

Wednesday 2<sup>nd</sup> September 2020

Dear parents and carers

I hope this letter finds you and your family safe and well and that you have had an enjoyable summer. Alongside celebrating huge success at both A Level and GCSE results this summer, we have also been working hard over the holiday period to ensure we are ready for the new academic year and, as promised, I am now in a position to share more details on the adjusted arrangements following the update sent in July. I appreciate this is a long letter and contains lots of information, but I hope it reassures you that we are prepared and ready to welcome your children safely back to school. As always, if you need any clarification on any of the points covered, please do not hesitate to contact us at school on 01637 872080 or via [enquiries@tretherras.net](mailto:enquiries@tretherras.net)

**Start of the Autumn term 2020:**

Year 7 and Year 12 students will be in school on Friday 4<sup>th</sup> September and those year groups have already received additional information regarding the arrangements for Friday.

All other year groups will return to school on Monday 7<sup>th</sup> September at the usual 8:35am start time in their respective form rooms, ready for registration at 8:40am.

Students will have the arrangements and expectations for the term ahead explained to them via a series of assemblies conducted in year group 'bubbles' on Monday 7<sup>th</sup> September.

**Timings of the school day:** the start time for the school day will remain as the same with the first bell at 8:35am and then final bell at 3pm. We have, however, staggered break and lunchtimes for all year groups to help ensure we can keep year groups in their respective bubbles during these times. Please see the table below for timings:

Year	P1 (09:00-10:00)	P2 (10:00 - 11:20) 60 min lesson, 20 min break		P3 (11:20-12:20)	P4 (12:20 - 14:00) 60 min lesson, 40 min lunch		P5 (14:00-15:00)		
7	60 mins	60 mins	Break Main Hall	60 mins	60 mins	Lunch Main Hall	60 mins		
8	60 mins	Break Main Hall	60 mins	60 mins	Lunch Main Hall	60 mins	60 mins		
9	60 mins	30 mins	Break Quay	30 mins	60 mins	30 mins	Lunch Quay	30 mins	60 mins
10	60 mins	Break Quay	60 mins	60 mins	Lunch Quay	60 mins	60 mins		
11	60 mins	60 mins	Break Quay	60 mins	60 mins	Lunch Quay	60 mins		
12&13	60 mins	60 mins	Break Canteen	60 mins	60 mins	Lunch Canteen	60 mins		

## Food:

We have adapted the canteen offer so that students can take all purchased food outside to eat. We will not be providing seating for students in the halls and all students will be encouraged to eat outside in each year groups designated social spaces: Year 7 Art and Eden; Year 8 Hex playground and far end of the back field; Year 9 Interior quads, back field between cricket wicket and astro; Year 10 Piazza between Quay and main building; Year 11 on tennis courts. We encourage students to have coats to wear for break and lunch. Students will only be allowed inside the building for wet weather (not simply cold weather). If it is wet weather students will be allowed to eat and socialise in their designated form rooms and halls.

**Access to school:** We have assigned year group specific entry points into the school building which can be viewed on the map below which also shows the one-way system once in the building which all students must adhere to. Staff will direct students to their year group entrance point – each of which are clearly marked with signage (see photo). It is imperative that all students enter the school building via their designated entrance points only and proceed directly to their tutor base (see table below). Any deliberate attempt by a student to enter the building via a different entrance point will be subject to consequences.



## Tutor bases:

### YEAR TEAMS AND ROOMS 2020-2021

Year 7		Year 8		Year 9		Year 10		Year 11		Year 12 & 13	
HoY	CKB	HoY	GRC	HoY	JGH	HoY	LMS	HoY	SOL	Lead P16	AJB
Deputy	SJN	Deputy	DJN	Deputy	MJS	Deputy	KPP	Deputy	KHP	P16 Coord	MIT
LT	JMG	LT	JMG	LT	JMG	LT	RJH	LT	RJH	LT	JAH
Tutor	Room	Tutor	Room	Tutor	Room	Tutor	Room	Tutor	Room	Tutor	Room
ACR	B13	BJM	R15	CES	B23	CLR	N21	ACM	G1	ADM	Y18
ADT	H3	BMS	R11	CGH	M11	DJB	N16	ANR	G29	ATM	Y14
EJF	S22	EJA	R12	CJT	S7	ECB	N24	ECJ	G35	CAH	Y30
JDK	S21	ERA	B20	DWT	S8	FTV	N23	GAJ	G33	DJM	Y29
JED	S23	ESH	R7	EMH	M4	JSW	N14	GIB	G20	ECC	Y25
KHS	S12	JLK	R9	EMW	M7	KAS	N30	KED	G19	HMB	Y16
LJE	H4	JSS	R6	JMH	S1	LYS	N19	KIS	G30	JH	Y24
MEC	B17	KSB	R5	JNK	M3	MOL	N17	LSN	G15	LJF	Y26
SKY	S16	PPV	R13	KIC	M9	PES	N13	MJJ	G39	SLH	Y34
SMB	S18	SAP	B16	PRD	M10	RHK	N10	NAC	G36	TRW	Y10
TEF	B14	SIR	B19	SGR	S3			SGS	G16		
		TAW	RB								

**Hand hygiene** is extremely important and we will encourage every student to frequently and properly wash their hands throughout the day. The use of hand sanitiser does not replace the need to wash hands. Hand sanitiser and wet wipes are readily available in all classrooms.

## Infection control measures:

- Students and staff are encouraged to routinely wash hands and properly use hand sanitiser between lesson transitions where practical to do so and at break and lunch times
- Students and staff are encouraged to maintain the **'catch it, bin it, kill it'** approach
- Enhanced cleaning carried out on all high-contact surfaces and between break and lunch sittings
- All classrooms now have hand sanitiser, tissues and wipes
- Windows will be kept open in classrooms and offices as much as possible for ventilation
- Keyboards and specialist equipment will be cleaned with sanitiser after use
- Where necessary, staff (e.g. first aid) will wear appropriate personal protective equipment (PPE).
- 2m+ social distance zone for teachers at the front of all classrooms and students in different year groups must also socially distance
- All classrooms have been rearranged so that all students are forward-facing and staff will teach predominantly from the front of the class.
- Seating plans will be set by individual staff and are non-negotiable.
- Post 16 students will also be in school bubbles on buses and in classrooms
- We are limiting the number of visitors to the school. Visitors must have an appointment, wear a face covering and sterilise hands before entry to the school and observe social distancing at all times. Unannounced visitors (including parents and carers) cannot be seen, as all visits must be made with a prior appointment.

- Contact surfaces in specialist rooms teaching in use across year group bubbles will be cleaned between lessons.
- We will actively engage with the NHS Test and Trace scheme
- Students' use of public transport should be minimised and students using public transport must follow the safer travel guidance for passengers.
- Signage has been added to the site to support the flow of students around the school and the use of correct entrance/exit points. Key stairs will now be one-way (up or down only).
- Attendance – registers must be taken each lesson to support contact tracing.
- Meetings – with visitors, staff and/or students in offices/classrooms will ensure 2m social distancing is maintained.

### Face coverings

As outlined previously, we have already put in place a system of controls which are shown to be effective in reducing the risk of COVID-19 transmission: These are:

- Keeping unwell children and staff away from school
- Social distancing (1m +) and consistent contact bubbles (quite often a year group now for secondary schools)
- Good, effective and regular hand hygiene (20 seconds)
- Respiratory hygiene – what to do if coughing or sneezing and disposal of tissues
- Enhanced cleaning of all frequently touched/used surfaces/areas
- Active engagement with NHS Test and Trace should it be needed
- Regular review and update of risk assessments for individuals, activities and areas.

The 'science' is saying that these measures are the best ways to prevent the spread of the virus and **must** be followed at all times. However, the government has recently revised the [guidance on face coverings for staff and children in Year 7 or above in England](#).

The government is not recommending universal use of face coverings in all schools. Schools that teach children in Years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. In particular, schools that teach Years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.

Based on current evidence and the measures that we are already putting in place, such as the system of controls and consistent bubbles, face coverings will **not** be necessary in the classroom even where social distancing is not possible. Face coverings are deemed by the government to have a negative impact on teaching and their use in the classroom should be avoided.

From 1<sup>st</sup> September new advice will apply to the use of face coverings by staff and pupils in school Years 7 or above and learners in further education in England. This states:

- In areas of **local intervention**, face coverings should be worn by adults and students in secondary schools and colleges when moving around, such as in corridors and communal areas where social distancing is difficult to maintain.
- **Nationwide**, schools and colleges will have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if they believe that is right in their particular circumstances.

### **As we are not in a local intervention or lockdown area, at Newquay Tretherras:**

- There will be no routine wearing of face masks for staff or students in classrooms unless there are exceptional circumstances, e.g. an anxious child, a child with a medical issue or a child with a highly vulnerable immediate family member. We respect parental and student choice. Please liaise with the relevant Head of Year or our SENDCo who will support you.
- We will encourage students to carry a face mask as part of their school equipment and they are very welcome to wear them in any communal spaces and social spaces, or where there is concern that social distancing or maintenance of the bubble cannot be guaranteed, for example during lesson changeovers where they are moving to other zones in the school. Our one-way systems and zones should ensure year group bubbles are kept separate, but we will monitor and review the situation when the school is fully back in session and we have seen the 'traffic flow' as the timetable is run.
- Masks can be worn to and from school at the discretion of your family.
- Face masks are compulsory on school and public buses.
- We have a small store of face masks for use in exceptional circumstances. We will not routinely be providing face masks for students to wear unless we are deemed to be a local intervention area. Until such time, students will need to provide their own face masks.
- Students will need to adhere to the guidance on how to put on/take off face masks and to store them safely in sealed bags.

### **Equipment and resources**

These are integral to education in schools. During the summer term their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term because the prevalence of coronavirus (COVID-19) has decreased. As we wrote to you back in July, for equipment, such as pencils and pens, it is recommended that staff and pupils have **their own items** that are not shared. Classroom based resources, such as books, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

**Lockers** – will be out of bounds, so students will need to keep their bags and equipment with them. Students must carry their full pencil case with all stationery required for school, reading book and any other necessary learning resources. Students will be able to leave items in their form rooms if necessary.

## **Curriculum delivery:**

- We aim to teach an ambitious and broad curriculum in all subjects from the start of the autumn term and to keep learning as close as possible to our usual structures – the school day will remain as 5 x 60-minute lessons. As always, lessons will be planned and taught to meet the educational needs of our all students.
- Students will be taught in designated learning zones for each year group, with specialist teaching (IT/Computing, Drama, PE, DT, Music, Art) taking place in specialist rooms.
- All desks in classrooms will be forward facing and there will be careful hand-sanitising and cleaning throughout the day.
- We aim to carefully balance the need to support students with revisiting essential missed learning while also supporting their transition back to school after such a prolonged absence. Time will be set aside to cover the most important missed content and prioritise, within subjects, the most important learning for progression. To aid this, we have compiled 'Just Check Guides' (that can be found on the website) which offer a summary of work set during school closure. Class teachers and form tutors will support students through the completion of these.
- There will be space and IT resources provided for students who wish to / are encouraged to stay behind after school for academic support and intervention.
- We aim to further develop our remote learning capability so that it is integrated into school curriculum planning. This will support our students with catching up and also ensure we are ready for another period of lockdown if necessary. Students are encouraged to ensure they know their passwords and know how to access our on-line learning resources.
- All non-essential trips and visits are cancelled for academic year ahead but this will be part of our ongoing review throughout the year.
- While modification to our curriculum is needed at the start of the year, we aim to return to the school's normal curriculum in all subjects by spring, and in some subjects, summer term 2021, in line with the government's timeline.
- Physical Education (PE) will be taught as per entitlement, with as much taking place outdoors as possible. Students must wear their full, correct, PE kit to school all day on the day they have their PE lesson.

## **Behaviour, uniform and equipment:**

Students must meet all expectations for uniform, appearance and equipment in full. Please contact us if you have any difficulty in providing uniform items of equipment. We can help.

Students will be expected to fully meet our high expectations for behaviour and conduct at all times – it is more important than ever that students politely follow any instructions they have been given, as defiance is not only disruptive and disrespectful but could encourage the spread of COVID-19.

The Withdrawal Room system will run for each year group but any student who repeatedly fails to make positive choices will receive more severe consequences (e.g. exclusion).

## Student wellbeing and support

SEND students and students in need of support from Heads of Year and the Pastoral Support Team will access support within year group bubbles. As always, we will endeavour to ensure that we have high-quality pastoral provision in place to:

- Support the rebuilding of friendships and social engagement
- Equip students to respond to issues linked to coronavirus or any other anxiety
- Support students with approaches to improving their physical and mental wellbeing.

**Attendance** – the usual rules on school attendance will apply from September, including:

- It is a parental duty to ensure that a child attends school on time and every day.
- The school will have responsibility to record attendance and follow up every absence, and issue sanctions, including fixed penalty notices where appropriate via the EWS.
- At any point, a small number of students may be unable to attend school in line with public health advice (e.g. following advice from the track and trace system). Where this is the case, we aim to support these students via remote learning to ensure they can keep learning going before returning to school as soon as possible.

Our plans will certainly evolve further once the new academic year is underway and we learn to adapt to a new way of working and learning together. The health and safety of our staff and students is our priority and will be under constant review. As I wrote to you in July, this has been a unique time for all of us and I would like to reiterate my sincere gratitude to all our parents and carers for your kindness and support throughout these challenging times. I would also like to pay tribute to the incredible professionalism shown throughout this pandemic by our wonderful Tretherras staff. We remain hugely proud of our students who have shown great resilience and independence throughout the last five months and we are very much looking forward to welcoming them all back to school.

As always, if you need any clarification on any of the points covered, please do not hesitate to contact the school. We are here to help.

With very best wishes,

Yours sincerely



**MRS S FAIRBAIRN**  
**Executive Headteacher**

