



The
COUNTY
HIGH SCHOOL
Leftwich

Achieving Excellence

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

31st December 2020

Dear Parents/Carers,

Following yesterday's Government announcements, regarding the reopening of Secondary schools after the Christmas break, we need to change our plans once more. The updated plan is:

- Monday 4th January: INSET day with only staff attending school, no students will attend
- Tuesday 5th January until Friday 8th January: only children of critical workers and vulnerable students will attend school. All other students will be provided with remote learning
- Monday 11th January: children of critical workers, vulnerable students and Year 11 students will attend school
- Monday 18th January: all students will return to school

We are mindful of the expectations around setting up a testing system and the planning will begin, in conjunction with our colleagues in the Sir John Brunner Foundation, on Monday 4th January. We will communicate further as our plans develop.

I look forward to welcoming all students back to school on Monday 18th January and hope that this will be the case. However, as stated in most of the 46 letters I've written regarding Covid-19 over the last 10 months, everything in this letter is correct at the time of writing and should we need to change plans I will communicate them with you. I once more thank you for your understanding, patience, tolerance and flexibility.

Yours sincerely

Mr M Snelson
Principal

Please note, current arrangements for week beginning 4th, 11th and 18th January are summarised on the next page and our current Spring Term 2021 Arrangements and Procedures are described from page 3 onwards.



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Children of critical workers	<p>Please contact admin@leftwichhigh.com as soon as possible to inform us if you are a critical worker and you need to send your child into school from Tuesday 5th January to Friday 8th January. Students will be following the same lessons as those at home.</p> <p>Those parents/carers who have already requested a place and received a response do not need to notify school again, the provision will start from Tuesday 5th January.</p>
Vulnerable students	<p>We will be in touch should your child be invited to attend school. Students will be following the same lessons as those at home.</p> <p>Those parents/carers who have already accepted a place do not need to notify school again, the provision will start from Tuesday 5th January.</p>
Year 11	<p>From Tuesday 5th January to Friday 8th January, remote learning with all lessons containing a live element, delivered via Microsoft Teams. Students are to check their school email account and Microsoft Teams throughout the day and follow their normal timetable.</p> <p>Week commencing 11th January: in school as normal following their newly roomed timetable.</p>
All other Year 7-10 students	<ul style="list-style-type: none"> • Remote learning to start from Tuesday 5th January. During this first week there will be resources on Google Classrooms and as many live lessons as possible, delivered via Microsoft Teams. During the week commencing 11th January all lesson will include a live element, delivered via Microsoft Teams • Students are to follow their timetable, including tutor time • Students are to regularly check their school email account and Microsoft Teams throughout the day • Lessons will be delivered via Microsoft Teams • The 'live' element of the lesson will not always be for the full hour • Students to meet our behaviour expectations, which will be clearly explained • Should students have any issues accessing Microsoft Teams' live lessons, work is always available on Google Classrooms • Please email admin@leftwichhigh.com should there be any issues • We have a small stock of laptops should technology be a barrier to students accessing these lessons • Please email admin@leftwichhigh.com to request a loan of a laptop • Return to school week commencing 18th January



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Spring Term 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	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 – 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 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. Where recommended, use of face coverings in schools.	
3. Clean hands thoroughly more often than usual	8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
4. 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
5. Introduce enhanced cleaning , including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	
6. Minimise contact between individuals and maintain social distancing wherever possible	
7. Where necessary, wear appropriate personal protective equipment (PPE)	



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	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 Coverings in Education	https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education
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/

