



2 March 2021

Dear Parents and Carers

Additional information and guidelines for the wider re-opening of the College in March 2021

You continue to be our first line of defence against this disease. To help us stay open, if your child or anyone in your household has any coronavirus symptoms, please keep your child at home and let us know. Get your child tested for Covid-19 and inform us of the outcome of the test. It is also very important that you emphasise to your child the importance of following the additional rules that we have to keep everybody safe. ([COVID19: guidance for households with possible coronavirus infection](#))

Helston staff are very keen to return to face to face teaching in the week beginning 8 March (Blue Week), so that we can resume the good work that took place in the autumn term. We have worked hard to provide high quality remote learning and have supported over 200 children and families through our keyworker in-school provision, but we understand that it is much harder to provide the same level of individual support during a lockdown.

As our focus returns to teaching and learning in school, there is an obvious balance to be had in terms of delivering a normal curriculum alongside various mitigations for health and safety. Our intention is to support teachers to do the best job possible by continuing to follow the essential safety measures as designated by the Government. In order to achieve this, we will continue with the measures we introduced in the autumn term, with a few additional safety measures. Please read carefully the following:

1. The College will contain any outbreak by following the local health protection team advice; and engage with the NHS Test and Trace process. Any individual who is required to self-isolate must not attend the school.
2. Everyone must reduce the risk of acquiring and spreading respiratory infections by practising good respiratory hygiene i.e. the 'catch it, bin it, kill it' approach. Students and staff should continue robust hygiene routines and hands washed or sanitised when entering a College building, before and after any break, change of classroom and after eating.
3. Whole school cleaning arrangements will continue, disinfecting shared surfaces regularly and teachers will continue to be in control of cleaning procedures within classrooms.
4. Increased natural ventilation in classrooms and school buildings will be maintained to reduce the spread of Covid-19 via aerosol transmission. During cold days, students are allowed to wear a base layer under their uniform and a plain black or navy jumper (no hoodies, logos or offensive slogans). Coats may be worn in classes at the teachers' discretion if it is particularly cold; however, this is not ideal on a wet day.
5. To ensure there is minimal contact across the site and social distancing is maintained wherever possible, each year group will be in a separate bubble; Post 16 will be one single bubble.
6. There will be designated entry and exit points and a one-way system across the whole site, designated by arrows on the floors and through signage. Students moving from South to North site will use the link path. Students moving from North to South site will use the gate to Lowertown Lane. Please note that the barriers have now been removed but we there should be Wig-Wag flashing lights installed soon to warn drivers that students might be crossing.

7. Staff will work between the bubbles whilst socially distanced from students. There will be designated teacher zones in every classroom, with 2m spacing from students.
8. Students will continue to be seated facing the front of the class, wherever possible, and resources will continue to be cleaned frequently and always between bubbles, or rotated to allow them to be left unused and out of reach for an appropriate period of time.
9. Asymptomatic testing will be promoted and offered to all students and staff in line with government guidelines. (As per my previous letter dated 26 February, which is on our website "News" section). Individuals will wear the appropriate personal protective equipment (PPE) where necessary.
10. Students need to bring their own snacks for breaks and a full water bottle. We will continue to provide quick take-away meals – sandwiches, pasta pots, pasties etc. at lunchtime, and students will be able to use our extended dining spaces. ParentPay will still be in operation for school meals but we will not be using the thumbprint machines. Free school meals will be available.
11. Timings of the School Day - The timings during the College day will continue to be staggered but have been adjusted slightly to allow for the introduction of tutor time across the whole week to support students with socialisation, wellbeing and to enhance communication of key messages (Appendix 1).
12. Face Coverings - Face coverings **must** be worn by staff and students when moving around the College, such as in corridors and communal areas where social distancing is difficult to maintain and different year groups may come into close proximity. As a temporary additional measure, the Government has **recommended** that students in secondary schools wear face coverings in classrooms. Ministers have also announced that this measure is not mandatory at this time. We will update you if this guidance changes, but for the time being, **as a bare minimum, we expect students to wear their face covering up to the point where they have settled into their seat in class and, similarly, put it back on again before leaving their seat.** This arrangement also applies to students using the Post 16 study centre.

It is important to handle and wear masks safely. The linked video clearly explains the key safety measures:
https://www.youtube.com/watch?v=9Tv2BVN_WTk&feature=youtu.be

We will have a small stock of spare masks and sealable plastic bags in College to support our students in meeting this requirement. **We recognise that there may be exceptional circumstances for some students, which may prevent them from being able to wear a face covering. It is likely that you would have informed us of this during the autumn term, but if not, please contact Mr McFadden or Mr Lewis with the details.**

13. Transport - We recommend that students who live within a reasonable distance of the College walk or cycle to school. If students are dropped off by car, please do so as safely as possible without blocking Church Hill. The North Site main car park is the safest zone to drop off, but be wary of children and staff who may be walking towards the College entrance.

If students are travelling to College by bus, they should make every effort to sit in year group order. This government recommendation is intended to minimise the mixing of year groups on buses. Face coverings **must** be worn on buses and students should face the front and minimise the number of surfaces that they touch. Extra safety measures and additional buses have been introduced for school transport.

On a normal school day, students should not arrive on the College site before 8.15am. Students may enter the building and proceed to their tutor room from 8.30am. Those who arrive before 8.30am should congregate in the following zones until 8.30am (Appendix 2).

Y7: South Site Yard	Y8: North Site tennis court – left-hand side
Y9: North Site tennis court – right-hand side	Y10: North Site basketball court – left-hand side
Y11: North Site basketball court – right-hand side	

14. Attendance - School attendance will be mandatory in alignment with the phased return schedule. This means from that point, the usual rules on school attendance will apply. We understand the potential concerns of students and parents/carers who may be reluctant or anxious about returning, and we are here to support all our families. Please contact us if you would like to discuss any concerns you may have about your child returning to College.
15. Uniform - Please ensure that your child wears the correct College uniform each day. We want the students to look smart and confident in their uniform, and minimise the chance of conflict over these issues. On days where students have PE on their timetable, students should wear the official PE kit to College since this avoids the need for changing during the day. Students will remain in PE kit throughout the day and we therefore recommend that they also bring a pair of plain, dark (black/navy) tracksuit bottoms and top to wear. Hoodies should not be worn to College apart from the official navy PE hoody. Students should also bring a change of footwear and a waterproof jacket for PE days as it is likely that most lessons will take place outside. We understand that the pandemic and lockdowns may have had a significant impact on earnings and the ability to shop, so if you have problems providing the correct uniform for your child, please notify the relevant PSA as soon as possible so that we can provide assistance.
https://www.helston.cornwall.sch.uk/web/uniform_policy/384726.
16. Positive Behaviour - The College remains committed to high standards, and we encourage positive behaviour from students. We will continue to record Attitude to Learning ("ATL") grades in our lesson registers, and encourage students to aim for grades 4 and 5 on our ATL scale. Our Ready to Learn ("RTL") behaviour system deals with low-level disruption. For this academic year, we have added a fifth rule to the original list.
- Follow instructions promptly
 - Remain on task
 - Listen when others are speaking
 - Speak appropriately, with polite and respectful language
 - Follow the College's new safety routines for Covid-19

There is a temporary amendment to our Behaviour Policy for this year, so that the time-out of lessons is minimised. However, we expect students to learn from their mistakes, and the number of repeated misdemeanours will be taken into account when issuing sanctions for poor behaviour. Please note that any student attending the RTL room will be required to hand in their mobile phone for the remainder of the school day.

17. College Equipment - With the new Covid-19 restrictions, it is more important than ever that students turn up with their own equipment and stationery. As a bare minimum, we recommend a pencil case containing a black, blue and green pen, pencil, ruler, pencil sharpener and eraser. Students should also have their own calculator. In the current circumstances, it would also be helpful if students have a glue stick and set of highlighters. Thank you for your support with this.
18. Mobile phones - Please remember that there is a ban on the use of mobile phones by students whilst on the College site. Mobile phones should be 'off and away' at all times, and any phone seen or heard will be confiscated.
19. Visiting the College - Please make an appointment before visiting the College, unless you have been asked to attend by a member of staff. We currently have to limit the number of visitors on site in order to comply with health and safety requirements. The staff directory on our website is a useful starting point for contacting the appropriate person at the College: https://www.helston.cornwall.sch.uk/web/hcc_staff_directory/384427

Visitors will be required to wear a face covering in areas where social distancing is difficult to maintain.

Yours sincerely

W. N. Jenkins

Mr WN Jenkins
Headteacher

Appendix 1

COLLEGE DAY STRUCTURE		BLUE WEEK	
Y8/Y10	P16	Y9	Y7/Y11
Tutor 8.45-9.05		Tutor time	Tutor time
Period 1		Period 1	Period 1
9.10 to 10.20		9.10 to - 10.30	9.10 to 10.30
10.20 to 10.35			
Period 2		10.30 - 10.45	10.30 - 10.45
10.35 to 11.50		Period 2	Period 2
		10.45 to 12.00	10.45 to 12.00
11.50 to 12.05		12.00 to 12.05	
Period 3		Period 3a	LUNCH
12.05 to 13.20		12.05 to 12.40	12.00 to 12.35
		LUNCH	Period 3
		12.40 to 13.15	12.40 to 13.55
LUNCH		Period 3b	
13.20 to 13.55		13.20 to 13.55	
Period 4		13.55 - 14.05	13.55 - 14.05
13.55 to 15.10		Period 4	Period 4
		14.05 to 15.20	14.05 to 15.20
LEAVE 15.10			
		LEAVE 15.20	LEAVE 15.20

COLLEGE DAY STRUCTURE		YELLOW WEEK	
Y7/Y10	P16	Y9	Y8/Y11
Tutor 8.45-9.05		Tutor time	Tutor time
Period 1		Period 1	Period 1
9.10 to 10.20		9.10 to 10.30	9.10 to 10.30
10.20 to 10.35			
Period 2		10.30 - 10.45	10.30 - 10.45
10.35 to 11.50		Period 2	Period 2
		10.45 to 12.00	10.45 to 12.00
11.50 to 12.05		12.00 to 12.05	
Period 3		Period 3a	LUNCH
12.05 to 13.20		12.05 to 12.40	12.00 to 12.35
		LUNCH	Period 3
		12.40 to 13.15	12.40 to 13.55
LUNCH		Period 3b	
13.20 to 13.55		13.20 to 13.55	
Period 4		13.55 - 14.05	13.55 - 14.05
13.55 to 15.10		Period 4	Period 4
		14.05 to 15.20	14.05 to 15.20
LEAVE 15.10			
		LEAVE 15.20	LEAVE 15.20

Appendix 2

Outdoor Zones (North Site)

■ Designated morning waiting area and break area for each year group (Y7 when on North Site only)

□ Lunchtime - Full area available for Years 9, 10 and 11 (will be affected on occasions by PE lessons)

(Lunchtime Years 7 and 8 area is on South Site)

