

The De Montfort School

UNLOCKING YOUR CHILD'S POTENTIAL

Four Pools Road, Evesham, Worcestershire, WR11 1DQ | Telephone: 01386 442060



13 July 2020

Subject: TDMS educational provision from September 2020

Dear Parent/Carer,

I would like to begin by saying that I do hope that you are all well and managing to stay safe.

The government has made it clear that **all children** are expected to attend school as usual in September. Their principle advice is for schools to operate in year group bubbles. As you know, we have been working very hard throughout the pandemic to keep our children and their families and our staff safe, and we are now able to share our September plans with you.

To facilitate clarity, I have tried to address the main questions that I believe you will be asking. We all understand that this is going to be a very anxious time for everyone, so we have constructed a system that is not going to be perfect, but will be as safe as possible.

1. How is the school planning to minimise movement and keep the year groups apart?

- Minimising movement is a key safety objective, and so we are trying to reduce the numbers of rooms being used by any given group and the touching of multiple surfaces as a result
- We have redesigned our timetable to operate using double periods. Although this does mean that some children may feel there is less variety in their learning in any given day, it is a necessary sacrifice in the interests of safety

2. Will all children arrive and leave at the same time?

- Yes. We did consider staggering arrivals and departures but this is simply not practical, given that the buses will be carrying children from different year groups anyway. Therefore many children would arrive before their intended start time and would then have to wait for their lessons to begin, which would not be safe
- During the pandemic, we have effectively operated a large number of separate entrances and exits and, whilst we accept that this has been with smaller numbers, we believe that even with whole year groups, this system can still work

Please see zone map

Headteacher: Guy Nichols BSocSC (Econ), NPQH

www.tdms.worcs.sch.uk | office@tdms.worcs.sch.uk | Sports Centre: 07881 506156



- The school will be divided into seven distinct “classroom zones” based on their year group, operating as follows:

Class group	Colour coding
6	Blue
7	Red
8	Yellow
9	Green
10	Orange
11	Dark Blue
12/13	Purple

- Naturally, this zoning and the numbers of children involved require the children to take some responsibility in keeping to their designated entrances, exits and the in-school routes that will be very clearly identified for them
- Where possible, in each classroom, each child will have their own, single, designated table/work-station, clearly labelled, that no-one else will use until it can be cleaned
- Your child must not, under any circumstances move from this station, unless instructed to do so by a member of staff
- This system will enable us to maximise the effectiveness of the cleaning of the rooms every day

3. What will happen regarding toilets, hand washing and hand sanitising?

- Year group zones have hand washing and toilet facilities
- We ask that every child brings a simple hand sanitiser with them to school
- Students will be permitted to go to the toilet during the day, rather than just at break/lunchtime, as this enables a smoother flow and less risk of congestion
- Naturally, we will expect students to understand the necessity for this arrangement and behave accordingly
- As far as possible, we will constantly remind the children to follow government guidelines on regular hand washing. Hand sanitisers will be essential, however, as it will be simply impossible for nearly 1000 children to wash their hands multiple times a day and have any time left for learning

4. What happens about stationery and equipment?

- We ask that each child brings all the other equipment (pens/pencils/rubber/pencil sharpener /calculator/ruler/colour pencils etc.) that they need
- We will not be able to provide resources as these cannot be shared in the interests of safety
- Students will submit their homework principally by Google Classroom, minimising the need for any physical transfer of materials between the children and staff and therefore reducing the possibility of any onward transmission to families
- Where work has to be physically written, students will do this using the blue sheets. These will be placed in a tray and the member of staff will then wait 72 hours before marking the work. This delay makes it critical that the vast majority of homework is submitted by Google Classroom

5. Will the school day follow the same timings as normal?

- Not quite, the start time will return to 9 a.m. as per before lockdown, but the end of the school day for Years 6 – 11 will be 3.00 p.m.
- This is earlier than pre-lockdown, but is necessary to enable the school day to be extended for the Sixth Form (see below)

Arrival	Period 1	Period 2	Break	Period 3	Period 4	Lunch	Period 5	Period 6	Depart	Period 7	Period 8	Depart S Form
9.00 a.m.	9.15 a.m.	10.05 a.m.	10.55 a.m.	11.10 a.m.	12.00 p.m.	12.50 a.m.	1.20 p.m.	2.10 p.m.	3.00 p.m.	3.10 p.m.	3.50 p.m.	4.30 p.m.
Years 6 - 11				Years 6-11 and Sixth Form					Sixth Form only			

- Please note that this is on the assumption that our buses will be able to accommodate the new timing at the end of the day

6. Will my child still have tutor time every morning?

- Yes, we know how essential it is to have that every day contact with their tutor
- Tutor time will, however, be slightly shorter at 15 minutes long

7. What will happen at break and lunchtimes?

- Breaks will be slightly shorter at 15 minutes
- Lunch will be significantly shorter at 30 minutes
- Critically this minimises the supervision needed to keep the year groups apart at these times and it enables us to provide some after school Sixth Form lessons to finish at 4.30 p.m. (see Q5)
- The children will not be able to use any of our current play equipment, so during lunchtime, in particular, they will just be able to eat and get some fresh air
- Year groups will, however, have their own designated play area and we will allow them to play football, with the footballs provided, encouraging them to only use their feet. This is a system we have currently operated effectively with those students who have been in school during the last few months

8. What happens about food at lunchtimes?

- To keep year groups apart, we request that your child brings in a **packed lunch** and a break time snack
- On our return, initially we will not be providing lunch
- If your child has an entitlement to **Free School Meals**, these will still be provided and will be delivered to your child's zone
- There may be some possibility to pre-order some lunches at a later date and more information will follow regarding this once we have returned to school

9. What about replenishing water during the day?

- Please ensure your child brings two named water bottle with them

10. How will my child's class be taught, ensuring social distancing and safety?

- Children are to be in Year Group Bubbles, as stated in government guidelines
- All seats will be facing forwards and the maximum distance between each child will be achieved in each room through revisiting classroom layouts
- Although the children are to be in whole year group bubbles, staff will continue to encourage them to maintain the 2m social distancing as far as is possible

11. What is the school able to do to ensure adequate ventilation in the classrooms?

- We will ensure that all doors are propped open and windows will be open as well. Naturally, as we then approach the winter, the rooms will get cold, so we will then use common sense regarding the wearing of coats indoors. Initially, we would ask your child to ensure that they are wearing enough layers - we recommend they wear a white vest under their shirt

12. Do I have to send my child into school?

Yes, the government has made it clear that all children are to return to school, and they will penalise any parents who do not send their child back

13. Will the school be maintaining the 25 hours of learning statutory provision?

- Yes, each child in Years 6 to 11 will still have 6 x 50 minute lessons per day, although these will now be in 3 double lessons

14. My child is currently in Year 12 and I am worried about their examinations next summer

- Our current Year 12s going into Year 13 have indeed missed some critical content due to the pandemic, so we are proposing to extend their learning for some of their lessons after the normal school day
- In effect, this will give the new Year 13 six periods instead of the usual five
- This extension involves a significant commitment from the children themselves, as well as those staff staying after the usual end of the school day

15. My child is currently in Year 11 and is joining the TDMS Sixth Form, what educational provision will they be receiving?

- To support the creation of year group bubbles, Sixth Formers will start their day at Period 3
- Our current Year 11 have; however, been able to benefit from our early launch of their Sixth Form learning from June
- So, although in Year 12, they will only have four periods per Sixth Form subject, we are confident that they will be able to make sufficient progress in Year 12. It is therefore very important that our Year 11s have completed the Sixth Form online work ready for September
- The intention is that Year 12 will then have six periods per lesson as they enter Year 13
- There may well have to be a few Year 12 lessons in our new periods 7 and 8

16. My child is currently in Year 10 and I am worried about their examinations next summer, will they be able to drop an option to focus on their best three?

- We are pleased that, further to the 1:1 meetings held by Miss Green, many of our Year 10s have taken advantage of the opportunity to come into the school since 29th June to catch up on work
- **Although the government is looking to delay the examinations until later in the summer term to support this year group, we will be advocating that our current Year 10 going into Year 11, drop an option**
- We believe this is sensible for the following reasons:
 - Firstly, our children have been studying 4 options compared to 3 in most schools
 - Secondly, a move from 4 options to 3, will enable them to have 4 periods a week for each of their three options, rather than the current 3 periods a week
 - Thirdly, for many students, it will take some pressure off them, knowing that the time that has been lost does not have to be recaptured across all four of their option subjects
 - Finally, the children will now have more time on the three options that they continue
- As always, our staff will also be providing some after school boosters to support them

Please use the following link <https://forms.gle/hWzisN8G8LN2Lxv98>

17. My child is in Year 10 and would prefer to take all four options forward to the examinations, do they have to drop an option?

- We recognise that there will be some children who will desperately want to maintain their four options and they have been working very hard to keep on top of them all during the pandemic
- In addition, at TDMS, with our options starting in Year 9, we also acknowledge that our children have invested more time in their options, compared to most of their peers across the country

- For those children who are desperate to take all four options onto examination we propose the following:
 - Firstly, we will still enter them for the examination for their fourth option and we will continue to provide support and resources
 - Secondly, these children are likely to be already highly motivated and hard working
 - Thirdly, the children in this position, will need to carefully consider which subject they are best at and which would, therefore, be the subject where they are most able to be more self-reliant, **as they will be studying this option independently at home**
 - Given they will, of course, be getting more support and time than usual on their other three options, they can focus more of their own efforts and be highly self-motivated on the fourth option
 - We will look at the possibility of some stand-alone boosters to support the fourth option where necessary

18. Will the school have a staggered return right at the very beginning of the new academic year, so the children can adjust to the new systems in place?

Yes, of course, this is essential. Just as with the re-opening in June, we will take some time in explaining the new systems to the children to ensure maximum safety.

Our proposal for the return to school in September is as follows:

Week 1 (3rd – 4th September)	Year Group (s)
Monday 31 st August	Bank Holiday
Tuesday 1 st September	Staff training day
Wednesday 2 nd September	Staff training day
Thursday 3 rd September	Years 6, 9 and 12
Friday 4 th September	Years 6, 9, 12 and Years 11 and 13

Week 2 (7th – 11th September)	Year Group (s)
Monday 7 th September	Years 6, 9, 12, 11, 13 and Year 7
Tuesday 8 th September	Years 6, 9, 12, 11, 13, 7 and Year 8
Wednesday 9 th September – Friday 11 th September	All Year Groups

Please note that Year 10 return on Wednesday 9th September.

19. Will my child be expected to wear school uniform?

- Yes

20. Does my child need to bring any PE kit?

- On the days that your child has PE, they will be able to come to school in their PE kit, given the constraints on changing rooms, as they are being used as additional toilet and hand washing facilities
- Please note that the nature of PE activities will be different to minimise contact
- Children undertaking PE will remain in their PE Kit during the day
- As we know, exercise per day has no limitations, so we expect the children to be able to get as much exercise outside of the school day as possible to complement that we are able to provide in school

21. What about face coverings?

- Government guidance is that currently children do not need to wear a face mask
- The exception is for those children coming in on public transport, who must wear a mask and then remove it and then place the mask in a plastic sandwich bag/Ziploc bag, which will be labelled with their name. They then tie/zip this bag up and they will then wash their hands straight away
- We will have a specified area, with washing facilities, that those children wearing a mask to school can use on their arrival to and their departure from school

22. Can my child still bring their scooter/cycle to school?

- No, we are sorry but we will be unable to use our normal lock up facilities as the children are in different zones
- It would also be extremely difficult to guarantee the safety of bikes and scooters, so they will have to walk or get the bus

23. What does my child do with their bag?

- We recommend that children bring as little as possible, other than a bottle of water, hand sanitiser, stationery and their lunch/snack. They will need to keep their bags with them
- **Please note that lockers will not be in use, so mobile phones must be kept safe by your child, if they bring them**
- **The school cannot accept any liability for mobile phones**
- **Mobile phone use is as per our usual policy. Years 6-8 must have their phones switched off and out of use during the school day**

24. How will the school deal with any poor behaviour, in particular any children who completely disregard social distancing instructions?

- We are in exceptional times and social distancing has to be observed for everyone's safety
- We will not be able to operate our normal isolation process. Therefore, poor behaviour will not be tolerated and your child would either be sent home or have to be collected immediately
- From then on, depending on the severity of their behaviour, we may insist that your child spends some time working at home using the home learning work being provided

25. What about safety (social distancing) to and from school?

- This is a big concern for us at TDMS. Children have naturally found it very difficult to maintain social distancing when not being monitored
- **We ask parents to minimise dropping off and collecting their children in large numbers, as this could create dangers from the amount of traffic**
- We will, constantly remind the children of the very real risks of further transmission of the virus, if they do not stay apart and we would ask that you insist upon the same, so we are all delivering the same message
- **Any parent/carer that does decide to pick up their child will need to socially distance outside the designated entrance/exit for their child**
- **Please avoid picking up your child unless you believe it to be essential**
- Children will need to make their way quickly and directly home and not wait around for their friends

26. Will school be open over the summer?

- No, we really need the time to ensure the school is fully prepared; moving tables and chairs and sorting exercise books and we must ensure that staff have a break

27. Will my child still be able to do some work over the summer holidays?

- Yes, the staff have provided significant resources online and will signpost some useful work for the summer to enable your child to get a head start. Please note that we are, naturally, not expecting staff to be monitoring work over the holidays

28. What will happen about the Results Days?

- We fully appreciate how important this is and we are working on our plans in this respect and will be touch shortly

29. What can I do to help my child be best prepared for September?

- The most valuable thing in academic terms, is to have your full support in ensuring your child has completed all the tasks, that staff have been setting, to the best of their ability, thus minimising any lost learning from the pandemic

30. I am worried about my child's welfare at this time, what support is in place at the school?

- We fully understand that children may well be anxious and may need some extra support
- We will, of course, have measures in place to provide the additional pastoral and counselling support should your child need it
- Please use the following email addresses if you require Safeguarding support over the holidays: Mrs Lovecy: flovecy@tdms.worcs.sch.uk
Mrs Wells: swells@tdms.worcs.sch.uk
These addresses should not be used if it is an emergency. Please use 999 or contact Children's Services direct. This is their website link:
http://www.worcestershire.gov.uk/info/20501/children_young_people_and_families/1842/how_to_contact_chi ldrens_social_care
- Please see our newsletter which will signpost key support that is available for families
- If your child is especially anxious, please contact our office on office@tdms.worcs.sch.uk The office email is checked daily and we will then be able to signpost support that is available

31. What happens regarding visiting the school?

- As you know we have always taken pride in our open door policy. However, unfortunately any visitors/parents MUST in September, make appointments rather than drop into reception as government guidance is very clear that visitor numbers must be restricted

32. What happens if my child falls ill during the day?

- Your child will be taken to an area where they can be kept isolated
- You will be contacted immediately with a view to getting your child collected as a matter of urgency or to obtain your permission for your child to make their own way home

Parents must not send their child into school if they feel unwell

Please ensure we have up to date emergency numbers when you complete the form

33. Other schools are operating differently to TDMS, why is this?

- Although, schools have been in constant contact with each other to help support the best possible decision making, each school has completely different circumstances and will therefore have its own systems based on its own needs
- This need for schools to make their own decisions based on their own circumstances is fully appreciated in the guidance that has been sent to schools by the government

34. What do I need to do next?

Please complete the form using the link

<https://forms.gle/UQ8MenwsrgQwkBcc8>

Please return by Friday 14th August 2020, at the latest to enable us to plan fully.

This form confirms:

- a) Your understanding regarding your child getting to/from school and dropping off/collection

- b) Your understanding regarding break and lunch times, uniform, bags, books, stationery
 - c) Your understanding regarding the need for your child to bring 2 bottles of water each day
 - d) Your understanding regarding liability for mobiles
 - e) Your understanding that the school reserves the right to send your child home if they ignore reminders regarding social distancing and/or if your child's behaviour is such that it places themselves or any others at risk of harm
- Please do continue to take care and remember we are here to support you and your child through this difficult time.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Guy Nichols', written in a cursive style.

Guy Nichols
Headteacher