



26th February 2021

Dear Parent/ Carer & Pupils,

Re-opening school from Monday 8th March

Following The Government's announcements that schools are reopening from 8th March to pupils, we are looking forward to seeing pupils again, and write eagerly today to outline our plan. This letter provides a summary of everything parents, carers and pupils need to know as well as some points of preparation ahead of pupils' first day back. Each section of our plan is summarised in short bullet points for clarity and ease of reference.

Attendance

- All pupils are required to return to school under The Government's announcement for schools to reopen.
- If any pupils, parents or carers are concerned or have questions about the return to school process, please contact your child's Head of House or enquiry@decschool.co.uk as soon as possible so we can provide support and guidance.
- Pupils should attend full time, starting on a specific day in week beginning 8th March according to their year group (further information on the schedule for the first week is outlined below).
- Pupils with symptoms of COVID-19 must not attend school.
- Pupils must not attend if they have had a COVID test at home and do not yet have the result.
- Pupils must not attend if they or anyone in the household has tested positive for COVID-19.
- Pupils must not attend if they are a contact of a confirmed case and have been directed to self-isolate by NHS Test and Trace.
- Pupils must not attend school if someone in the household has COVID-19 symptoms or someone is waiting for the results of a COVID test.

COVID-19 Lateral Flow Testing (LFD)

- Testing requires consent – please complete the consent form via the following link: <https://forms.office.com/Pages/ResponsePage.aspx?id=hVh-eMTdU0Wnv6udzkyo6lpr1Q9ztlhBvW7RNkHV3MdUODk2U05VU1BRMIIZVVA0QIdFWFVCODkzUi4u>
- Pupils will receive an initial LFD test prior to commencing lessons in our Sports Hall testing centre
- Pupils will self-test under the supervision of trained staff
- Tests will be registered to parent/carers contact details and results will be sent by text automatically
- If a pupil tests negative, they will proceed into school
- If a pupil tests positive, parents will be required to collect them and book a COVID-19 PCR test by calling 119 – pupils who test positive will be required to self-isolate according to the existing guidance
- Following the first test on their first day back, pupils will receive two further LFD tests, each 3-5 days apart – these two tests will be carried out as part of the school day
- After the third LFD test, pupils will move over to home testing
- Home testing kits will be provided with clear guidance for pupils, parents and carers to carry these LFD tests out at home, informing NHS and school of results – further information will follow on home testing for pupils as we receive it.





	WB 08.03.21					WB 15.03.22					WB 22.03.21				
Year 7	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Year 8	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Year 9	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Year 10	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Year 11	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Year 12	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Year 13	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	Test 1					Test 2					Test 3				

Pupils are back gradually

The schedule of returning to face to face lessons for pupils starts from Monday 8th March. Review the table below carefully as it shows what time specific groups of pupils need to arrive. For Years 7-11, each group noted is based on pupils' English teaching group – check timetables carefully to ensure pupils arrive at the correct time.

	Arrive by 08:35	Arrive by 09:00	Arrive by 10:00
Monday 8th March		Year 13 11I – English 11R – English 11E - English	11A – English 11S – English 11P – English
Tuesday 9th March	All Year 11 Pupils All Year 13 Pupils	Year 12 10I – English 10R – English 10E – English 10D - English	10A – English 10S – English 10P – English
Wednesday 10th March	All Year 10 Pupils All Year 11 Pupils All Year 12 Pupils All Year 13 Pupils	9I – English 9R – English 9E – English 9D - English	9A – English 9S – English 9P – English
Thursday 11th March	All Year 9 Pupils All Year 10 Pupils All Year 11 Pupils All Year 12 Pupils All Year 13 Pupils	8I – English 8R – English 8E – English 8D - English	8A – English 8S – English 8P – English
Friday 12th March	All Year 8 Pupils All Year 10 Pupils All Year 11 Pupils All Year 12 Pupils All Year 13 Pupils	7P - English 7I – English 7R – English	7A – English 7S – English



	Arrive by 08:35	Arrive by 09:00	Arrive by 10:00
Monday 15th March	All Year 7 Pupils All Year 8 Pupils All Year 10 Pupils All Year 11 Pupils All Year 12 Pupils All Year 13 Pupils	-	-

Provision for Key Worker, Vulnerable and those with an EHCP

- We encourage pupils to work from home if possible during week beginning 8th March until they are due back in school according to the schedule above – this is due to the increased pressure on computer rooms as more pupils return to school.
- We will continue this provision for these pupils based on pre-requested places. Please email Mr Ali (w.ali@decschool.co.uk) if you require a place for your child on any of the days in the first week back, before their scheduled return date.

Remote learning ahead of pupils' first day back

- Week beginning 1st March – pupils will continue live lessons on MS teams throughout the week
- Week beginning 8th March – pupils will learn via pre-recorded lessons from the remote learning curriculum on the website until their first day back in school. On their first day, they will commence face to face lessons in school according to their timetable

Entrances to school site

These remain the same as they were in autumn:

- Lower Woodbrooke Road Gate – Year 7
- Upper Woodbrooke Road Gate – Years 8, 10 and 6th Form
- Hay Green Lane Entrance – Years 9 and 11

Updates to our protocols and processes

We have thoroughly evaluated our systems from the Autumn Term and have updated some aspects of how a typical school day will run, taking account of updated guidance from The Government, The Department for Education and our own risk assessment. The updates are as follows:

- Staff will return to having a 'home room' and the building will not be zoned – therefore, pupils will no longer be required to line up between lesson transitions outside.**
Pupils will move between lessons wearing face coverings, with greatly increased senior and pastoral leader supervision – achieved by not having line up at each transition point, with increased public space ventilation. Pupils will receive new timetables on their first day back in week beginning 08.03.21
- Hand sanitisation on entry and exit to classrooms will be mandatory**
As pupils arrive to each of their lessons, pupils must now sanitise their hands on arrival and on departure from each room. Hand sanitiser will be dispensed by teachers on their doors, or pupils can use their own sanitiser.

3. Room cleaning enhanced

As staff will now be in their own classroom, staff can be even more vigilant in the completion of desk/ workspace cleaning by their groups as their classrooms will no longer be used by multiple staff in a day.

4. Significantly increased ventilation

All stair windows will now be permanently open, as will ground floor external doors. Specific mechanical, trickle and purge ventilation practices will be implemented by all staff in their teaching rooms according to the updated DfE guidance which says:

- **window ventilation** – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors will also assist with creating a throughput of air
- **other ventilation** – external opening doors will also be used (as long as they are not fire doors and where safe to do so) to create a greater flow of air throughout the building

5. Continued consistency in the use of face coverings by all pupils

Increased senior leader, pastoral leader and general staff presence inside the building (due to no longer having to supervise line up systems outside) will enable much greater vigilance with adherence to hands, face, space expectations. Leadership detentions will enable these practices to become embedded and autonomous in pupils rapidly when they return. Consistency in the modelling of the behaviour we expect will be the primary route to achieve this, with the use of sanction increasing for non-compliance after the first week back. Pupils will be briefed clearly on this, and all other protocol changes/ expectations as part of the 'back to basics' package led by pastoral and senior leaders.

6. Mandatory equipment for pupils (which will be checked on each entrance gate each morning and as part of the daily form time equipment check):

- | | | |
|-------------------------------------|---------------------|------------------|
| a. Pencil case (provided by school) | c. Planner | e. Handsanitiser |
| b. Track and Trace Book | d. 2 face coverings | |

7. 6th form will now arrive at 08:40 and have tutor time in the mornings in-line with the rest of the school

8. PE changing rooms will now be open and in-use as normal.

Pupils will be required to wear the normal, full school uniform on PE days and have their PE kit in their bag. Pupils must no longer wear their PE kit to school. Pupils must wear face masks at all times when in the changing rooms.

Preparing for returning to school

As pupils, parents and carers prepare for the return to school, please refer to the following checklist of key activities that will support your child in a smooth and positive transition back to school:

- Have them try on their uniform, including school shoes to make sure it still fits
- Order any replacement items in good time for them to arrive before their first day back. A reminder of our uniform policy can be found here: <https://www.decschool.co.uk/uniform/>
- If new piercings, nails or unsuitable hair colours have featured during lockdown, please ensure these are compliant with school policy before pupils return
- Ensure your child has at least two reusable face coverings – unless exempt, they will be required to have these with them at all times during the school day



- Add a minimum of £2 to your child's WisePay account to cover the cost of replacement face coverings should they lose or damage their reusable face covering during the day
- Ensure your child has their own small bottle of hand sanitiser to help them maintain the highest possible hand-hygiene regime when they return to school
- Complete LFD testing consent form: <https://forms.office.com/Pages/ResponsePage.aspx?id=hVh-eMTdU0WnV6udzkyo6lpr1Q9ztlhBvW7RNkHV3MdUODk2U05VU1BRMIIZVVA0QldFWFVCODkzUi4u>
- Have them check their school bag to ensure they have their:
 - a. Planner
 - b. Equipment – a reminder of equipment expectations can be found here:
 - c. Track and Trace Book
 - d. PE kit (for the day they have PE)
 - e. Year 11 - Text books and revision guides to be put back into their lockers
- If your child buys food from the canteen, ensure their WisePay account has sufficient credit – no overdrafts will be permitted.
- If there is anything specific you feel we need to know in advance, contact your child's Head of House or enquiry@decschool.co.uk.

Activities that will continue as normal once pupils return:

- Instrumental lessons – commencing from 22nd March
- Believe Centre intervention
- Lexia and reading programmes, including Bedrock
- SEND intervention
- Progress Club
- Pupil Pledge
- A small scale extracurricular programme – more information will be provided to pupils in the first two weeks
- Subject/ qualification intervention
- Homework Club
- Year 11 Study Room
- CCF – Restarting from Monday 22nd March

All of the information we have provided here will be accompanied next week by a re-familiarisation video for pupils to ensure everyone is clear; enabling the smoothest possible transition back into school. Thank you to all parents and carers for all of your support during this period of school closure and in advance, for your support in a smooth reopening process.

Finally, a message to pupils: We are so looking forward to see you again, and a great deal of preparation is underway to ensure your curriculum, your lessons and your wider experiences enable you to continue making outstanding progress.

Yours sincerely

Mr M Dunn
Head Teacher