



The COUNTY HIGH SCHOOL *Leftwich*

Achieving Excellence

Principal Mr M Snelson BSc (Hons), PGCE, MSc

24th August 2020

Dear Parent/Carer,

I hope you and your family have enjoyed a relaxing and safe summer break.

We are excited to welcome back to school **all students in September**. We are looking forward to meeting all our students from new Year 8-11 once again and welcoming, for the first time, our new Year 7 students. We can't wait to get back to helping our students achieve excellence.

Mrs du Plessis, Vice Principal, has created a film for all students and their families to watch prior to September, explaining our new processes, procedures and expectations. Please do find the time to watch this film. <https://www.youtube.com/watch?v=Yiau3tszT-E&t=138s>

We are continuing to adhere to guidelines from Public Health England and the Department for Education and continue to listen, take advice and pay close attention to all the information available to us. The plans explained in this letter and in the film are correct at the time of writing and I will update you should we need to change any of them.

Our plans for the first week in September are:

- **Year 7** students will join us on **Wednesday 2nd September**
- Students from **all year groups** will attend school from **Thursday 3rd September**
- Students will be directed to their Tutor Room at the start of their first day

The following arrangements will be in place until further notice. Please look carefully at the Tables at the end of this letter for year group specific details.



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admin@leftwichhigh.com

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The School Day

- At the start of the day and the end of the day **times will be staggered** - *See Table 1*. Please look carefully at the start and end times for your child's year group
- Students will use dedicated **year group entrances and exits** and must use these at the start of the day, for break and lunch and at the end of the day, with the exception of an emergency evacuation – *See Table 1*
- All students will stay, as far as possible, in the **year group zones** of the school, in their year group bubble – *See Table 2*
- Students will have a **Tutor Time** session either at the start or the end of the day
- We will be open from **07:30** to accommodate students who choose to travel outside of peak times. Students arriving earlier than their year group start time should enter via the Student Entrance (by the Hall) and will be directed to wait in the **Hall/Canteen**, socially distanced from one another. Students needing to stay later than their year group end of day time can use the **Hall/Canteen at the end of the day** – again, socially distanced
- Students and parents/carers must **not gather or wait on site or the surrounding area** at the start and/or end of the day
- Students travelling by **public transport must follow the guidelines** regarding the wearing of a mask and the safe removal and storage of it – *See Table 6*

The School Curriculum

- All students will follow a standard timetable and will study **all** their subjects from September
- All students will have **specialist teachers** for their subjects, wherever possible
- **Year 10 and Year 11 students will have lessons in specialist rooms**, where required, with the exception of Science, which will be delivered in standard classrooms
- **Year 7, 8 and 9 will have lessons in standard classrooms**. Therefore, the content of the curriculum will be adapted accordingly
- We will continue to provide full educational and care support for those pupils who have SEND, although we may need to adjust the delivery of this support
- **PE lessons will continue**, with an appropriate curriculum and students will be required to **attend school in their PE kit on the days they have PE**. They will remain in their kit for the duration of the day. Students can wear track pants/leggings/jogging bottoms for PE until further notice

Catering Arrangements

- Each year group will have their **own area for break and lunchtime** and a limited selection of food will be available to purchase in these areas - *See Table 3*
- Wherever possible, we would encourage students to **bring their own packed lunch and enough drink to last them for the day**

Our New Ways of Working

Our **risk assessments**, which have been created in conjunction with the Sir John Brunner Foundation and following all the guidelines from the Department for Education, Public Health England and various unions and associations, have been used to generate our '*new ways of working*'. These have been developed and have evolved utilising the Department for Education's 9 system control measures, designed to keep us as safe as possible. We have maximised the use of these system control measures, to effectively minimise the risks – *See Table 4 and Table 5*.



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All colleagues and students will be fully inducted in our new ways of working. **It is every member of The County High School, Leftwich community's responsibility to ensure the school stays as safe as possible by following these new ways of working.**

We all must ensure that we respect each other's space and follow social distancing rules. **Students must not be within 2 metres of teachers and/or support staff**, wherever possible. In every classroom there is tape on the floor to indicate the **Teacher Zone**, which **students must not enter**. Students must **clean their hands frequently** with soap and water and use hand sanitiser, which is available in numerous places around the school, including in every classroom – *See Table 4 and Table 5.*

Students must not attend school if they or a member of their household has any of the symptoms of COVID19. If a student becomes unwell with COVID19 symptoms, they will be isolated and we will ask that they are collected as soon as practically possible. Anyone who displays symptoms of COVID 19 can and should get a test. Table 6 provides the link to book a test through the NHS. Additionally, should any student have been to a country requiring them to quarantine on return, **they should not return to school** until the quarantine period has elapsed – *See Table 6.*

Behaviour Expectations

We continue to expect students to:

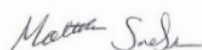
- Be **ready to learn**
- Be **respectful and safe**
- **Embrace opportunities**

Please find a link to our Behaviour for Learning policy, in Table 6, which **clearly identifies our expectations and the consequences if these expectations are not met.**

We will continue to deliver an **ambitious, broad and balanced curriculum for our students** and I look forward to seeing them embrace this opportunity. I am really looking forward to seeing all our students once more in The County High School, Leftwich, ready to **achieve excellence** in all they do.

We will continue Achieving Excellence in Pastoral Care and Support, Achieving Excellence in Teaching and Learning and Achieving Excellence in the Curriculum Provided.

Mr Snelson



Principal



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Table 1 – Staggered Start and End of the day – Dedicated Year Group Entrances and Exits

	Entrance and Exit	Start of Day	End of Day Time
Year 7	Main Office	08:30 – Students proceed to Tutor Group Room	15:00
Year 8	Service Drive	08:40 – Students proceed to Tutor Group Room	15:10
Year 9	Student Entrance	08:50 – Students proceed to Tutor Group Room	15:20
Year 10	PE Door	09:00 – Students to proceed to Period 1 Teaching Room	15:30
Year 11	A15 Door	09:15 – Students to proceed to Period 1 Teaching Room	15:40

Table 2 – Year Group Zones

Year 7 Zone	Year 8 Zone	Year 9 Zone	Year 10 Zone	Year 11 Zone
B2	A14	B11A	A3	B19
B3	A15	B13	A4	B20
B6	A18	B14	A7A (Fitness Studio)	B21
B8	A19	B15	A8	B22
B9	A21	B15A	A9	B23
B10	A22	B16	A12	B24
B11	A23	C4	A13	B25
	A24		C1	B26

Table 3 – Break and Lunchtime Arrangements

	Break Lunchtime Food Serving Area	Break/ Lunchtime Area
Year 7	Study Zone	Field (Next to MUGA)
Year 8	Service Drive Stairwell	Field (Upper Service Drive)
Year 9	Hall	Internal Quad (Hall)
Year 10	Canteen	Field (Long Jump) & Main Office Quad
Year 11	Gym (Access from Science Apron via PE Store)	Field (Shot Put/Bottom Gate)



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Table 4 – System Control Measures

Prevention	Response to any infection
1. Minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	7. Engage with the NHS Test and Trace process
2. Clean hands thoroughly more often than usual	8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach	9. Contain any outbreak by following local health protection team advice
4. Introduce enhanced cleaning , including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	
5. Minimise contact between individuals and maintain social distancing wherever possible	
6. Where necessary, wear appropriate personal protective equipment (PPE)	

Table 5 – System Control Measures Reminder

	Minimise contact with those who are unwell	If you or someone in your household has the symptoms do not attend school
	Enhance hand hygiene	Regular, thorough and more often than usual handwashing/use of sanitiser
	Good respiratory hygiene	Catch it, bin it, kill it
	Increase cleaning procedures	Increased focus on surfaces that are regularly touched
	Minimise contact and mixing with others	Give each other as much space as possible

Table 6 – Links to Guidance/Advice/More Information/Policies

Guidance	Link
The County High School Leftwich Induction Film	https://www.youtube.com/watch?v=Yiau3tszT-E&t=138s
The County High School Leftwich Behaviour for Learning Policy	http://www.leftwichhigh.com/documents/Policies/behaviour for learning.pdf
Guidance for the full opening of schools	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Safer Travel Guidance	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings
Face Covering Guidance	https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own
How to Safely Wear, Take Off and Store Face Masks	https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html
Foreign Travel Corridors – guidance when returning from abroad	https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors
Testing and tracing for coronavirus	https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/



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