



St. Richard's Catholic College



A National Teaching School, a National Support School and a High Performing Specialist Science College



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Principal: D. Cronin, N.P.Q.H., M.A., B.Ed.

10th June 2020

Dear Parents/Carers of Year 10 pupils,

I hope you and your family are well. Further to Monday's general letter to all parents, I would like to outline our plans for the return of Year 10.

I am pleased that the DFE has agreed to the wider [opening of schools from June 15th](#) allowing 25% of the Year 10 group to engage in face to face learning on any given day.

After a great deal of thought we have decided to organise a timetable that allows pupils to meet with their teacher and support staff for some specialist teaching at least once if not twice a week. See timetable [here](#) and an explanation of how the timetable will work [here](#). As you can see the timetable is divided into weeks with a particular focus on core subjects to begin with. Consequently, in the first week pupils will be in one of the days to study English and RE and then on Friday he/she will be in if he/she studies MFL or a particular BTEC subject.

How will your child know which day they should attend?

Taking week one as an example, they should attend the day that their English teacher is highlighted. On the day concerned, they will have two hours of English and two hours of RE. RE will also cover resilience and recovery work (Mental health and well-being). Each English class will be divided in half so whilst one half sees Mrs Wood for two hours, for instance, the other half will have RE and then they will swap after a short break. Please note that the pupils will stay in the allocated group and it will be the teacher who moves. The same system will operate each week with English, Maths and option groups determining the make-up of a group. With regards to MFL and BTEC classes, pupils will be taught by their teachers in small groups. The lessons will take place in designated classrooms with two metre distancing between pupils. Additionally, next door to his/her classroom will be a First Aid room and each group will be allocated a certain group of toilets to use.

Our aim in keeping the pupils in smaller groups and just within a group is to ensure that we are not causing any contamination between groups.

Safety and Behaviour

Pupils will be expected to follow the new Safety and Behaviour policy [here](#) so that all in the community are kept safe. If a child misbehaves in a lesson following a warning, then he/she will be sent to work with a Senior Manager. The welfare of all is paramount and no-one's safety or health is going to be compromised by the behaviour of another. All pupils are expected to return motivated and ready to engage with the Teaching and Learning.

As a staff, we are determined to give the pupils some quality teaching to move them on in their GCSE courses and also to prepare them for work that will be set over the summer holiday.



Timetable for the day

There will be staggered starts to the day with the first group arriving at 9.15am and the second group arriving at 9.30am. This will help to minimise viral transmission. The day will begin with a short Assembly briefing outside before the pupils are directed to their lessons maintaining social distancing. The school day will finish for group one at 1.45pm and for group two at 2.00pm with the option for pupils to stay behind until 3.30pm to do some remote learning or to see a member of staff working with Key Worker children that day. Staff from our Pastoral Care team will be available daily to provide support to pupils who need it.

Lunchtime provision

All pupils will be expected to bring in a water bottle (750ml is recommended) and lunch/snack except Free School Meal pupils who will have a meal provided by the school canteen. The water fountains are being taken out of use. We have decided against providing a lunch for the majority of pupils because of the risks involved. Any short break will be taken in their group and in a designated area.

Equipment and Uniform

Pupils need to bring in minimum equipment in a closed pencil case and the school will provide paper. The papers used need to be taken home and kept there. They will not be able to share resources. Chrome books will be provided for their use and they will be given clear guidelines on cleaning these before and after use.

On the allocated day, school uniform is expected to be worn with either the polo shirt or the school shirt remembering that the Public Health advice is to wash clothing between school sessions. I suggest pupils bring jumpers unless the warm weather returns as the rooms they are in have to be kept well-ventilated so windows and doors will be open at all times.

Teaching provision for days not in school

In between school visits, pupils should continue with their remote learning and the work set by specialist teachers that week. Additionally, he/she should be signing up to the Google Meet with his/her Form Tutor so that he/she can connect with other members of the form but also have the time to draw any academic concerns to the Form Tutor's attention. These Google Meets will be vital in addressing issues and helping pupils prepare for Year 11.

It is disappointing that Year 10 will not be doing Work Experience this year so I hope many pupils took up the opportunity to be interviewed by our Enterprise Co-ordinator at AXA. We will, of course, look for opportunities during Year 11 to give pupils a taste of the world of work.

Risk Assessment

I have attached our comprehensive Risk Assessment approved by the Governing Body so that you can see clearly how we are trying to keep everyone safe, [here](#). Please note that if your child becomes ill then you will be called for immediately to take him/her home. Please ensure we have your up-to-date contact details.

Our protective measures include:

- Taking the temperature of pupils, as appropriate.
- Ensuring the 2 metre social distancing rule is applied at all times.
- Ensuring that pupils wash or sanitise their hands regularly.
- Ensuring gloves, tissue, hand sanitiser and wipes are available in each classroom.
- Using well-ventilated classrooms where windows and doors are kept open as much as possible.
- Keeping the groups of Year 10 pupils separate from each other and the Key Worker group.
- Having PPE equipment available to staff administering First Aid. There is a First Aid room next to each Year 10 teaching room.
- Ensuring pupils only use toilet facilities one at a time and that the facilities are regularly cleaned.
- Regular reminders to pupils that they should not attend school if they are displaying symptoms of Coronavirus. They should follow the most up-to-date guidance with reference to self-isolation and testing. Additionally, if any member of their household is required to isolate, due to having symptoms of

Coronavirus, or if you are contacted by the NHS Track and Trace system and told to self-isolate, then a pupil should not come into school but report their absence to the Attendance Officer.

Travel to and from school

Pupils may wear a face-covering if they wish, though it is not recommended by the Government. If they have to use public transport, then they should wear a face covering travelling to and from school. Please be aware that a member of staff will be on duty at the top of Ashdown Road at the start and end of the day to ensure that no child is dropped off or picked up on the road. Neighbours/residents, many of whom are elderly are quite nervous about the numbers of pupils who will be returning to the school so I would like to do everything I can to assure them of their Health and Safety. Please support me in this by dropping off and picking up in the surrounding roads or on the seafront.

Expectations

Additionally, please can you speak to your son/daughter about the importance of social distancing and regular handwashing. We all have to do what we can to prevent the spread of Coronavirus and it is, through simple measures and respect for each other's space that we will do this. We have thought long and hard about what should be in place to protect our school community and I hope you will be reassured that we will endeavour to give your child a quality teaching and learning experience on the days he or she is in. We intend to make sure that they are ready and eager to take their GCSE qualifications this time next summer, confident that they have worked with staff to reduce the gap in learning caused by lockdown.

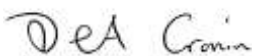
As well as being kind individuals, St Richard's pupils are expected to work hard and do their best. They are also expected to have ambition and our job, as educators, is to support you as parents/carers in helping him/her on his/her journey to achieving his/her ambitions/goals. I sincerely hope that all those pupils who have sat back a little during lockdown will rise to the challenges now and aim to be their best selves. Can I congratulate those pupils, and there are many, who have continued to work hard and independently adjusting to remote learning as simply a different way to learn.

As parents/carers, please can I ask you to read all the documentation attached and to watch the video [here](#) so that you understand fully what the Year 10 offer is from Monday, 15th June and endeavour to get your child to all the relevant sessions.

The staff and I am really looking forward to seeing your son/daughter next week and supporting them with the transition back to school and the 'new normal'. Please do get in touch with Mr Campbell, your son/daughter's Form Tutor or myself if you have any specific queries once you have read all the documentation.

Finally, rest assured that your son/daughter will be looked after in the school environment.

Yours sincerely



Miss D Cronin
Principal