

8th June 2020

Dear Parent/Carer

PLANS FOR EXTENDING ON-SITE PROVISION AT HELSTON COMMUNITY COLLEGE

As you will be aware, the government recently announced the aim for Year 10 and Year 12 students to have some face-face contact with their teachers this term. We are very much looking forward to seeing our students once again, but I would like to reassure you that the safety and wellbeing of our College community is our priority.

We do not underestimate how difficult the recent weeks have been in lockdown, and we have all been affected in some way by the coronavirus pandemic. This return to College will be just one small step towards recovery, but undoubtedly an important one. We know that students in Year 10 and 12 are likely to be more anxious than most about lost time in their learning, with critical examinations eleven months away. This initial contact will enable us to share experiences and build relationships again between teachers and students. We will provide reassurance to students that we will work with them to address the gaps in learning and give guidance on how students can become more effective 'home learners'. We also understand that some students would benefit from more intensive pastoral support. If any student would like to talk to a member of our pastoral team, please let us know, and we can arrange for them to speak to the most appropriate person.

The aim of this letter is to share the plans we have for facilitating face-to-face sessions in College, whilst ensuring the safety of students, staff and parents/carers. These arrangements have been put into place following a full risk assessment process, and are in line with guidance from the Department for Education. The guidance limits the maximum proportion of Year 10 and Year 12 students on site at any one time to 25% of the cohort, but we are starting more cautiously. This will enable us to implement social distancing and hygiene measures throughout the College, minimise risks and test our systems and procedures.

The wider opening of Helston Community College has been broken down into distinct phases (see Appendix). We are currently in Phase 1, which is very much about communicating our plans.

From the 15th June, we will move into Phase 2. At this point, the face-to-face sessions start and there will be one lesson per subject per fortnight for Year 12 students, plus some additional study support sessions. ***We have enclosed a personalised timetable for the fortnight commencing on the 15th June.***

Most of the Post 16 classes contain fewer than 12 students, which can be accommodated easily in the designated classrooms, whilst maintaining social distancing. However, a small number of larger classes have been split into two groups to facilitate this.

If government guidance does not change, we will move to Phase 3 on 29th June, and the number of on-site sessions will increase to two lessons per subject per fortnight. We will send an updated timetable out prior to this.

Practical Information

Timetable - Phase 2

| DAY | Mon to Thu | Fri |
|------------|-------------------|---------------|
| P1 | | 9.30 - 11.00 |
| P2 | | 11.15 - 12.45 |
| Break | | |
| P3 | 12.00 - 13.00 | |
| Lunch | | |
| P4 | 13.30 - 15.00 | |

Attendance

The government has instructed schools to open the formal register for this period, and we expect the vast majority of students to make the most of this opportunity and attend on their designated days.

If for any reason your child cannot attend, you need to inform us of the reason. When you contact the attendance office please specify if:

- Your child is ill. In addition, please let us know if they are displaying any of the coronavirus symptoms (high temperature; new persistent cough, loss of taste and smell)
- Your child is self-isolating, due to a member of the household having coronavirus symptoms or a positive coronavirus test
- Your child is shielding because they have pre-existing medical conditions that make them clinically extremely vulnerable to the virus or they live with someone who is clinically extremely vulnerable.

What to bring to College

Small backpack or bag containing:

Full water bottle as water fountains will be out of action

Packed lunch if arriving before lunchtime

Pencil case and notepad/file paper - include all that you might need, including spare pens, because equipment cannot be shared or loaned

What to wear

Sensible clothing that can be easily washed immediately the student gets home

If using a bus, a face covering will be required

A face covering/mask may be worn in school if the parent, carer or student so wishes

Travel to College

A member of the Post 16 team will make contact before the 15th June to confirm transport arrangements. We envisage that the vast majority of students will make their own way to and from College.

If travelling by bus, you will be required to wear a face covering. [Link](#)

There will be very small numbers of students using buses, so we hope that social distancing will be possible. However, there may be situations where students cannot keep a suitable distance from people, for example when boarding or alighting. In these cases, students should avoid physical contact, try to face away from other people, and keep the time they spend near others as short as possible.

Students should minimise the number of the surfaces they touch and be careful not to touch their face.

Arrival at College

We want the entry to the College site to be a positive and welcoming start to the day, so it is important the students do not congregate in groups and that they maintain social distancing when proceeding to the entrance. Students will have designated entry points to the building (Year 12 should go to the Staff entrance and await further guidance from a member of staff).

Location of lessons

All lessons will be based in the Science labs, which are larger than other classrooms, and desks have been moved to allow for social distancing. Students will be allocated the same room and the same workspace for each lesson. The windows and classroom door will be opened to enable good ventilation.



Movement around College

Non-essential movement around College will be avoided and there will be a one-way system in operation.

Classroom expectations

Staff will escort students to the designated classroom for their group and assign them a desk. Classroom expectations will be explained. Students must not share resources or equipment with each other. Tables or chairs should not be moved, and students should not encroach into another student's learning space. Fire evacuation procedures will be talked through so that students are clear about where to go and how to line up in the case of emergency. Students must not enter the teacher zone at the front of the class.

Lunchtime arrangements

Students should bring a packed lunch, and take any wrappers or waste home in their bag. The Post 16 Centre or College field may be used at lunchtime, but social distancing must be maintained.

PPE and cleaning

Each of the rooms and other areas that are used by students will be thoroughly cleaned each day. Hand sanitiser will be available in every classroom, and students will be reminded to wash their hands thoroughly when visiting the toilets. Students will be able to wear their own face covering if they feel it is appropriate to do so in College.

Exiting a classroom

Teachers will inform the students which route and exit to use when leaving the main building to prevent congestion and promote social distancing.

Adaptations to plans and procedures

We are following the government advice and guidance carefully, and will respond quickly to any changes that affect health and safety. We will also review our plans and procedures as we step into every new phase. The College will keep you informed through their usual communication channels.

(Please note that there are additional sections to our safeguarding and behaviour policies on our website that are specifically related to this period of time when we are dealing with Covid-19).

It is critical that if anyone in your family displays any symptoms (high temperature, new persistent cough, loss of taste and smell) you keep your child away from College. Do not take any chances - if you suspect that anyone in your household might be ill, keep your child away. If you do not, you risk infecting other students and members of staff.

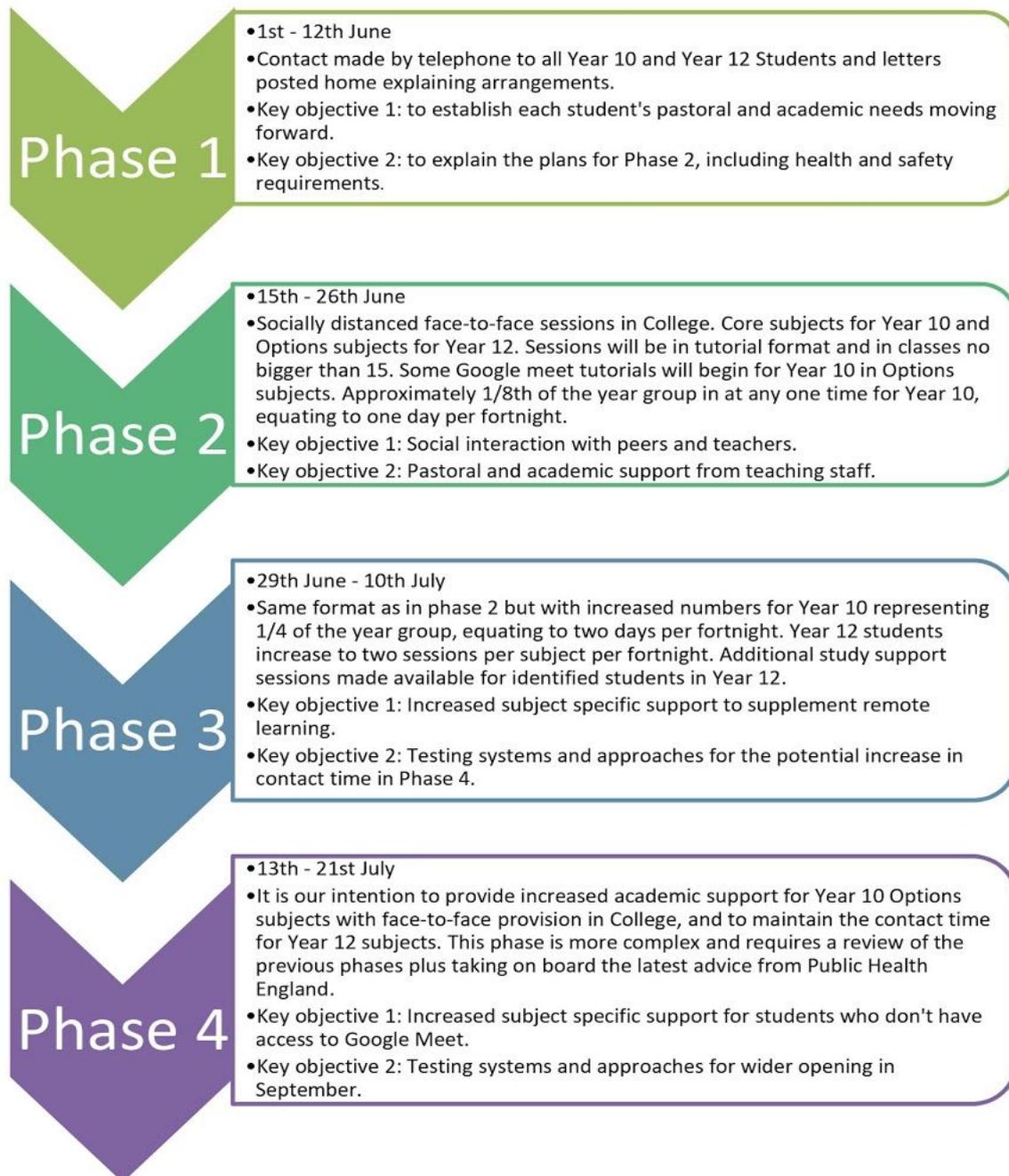
Very best wishes

Wayne Jenkins
Headteacher

Dave Dudley
Director of Post 16

Appendix

Helston Community College: Phased return for Year 10 and 12 Students



This face-to-face provision will be designed to supplement and enhance the success of remote learning. Alongside this, we will continue to review, develop and improve our remote learning resources and methods.

Please note: Each phase is subject to change and/or suspension following updated advice and guidance provided by Public Health England and the government. Every phase will incorporate appropriate risk assessments and potential modification of practices and procedures before moving to the next stage. Safeguarding and Health and Safety will always take priority.