



# SUMMERHILL SCHOOL

5 June 2020

Dear Parents/Carers,

## Year 10 Face to Face Sessions – 15 June 2020 Onwards

As promised at the start of this week, I am writing to outline our plan to begin the reintegration of Year 10 students back into school to have some face to face sessions with their subject staff. We are calling these sessions 'Subject Seminars' and they will complement the remote learning currently being set by staff.

Parents who decide not to send their children in will not be penalised and we respect the decision of parents and carers to make an informed judgment based upon their personal circumstances. All we will ask is for an email to [info@summerhill.dudley.sch.uk](mailto:info@summerhill.dudley.sch.uk) by the end of Wednesday 10<sup>th</sup> June 2020 if you are not intending on sending your child back into school. You must include a reason for this to aid our reporting to the Local Authority and Department for Education.

**The fine detail of our plan is shown in the attached 'Student Guidelines' document which shows a walkthrough of each day and clear expectations. This is a detailed document so please read it carefully.**

In summary, the plan is as follows:

- School will reopen on a staggered basis to Year 10 students from Monday 15 June 2020 with a series of 'Subject Seminars' for those students whose parents wish them to attend.
- The government guidance says that only a quarter of the year group can return each day. This limits the number of students allowed in school to roughly 50.
- Students will be grouped in 'classes' of 8 or less students. Government guidance says up to 15 but we are not happy with this so have reduced the number to a far more manageable size. We also believe smaller classes limit risk. Classroom furniture has been removed in the designated rooms and each student will be allocated their own table on arrival by their teacher.
- Students will return for ONE day per week. They will attend for the same day each week over the next five weeks commencing on 15 June and cover all subjects which they are studying. Therefore, they will know the day of the week when they are expected to be in school. This day cannot change due to the restrictions imposed with regard to mixed rotas.
- Students will attend a morning session and an afternoon session on the same day. Most morning sessions will commence at 10.00 -10.30am and the afternoon sessions will commence at around 12.30pm. Most afternoon sessions will conclude at 2.00-2.30pm. Some staff may wish to have longer sessions and students will have an individualised timetable which highlights this. This will be sent by email in due course.
- Students will have a socially distanced lunch in either the café or main hall. Each student will have their own table. Packed lunches are preferred or alternatively a pre-ordered meal can be arranged.
- Extremely vulnerable and clinically vulnerable children are not expected to return to school. Clarification on Asthma is expected from Public Health this week.
- Social Distancing guidelines will be observed AT ALL TIMES for all staff and students. We have measured and risk assessed each classroom and reduced classroom capacity accordingly.



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- There will be a focus on handwashing/sanitising, with 'sanitisation stations' in various parts of the building and outside each classroom. These will contain sanitiser spray and paper towels for students and staff to use as they enter the building, enter and leave the classroom, before and after toileting and before lunchtime.
- The cleaning regime is being adjusted to allow round the clock cleaning whilst the building is open.
- A risk assessment has been issued by the Local Authority for schools to follow and this will be updated over the coming days. In the current climate, we are managing the risks but we can never eliminate all risks entirely.
- Testing is available for all pupils and staff who develop symptoms of the virus. If a staff member or pupil develops Coronavirus symptoms, self-isolation of the pupils and staff in that session will commence. Upon a negative test, the group can resume. If there is a positive test, anyone the student or member of staff has been in contact with will be self-isolating for 14 days, and the school will contact Public Health England for an investigation, and test-trace-isolate exercise.

**Each student will receive an individualised email and personal timetable outlining the Subject Seminars which will be provided.**

**It is important that students and parents read and fully understand the 'Student Guidelines' document attached to this letter. This guidance will be updated as and when further information is required.**

I acknowledge that there is still a great deal of uncertainty and anxiety around pupils returning to school; as a parent myself I totally understand. You will no doubt have many unanswered questions. The divisive nature of the public debate recently does nothing to help that, of course. Never has there been a time in which values such as integrity, wisdom, hope and courage are needed, and I hope that we, as a community, can demonstrate those key values. No doubt things will continue to change moving forward. However, what will not change is my resolute and unswerving focus on the safety of our staff and students here at Summerhill.

Yours sincerely,

**Martyn Palfreyman**  
**Headteacher**



## **Guidelines for Year 10 Students (V1 published 5 June)** **PLEASE READ THIS CAREFULLY**

This checklist sets out expectations for all students and the protocols we will establish and follow as we permit students to re-enter the building from 15 June 2020.

### **Attendance**

Any parent who does not wish to send their child to school must email [info@summerhill.dudley.sch.uk](mailto:info@summerhill.dudley.sch.uk) with their reason (out of the list below) so that accurate records can be maintained for government purposes. Attendance returns have to be submitted on a daily basis. No parent will be fined or penalised if they choose not to send their child into school at present.

All absence will be authorised but please use one of the following reasons:

- a) Illness, suspected or confirmed case of COVID-19
- b) Illness, not suspected or confirmed case of COVID-19
- c) Shielding for self or other family member
- d) Household isolation
- c) Other

### **Arrival at school**

1. Students must travel alone or only with members of their household.
2. Students should arrive no more than 10 minutes before their first session.
3. Any students riding bikes, must leave them in the bike shed and make their way to the front entrance. Please respect social distancing if there are other students in the bike shed at the same time.
4. Students should arrive at the front entrance to school as usual.
5. All students must queue on the 2m 'dots' leading to the main entrance. Social distancing **MUST** be observed at all times.
6. Everyone will be tested with an Infra-Red Thermometer to check temperature before entering the building. This will be done by a member of staff holding an infra-red device close to the forehead of each individual. Staff will wear PPE and visors for this and maintain social distancing. Anyone with a temperature above 37.8 degrees will be sent home and refused entry to the building.
7. Everyone must sanitise hands using the bottle spray provided (there will be a table under the canopy by reception) before entering the building.
8. Students will be allowed access to the building one by one. Front doors will be wedged open so no contact is needed.
9. Reception will operate an 'in' and 'out' system. 'Keep Left' at all times.
10. Each corridor will be marked with tape to create a '2 way' street. Follow the 'Keep Left' protocol at all times. Always walk on the left in corridors and on stairs, at least 2m away from the person in front or



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behind. Do not stop to have conversations in the corridor and always keep the centre of the corridor clear.

11. Water bottles from home are permitted in school and can be used in classrooms. They should be filled at home as water fountains will be closed off in the school to prevent cross contamination.
12. Students should go straight to their designated classroom and sanitise hands before entering the room. There will be a 'sanitisation station' outside the door with spray and paper towels.
13. If the teacher is absent when the student arrives, they should queue to the left of the door and ensure they remain 2m away from any other students.
14. Classroom doors will remain wedged open at all times.
15. Classroom windows will be opened by staff and remain open during the sessions.

## **Student's arrival at Session**

1. Students sanitise hands immediately on arrival to session and before they enter the classroom.
2. Students should then go into their classroom and sit in a designated seat as instructed by their teacher. Once in this seat, they must not move to another chair or desk and must not move around the classroom.
3. Each classroom will have a clear 'open zone' at the front near to the teacher's desk. Students are not permitted in this zone at any time.
4. Students should place any belongings on the floor and coats on the back of their chairs. Lunch should be kept in their bag. Water bottles are permitted on the table.
5. Students will need to bring all of their own equipment to sessions. This includes a notepad, pen, pencil, ruler, calculator and other basic stationery. The school is unable to loan equipment during this time.
6. Staff will register students to ensure who is present. A member of the data team will come to the door (but not into the room) near the start of session and ask the staff member to confirm who is absent.
7. Any handouts required during the session will be put onto desks before students arrive. Students must not share handouts, sheets or equipment with each other at any time. Handouts must be taken home at the end of the lesson and not left on the desk.
8. Students will be reminded daily of key expectations at the start of every session:
  - a. *Hand washing/sanitisation on entry to school, before a session, after a session and after using the toilet*
  - b. *Staying in seat at all times*
  - c. *Hands up if need to ask something, go to the toilet, need help, etc. Only one student will be allowed to go to the toilet at any one time.*
  - d. *Social distancing AT ALL TIMES within the classroom and around school.*
  - e. *Rules are there to protect each other and staff – your actions impact others. We are all in this together and it is important we remember that we are looking out for each other.*

## **During Sessions**

1. If assistance is required for a first aid emergency, etc. the teacher will use the classroom phone to summon assistance from reception (by dialling 0384)
2. Students must not be sent to visit other rooms.
3. Social distancing must be enforced at all times whilst in the classroom.



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4. The teacher's 'open zone' at the front must be kept clear.
5. Students must pack up their own things at the end of the session and no items or work will be collected in by the teacher.
6. At the end of the session, students will be dismissed one by one and sanitise hands as they leave. They must not wait for friends or hang around on corridors or in stair wells.

## **Lunch time**

1. Students should where possible bring a packed lunch from home. If this is not possible, there will be an opportunity to book a lunch the day before. Once this is booked, the order cannot be changed.
2. Students will be dismissed one by one from their morning session. Each group will be sent to either the main hall or the café. Instructions will be given to staff to pass on to students during the session. Students must remain in the space where they are directed.
3. All tables and chairs in the main hall or café will be socially distanced and **MUST NOT** be moved. There will be 25 tables and chairs in each room so that each student has their own socially distanced space.
4. Students who need to collect lunch will be called one by one by the duty staff to the counter to fetch their meal.
5. Students and staff are able to go outside for fresh air as long as they remain socially distanced at all times. Only the general 'quad' hardstanding will be open immediately outside the hall. Students are not permitted on the field or MUGA. No ball games are permitted.
6. Students will be responsible for clearing their own table at the end of lunch, either back into their bag or into a nearby bin.
7. MITIE (Facilities Management Company) will clean and disinfect all classroom tables and chairs at lunchtime in preparation for the next session.
8. At the end of lunch, students will be dismissed one by one from the hall or café and must move immediately to their next session.
9. Students are not permitted in any other place around the building.

## **End of day**

1. Students will be dismissed one by one at the end of the session.
2. Hands must be sanitised when leaving the classroom.
3. Students must leave the building immediately by the nearest exit and not wait for friends.
4. Anything taken home should be sanitised or wiped with an anti-bacterial wipe.
5. Students must travel alone or with members of their household only

## **General Guidelines**

1. Students should wear casual clothes; please just ensure they are modest.
2. Clothes should be clean each day a student attends school and should be washed as soon as the student returns home.
3. Students can provide and wear PPE at their own discretion. The government guidance states that this is not needed and the school will not be able to provide this but we will support any student or family who would prefer to wear this. Staff will be unable to assist students in putting on PPE.



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4. Toilet visits are to be limited to a 'one in, one out' protocol with one student at a time in order to limit possibility for students mingling.
5. A Duty cleaner will be cleaning classrooms, door handles, toilets on rotation, and will be on call if there is an emergency requirement. Any emergency should be reported to reception.
6. PPE will be provided for staff who are first aiders and TAs providing physical assistance/ intimate care and must be worn at all times, should a situation occur.
7. If a student wishes to speak to another member of staff, they should report to reception, who will see if the member of staff is available. Students are not permitted to enter staff offices or workspaces at any time, or to move around the building looking for a member of staff.
8. ANY student who feels they are developing any symptoms of Covid-19 must immediately report this to a member of staff, maintaining safe distancing, and then exit the building by the nearest exit.
9. If the student is experiencing acute symptoms which may pose a danger to immediate health, they will be assessed by a first aider at work, outside if possible and with the first aider wearing FULL PPE.
10. If an immediate emergency presents itself then the staff first aider will call for an ambulance.
11. ANY student who has a household member who starts displaying Coronavirus symptoms, is to self-isolate immediately. They must not return to school for at least 14 days. They should inform school by email to [info@summerhill.dudley.sch.uk](mailto:info@summerhill.dudley.sch.uk)
12. ANY student or family member who is contacted by the Track and Trace personnel with a need to self-isolate, should follow the reporting procedure above. They should inform school by email to [info@summerhill.dudley.sch.uk](mailto:info@summerhill.dudley.sch.uk)
13. Lockers are out of bounds and must not be used.
14. Students who appear to be unwell or who require physical assistance/ intimate care will be provided with (and expected to wear) PPE.
15. Any failure to follow the social distancing rules, or disrespect for any member of our community, will see a student removed from school immediately. The school will adopt a zero-tolerance attitude to any breaches which endanger or threaten to endanger the safety of staff or other students.

Martyn Palfreyman  
Summerhill School  
5 June 2020