



# *The* COUNTY HIGH SCHOOL *Leftwich*

Achieving Excellence

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

December 2020

Dear Parents/Carers,

As we approach the end of term I wanted to reflect on what has been an eventful term and update you on our plans for January.

What a busy and full term it has been:

- Full of innovative teaching by my colleagues and super learning by my students
- Full of assemblies on Teams and sanitising hands
- Full of awesome achievements, including learning new musical instruments and creating beautiful artwork
- Full of masks and updating seating plans
- Full of hard working colleagues throughout the organisation, including: the Site Team and Cleaners responding positively to the Senior Leadership Team tweaking arrangements; the Catering Team serving food from five different venues; the Curriculum Support Team updating and juggling cover on a daily and hourly basis; the Pastoral Support Team supporting those families having to isolate and our Finance and Admin Teams supporting our internal track on trace investigations, all of this on top of the usual duties these teams perform
- Full of Life@Leftwich Podcasts, Online Information Evenings and an Online Open Evening
- Full of musical advent calendar delights and Year 11 students organising and delivering presents to some of our community's Senior Citizens
- Full of students showing they are Ready to Learn, Respectful and Safe and Embracing Opportunities
- Full of students learning new Knowledge and Skills, developing their Character and being Creative and Imaginative

It has been a long term, at times a difficult term but it has shown the best of The County High School Leftwich community.



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## Christmas Holidays Track and Trace

As communicated last week, following the Department for Education's announcement on Tuesday 8<sup>th</sup> December that schools are now able to use an INSET day on Friday 18<sup>th</sup> December for a non-teaching day and for staff training, **Thursday 17<sup>th</sup> December will be the last day in school for students in 2020.**

Whilst we understand and agree that the timing of this announcement isn't ideal, our subsequent decision will enable a 7-day break between the end term and Christmas Day. It will also facilitate a number of colleagues to be 'on-call' at the beginning of Christmas holidays to contribute to the national effort of containing COVID-19 cases. Colleagues will be available to conduct our internal track and trace investigation, notify any affected parents/carers and then be able to have a break, prior to all students returning to school on Monday 4<sup>th</sup> January 2021.

To ensure the provision of 190 school days this academic year, **Monday 19<sup>th</sup> July 2021 will now become the last day in school for all students.** Should any family have a holiday booked for the Monday 19<sup>th</sup> July, please inform the school and remote learning for those students will be provided.

Parents/carers are reminded that should their child have a positive COVID-19 test they are to notify the school immediately, via [COVID@leftwichhigh.com](mailto:COVID@leftwichhigh.com). Should a positive result be received at the beginning of the Christmas holidays and your child has been in school 48 hours prior to the onset of symptoms, please notify school immediately. Colleagues will be 'on-call' until Wednesday 23<sup>rd</sup> December to perform our internal track and trace investigations and notify parents/carers should any child be identified as a close contact and need to isolate.

I thank parents/carers in advance for your understanding and support should we need to notify you that your child needs to isolate over the Christmas holidays. I dearly hope this will not be the case but we all must follow the guidance. I'd also like to thank publicly those colleagues who have agreed to give up part of their well-deserved Christmas break to help me with this, should it be required.

## January 2021 Arrangements and Procedures

As you can see from the information attached to this letter, we are making some small changes to how we operate from January. We will continue to maximise our Control Measures, for example:

- students and staff not attending school should they have any COVID symptoms
- the mandatory wearing of masks when inside the building and outside of classrooms
- encouraging regular hand washing and hand sanitisers located all around the school
- increased cleaning throughout the school
- staggered start and end times
- separate year group entrances
- teacher only zones in each classroom
- students continuing to arrive in school wearing their PE kit on the days they are timetabled for PE lessons
- separate canteen serving areas for each year group
- separate inside and outside areas for students to use at break and lunch
- the rigorous enforcement and documentation of seating plans for every lesson

Due to our robust Control Measures, which will include a new one-way system, students will be moving around the building to teachers' classrooms, rather than teachers moving to students, from



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January. This is in line with arrangements at other local Secondary schools. This should also reduce some of the congestion we have seen in some year group areas during lesson changeover time as students will be moving to different parts of the school, rather than trying to swap classrooms on a corridor. We will monitor this carefully in January and keep all arrangements under review. On Wednesday, students will be issued with new timetables, which detail their new classrooms for each lesson/subject from Monday 4<sup>th</sup> January.

### **Families Supported by Free School Meals, Housing Benefit and/or Council Tax Reduction**

For those eligible families, please follow the link below from Cheshire West and Chester regarding support payments for the winter period.

<https://www.cheshirewestandchester.gov.uk/news-and-views/incidents/coronavirus-covid-19/how-to-get-help/winter-grant-scheme.aspx>

Please use the following contacts should you require assistance with this:

Telephone 0300 123 8123

Email [winterpayments@cheshirewestandchester.gov.uk](mailto:winterpayments@cheshirewestandchester.gov.uk)

### **Year 11 GCSE Exams Summer 2021**

Year 11 students and their families will be aware that the Department for Education have released some more information regarding the Summer 2021 exams. Whilst we await the detail due in January, the message is clear - Year 11 students will be taking GCSE exams in May/June of 2021. Year 11 students need to continue working and thinking hard in their lessons, learning the lessons from their Student Tracking 1 exams and embracing all the interventions they will be provided with. Once we have all the detail, we will ensure that Year 11 students and their families are provided with all the information required to ensure the students are successful in the summer.

Please note, in light of national changes to the GCSE exam dates (24<sup>th</sup> May to 2<sup>nd</sup> July 2021), we have moved our Student Tracking 2 dates to 8<sup>th</sup> February to 5<sup>th</sup> March 2021.

### **Consultation Day**

In January, we will send out information explaining how this year's Consultation Day will be delivered. In order to maximise students' learning and the number of days in school, the event will be held outside of school hours.

Please take the time to once more go through the arrangements and procedures that follow with your child, before they return in January. Finally, I wish all members of The County High School Leftwich community a happy and relaxing Christmas break and a bright and prosperous New Year.

Yours sincerely



Mr M Snelson  
Principal



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## January 2021 Arrangements and Procedures

### Face Coverings

- All students and staff to wear an appropriate\* face covering whenever they leave their classroom and whilst inside the school building, except for those students or staff who are exempt.
- For those students not exempt, **please ensure your child has a face covering, and a sealable plastic bag to safely store it, with them every day.** We have a small stock of face coverings available for those students who forget their face covering. However, we will monitor this carefully and may need begin charging for face masks in the future.
- Students, staff and visitors must follow the guidance on how to wear, take off and store a face covering – *See Table 5*. Students will be reminded of this guidance in school and reminded to wear their face covering at the end of every lesson.
- All adults to wear a face covering when visiting or entering the school premises including outdoor areas, except those who are exempt. We will continue to keep the number of visitors to a minimum, meetings will be held online where possible or outside of school hours and always by appointment only.

\*An appropriate face covering, includes:

- A mask or shield
- Masks should only cover the mouth and nose - no balaclava type masks
- Masks must not have any inappropriate content on them

### 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 must use these whenever entering the building – *See Table 1*
- Whenever students are leaving the building they should use the nearest exit
- 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** until 16:30 – 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 5*
- Students must keep a note of those they have been close to at break or lunch, in their planner or on their phone, every day

### The School Curriculum

- All students will follow a standard timetable and will study **all** their subjects
- All students will have **specialist teachers** for their subjects, wherever possible
- 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



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- **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. Students are to wear full uniform at all other times

### **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 2*

### **Risk Assessments**

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 3 and Table 4*.

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 3 and Table 4*.

**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 5 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 5*.

### **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, *see Table 5*, which **clearly identifies our expectations and the consequences if these expectations are not met.**



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

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

**Table 2 – Break and Lunchtime Arrangements**

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

**Table 3 – System Control Measures**

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









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**Table 4 – 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 – wash/sanitise your hands frequently and always as you enter and leave the building
	Good respiratory hygiene – catch it, bin it, kill it
	Increase cleaning procedures
	Wear a face covering when out of lessons and in the building
	Minimise contact and mixing with others – give each other as much space as possible

**Table 5 – Links to Guidance/Advice/More Information/Policies**

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

