

The De Montfort School

UNLOCKING YOUR CHILD'S POTENTIAL



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

15 July 2020

Subject: TDMS educational provision from September 2020 – New Year 6

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**. We have worked 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 not practical, given that the buses will be carrying children from different year groups anyway
- During the pandemic, we operated a large number of separate entrances and exits and even with whole year groups, this system can still work

Please see zone map

- 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

Headteacher: Guy Nichols BSocSC (Econ), NPQH

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



- 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 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. What are the timings for the school day?

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		

6. Will my child have tutor time every day?

- Yes, we know how essential it is to have that every day contact with their tutor
- Tutor time will be 15 minutes long, at the beginning of each day

7. What will happen at break and lunchtimes?

- Break will be 15 minutes
- Lunch will be 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?

- **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 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 you to ensure that your child is 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 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 as we will take some time in explaining the new systems to the children to ensure maximum safety.

Our proposal for the staggered 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

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

- Yes

15. 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

16. 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

17. Can my child 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 will be impossible to guarantee the safety of bikes and scooters, so they will have to walk or get the bus

18. 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 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

19. 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

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

- This is a big concern as children naturally find it very difficult to maintain social distancing
- 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

21. 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_children_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

22. What happens regarding visiting the school?

- **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

23. 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 and please ensure we have up to date emergency numbers when you complete the form

24. What do I need to do next?

Please complete the form using the link

<https://forms.gle/1nHYNrxjzBz1kJaJ8>

Please return by 1st September 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.

Looking forward to seeing you in September.

Yours sincerely,



Guy Nichols
Headteacher