



# WILLIAM FARR

C of E Comprehensive School

Our ref: JMK/SXG

03 March 2021

Dear Parent/Guardian

## Full School Reopening (March 2021)

I am delighted to announce that all students will be returning to school week commencing Monday 8 March 2021. We are very much looking forward to welcoming your child back and our school community returning to some normality.

My letter, dated Friday 26 February 2021, outlined the timetable for the staggered return of year groups to school.

## Staggered Return to School

Start Date	Year Group	First Covid-19 Test Offered
Monday 8 March 2021	13	Thursday 4 March or Friday 5 March 2021
Monday 8 March 2021	12	Thursday 4 March or Friday 5 March 2021
Monday 8 March 2021	11	Thursday 4 March or Friday 5 March 2021
Monday 8 March 2021	10	Monday 8 March 2021
Tuesday 9 March 2021	7	Tuesday 9 March 2021
Wednesday 10 March 2021	8	Wednesday 10 March 2021
Thursday 11 March 2021	9	Thursday 11 March 2021

The Government has requested that schools **offer all students 3 rapid Lateral Flow Device (LFD) tests upon their return to school 3-5 days apart**. This is to help students get used to swabbing themselves for the tests. The school has employed a certified company with fully trained staff to help us organise and supervise the tests. All parents have now had the opportunity to complete the Department for Education/NHS Consent Form giving permission for your child to be tested in school. I am very pleased to say that three quarters of the school population have agreed to have the tests, which will provide added protection for our school community. Years 11, 12 and 13 will have had their first test before they return to school. All other year groups will receive their first test on their first day back in school. This will be followed by 2 more tests in school. After students have received their 3 tests in school, they will be issued with 2 rapid Lateral Flow Device (LFD) tests to take home for weekly testing. Information on the home testing kits will be sent to you shortly.

Whilst students are awaiting their return date to school, they will continue to receive remote education at home through a blended learning approach.

The school has reviewed its provision, week commencing Monday 8 March 2021, for students whose parents are **critical workers and vulnerable children** prior to them returning to school on their start date.



To help the school in managing its reopening plans, if at all possible, these students should remain at home and follow their remote learning timetable. However, if this is not possible, these students can continue to attend school.

Many of the **reopening arrangements** of the school will be familiar to your child as they were in place from September to December 2020. However, there are some important changes which I need to draw your attention to, as well as reminding you of existing practices.

The school has carefully considered and applied the *Department for Education, Schools Coronavirus (COVID-19) Operational Guidance (February 2021)* on schools' reopening protocols in the context of our school. Fundamental to this is the safety and welfare of all members of our school community.

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 Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK

Parents 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.**

**Accompanying this letter is important information on student expectations and guidance on their return to school. Please can you and your child read this information before they return to school.** These expectations will remind students 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 understandably may be apprehensive about returning to school by knowing what to expect beforehand.

**The structure and timetable of the school day will remain the same** as it was from September to December 2020. This will provide stability and continuity for students and staff. This information is available on the school website under the *Covid Correspondence* Section.

**Students will continue to remain in year-group bubbles** as best possible through:

- staying in normal lessons to minimise contact between students outside of the bubble.
- staggered break/lunchtimes to minimise social mixing.
- designated outdoor areas for break/lunchtimes.
- designated toilets to minimise contact between students outside of the bubble.
- staggered dismissal times at the end of the day.

Students should continue to go straight to their designated form room on arrival to school in the morning to facilitate social distancing between year-group bubbles.

The existing **one-way system** between and within building blocks will continue to be used to minimise contact between staff and students. A map is displayed on the school website under the *Covid Correspondence* section.

In line with Government guidance, it remains very difficult for students to observe social distancing in year-group bubbles. 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/lunchtime, is considered low risk. However, **students must make every effort to be at least a 1-metre distance from other students who are not in their year-group bubble and at least 2 metres away from staff.**



**They must avoid close face-to-face, personal contact and minimise time spent within 1 metre of anyone.** It is important that **students take responsibility for their conduct to keep themselves and others safe.**

It is essential that all students **continue to follow good personal hygiene and wash/sanitise hands throughout the school day**, especially on arrival to school, before and after eating, following coughing and sneezing, at the start and end of lessons and before and after handling 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 must 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 hand-washing facilities continue to be available to support hygiene measures.

As per Government recommendations, **students will be required to wear a face covering inside school buildings, including in lessons and travelling between lessons in corridors.** The exception to this is in PE, as wearing a face covering could impact on a student's ability to take part in exercise of strenuous activity. **Face coverings do not need to be worn outdoors** or during break and lunchtime when students are sat down eating and drinking. Face visors or shields should not be worn as an alternative to a face covering. The safe wearing of face coverings requires washing/sanitising hands before and after touching (including to remove or put them on) and the safe storage of them in individual sealable bags between uses. Students are required to bring their own face coverings to school. I expect almost all students to wear a face covering, however, there may be a few students who are exempt if they cannot wear a face covering because of a physical impairment or disability, illness, mental health difficulty or they rely on lip reading to communicate. Any parents, who believe their child should be exempt from wearing a face covering, should email their respective Head of Year outlining the reason. If you requested that your child be exempt last term, and wish them to continue to be so, please can you also email the Head of Year outlining the reason. Exempt children are still required to follow the school's protective measures to minimise the risk of transmission.

**The school site is open from 8.30am to 4pm each day.** If you are collecting your child from school by car, please can you do so by 4pm.

**Students should continue to bring their own packed lunch, snacks and drinks** and these must be eaten in designated areas (not corridors) at break/lunchtime. There will be a limited range of food available to purchase (cold/hot snacks/drinks) at break/lunch in designated areas using the cashless system. Any money must be uploaded to your child's 'Squid' account at home as there will be no facilities to do this in school. Designated dining areas will continue to be cleaned between sittings. 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.

**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 wedged open. **Students should continue to walk, cycle or travel to school by car if at all possible.** If not possible, school and public service buses will continue to run, following normal routes and times. **All students travelling by bus must continue to wear a face covering** in line with Government requirements. Parents have a responsibility to supply the face covering.

Students will be encouraged to sit in year-group bubbles on buses where possible and where bus capacity permits.



**Students should try and remember who they are sitting in close proximity to on the bus in case the school needs to trace students** following a confirmed case of COVID-19. **Students have a responsibility to travel on the buses safely and sensibly.**

If you are **bringing your child to school by car**, please can you continue to only use the main entrance at the front of school (Lincoln Road) to drop off and collect your child. The new traffic management system worked well during the Autumn term and created additional car park capacity at pick-up times outside main reception. We respectfully ask that parents 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 come onto the school site until 3.30pm.

To maintain social distancing and reduce contact points in school, **parents 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 remain socially distanced.**

If any students have been loaned a **school laptop** during lockdown, please can they return it to their Head of Year on their first day back in school with the power lead.

The **school uniform shop** will be open to students only from week commencing Monday 8 March 2021, 8.30 – 9.00am. Payment can be made in the shop by cash, cheque or card. In line with non-essential retail outlets being closed until at least 12 April, parents are not permitted on site, but can place orders for students to collect at [c.roberts@williamfarr.lincs.sch.uk](mailto:c.roberts@williamfarr.lincs.sch.uk). All details of sizes, pricing and how to pay by bank transfer can be found on the school website under the *Information* and *Uniform* section.

**The school has been deep cleaned** in preparation for reopening and a daily cleaning regime will remain in place for areas used, which includes touchpoint surfaces and the emptying of bins. Toilets will continue to be cleaned regularly.

**Parents' evenings will continue to be held remotely using the online booking system.**

**Educational and residential visits will remain postponed** until further notice to allow students time to catch up and avoid missing further lessons.

**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.

**Mobile phones will not be allowed in school**, nor permitted to be handed into reception to avoid contact points.

**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.

We will be working hard next term to review and adapt our **curriculum** delivery, teaching resources and intervention programmes to assess and support students so they continue to receive the highest quality of educational provision to reinforce the learning from last term. For students in Years 11 and 13, the school will follow guidance issued from the exam boards, which is due in March. These students will revisit topics from throughout the course and continue with coursework, developing their knowledge and skills, so that they are able to demonstrate their ability and understanding through the assessed pieces of work which will provide evidence for the grades this summer.



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

**Remote learning will continue for students who are absent from school with COVID-19-related illness** following a blended learning approach.

If there are any **confirmed cases of COVID-19** in school, we will continue to follow the Department for Education and Public Health England advice in identifying any students or staff who may have been in close contact with a confirmed case. These students will be required to self-isolate. Whilst I understand the disruption this can cause families, I respectfully ask for all parents to support the school in this process as we aim to keep our whole school community safe.

I understand that this is an anxious time for students, parents and staff as children prepare to return to school, having been absent for half a term. Please reassure them that we will do all that we can to keep them safe, work within Government guidelines and continue to provide high-quality educational support upon their return. We have now uploaded **some additional free resources onto the VLE, under the Care and Guidance/Student Welfare section**. This signposts support for students on maintaining positive mental wellbeing; including child-friendly information on COVID-19 and help in managing stress/anxiety. The **student welfare service will continue** to operate in school and we are delighted to have additional welfare support available from trained representatives from Lincoln University. Please contact your child's Head of Year if you have concerns over your child's mental health and wellbeing.

Our relationship with parents is key to the successful reopening of the school and for students to understand their shared responsibility in this process.

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

We look forward to welcoming your child back to school next week.

Yours faithfully

**Jonathan Knowler**  
Headteacher