



WILLIAM FARR

C of E Comprehensive School

Our ref: JMK/SXG

17 July 2020

Dear Parent/Carer

This year will be remembered in our lives for many reasons, none more so than for the 45,000 people who have sadly died due to COVID-19. As a school community, our thoughts and prayers go out to all the families who have suffered bereavement in losing loved ones due to the pandemic and whose families have been affected in any way.

Through my conversations with parents, students and staff, I know that it has been a challenge for many to continue home education, whilst balancing work and family commitments. I would like to thank you all for the incredible efforts you have made over the last 4 months in supporting your child, both academically and emotionally. I am very proud of the staff who have worked tirelessly since closure to provide classwork and feedback remotely to students, as well as supporting individual children, both in school and at home. As the lockdown has progressed, it has been a pleasure to welcome back Year 10 and 12 students in line with Government guidance and commence some face-to-face online lessons in core subjects to support the remote learning for Key Stage 3 students. This has been supplemented with online face-to-face meetings with form tutors; an important part of our care and guidance support.

Following the Government announcement on 2 July, I am delighted to say that all students will return to school full time in September. As usual at the start of a new academic year at William Farr, students will return on staggered dates:

- **Year 7 students will return on Thursday 3 September**
- **Year 8, 9, 10, 11 and 13 will return on Friday 4 September**
- **Year 12 will return on Monday 7 September.**

We are very much looking forward to welcoming your child back to school and our school community returning to the 'new normal'. Our welcome also extends to the new Year 7 students who will be joining us in September at this exciting time in their lives as they start secondary education.

It is important to note that there are a number of aspects of school life and educational experience which will look and feel very different for your child in September compared to when the school closed to all students on 20 March.

The school has carefully considered and applied the Department for Education, Local Authority and Public Health England guidance on schools reopening in the context of our school. Fundamental to this is the safety and welfare of all members of our community. A detailed risk assessment has been written and approved by the Governing Body and Health and Safety Adviser. This is available on the home page of the school website.

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 in September and should remain at home in line with [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK](#). Parents/carers should follow the NHS Test and Trace process.



The symptoms of COVID-19 are:

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

I am very pleased to say that, to date, there have been no cases of COVID-19 in school. Indeed, Lincolnshire has one of the lowest counts of cases in the country. If a case did arise next term, I will follow guidance from Public Health England and contact you immediately with next steps.

Accompanying this letter is important information on **student expectations and guidance** on their return in September. I would be grateful if you could read and share this with your child before they return. These expectations explain what the school day will look like and requirements for travel, lessons, break/lunch time, social distancing, personal hygiene and behaviour. It also includes which form room they should go to on the first day back. This should also help any students who understandably may be apprehensive about returning to school by knowing what to expect beforehand.

It is an expectation that from September all students will attend school in full school uniform and that they will continue to study the same number of subjects to ensure a broad and balanced curriculum.

Parents/carers should be aware, wherever possible, of any known quarantine restrictions if visiting foreign countries over the summer holidays, which could affect their child's attendance to school in September.

The Department for Education has recommended that, where possible, students should remain in year-group 'bubbles' in school to minimise risk of transmission of the virus. Each year group will be classed as a bubble for Year 7 to 11 and Year 12 and 13 will form a single Sixth Form bubble. As you will appreciate, in a school of 1500 students, this is a challenge, especially whilst maintaining high-quality educational provision.

The school has, therefore, taken the following steps to keep students in year-group bubbles as best as possible. Students will:

- remain in their normal year-group forms for morning registration. Form rooms will now be located in designated blocks to keep year-group bubbles together and facilitate arrival to school.
- follow their normal subject timetable. They will be taught by their subject teachers in their usual classrooms. This will allow students to access specialist teaching, resources and equipment.
- have staggered break and lunch times.
- eat their lunches in designated eating areas.
- have designated outdoor areas for break/lunch times.
- only use designated toilets allocated to their year-group bubble. These are to be used throughout the day.
- have staggered dismissal by year-group bubbles at the end of the day.

The start and end times of the school day are unchanged. **The school will continue to start at the normal time of 9am and a staggered dismissal will take place between 3.30-3.45pm.**

However, in order to make the above changes and keep year-group bubbles separate as best we can, lesson, lunch, break and dismissal times have had to be changed. In order to stagger lunch time, the lunch breaks will be shortened to 30 minutes. Students will still receive a morning break (20 minutes) and will now have an additional afternoon break (20 minutes). There will be no more than 2 bubbles on a break or lunch at any one time. This will allow year-group bubbles to remain separate as best as possible.

The **student expectations sheet and timetable structure** attached provides detailed information on our reopening plans. Your child will receive a personalised subject timetable on the first day of next term.



Students should bring their own packed lunch, snacks and drinks as the canteen will not be serving hot food initially. Cold packed lunches can be pre-ordered by students from the dining hall at morning break. Students who receive free school meals will receive a separate letter explaining lunch arrangements. Bottles of water will be available to purchase from the dining hall.

The Government has stated that if at all possible students should walk, cycle or travel to school by car. 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, public service buses and dedicated school buses will continue to run, following normal routes and times.

If students do use public service buses, they must adopt strict social-distancing measures and wear a face covering in line with Government requirements. Parents/carers have a responsibility to supply the face covering. Face coverings are recommended, but not compulsory, on dedicated school buses to minimise risk as students will come into contact with students outside of their bubble. Again, parents/carers should provide face coverings if they choose for their child to wear one. If face coverings are worn to school, on arrival reusable ones should be placed in a plastic bag, tied and stored in the student's own bag until leaving. Temporary face coverings should be placed in the bin on arrival.

Students will be encouraged to sit in year-group bubbles on buses where possible and where bus capacity permits. Students have a responsibility to travel on the buses safely and sensibly. The Local Authority has informed the school that there will be no additional buses running, but there will be a service following normal routes and times.

Should you have any questions regarding transport, please contact the County Council by emailing: TSG@lincolnshire.gov.uk or those without internet access, call: 01522 782020.

If you are bringing your child to school by car, please can you only use the main entrance at the front of school (Lincoln Road) to drop off and collect your child. A traffic management system will be in operation to facilitate the flow of traffic. We would respectfully ask parents/carers remain in their vehicle when dropping off or picking up their child. If you are collecting your child by car at the end of the day, please can you not to come onto the school site until 3.30pm. Due to increased demand on car parking spaces, sixth form students will not be permitted to park their cars on site. To maintain social distancing and reduce contact points in school, parents/carers should not enter the school site unless by prior appointment.

Students walking to school should use the main and rear entrance to school. As per the Department for Education guidance, please can you remind your child that if they are walking to and from school, they must not congregate in groups outside of school or in the local neighbourhood. If walking to and from school with a friend, they should make every effort to remain socially distanced.

In line with the Department for Education guidance, staff and students are not required to wear a face covering in school unless they wish to do so.

A one-way system between and within building blocks will be used to minimise contact between students and staff. Signage around the school site will show the one-way system and remind students to retain social distancing. A **site map** is attached and available on the school website showing the one-way system.

In line with Government guidance for secondary schools, we acknowledge that it will be difficult for students to observe social distancing in year-group bubbles, both within and moving between lessons. When coming into contact with students outside of their bubble, students will need to be sensible and keep their social distance of at least 1 metre where possible.



The Department for Education recognises that at times social distancing is not always possible in schools and that students will come into contact with other students outside of their year group. Transitory contact, such as passing in a corridor or when outside at break/lunch time, is considered low risk. Students should avoid close, face-to-face, personal contact and minimise time spent within 1 metre of anyone. Students should keep at least 2 metres away from staff where possible.

Students must only bring the equipment they need into school for that day, including their own stationery (pens, pencils, rulers, etc.) and should not share resources. Students should bring their own exercise and textbooks into school. School bags are permitted and PE kit should be brought to school as normal.

Where possible, desks have been re-arranged in classrooms so students do not face each other in lessons as per Government guidance. Adjustments will need to be made by teachers to the number of practical activities which can be undertaken in lessons.

For the reopening plans to be successful, students must take responsibility for their behaviour and conduct upon their return. Mobile phones will not be allowed in school, nor permitted to be handed into reception to avoid contact points.

The student expectations sheet attached explains the importance of increased personal hygiene and washing/sanitising hands throughout the school day. This is especially important:

- after students arrive to school
- after students touch their face, blow their nose, sneeze or cough
- before students eat and handle food
- after students handle shared resources.

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 hand washing or use of the alcohol-based 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 classrooms for students to use to regularly wipe down equipment and workspaces. Outside handwashing facilities have been erected to support hygiene measures.

Where appropriate, windows will be opened in classrooms, corridors and offices during the school day to allow natural ventilation. Occupied classroom doors, with the exception of fire doors, will be open where possible.

As protective measures, screens have been erected in the dining hall, food serving and payment areas, as well as main reception. Signage is displayed at main reception with instructions for social distancing and health and safety. There will be no Year 8 Receptionists until further notice.

I am pleased to report that the school has been deep cleaned by external contractors in preparation for reopening and a daily cleaning regime will be put in place for areas used, which includes touch point surfaces and the emptying of bins. Toilets will be cleaned regularly.

The school uniform shop has new extended opening hours (see school website for details) with social distancing measures and the use of a card reader to avoid handling cash. Returned uniform orders will be placed in storage for 3 days as per Government guidelines.

Parents' evenings will continue as per the school calendar in a revised format, which will be confirmed next term. Unfortunately, the school Open Evening on 24 September has had to be postponed and an alternative format is being considered.



Non-essential educational visits will be postponed to allow students time to catch up and avoid missing further lessons. Single-year-group activities and extra-curricular activities may continue in a revised format, providing students can remain in their year-group bubble. Unfortunately, residential visits will not take place until further notice.

Maintaining contact with the whole year group is very important and I am pleased to say assemblies will continue in a revised format with students remaining in their year-group bubble.

As all students return to school in September, the normal fire evacuation procedures will be reinstated with students assembling on the tennis courts in year-group bubbles in the event of a fire.

Students, particularly those in exam groups, are advised to review work over the summer holidays from the last academic year, including from during the closure in preparation for the Autumn term. However, it is important that they also have time to rest and enjoy the summer break so they are recharged and ready for the new academic year.

Year 11 and 13 students will remain a priority next year as they prepare for final exams in the summer of 2021. To support them, we have therefore decided to add an additional teaching period (period 6) to their timetable twice per week from September. This will provide a 45-minute catch-up session (3.45-4.30pm) and valuable additional revision time. These sessions, led by subject specialists, will alternate between subjects on a 16-session rolling programme with Year 13 sessions being held on a Tuesday and Thursday after school and Year 11 on a Monday and Wednesday. Students will be expected to attend these sessions, which will start week commencing 7 September and will run initially across the first 9 weeks of the new term. A schedule of sessions is attached with the **timetable summary**. Occasionally, due to Parents' Evenings sessions will not run.

We would be grateful if parents/carers could arrange transport home for their child on these days. If transport presents a problem, please contact your child's respective Head of Year.

For all year groups, we will be working hard next term to review and adapt our curriculum delivery, teaching resources and support programmes to assess and support students so they continue to receive the highest quality of educational provision and are given every opportunity to catch up on lost learning. The school will follow guidance issued from the Government and exam boards. Students will revisit topics from the closure, reviewing that work, identifying and remedying any misconceptions before developing the concepts to the standard expected for the new year group. This includes the transition of subject content from Primary to Secondary School, particularly in the Core subjects.

It is important to emphasise that homework will be a key feature of students reaching the level expected for them prior to the pandemic and we ask parents/carers to support students to complete work to the best of their ability.

Please note that all of our reopening plans are subject to change at short notice if Government guidance changes. We will contact you if there are any changes to the school calendar of events in the Autumn term.

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

reopening@williamfarr.lincs.sch.uk

If you have any student-related questions, please contact your child's Head of Year.



With the significant family pressures placed upon you at this time, 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. If you have any concerns about your child's mental health or wellbeing in returning to school in September, please contact your child's Head of Year in the first instance, who will be best placed to offer support or direct you to help available.

I fully understand that this is an anxious time for students, parents and staff as children prepare to return to school full time in September. I hope that by providing our reopening plans before the summer holidays, this will give you time to discuss them with your child before September and provide reassurance that we are doing all that we can to keep them safe, work within Government guidelines and continue to provide high-quality educational support upon their return. Please tell your child not to worry about returning in September and that we will work with them to explain and understand the new arrangements. Our relationship with parents is key to the successful reopening of the school and for students to understand their shared responsibility in this process.

As we end the academic year, sadly we are saying farewell to two long-serving members of staff.

Mrs Dodds, who has spent 15 years at William Farr School as a Maths teacher and Cover Supervisor, and Miss Lymn, who has spent 28 years as Head of RE at our school. I would like to thank them wholeheartedly for their devotion to William Farr School and to wish them all the best in the future. It is the talent and commitment of our staff which leads to the quality of education students receive.

I hope that you have a restful and safe summer and we look forward to seeing your child in September.

Yours faithfully

Jonathan Knowler
Headteacher