

Year 12 'Face to Face' teaching

Information for parents and students

Overview

We are really pleased to have the opportunity to provide some face to face contact in school for students to supplement the on-going home learning. With only 25% of the year group allowed in school on any one day, we believe the time will be best spent with subject specialists. For the first 4 weeks, commencing the 15 June, students will have 4 hours of teaching time in each of their subjects, teacher availability permitting. This gives time to re-cap home learning, check understanding, explain difficult concepts, involve students in discussions about their learning and introduce the home learning for the following weeks amongst other things. We will also ensure that there is pastoral support available for students who may be finding a return to school difficult.

Teaching groups

Each student will be in their normal classes up to a maximum of 9-12 students, depending on the size of the room. Where the size of the class is too large, we will split the class and have two separate sessions. We will write to you next week to let you know on which day each class is taking place. Each week will be devoted to classes in a particular option block with 2-4 classes on each day. There will be no classes on Fridays.

Option Blocks

	Week of 15 June	Week of 22 June	Week of 29 June	Week of 6 July
Option Block	Option A	Option B	Option C	Option D

Structure of the day / Start and finish times

Students will stay with their group throughout. The 20 minute break will be taken outside the classroom away from other groups. Hopefully the weather will be good enough to get some fresh air. We are required to have staggered starts and finishes to minimise contact with others. See below. We will let you know of the day of your class and the start time next week.

Class 1	
9.00am start	Activity
9.00am	Session 1
10.00am	Session2
11.00am	Break
11.20am	Session 3
12.20pm	Session 4
1.20pm	Finish

Class 2	
9.15am start	Activity
9.15am	Session 1
10.15am	Session2
11.15am	Break
11.35am	Session 3
12.35pm	Session 4
1.35pm	Finish

Class 3	
9.30am start	Activity
9.30am	Session 1
10.30am	Session2
11.30am	Break
11.50am	Session 3
12.50pm	Session 4
1.50pm	Finish

Arrival

We ask for students to arrive, whether it be by walking, cycling or vehicle as close to their start time as possible. This will alleviate any traffic congestion and avoid groups of students congregating. On arrival at school students should go straight to their allocated classroom. There will be staff supervising the arrival to help students get to the right classroom. The teacher will be at the door welcoming students and ensuring they sit at the right desk. There will be markers in the corridor or outside showing a two metre distance in case students arrive at the same time.

Departure

At the end of the class, students will need to leave school without congregating with others. If you are picking up your child up please park in the main car park (there should be plenty of space) 5 minutes before the scheduled finish time. We should be able to avoid congestion given the relatively small numbers attending school.

Transport

We advise, wherever possible, that students should walk, cycle or travel by car. We are in contact with the bus companies and we will hopefully have some information at some point next week. There are clearly difficulties with staggered starts and finishes. If buses are available and they are the only form of transport available to you, we will

provide a space at the beginning and end of the day for students to wait/do some work if required. We do have some bike racks where students can lock up their bikes (with their own lock). It may be that we have more students cycling than normal, if so, we will find other safe places for students' bikes. Students should wear helmets if cycling. If walking, it is important that students maintain social distancing on their way to school. Year 12 students are permitted to drive to but must not give lifts to non-household members for social distancing reasons. If they do give lifts to others, these students will be sent home. They should park in the main school car park.

Student well-being

We appreciate that the past few months have been a very challenging period of time. Many students will be excited, if not slightly nervous, by the prospect of returning to school for a few days and will manage these days well. There will, however, be others who will be daunted by the prospect. There will be pastoral support available on each of the days students are in school. If students are feeling anxious in advance of coming in to school, we suggest they contact their tutor, Miss Khan or Mr Dudbridge in the first instance.

The classroom

We have chosen the most suitable classrooms and ensured they are spread out across the school. Each classroom will have the necessary number of desks at a two metre distance from each other. Teachers will have all the equipment and materials with which to teach but all unnecessary materials will be removed from the room to make it easier to clean at the end of each day. There will be a teacher zone at the front of the classroom enabling the teacher to stay two metres away from all students. During the 20 minute break, students will leave the classroom one by one, maintaining social distancing. There will be a designated area where students can eat their food. At the end of sessions 1 and 3, there will be a short break for use of facilities and to stretch legs.

Attendance monitoring

You need to confirm attendance for the classes by 2pm on Friday 5 June. This will enable us to make final plans, develop attendance registers etc. Each teacher will have a list of students expected in their session, if someone does not arrive, we will phone home. It is vital that if your child is scheduled to attend and cannot make it, for whatever reason, you contact the school to let us know and to provide the reasons why. If they are unwell, we would need to know if they are displaying Covid-19 symptoms.

Food and water

We ask that students bring their own food and water to be eaten in the 20 minute break. We will provide some other free snacks during the day.

Dress code

Dress code for the sessions is casual. We do, however, ask that students are dressed appropriately for a school environment.

Medical arrangements

It is important that any medical condition is known about and that only those who should attend do so. Initially, please consult your GP/health professional if your child has a medical condition that may make them more vulnerable than others. If attending please let us know of the medical condition using info@klbschool.org.uk. If students become unwell during the day they will be directed to the medical room. If they are showing coronavirus symptoms they will be isolated in a separate part of the school. There will be first-aiders available to help with any issues with appropriate PPE if necessary.

Behaviour policy

We do not expect any issues with Year 12, however, with the limited time students have in school and the potential risk to safety, behaviour will need to be excellent at all times. Poor behaviour will result in the student being sent home and not being allowed to attend any further sessions for the rest of the academic year.

How will students be kept safe and the risk minimised

We cannot make a promise of a completely risk-free environment but we have done all we can to ensure that any potential risk is minimised. We have drawn up a comprehensive risk assessment and have taken many measures including:

- Students going straight to their classroom on arrival
- Portable hand sanitising stations will be outside each of the buildings
- Staff will be on duty when students arrive and leave to help them get to the right classroom and to maintain social distancing
- Signs will be up around the school reminding students of the need to socially distance
- Welcome messages at the start of each day in their classrooms will remind students of all measures they need to take to keep themselves and others safe
- Resources will be available on desks at the beginning of the day to minimise teacher circulation of the classroom
- All classrooms will be thoroughly cleaned at the end of each day
- Mixing with other students will not be possible during the days. The students will stay with their own group.
- There will be supervision during the day to help ensure social distancing is maintained at all times including breaks and use of facilities
- Toilets will be cleaned during the school day to maintain hygiene levels
- Teaching staff are receiving training on how to maintain a safe environment and what to do in different situations
- Each classroom will have a supply of sanitisers and wipes

Other questions that students may be asking

What if I haven't done the home-learning?

Please do not let this put you off coming to school for the lessons. We would much prefer you to come and benefit from some teaching. We appreciate that families are dealing with a range of circumstances and so there will be no sanction or judgement made of those who haven't completed home-learning.

What if I do not want to come back quite yet?

We are letting you know what we are planning and we will make it as safe as possible, however, there will be some of you who feel uneasy about returning or are unable for medical reasons. It will be your decision whether or not to come to the sessions and we completely understand if you choose not to. If you change your mind later in the term and wish to attend subsequent classes, please let us know and we will hopefully be able to accommodate you.

Will I miss out?

We would not be putting on the sessions if we did not feel they add value to the home learning experience. That said, we will not be covering any material that is different to what has already been learned through home-learning or that is coming in the weeks ahead. This provides us with an opportunity to see how you are doing, clarify common misunderstandings, explain hard to understand concepts, involve you in discussion and to introduce the content of subsequent home learning, amongst other things.

What should I bring?

- Food and water
- Pencil case with suitable equipment for that session
- If possible, the home-learning you have done in the subject. If you have done this on paper / in exercise books this will be perfect. If done on computer and not able to print out, please don't worry.
- Your subject folder
- We will have spare exercise books / paper if you have run out of space or don't have one. Other resources required for the lesson will be on your desk on arrival.

Test and trace: What will happen if someone else in my teaching group contracts Covid-19. Will I be contacted and asked to self-isolate through the test and trace programme?

Advice from Gloucestershire County Council states that if a member of staff or student tests positive for Covid-19, all members of the teaching group must self-isolate as prescribed at the time by the NHS/Public Health England. Under these circumstances we would expect contact to be made with you by the Public Health England test and trace team.

What if am feeling unwell or having coronavirus symptoms before I am due to come to school?

In short, do not come to school. Given the circumstances, only those in good health and showing no symptoms at all should attend school. Please contact the school in this situation and advise us of the reasons for not being able to attend.

Should I wear a mask?

Government guidance is that masks are not required but it is up to you. Staff will also have the choice as to whether or not to wear a mask.

What about home learning on the days I am in school?

You will not be required to do home learning in the subject that you are in school for that week. You will, however, be expected to do the home learning in your other subjects that week.

Can I bring my mobile phone?

Yes, but you will not be able to use it at all during the day. It must stay in your bag out of sight. It should not be in your pocket. Once the session is finished, and you are outside, you may use your phone to locate your lift if being picked up.

Will I have my temperature checked on arrival?

No. We will be relying on you and your parents to monitor your health. It is imperative that if you feel unwell that you do not come to school on that day. If you were scheduled to come in, then you must call us and let us know that you are attending and the reason why.

If you do have any further questions please do not hesitate to get in touch with Miss Khan on hkhan@klbschool.org.uk

We look forward to seeing you.



Tim Rand
Headteacher

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