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Headteacher: Mr M Wignall

11 June 2020

Dear Parent

I hope you and your family are well and would like to thank you for your support over the difficult last few months. We are very proud of how our year 10 students have adapted to working from home and of their commitment to their studies. We are all very much looking forward to seeing them from next Monday. As promised I am writing with further details of next weeks 'face to face' provision for year 10 students. The provision has been planned first and foremost with safety in mind, takes into account all relevant [guidelines](#) and aims to maximise the impact of the on-site provision. Students will be on-site for just over 3 hours per week therefore the predominant mode of education will still be online learning. Each day, no more than 25% of year 10 will be on-site.

You will be advised what group your child will be in. They should report to the playground every Monday no later than 8.50am to ensure there is enough time to enter the building safely and walk to the classroom. These details cannot be changed and will remain the same until the end of summer term unless you are notified differently.

	Arrival	Lesson start	Break	Finish time
Groups 1-3	8.50am	9.00am	11.00am	12.15pm
Group 4-6	9.20am	9.30am	11.30am	12.45pm

Full summer [uniform](#) should be worn and join the socially distanced queue on the playground for H4, only proceeding to the classroom when invited to by a member of staff. On entry to the school they should sanitise their hands using the gel provided and then proceed straight to H4. The full entry to school procedures can be found [here](#).

In case of wet weather on arrival students will be directed to the sports hall. Students should not be on-site before 8.30am.

On arrival at the classroom students will be directed to a designated desk. This will be their designated desk for the duration of the day which will include a 15 minute break as in the table above. Students are asked to bring all necessary stationary and also any drinks/snacks – the canteen will not be open. Students should bring their exercise books for each subject but we will issue new ones where this is not possible. For safety reasons students will not be able to borrow equipment. Students who have prescribed medication, e.g. Epipen, inhaler, insulin, should ensure this is brought with them to school.

Students will receive three one hour lessons of tuition from specialist teaching staff – one hour each of English, Science and Maths. They will be taught in groups of maximum 10 students and these classes will not





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be their normal teaching groups. At the beginning of each day a safety video will be shown, therefore it is vital that everyone arrives on time. A full description of classroom procedures can be found [here](#).

To ensure everyone's safety a revised [code of conduct](#) has been developed and it is really important that students make themselves aware of it before they arrive on site. We are immensely proud of our students conduct but I am sure you will understand the importance of ensuring total compliance during the Covid-19 outbreak. We reserve the right to withdraw on-site provision in the event of unsafe behaviour.

I recognise and understand that all families are in unique circumstances and that families need to reach individual decisions about their youngsters returning to school. To enable us to plan effectively, please could you fill in this simple [form](#) by 3.30pm on Friday 12<sup>th</sup> June so that we know how many students to expect each day. Students working from home will continue to receive the lessons by email.

Could I also ask that if your child or any members of your household display any suspected Covid-19 symptoms whatsoever, i.e. a new, continuous cough, a high temperature, a loss or change to sense of smell or taste, that you contact NHS 111 and keep to the 7 day self-isolation procedure that is currently in place (see NHS website for full guidance <https://www.nhs.uk/conditions/coronavirus-covid-19/> ).

In line with government guidance, students are asked not to use public transport to attend school and parents should not enter the school site. We have contacted West Sussex County Council who are in the process of arranging 590/591 bus provision. If you require a place on the school bus please email [godlin@downlands.org](mailto:godlin@downlands.org) by 3.30pm on Friday 12<sup>th</sup> June.

As I mentioned in my letter at the weekend government guidance is clear that infection rates must remain low in order for the planned on-site provision to go ahead and in these circumstances we may be forced to cancel at short notice.

Please refer to the Frequently Asked Questions below if you have any further questions about on-site provision for Year 10 students. Thank you again for your continued and much valued support.

Yours sincerely

**Mark Wignall**  
Headteacher

