families.

There is also useful information, which signposts support for students on maintaining positive mental wellbeing and managing stress and anxiety, available on the school website under the Care and Guidance/Student Welfare section.

With best wishes to you and your family.

Yours faithfully

Jonathan Knowler
Headteacher