

QUEEN ELIZABETH'S GRAMMAR SCHOOL

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Headteacher: Mr S Garrity Chair of Governors: Mrs H Baker



21st May 2020

Dear Parents and Carers of Year 10 and 12 students

QEGS Plans for Years 10 and 12 Face to Face Support – Version 2

Many thanks for your patience. We are now able to share the information and timeline for our phased programme of face to face support for Year 10 and 12 students. Some information is yet to be confirmed and will follow in the coming days.

If you have any queries, please contact the following staff at QEGS:

- Queries relating to Year 12 matters: contact Mrs Smith smith@qegs.email
- Queries relating to Year 10 matters: contact Mrs Bains bains@qegs.email

Context

All schools in England are to 'offer some face to face support to supplement the remote education of Year 10 and 12 students' as set out in the 'Actions for education and childcare setting to prepare for wider opening from 1st June 2020' document. This document sets out lots of guidance and we have considered our setting, locality and site, our student and staff body and the best ways to begin face to face support in a safe and supportive manner.

We want to see as many of our Year 10 and 12 students as possible, whilst appreciating that some students may not be able to return just yet due to their own health and/or their family health and circumstances. With this in mind we would very much appreciate you indicating what your plans are by **completing the following survey before 4pm on Friday 22nd May 2020:**

www.qegs.link/returntoschooly10y12

QEGS Core Aim

Our core aim is very simple: *Start small, keep numbers of students and staff low, stay safe, ensure quality and build carefully.*

With this in mind, we have opted for a 3-phase plan and associated timeline:

Phase A: Staff Familiarisation Days: These days will enable QEGS staff to become familiar with the new layout of the site, new safety procedures and risk assessments, plans for Pastoral Meetings and plans for subject face to face support.

Phase B: Pastoral Meetings: Across four days, for all Year 10 and 12 students, a one hour meeting with the option to be accompanied by a parent/carer, with a member of the QEGS staff. The focus will be student wellbeing, study and progress checks, a chance to talk through the procedures and safety measures in school for students to return, explanation of the new timetable and other adjustments, a chance for student and parent/carer to ask questions.

Phase C: Face to Face Support for Remote Learning: This will involve students coming into school in small groups of 10 or less, on a reduced timetable and a shortened school day. Receiving some teaching and support to aid their progress whilst at home.

Timeline and Summary:

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| Phase A: Mon 1 st and Tues 2 nd June 2020 | 'Familiarisation Days' for QEGS staff: CPD on safety measures, pastoral meeting training, preparation for face to face teaching. No Year10 and 12 students on site. Key worker/vulnerable children provision remains in place. |
| Phase B: Wed 3 rd , Thurs 4 th , Fri 5 th , Mon 8 th June 2020 8.50am to 3.55pm | Pastoral 1:1 one hour meetings with each student and maximum of one parent/carer, chance to listen and support, outline plans for return, 'train' students with QEGS Social Distancing Guidance expectations. Year 10: Each parent will be contacted by telephone by a member of our Pastoral Team to find a suitably convenient day and time to meet. Year 12: Each student has been allocated an appointment time. Parents are welcome to attend to if they wish to. Please contact Mrs Smith if there are any issues. |
| Phase C: Tues 9 th – Fri 12 th June 2020 Shortened school day 8.50am – 2.00pm Staggered start and end, details below | 'Face to face' learning and teaching for small groups of Year 10 and 12 Each day will consist of: Approximately a quarter of the Year 10 cohort will be in small groups of 10 or fewer students in school for one full day per week, maximum of 55 students per day. Year 12 will be coming in for one session per subject per week, in groups of no more than 10. There will be a maximum of 60 students in the Sixth form block at any one time. All groups will be working in separate, designated, large, socially distanced classrooms. |

Timings of the School Day:

As outlined in the table above, the school day timings will be in phases:

Phase B: Pastoral Meetings Days, 3rd, 4th, 5th and 8th June. Meetings for students and parent/carer will commence from 8.50am. Meetings will be completed by 3.55pm.

Phase C: Face to Face Support for Yr10 and 12. Student groups arrive from 8.45am in staggered 5 minute intervals. Lessons finish at 2.00pm with staggered 5 minute intervals. Shorter days to minimise social time and to aid student wellbeing.

Phase C School Day Timings For Year 10:

- 8.45, 8.50, 8.55 Staggered arrivals in 3 phases, each phase and group with waymarked routes – details of groupings, timings and a map to be issued to students asap.
- 9.00 - 9.10 Registration, plans for day, reminder of protocols, timings etc.
- 9.10 – 10.30 Face to Face Support Session 1 - single subject/option Eg. English
- Staggered breaks of 10 mins: 10.20, 10.30, 10.40 (2 groups per break, supervised in separate areas)
- 10.40 - 12.00 Face to Face Support Session 2
- Staggered lunch breaks of 25 mins: 11.30, 12.00, 12.30pm
- 12.30pm to 1.50pm Face to Face Support Session 3
- Staggered departure for students: 1.50pm, 1.55pm, 2.00pm

Curriculum from June 9th

All Year 12 students will have at least one session per week in each of their subjects. The teaching group size will be a maximum of 10. Teaching groups larger than this, will be split in half with one group attending in the morning and the other in the afternoon. **Mrs Smith will confirm which subjects have been split once we have analysed the results of the survey. The Year 12 timetable outlining when subjects are timetabled will be issued asap.**

All Year 10 will be split into mini-cohorts of 50-60 students with each mini-cohort in school for one full day each week. Mini-cohorts will be split into 6 groups of 10 or less students making 6 small teaching groups. There will be a standard curriculum for Year 10 in the first few weeks of core subjects, followed by options subjects. **Mrs Betty will confirm which group each student will be in and which day they will attend once we have analysed the results of the survey.**

Rooming

- All Year 12 lessons will be based in teaching rooms at the sixth form centre, except for Art.
- All Year 10 lessons will take place on the main site, in separate 'bubbles' using large rooms (807, 566, 654, 617, 301, 210). All classrooms will be near toilet and handwashing facilities.
- Only designated classrooms will be used which have been selected for their size, layout and re-formatted for social distancing and to suit class sizes of 10 or less.
- It is likely that Year 10 students will remain in the same room for the day, except for staggered break and lunch. Year 12 students will attend one session per day.
- All classrooms in use will have PPE available for staff and first aiders. There will be hand sanitiser, tissues, and gloves available and each room will be cleaned at lunch time and at the end of the day.

Food and Canteen

We strongly recommend that students bring in a snack and packed lunch for their breaks, limiting the need to use the canteen provision. The main site canteen will be open and in operation each day with a very limited range of food and drink available. There will not be any canteen provision at the sixth form centre and the common room will be closed. Year 10 students will not have access to the canteen as they normally would and any purchases from the canteen will be collected/delivered using a different system. The usual expectations around food and drink on site will be in place: no sweets, energy drinks, canned drinks of any type, take-away fast food etc. will be allowed on-site.

Transport

As per the Government advice, we strongly advise that where possible students do not use public transport. However, we appreciate that for many students this may be their only option for getting to and from school. We have liaised with Derbyshire Transport department and our part-time schedule for students in Year 10 and 12 will ensure that all students who are entitled to free transport will be able to travel in socially distanced numbers on their existing routes from June 9th onwards. I have also informed the operators of our shortened school day from this date. If students would usually use a route and pay on an ad-hoc basis, I cannot guarantee space and/or provision. This would have to be taken up with the Derbyshire transport team direct. If Year 12 students depend on transport and need to stay for longer than their two hour session, please contact Mrs Smith who will make arrangements for a suitable study space.

Attendance

It is NOT mandatory for a student to attend school if parents believe they would be safer at home. Where students, in Year 10 or 12 are not attending, the resources from the sessions will be put on Go4Schools. Parents who have informed QEGS that their child will be attending school and do not attend, will receive an absence follow-up phone call.

Registers will be taken for health and safety reasons. However, the school will not be using punitive measures for families who are unwilling to send their children to school during the coronavirus period.

The year team and administration team will continue to conduct 'safe and well checks' for students who do not attend.

Remote Learning

As Year 10 and 12 students will attend school on a 'part-time' basis, there will still be a lot of remote learning work set by staff and required to be completed by students at home.

Uniform

We have taken the decision to relax the school uniform expectations for students. Government guidelines recommend clothes are washed on a more regular basis to reduce the risk of contamination. We want our students to be comfortable and be able to wash their clothes regularly and we feel formal wear, especially blazers and ties could prove difficult to wash and dry frequently. However, there is still an expectation that students dress appropriately and so the following expectations will be in place:

- Lanyards and ID cards must be worn at all times

- Midriff must not be on show
- No strappy or low cut tops
- Shorts and skirts must be no shorter than 1 inch above the knee as per our school skirt expectation
- Practical footwear to be worn, no flip flops or other loose footwear
- Expectations for piercings and hair remain the same as outlined in our school uniform information on our website

All of the above expectations are to safeguard both our students and staff. Please help us with this by checking your son/daughter is appropriately dressed before they leave home.

Behaviour for Learning Expectations

The normal QEGS rewards and sanctions will also be in place. There are a few changes to the Behaviour Policy during this phased re-opening. These changes are mainly concerning social distancing guidelines and sanctions for students who find following this guidance difficult and/or choose to ignore these protocols. We will not accept any deliberate breach of this guidance and will be operating a zero tolerance approach on our site for the health and safety of all.

Pastoral Support

Members of the pastoral team will be in school each day and available for students to speak to if they have concerns or want advice.

Finally!

There is a lot of information here to digest and interpret. We have tried to give you what you might need for now, appreciating that we are still finalising details and these will also be important to you and your child. The key will be the Pastoral Meetings, where on a 1:1 basis you will be able to fully understand how things will operate and you will be able to see first-hand what this will look like. We are sure that many of your questions will be answered in those meetings. However, if you have questions at this stage, a reminder of who to contact:

- Queries relating to Year 12 matters: contact Mrs Smith smith@qegs.email
- Queries relating to Year 10 matters: contact Miss Bains bains@qegs.email

Also, a reminder to complete the survey before 4pm Friday 22nd May:

www.qegs.link/returntoschooly10y12

Yours faithfully



Scott Garrity
Headteacher