

Allerton Grange School



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Allerton Grange School
 @Allerton_Grange

Road Safety Awareness

Be a considerate driver
Do not park on restricted areas on Talbot Avenue or Lidgett Lane
Be respectful of our local residents
Please use the turning circle paying attention to the speed limit
Obey speeding restrictions; they are there to protect our children
Look after the environment and switch off your engine, when stationary,
for cleaner air!

Our Ref: MRp/BMa

1 March 2021

Dear Parents/Carers

The purpose of this letter is to share the arrangements for fully re-opening the school from 8 March 2021. In reading this letter please remember that we remain in a national lockdown and the “Stay at Home” instruction remains in place until 29 March.

In putting our plans together, senior school leaders have:

- followed government advice as laid out in “Schools coronavirus (COVID-19) operational guidance” published February 2021;
- consulted with the local authority;
- consulted with other secondary schools across Leeds;
- taken advice from school leadership unions;
- taken advice from LCC Health, Safety and Wellbeing Team.

The week beginning 8 March will be dedicated to testing. We have a trained testing team of 43 staff who will be administering the test, full-time, throughout this week. All families will, by now, have received a request from school to provide consent to have your child tested for COVID. Every student will be invited to attend a testing appointment during that week. Upon receiving a negative result, students are expected to attend full-time from the following day. For students who are not given consent for a test, following government guidance, they are to return to lessons with the rest of their year group on the date indicated.

The schedule for the first week back (w/b 8 March) is as follows:

Year Group	Testing day	Return to lessons
11	Monday 8 March	Tuesday 9 March
13	Tuesday 9 March	Wednesday 10 March
12	Tuesday 9 March	Wednesday 10 March
10	Wednesday 10 March	Thursday 11 March
9	Wednesday 10/Thursday 11 March	Thursday 11 /Friday 12 March
8	Thursday 11 /Friday 12 March	Friday 12 /Monday 15 March
7	Friday 12 March	Monday 15 March

We, therefore, plan to have all students tested by the end of Friday 12 March.



SCHOOL MEMBER



Home testing

In addition to the testing in school, each student will have two home testing kits sent home, per week. It is expected that parents will oversee the administering of these tests. It is essential you inform the school should the test return a positive result.

Self-isolation

If a student records a positive test result, either at school or at home, it is essential that families follow the law and ensure the student self-isolates for 10 days.

Remote learning

Students at home during w/b 8 March, either awaiting their return date or having to self-isolate due to a positive test result, should continue to access their remote learning schedule. Please note this will be assignment-based only, there will be no live lessons.

Key worker and vulnerable provision

Students who are registered to access our in-school provision should attend as they have been doing. From 8 March, all students must be in full school uniform.

We broadly welcome the government guidance. The majority of it provides clarity yet enables schools to adjust according to their settings. The guidance makes its intent clear – *that all students will be back in school full time from March, following a week of in-school testing* – we fully support this aim. It also places at the centre, the need for schools to operate a broad and balanced curriculum for all. We welcome this approach because it supports our KLAS curriculum model.

Our approach to creating the plans has been considered and based upon the following priorities – listed in this order:

Principles for providing a broad and balanced curriculum at Allerton Grange within the COVID System of controls (listed in priority order):

1. Prevention measures (these must be in place at all times for all students – see pages 7&8 of the guidance)
 - a) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
 - b) Ensure face coverings are used in recommended circumstances.
 - c) Ensure everyone is advised to clean his or her hands thoroughly and more often than usual.
 - d) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
 - e) Maintain enhanced regular cleaning, including frequently touched surfaces, using standard products such as detergents.
 - f) Consider how to minimise contact across the site and maintain social distancing wherever possible.
 - g) Keep occupied spaces well ventilated.
In specific circumstances:
 - h) Ensure individuals wear the appropriate personal protective equipment (PPE).
 - i) Promote and engage in asymptomatic testing, where available.
 - j) Response to any infection, you must always:
 - i. Promote and engage with the NHS Test and Trace process.
 - ii. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
 - iii. Contain any outbreak by following local health protection team advice.
2. Securing a Broad and Balanced Curriculum (see page 52 of the guidance):
 - a) Students must receive a minimum of 25 hours a week curriculum contact.
 - b) Students must receive their entitlement to the KLAS curriculum model. They will receive a knowledge- and literacy-rich curriculum in all subjects.
 - c) Students must be taught by qualified teachers in specialist curriculum facilities.
 - d) The whole-school timetable should be fully accommodated wherever possible.

3. Consider how to minimise contact across the site and maintain social distancing wherever possible. (See page 15 of the guidance):
 - a) Minimise contact between individuals and maintain social distancing wherever possible.
 - b) Where necessary, wear appropriate personal protective equipment (PPE).

Therefore, from March, the school will be operating in much the same way as it did from September to December last year. The following is a reminder of some key information parents and families need to be aware of.

1. Attendance

- a) The government guidance is clear:
School attendance will be mandatory for all pupils from 8 March. The usual rules on school attendance apply, including:
 - Parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
 - The ability to issue sanctions, including fixed penalty notices in line with local authority's code of conduct
- b) The only exceptions to this guidance are:
A small number of pupils will still be unable to attend, in line with public health advice to self-isolate, because they:
 - have symptoms or have had a positive test result
 - live with someone who has symptoms or has tested positive and are a household contact
 - are a close contact of someone who has coronavirus (COVID-19)

2. Transport

- a) All students are encouraged to walk to school.
- b) Where walking is not possible:
 - If students are driven to school, they must be dropped off at the turning circle entrance on Lidgett Lane.
 - Students should avoid using public transport. If this is not possible, they must follow government guidance and wear a facemask on public transport.
 - The mini-bus service will operate for those families who have registered. A separate letter, outlining health and safety restrictions on the mini-bus, will be sent to those families.
- c) Access to the school site, from the Talbot Avenue entrance, is restricted due to the extensive building work taking place.

3. Timings of the day

- a) There will be no staggered start or finish times.
- b) The school building will not be open for students before 8.30am. Students must not be dropped off before this time.
- c) We will be returning to the 'normal' school day timings. Registration and DEAR (0850-0935), lesson 1 (0935-1030)
- d) The school building will be closed to all students from 3.30pm. They are expected to be off-site by this time.

4. Access to the school

- a) Access to the school site will only be permitted from 8.30am.
- b) The three access points are:
 - Talbot Avenue – pedestrian entrance.
 - Lidgett Lane – pedestrian entrance.
 - Lidgett Lane – vehicle entrance to the turning circle.
- c) To maintain year group 'bubbles' whilst on the school site, each year group will have a separate entrance and exit:
 - Year 7 –the 'bridge' entrance.

- Year 8 – Lower ground floor double doors leading to the Languages/Religious Studies pod.
- Year 9 – Student entrance.
- Year 10 – Fire evacuation staircase leading in to the Humanities learning pod.
- Year 11 – Lower ground floor Technology entrance.
- Sixth form – Either, the new Sixth Form Centre or PE entrance into the main building.

5. Registration and learning pods

- a) Government guidance promotes students mixing only within the same year group, wherever possible.
- b) To minimise movement around the building and prevent unnecessary contact, all students will function in year group ‘bubbles’, wherever possible.
- c) They will experience the vast majority of their lessons in the same classroom/learning pod and always with the same year group ‘bubble’. Their specialist subject teachers will move to the students’ classroom.
- d) Therefore, upon entering the building (not before 8.30am) through their specified access point, students must make their way immediately to their year group ‘bubble’ learning pod. Each year group has been allocated a learning pod closest to their access point to avoid unnecessary contact with other year groups.
 - Year 7 – English pod.
 - Year 8 – Languages/Religious Studies pod.
 - Year 9 – Maths pod.
 - Year 10 – Humanities (History/Geography) pod.
 - Year 11 (half year group split) – Social science/ICT pod and lower science pod.
 - Sixth form – the new Sixth form centre or main building classrooms.
- e) The exceptions to this, to enable the broad/balanced curriculum to function, will be practical subjects. Therefore, keeping in their year group ‘bubble’, students will follow the one-way system to the specialist facilities for these subjects: Science, Music, Art, Drama, PE, Technology, Hair & Beauty and Computing.
- f) Pastoral teams will be located in their year group’s learning pod. This will enable staff to respond immediately to any welfare or behaviour concerns.

6. Uniform, Equipment and PPD

- a) All students in Year 7 to 11 are expected to wear full uniform every day. Sixth Form students must follow the Dress Code.
- b) Facemasks must be worn on entering the school building, on corridors and communal areas. Students are permitted to wear a face covering in classrooms.
- c) On days when students have PE, they should arrive at school in their PE kit, which they will remain in all day – this will minimise contact and movement in changing rooms.
- d) Students must bring their full equipment every day and keep it with them. The essential equipment list is:
 - Student planner (provided by the school)
 - School bag (at least A4 size)
 - Black pens
 - Pencil
 - Rubber
 - Ruler (30 cm)
 - Protractor
 - Compass
 - Glue stick
 - Scientific Calculator
 - Pencil sharpener
 - Pack of coloured pencils
 - Bottle of water (no glass) as the water fountains will not be in use
- e) No equipment will be loaned out by the school.
- f) To avoid unnecessary movement there will be no access to lockers. Therefore, whatever students bring into school, they will need to carry it around with them all day.

- g) Exercise books will not be kept in school. Students will be expected to keep their exercise books with them and bring them in for every lesson.
- h) The Policy for Positive Discipline will remain in force. This can be viewed on the website, alongside an Appendix concerning temporary changes to consequences and expectations around hygiene and social distancing.

7. Personal hygiene and social distancing

- a) All students and staff have a duty to maintain their personal hygiene and social distancing. To support this at school:
 - All classroom entrances will have hand sanitiser units installed.
 - The PPD will be amended to include all students to sanitise before entering the school building and each classroom. Plus, a section about social distancing expectations.
 - Increased signage will be visible reminding students and staff about the need for increased hygiene and social distancing.
 - Cleaning regime will maintain its increased frequency in all areas of the school.
 - Students will be placed into year group bubbles. Wherever possible, these bubbles should not mix.
 - Each year group bubble (Y7-11) will be located in an isolated learning pod.
 - KS3 & 4 (Y7-11) = 92% of the student population. Non-practical subjects (Maths, English, History, geography, Religion, MFL) this equates to 70% of their timetable; these will be taught in discrete groups and remain in the same classroom. Teachers will move to them.
 - KS3 & 4 practical subjects (PE, Technology, Art, Music, Computing, Science, Drama and Hair & Beauty). This equates to 30% of their timetable, groups will move to these specialist facilities.
 - At the end of each practical lesson, students will be provided with disinfectant wipes to clean their desk and any equipment they have touched.
 - There will be a one-way system running throughout the school.
 - Form time and DEAR time will be amalgamated. This 45-minute session will take place at the beginning of the day.
 - KS5 (8% of the student population) – lessons will either take place in the new sixth form block or in specialist teaching rooms.
 - Each year group will have a separate entrance and exit into the building.
 - Each year group will have a separate break and lunchtime.

8. Break, lunchtime and catering

- a) Break and lunchtimes will be staggered to maintain year group 'bubbles'. Students will have break and lunch with their own year group.
- b) Catering facilities will only be available in the main dining hall and a full menu (except for main meals) will be available.
- c) Payments can be made via PayPoint and the cash-loaders in school (these can only be accessed during break and lunchtime).

9. Movement around the building

- a) Students will only be moving outside their designated learning pod at the following times:
 - as they move to practical specialist lessons;
 - break and lunchtimes;
 - at the end of the day as they leave through their designated exit.
- b) Students will be encouraged to use the toilet facilities only during their break and lunchtime. In emergencies and for those students with medical needs, access to toilets will be permitted. This follows government guidance as toilet facilities will be cleaned more frequently.
- c) **One-way system** – all students and staff will be expected to adhere to the one-way system around school, thus minimising contact outside a year 'bubble'.

10. Visitors

- a) Visitors to the school will not be permitted.
- b) Parents are expected to drop their child off at the school gates and must not enter the school site.

- c) If parents are collecting children during school hours, arrangements must be made for this to happen outside the school site.
- d) The only exceptions to this will be
 - If a student has forgotten an essential piece of equipment and a parent is dropping it off. In these circumstances, the parent must inform the school, by telephone, that this is happening and they will be asked to leave the item outside the reception doors. The item will be collected by a member of staff and taken to the student.
 - If a student becomes unwell and it is necessary for the child to be collected and taken home.

11. After-school clubs:

- a) All after-school clubs are cancelled for the remainder of this term. We will review this policy for the beginning of the summer term.

12. Risk assessment and review:

- a) A comprehensive risk assessment has been completed and will be published on the school website.
- b) These plans will be kept under regular review. The first review will take place at the end of this term.

13. GCSE, Vocational and A level Examinations:

- a) Last Thursday the government released its findings from the consultation around grading GCSE, A Level and vocational qualifications this summer.
- b) Senior and curriculum leaders are currently considering the paper and will inform parents and students of our plans in the coming days.
- c) We are, however, fully aware that current Year 11 and 13 students have not sat any formal internal assessments (PPEs or mock exams). These are essential because not only do they indicate early gaps in knowledge, allowing teachers to address them, they will also provide important evidence for teachers when submitting end of course grades. Arrangements have therefore been made to provide students with two opportunities to sit formal internal assessments:

These dates are subject to change based **u[pon]** government guidance:

- **Cycle 1 (a full programme of formal summative assessments)**
Year 11: 15 to 26 March.
Year 13: w/c 19 and 26 April.
- **Cycle 2**
End of May/beginning of June.

I appreciate there are many new rules and expectations. However, we have to do everything we can to protect staff and students whilst still maintaining a broad and balanced curriculum.

Finally, thank you for your understanding and support, throughout what has been a turbulent year, your messages of encouragement have kept the staff motivated.

We are very much looking forward to welcoming our students back over the next few weeks.

Yours faithfully



Mike Roper
Headteacher