



Rupert Moreton – Head of School

09 June 2020

Dear Year 10 Students, Parents and Carers,

Information for the Wider Opening of Cheney School from 15 June 2020

Welcome back

Firstly, we would like to wish everyone well and say that we are looking forward to opening Cheney School more widely. From 15 June we will be welcoming back our Year 10 and Year 12 students. Although we are only allowed to open up in a limited and restricted way, it will be wonderful to see students on site again. Year 10 students will each come in once a week and Year 12 students will come in two to four times a fortnight. This is happening all over England and is in line with government expectations. This might be the beginning of a longer relaxation of lockdown rules but equally it might be temporary: whatever happens, Cheney School will act in accordance with government guidelines.

In order to help us understand how many Year 10 students will be attending and to support our planning for this wider opening, please would you complete this online form: [Google Form Intention to attend/not attend school from 15th June 2020](#). **Please complete this by Friday 12 June.**

Information and guidelines

Specific information on the times and dates for each student's lessons will be sent later this week. Please note that groups are based on Options groupings and will change each week.

In order to open safely and in line with government guidelines, it is necessary to provide you with a lot of guidance. This letter will summarise the main points, but more detailed information is available here: [Parent and Carer Cheney Covid-19 Protocols](#). These protocols set out important information on the following points:

- Travelling to and from school: wherever possible students should travel to school independently by walking or cycling. Public transport and driving should be avoided unless absolutely necessary.
- Student arrival to school and procedures on entering the site: students should observe social distance by standing on the social distance markers and following staff instructions.
- Classroom arrangements: students will enter classrooms one at a time when directed by a member of staff.
- Toilet procedures: if necessary, students will go to the toilet one at a time and should wash their hands thoroughly.

- Break and lunch time arrangements: students should observe social distance and stay in their allocated area.
- Leaving site: students should make their way directly home and observe social distance.
- What to do if you become ill, infection control and social distancing.
- Personal, protective equipment.
- Evacuation procedures.
- Uniform.

Protecting public health

Everyone who attends the school (staff and students) will have to follow the government guidance for minimising the risk of infection:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, **do not** attend childcare settings, schools or colleges;
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach;
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
- social distancing. All students are expected to follow the guidance set out in relation to social distancing. This means observing the 2m rule. Social distancing guidance will adapt in line with government guidelines.

We would ask all parents to support the school with our measures by preparing their child as much as possible in advance: this can be done by discussing the measures and practising at home.

It is now more important than ever for all students to follow staff instructions. We cannot be responsible for everyone's safety if our instructions are not followed. This is particularly true of our instructions with regards to social distancing. **When on site it is expected that all students will follow the instructions from any member of Cheney staff.**

If a student refuses to follow a member of staff's instructions, take up time will be given. They will be provided with two warnings and on a third occasion, if the student continues to refuse to follow the instructions, support from ASC or SLT will be called. Parents/Carers will be contacted to inform them of our intention to send the student home. If we are unable to make contact with parents/carers we reserve the right to dismiss the student from site without this communication, if we feel their behaviour is a danger to others.

If a student is removed from site their parents/carers will be contacted and the school reserves the right to not allow them to return to school until further notice. The student will be expected to continue to access online lessons.

We are confident that our students will behave with care and maturity and that the sanctions

outlined will not be needed. However, as public health is at the heart of planning, we need to be extremely clear. Further guidance on the revised [behaviour policy can be found following this link](#). All parents/carers, by sending their child(ren) back to school, are agreeing to follow these protocols and this revised behaviour policy.

Behaviour in the community

We are sure that there will be a temptation to want to meet up with friends on the way to and from school. Please avoid doing this and travel directly to and from home to school. When travelling to and from school we advise students to walk or cycle and avoid using public transport. Students must remain aware of social distancing at all times and avoid congregating in our local parks or the local area. We want to encourage our students to be mindful of our community and to follow all the rules so that we can all remain safe.

Arriving to school

Students should help us with our staggered timings and arrive on site within 5 minutes of the allocated arrival time. Students should queue up on the social distanced markers to keep to social distancing expectations and wait to enter the site. On arrival, students will be asked key questions relating to their health and well-being and they will be registered. Students will be directed to their classroom.

Moving around site and lessons

Unfortunately, students will not be allowed to walk around the site or move classrooms between lessons. In lessons students will be allocated a seat by their teacher on the day of their session. Rooms will be set up and will look different - please refer to the [Parent and Carer Cheney Covid-19 Protocols](#) document for more details. Group sizes for lessons will also be smaller.

Students need to bring their own equipment (pens and books) as this cannot be shared with peers. If students have not brought their own equipment, they will be given a set of equipment at their own table for each lesson. This will only be used by one student. Where the students use other equipment such as reading/text books they will be isolated in a separate box then wiped with cleaning wipes. The resources should not be used again for 72 hours.

Lessons and online learning

It will be great to see students again. We do have to be realistic about the amount of new content teaching we are going to be able to provide in these face-to-face sessions. Year 10 students will be attending 4 individual sessions and they will be in small groups organised round their Option choices. This will mean students will often not be taught by their usual teachers. The aim is to provide review, support and guidance rather than specifically teaching new content. We will continue to provide a range of online learning lessons and materials and students are expected to engage with this as their main educational diet. If students are struggling with online learning, they should use the face-to-face sessions as an opportunity to ask questions and receive advice and guidance.

Students must remember to hand in their work to their teachers either online or by using the Drop Boxes in BR Block. Students should **not** bring paper work to give to class teachers when they start to come back into school. Teachers have been directed not to accept work brought to the face-to-face lessons.

Daily Attendance and tutor calls

We will be recording student daily attendance as we open more widely. If you had confirmed on the online form that you would be sending your child to school but, on the day, cannot send them in, please contact us to inform us of their absence. We have made some important changes to how you should report absence. Please **do not call** the Year office. Please use one of these methods:

- Complete the [Reporting Daily Absence During Covid google form](#) - this is our preferred method of contact
- Email Richard Hawkswood on rhw@cheney.oxon.sch.uk
- In **exceptional circumstances** call Mr Hawkswood on 01865 755 237

When reporting absence by email or phone, please state the following:

- Your name
- Your contact details
- The student's name
- The day and date that they are absent
- The reason for absence

If you do not contact us, we will endeavour to make contact with you to establish the reason for your child's absence. This is part of our safeguarding responsibilities. However, we would like to reassure you that we will not be pressuring any parent to send their child to school and will not be pursuing prosecutions for low or non-attendance.

Form tutors will continue to make welfare calls to their tutees, but we will be focussing on those students who are struggling to engage with work or those who are not attending school.

And finally

We are really looking forward to seeing everyone over the coming weeks. We understand that this has been a difficult and challenging time for many and that although many of us are looking forward to more of a return to normality we also understand that some might be nervous about returning to school. Remember that we are here to support everyone with their well-being as well as their learning.

Kind regards,

Mr Moreton
Headteacher