



MANOR SCHOOL SPORTS COLLEGE

1 June 2020

Dear Parents/Carers,

I hope that this letter finds you and your family safe and well - I think it is fair to say that we still find ourselves in very uncertain times. We are having to work very flexibly with the situation changing frequently – however, I believe that it is our job to take a lead within this backdrop and provide clarity and reassurance where we can. Therefore, I wanted to write to let you know our current thinking in relation to our education provision at Manor School.

What is the current national situation?

Currently, schools remain closed to all students except for children of key workers or those who are classed as vulnerable. Schools are providing daily supervision for these students.

On the 20th May 2020, the government took advice from SAGE about whether it is safe for schools to start welcoming more students back onto the school site. Following this advice, the Government asked secondary schools to offer some 'face to face' interaction with students in Years 10 and 12 during the latter half of the summer term.

The situation we all face is unprecedented and, inevitably, published guidelines regularly change. Since I last wrote to you alongside Chris Hill last week, the latest announcement, during the Bank Holiday weekend, on the back of over 40 previous updates to the guidance to schools, changed the date so we are now able to "interact" from 15th June. This seems watered down from "face to face", but we believe that, if students can be in school safely, they should be in school.

The government have also made it clear we are only able to facilitate 25% of Year 10 students in school together at any one point. The reason that secondary schools have been asked to facilitate limited opening only, compared to a full return to school is to keep the transmission of COVID-19 as low as possible. The government is concerned that if secondary schools opened more 'normally' that this would mean large groups of students travelling to and from school which in the current climate could risk the 'R' rate increasing and a potential second peak of coronavirus.

We have therefore completed a comprehensive risk assessment of all aspects of our organization and our plans ensure that we keep our staff, students and our wider community as safe as possible. **This risk assessment has been reviewed by the Local Advisory Board of Governors and ratified by Trustees of Nene Education Trust.**

Principal: Mr Jay Davenport
Mountbatten Way, Raunds,
Wellingborough, Northamptonshire
NN9 6PA
T: 01933 623921
E: enquiries@manor.school
www.manorschool.northants.sch.uk



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What is the current situation at Manor School?

I am sure you will understand our primary concern is to ensure the safety of our students and staff, and we therefore need to plan this provision carefully. We will not be able to provide supervision to any student whose parent/carer has not informed us in advance.

We would wish to encourage our students to attend school. For those parents and carers who are worrying about what they have to do, please be reassured that for now the provision is non-statutory (ie there is no legal requirement for students to attend school), so the choice is purely about what is in the best interests of your child and your family.

We can only admit students who have observed all of the social distancing rules. From now, your child must continue to follow these if you intend for them to be allowed into school. Students will not be admitted to school unless their parents have confirmed compliance with social distancing and are symptom free, before every attendance. Social distancing and hygiene must be observed whilst at school. Students failing to conform will be sent home immediately.

Key worker and Vulnerable students

We continue to provide supervision for our vulnerable students and children of key workers at our NET Hub provision based at Windmill School. **This provision will revert to Manor School on Monday 8th June 2020 and will continue to provide care and curriculum from 8am – 4pm.**

As you will be aware, the government guidance has changed from a message that everyone should stay at home to a position where if you cannot work from home, then you should return to work. We appreciate therefore that this has resulted in more key workers requesting supervision for their children.

If you are a key worker as defined by the latest government guidance, and have not already let us know that you wish to send your son or daughter to school, please contact ltowers@manor.school

What will happen from June 15th if my son or daughter is in Years 10 or 12?

We will welcome Year 10 and Year 12 students into school on a limited basis, if we remain convinced that it is safe to do so. To be clear, we are satisfied that our own arrangements are stringently safe and place our staff at no more risk than any other citizen returning to work. With this in place, we are committed to the positive impact that these limited opportunities will present to our students to stay connected with their school physically.

I will outline a brief overview of the rationale here however, later this week, we will write specifically to students and their parents/carers in these year groups with operational details and will ask them to indicate to us whether they intend their son / daughter to take up their place at school by **Wednesday 10th June 2020.**

Absence will be chased by the school for students who we were expecting, so that we can account for all students, **but there is no legal obligation for students to attend school.**

Year 10

To best meet the needs of our students in Years 10 we have established a system whereby students will access 2 consecutive days of face to face teaching at school in each fortnight across the summer term. Students are being invited to attend only one 2-day session every fortnight, to allow any possibility of developing symptoms of Covid-19 to become evident before their next attendance.

Students have been split into 4 groups – A - D with 25% of the Year 10 cohort in each group. The focus will be on core subjects and Work. World. Wellness. Students will receive a mixture of retrieval practice, new content delivery and deliberate practice of new materials. The new content delivery that students are receiving in school will also be recorded and made available for those Year 10 students who are still at home as part of their home learning offer.

Year 12

For students in Year 12, we will be asking all students to have one to one pastoral and academic review meetings. We will be able to offer this face to face interaction in a socially distanced environment and will endeavor to catch up with students remotely if this is not possible.

The purpose of the pastoral aspect of this meeting is for our staff to have an honest conversation with our students about how they are feeling within themselves and about their studies and future beyond school. The academic aspect will focus on what they have or have not been able to do whilst school has been closed. This will allow us to adopt a needs-based approach to any future learning plans for the remainder of the term. We understand that it has been a very challenging time and the purpose of this conversation is to help us determine how to make sure that each student receives the support they need most.

What will happen from June 1st until the summer holidays if my son or daughter is in Years 7, 8, 9?

Students in Years 7, 8 and 9 will not be returning to school before September 2020.

These students will continue to learn from home. We have received lots of positive feedback how we have approached this work and the fortnightly learning updates will remain in place for the second half of the summer term.

In addition to this, we hope to provide for all year groups some pre-recorded new learning sessions, supported by deliberate practice follow up tasks once we have finished training our staff in how to deliver this from within school. We believe this will mean that we can more effectively support remote learning for students in all year groups. The primary aim of any pre-recorded interaction for these year groups will be centred around introducing new material with work submissions to check the learning and understanding that has taken place since the school closed. The weekly welfare checks will continue.

Transition

We continue to work very hard on transition across a range of age groups. The pastoral team have produced and are distributing a range of resources and videos to support students moving into year 7 from their primary school.

Students who are moving from Year 9 into 10 should have received their KS4 course allocations and all Year 11 students who are moving into our 6th Form will have received contact via the 6th Form team. We have also contacted or attempted to

contact all those moving on to other institutions or employment and those moving on from Year 13 to their post-school destinations.

What will happen in September?

Clearly at this point, it is very difficult to predict! However, I do believe that a blended learning programme will continue for some time - even from the start of the new academic year. Whilst it is likely in September that we will be opening more widely than outlined here for the Summer, current indications are that it will not be business as usual. We therefore want to take the time during Term 6 to make sure we have the systems in place to continue to develop our provision so that should students be working from home for an even longer period, we can appropriately support them.

I know that this perhaps seems like a complicated picture which is perhaps inevitable given the nature of the pandemic, and the constantly changing guidance and advice. Therefore, I will write separately to students and their parents/carers who will be accessing in school provision with much more detail in the coming days.

I want to thank you again for your ongoing patience and support. We share your frustrations about the limited information and lack of definitive answers and will continue to do all that we can at our end to assist.

I would also like to praise our whole staffing team who, since day one, have regularly "interacted" with Year 10 and Year 12, as well as all our other students. Over the half-term break, I asked all staff - teachers, support staff and our site team - to take a break and spend some time with their own families. Please continue to be kind to yourselves and allow your son or daughter to also enjoy some downtime.

If there is anything at all that we can do help, or if you have any questions, please do not hesitate to get in touch.

Yours faithfully



Mr Jay Davenport
Principal



What are we doing to ensure the school is ready for reopening?

- Personnel will be on reception to take phone calls and allow for parental contact with the school but visits are discouraged and by appointment only.
- Students will be asked to arrive at school at staggered times and their groups will have breaks at staggered times, or in different venues
- Students will be placed in one group for the whole day and these groups will not mix at all.
- All time will be based in 'bubbles' of very small groups in the English / Maths block, Tech block and Heritage building. The remainder of indoor areas at school will be out of bounds
- Our dining facilities are too cramped for social distancing hence the change to the school day from 9am – 1pm so year 10 students return home for lunch. Key worker all students will need to bring packed lunches, and these will be eaten in their bubble groups. Free School meals will be provided to those eligible.
- We have no control over the transport provision to and from school. The coach companies will have their own risk assessments in place. We have liaised with Carters to maximise social distancing opportunities on the buses. Details to follow.
- We encourage students to walk or cycle (or be driven) to school and will allow bikes to be stored in an appropriate safe place. Parents will be able to drop-off but not park at the school. Parents are responsible for ensuring their child is aware of social distancing responsibilities and behaviours on the way to / from school.
- Year 10 and 12 students will be in school three or four times between 15th June and the summer break. The current distance learning provision will continue throughout for these students - their visits to school will enhance, not replace this.
- We expect 100% of our students to engage with online provision, even if they are not able to attend school.
- We respect that, currently, the most at-risk adults and children should stay away from school. As such, certain students and certain staff will not attend school.

Personnel & Standards

- At least two members of the senior leadership team will be present on site when the school is open.
- The highest standards of behaviour and conduct will be expected and, for the safety of all, students who do not meet these standards will not be allowed in school.
- At least one designated safeguarding lead and one member of the Pastoral Team will be on site when the school is open.
- There will be medically trained personnel on site.

Medical

- The only PPE we will supply (other than hand sanitiser) will be for all cleaners and any school staff dealing with medical emergencies and first aid.
- There will be a designated isolation sick bay, for any suspected cases of Covid-19, that become evident during the day.
- The medical room where, for example, students go to have their prescribed medicines administered, or be treated for other medical issues, will run separately.

- **Students with symptoms, or from households where there is a known case or self-isolation is taking place, must not come into school.**
- We only have the facility to check the temperature of students who we suspect are unwell.

Cleanliness/Hygiene

- The school has already been deep cleaned. Rooms and toilets in use by students will be regularly cleaned throughout the day
- Hand washing will take place on arrival and departure and before and after breaks.
- Hand sanitiser will be available, students are urged to carry their own personal supply – students will be required to apply at certain times, including as they arrive. We are fitting extra dispensers around the school and every classroom will have its own supply
- Use of toilets will be supervised more closely than normal with numbered cubicles and one in one out processes to ensure cleaning between visits.
- Students will not share resources, nor be allowed to share each other's equipment
- Where required, the buildings will have a one-way system and two metre distances marked on the floors
- Classrooms cleaned at the end of every day, as will all other contact surfaces in the buildings used. Deeper cleaning will take place every Wednesday.
- Additional cleaning will take place as required.