



# St Martin's School

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Headteacher Prifathro: Mr. L. Jarvis

9 June 2020

To: Parents / Guardians

## Check In Catch Up Prepare Provision.

Dear Parents / Guardians,

Following the ministers announcement regarding schools needing to provide the opportunity for children to come to school to check in, catch up and prepare I write to share with you the planned approach to this process that we will be taking from the 29<sup>th</sup> of June.

**Check in** - This opportunity before the summer holidays will consist of a provision for your child to come into school at a designated time to meet with their tutor in order to share how they are feeling, what difficulties they may have had at home during the period of lock down and what issues they think they may face as schooling continues to be delivered via a blend of distance learning and some face to face interactions.

**Catch up and prepare sessions** - These give your child the opportunity to meet with an English, Maths or Science teacher in groups of no more than 10 before the summer holidays to identify what work they need to do to catch up and prepare for their next stage of learning.

I reiterate the message that these are opportunities and in no way compulsory and that **all sessions will be available via google hangouts** should your child wish to attend virtually rather than in person due to the risk of spreading or contracting the Corona Virus.

Should you choose to send your child into school before the summer holidays understanding the risks that this poses the following structure will be in place. This is in order to reduce the risk of infection as much as we can and to enable us to manage the school with reduced numbers of teaching and support staff whilst still undertaking the required focus cleaning processes.

### Week 1 29<sup>th</sup> June - This will be for check in opportunities with your child's tutor.

Allocated time slots will be sent to pupils for specific days and times with pupils divided within the tutor groups into sub groups.

We will allocate a colour to each group Red/Amber/Green/Yellow etc for ease of identification but also as each group will be restricted to a certain area and route into and out of the school site.

Health screening will be for all staff and pupils on entry to site by nurse and allocated team in full PPE.

It is important that pupils arrive at the time they are given and queue using the social distance markers at the Hillside or rectory entrance dependent upon their designated route into and out of school. The specific route and group will be sent in a personalised email to the child and entry and exit will only be permitted via their designated route.

During the health screening, pupils will be given an ID badge allocating them to a coloured group denoting the check in group that they are in. They will remain in this group until the virus is gone or

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there is a vaccine. This group will be used for future half termly check in catch up and prepare sessions.

Pupils will enter individually into the health check area where they will be asked a series of health questions and have their temperature and general welfare checked. This will be overseen by our school nurse.

On exit from the health check they will then follow a designated entry route marked out for them to their allocated classroom where their tutor will receive them.

Site staff will be at key points along the route to ensure pupils walk in social distance manner and follow the pathway markers in place and do not wait for their friends.

Once in the classroom no exit from this classroom will be permitted except to go to the toilet. All toilets and corridors will be supervised by our site staff in order to clean touch surfaces and ensure pupils remain 2 metres away from each other at all times.

All other classrooms and offices on site will be locked so that entry into any other area does not happen. This is for staff as well as pupils and to enable us to maintain our high standards of hygiene.

No additional groups will operate during this time, including nurture provision and the family room. These will continue via the online groups in operation.

**Mon the 29<sup>th</sup> will be allocated to year 7 only and subsequent days to other year groups as outlined below.**

6 tutors will be present and allocated a maximum of 10 pupils per group. This will depend upon the size of the classroom that they are allocated to.

**Staff**

8am-Staff will arrive and undertake a health screening and collection of their PPE and coloured badges to denote the group they are assigned to and go straight to their classrooms where they will await the arrival of their group.

**Pupils - an individual message will be sent via email to pupils to offer them a slot between 8.30 and 10.30.**

It is vital that they only attend for their allocated slot and arrive on time as they will not be allowed entry outside of their allocated time slot. This is in order to reduce the potential for cross contamination of one group to another. Slots are for a duration of 30 minutes.

**Slot 1** - 9am arrive for health check 9.30 session starts with tutor for 'check in'

**Slot 2** - 9.30am arrive for health check 10.00 session starts with tutor for 'check in'

**Slot 3** - 10.00am arrive for health check 10.30 session starts with tutor for 'check in'

**Slot 4** - Google Hangouts 11am for anyone who did not want to 'check in' on site-details will be sent to pupils for this session with their tutor. Therefore, any pupil who is not able to attend school or does not wish to for these sessions will not miss out.

The allocated room and group denoted by their badge with a colour on it will become their tutor group and their tutor group leader will remain theirs for the summer term and hopefully ongoing until the virus is gone or there is a vaccine and we can resume to run the school as we did before the pandemic.

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Stairs and toilets will also have a colour as will corridors and pupils will only be allowed to use routes that match their badge colour.

It is vital for children to know that they will only be allowed to use specific stairs labelled with their colour and certain toilets with their colour as denoted on their badge. This will be the same for staff who will have designated staff toilets and routes related to their group colour on these check in catch up and prepare days.

We will then refine this process as we begin to operate in this way and run this once a half term to check in with children from September. Please be reminded that the same opportunities will be available virtually via google hangouts should a child not wish to attend for these face to face sessions.

The same procedure will run for other year groups on subsequent days and children will be sent an email invite to these sessions with all details on it.

Tuesday will be allocated to Year 8

Wednesday will be allocated to Year 9

Thurs will be allocated to year 10

Friday will be allocated to year Y12

The remaining 3 weeks of the extended summer term will focus upon **'Catch up and prepare' in English, Maths and Science.**

For children's other subject's staff are busy working on video lessons and resources to help them catch up and prepare for September. These will be online. Once again the catch up and prepare sessions will also be offered virtually as google hangout online sessions.

These will complement the steady flow of online learning opportunities that have been given to all children since lockdown began.

Until the virus has gone or a vaccine has been discovered this blended approach will continue. It is vital therefore that children continue to access the online resources and watch the video lessons that staff are preparing to explain difficult concepts and modelling of challenging topics.

Individual invites will go out to children with the following days designated to specific year groups.

Year 10 week 2 Monday and Tuesday

Year 12 week 2 Thursday and Friday

Year 9 Week 3 Monday and Tuesday

Year 8 Week 3 Thursday and Friday

Year 7 Week 4 Monday and Tuesday

Learners within each year group will be divided into groups of 10 maximum. These will be their assigned groups for the duration of the virus and enable us to reduce the level of pupil and teacher interaction and the subsequent mixing within the school population thus reducing the potential spreading of the virus amongst larger groups should there be a case of Covid amongst the children or staff.

This will also enable us to isolate groups should there be a case and cease on site provision for the required isolation period for that group or others dependent upon the circumstances.

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By sub dividing year groups we will be able to effectively manage the 2 metre social distancing of pupils on site for short periods of time and therefore deliver some form of face to face teaching in the future.

Each pupil will be assigned a group and this will become their allocated teaching group for English Maths or Science A/B/C and so on. Once again as above this will go onto a badge which children should wear at all times whilst on site to identify the group they should be in and allocated route through the school as denoted by the colour on the badge.

Groups will be given a start date and time for entry to the school. It is very important to note that pupils who arrive outside of their allocated time slot will be refused entry to site until their next allocated slot.

This once again is to eliminate potential mixing of groups as part of our strategy outlined above.

Once in school pupils are to go directly to their allocated teaching room and will not be permitted to leave this room except to use their allocated toilet facilities or until their designated exit time.

We have allocated one cleaner per area to ensure that touch surfaces are cleaned frequently and that toilet facilities are cleaned hourly and to supervise corridors to ensure 2 metre social distancing at all times.

There will then operate a cycle of focus cleaning by our site team with a mid-week focus clean and site preparation on a Wednesday and Saturday each week.

It is vital that no pupils go into any other areas than those designated to them in order to ensure we can maintain strict hygiene at all times.

Exit from the site will be a reversal of entry with staggered exit times allocated to groups.

Group allocation along with entry and exit times will be sent direct to pupils via email and each pupil will receive a personalised badge on day one with this information on. They will need to have this with them in order to gain entry and as identification as they may not be taught by their usual allocated teacher during this time as a result of restrictions on some teachers in attending school due to shielding, their own childcare issues or health concerns.

**Mobile phones will be permitted in lessons as school devices will not be able to be used until additional measures are in place.**

Year 12 are mostly taught in smaller groups where groups above 10 exist we will split these into smaller groups of 10 pupils. Year 12 are able to attend school between the hours of 8.30 and 12 on Thursday and Friday from the 29<sup>th</sup> of June. A timetable of slots to attend on these days will be emailed to pupils directly.

The same procedures will be in operation as above but with their subject teachers where possible.

From September it is likely that we will operate a blended learning approach which will include some on site check in, catch up and prepare sessions alongside online learning, video lessons and tutorials.

The structure that we have designed above is of a nature that it can be up scaled should we be in a position as a country where the virus is contained and we are able to increase the school population. We hope that it also provides the ability to keep pupils and staff relatively safe, although we cannot guarantee the safety of anyone entering the school site and once again reiterate that there is no compulsion to attend prior to the summer holidays as all sessions will be available online.

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I understand that there is a great deal of detail in this letter and my previous one but as always I will follow this up with personalised information emailed directly to each pupil. A video walk through of the provision for you and your child to be able to visualise and hear how the school will work in practise will be sent out also in the coming weeks.

Can I remind you to complete the online consent to attend form via the link below. This will give us an indication of the number of pupils that are likely to attend school prior to the summer.

[bit.ly/stmartinsschool](http://bit.ly/stmartinsschool)

Stay safe

Yours sincerely



Mr L Jarvis  
Headteacher

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