



Dale Avenue, Hassocks, West Sussex, BN6 8LP

Telephone: 01273 845892

Facsimile: 01273 846358

E-mails: [office@downlands.w-sussex.sch.uk](mailto:office@downlands.w-sussex.sch.uk)  
[head@downlands.w-sussex.sch.uk](mailto:head@downlands.w-sussex.sch.uk)

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.

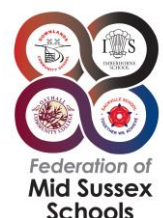
	Arrival	Lesson start	Break	Finish time
Groups 1-3	8.50am	9.00am	11.00am	12.15pm
Group 4-6	9.20am	9.30am	11.30am	12.45pm

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





Dale Avenue, Hassocks, West Sussex, BN6 8LP

Telephone: 01273 845892

Facsimile: 01273 846358

E.mails: [office@downlands.w-sussex.sch.uk](mailto:office@downlands.w-sussex.sch.uk)  
[head@downlands.w-sussex.sch.uk](mailto:head@downlands.w-sussex.sch.uk)

Headteacher: Mr M Wignall

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/> ).

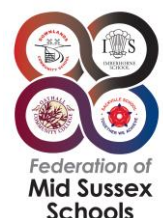
In line with government guidance, students are asked not to use public transport to attend school and parents should not enter the school site. We have contacted West Sussex County Council who are in the process of arranging 590/591 bus provision. If you require a place on the school bus please email [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





Dale Avenue, Hassocks, West Sussex, BN6 8LP

Telephone: 01273 845892

Facsimile: 01273 846358

E-mails: [office@downlands.w-sussex.sch.uk](mailto:office@downlands.w-sussex.sch.uk)  
[head@downlands.w-sussex.sch.uk](mailto:head@downlands.w-sussex.sch.uk)

Headteacher: Mr M Wignall

## **Frequently Asked Questions for Parents/Guardians of Year 10 Students**

### Is it safe for my child to return to school?

This is a difficult question to answer, and ultimately one you will need to make as a parent/guardian bearing in mind your child and other factors that may affect your family. We have completed an extensive risk assessment and are putting in place measures to minimise and reduce risk. The steps we have taken comply with the Government's guidance. This list is by no means comprehensive, but is hopefully a useful summary of the steps we are taking:

A Thorough cleaning regime has been implemented which includes, but is not limited to:

- Highly used areas – door handles/plates, bannisters, taps, toilet seats and toilet flushing mechanisms will be cleaned regularly.
- Full daily sanitation of areas occupied by staff / students
- Classrooms will be decluttered with only the minimum items permitted on work and other surfaces
- Use of disposable cleaning products and equipment
- Plentiful supply of disinfectant wipes and hand gels in classrooms

Equipment will not be shared, including that used by staff and students. This also applies to IT equipment.

Everyone will be required to sanitise their hands upon arrival, when they leave, after using the toilet, after touching their face, coughing/sneezing, etc...

All adults in school will adhere to strict social distancing guidelines.

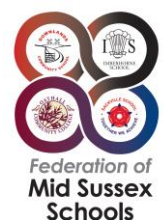
Movement around the school will be highly regulated – [see procedures for movement around the school](#)

Each group will be allocated to one classroom and no other groups of students will use that room. Groups will be kept together at breaktime. All areas in use will be deep cleaned at the end of each day.

Spaces used will be well ventilated using natural ventilation.

### Will you be providing my child with equipment to use in school?

We will not be able to provide equipment such as pens, calculators etc. Your child should arrive fully equipped for school. Students will not be able to borrow equipment for safety reasons.





Dale Avenue, Hassocks, West Sussex, BN6 8LP

Telephone: 01273 845892

Facsimile: 01273 846358

E.mails: [office@downlands.w-sussex.sch.uk](mailto:office@downlands.w-sussex.sch.uk)  
[head@downlands.w-sussex.sch.uk](mailto:head@downlands.w-sussex.sch.uk)

Headteacher: Mr M Wignall

Can my child bring a bag to school?

Your child may bring one bag to school which can contain any equipment they require, including their own water bottle and snacks/lunch. We advise parents/carers to wipe the bag with disinfectant wipes before coming to school and once their child returns home.

Will my child have access to water in school?

If your child will need to drink water during the time they are in school they should bring their own water bottle with them.

Will I be able to change the times and/or days that my child is allocated, or to swap with another child?

No. The groups have been based on student populations that facilitate the delivery of as many subjects as possible whilst ensuring students stay in the same small group as well as to minimise social gatherings in the local community.

Will I be made aware if my child does not arrive at their allocated time?

Yes, we have a statutory requirement to take attendance registers and will aim to contact you within 1 hour if your child has not arrived.

Why can my child not see their normal/timetabled teacher?

In order for this to occur children would have to move from one group of students to another and group sizes would have to be larger. Both of these factors significantly increase the risk of disease transmission and are contrary to government guidance

If my child does not attend on-site provision will attendance marks be affected?

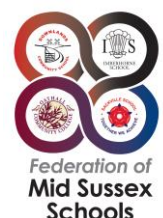
Official attendance figures are not being collected by the local authority at this time. DfE guidance states that we mark as present the attendance of those who actually attend school, but for those who could attend the sessions provided, but choose not to, their attendance will be marked as 'authorised absence'.

How will you be supporting the children who do not take up this offer of teaching time in school?

We will make the work covered in class available online to the whole year group. Remote learning will continue for all students as normal.

Will my child be able to wear face masks? Will you be providing students with PPE (personal protective equipment)?

Children and staff are able to wear face masks in school if they choose to do so. The masks children wear must be plain. No other face coverings such as scarves or balaclavas will be permitted. If you send your child to





Dale Avenue, Hassocks, West Sussex, BN6 8LP

Telephone: 01273 845892

Facsimile: 01273 846358

E-mails: [office@downlands.w-sussex.sch.uk](mailto:office@downlands.w-sussex.sch.uk)  
[head@downlands.w-sussex.sch.uk](mailto:head@downlands.w-sussex.sch.uk)

Headteacher: Mr M Wignall

school with a face mask we will not be able to force them to continue to wear it if they remove it. Please can you also ensure your child knows how to correctly wear a mask. The school will not provide PPE.

Will my child need to wear a school uniform?

We expect that all students should attend in full correct school uniform, including suitable shoes and not trainers. Government advice is that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting

Will my child be able to use the school toilets?

Students will be able to have access to toilets although this will be carefully controlled. If your child has a medical condition which affects the frequency by which they use the toilet you may wish to contact school to discuss this further. Toilets will be cleaned regularly throughout the school day and again in the evening by our contract cleaners.

Will parents be allowed on site?

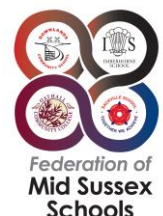
Parents should not attend the site unless there is a medical emergency involving their child. If parents need to speak to a member of staff whilst their child is in school, please contact the office on 01273 845892. Alternatively, email the office at [office@downlands.w-sussex.sch.uk](mailto:office@downlands.w-sussex.sch.uk) – this email address is monitored regularly.

What should we do if my child is due to come into school but they are unwell or we change our mind on the day?

Please inform us through the normal school absence line/procedure so that we are aware of the current situation.

What if a child or member of staff who has been at school has symptoms of/or is diagnosed with Covid-19?

It is extremely important that you do not send your child into school if they have any of the Covid-19 symptoms. This includes a new, continuous cough, a high temperature or a loss or change to taste and/or smell. If he or she does display symptoms you should get them tested as soon as possible and isolate for seven days. You should provide the school with evidence of the negative test result should you wish your child to return to school. If your child displays symptoms in school, we will isolate them immediately and contact parents/guardians to arrange for them to be sent home. Parents/Guardians must attend the site. Where the child or staff member tests positive, the rest of their group will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.





Dale Avenue, Hassocks, West Sussex, BN6 8LP

Telephone: 01273 845892

Facsimile: 01273 846358

E-mails: [office@downlands.w-sussex.sch.uk](mailto:office@downlands.w-sussex.sch.uk)  
[head@downlands.w-sussex.sch.uk](mailto:head@downlands.w-sussex.sch.uk)

Headteacher: Mr M Wignall

What will happen if a number of children and/or staff are diagnosed with Covid-19?

Public Health England's local health protection teams will conduct a rapid investigation and will advise the Headteacher on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure.

What about other lessons set on the day my child is in school?

Students will be expected to complete online lessons after they arrive home from the 'face to face' provision. We are still working on the assumption that there will be GCSE exams next summer so it is vital for students to keep working through the exam work.

