

11 November 2020

Dear Parents/Carers

Re: School Update on Managing COVID-19

As promised, I am writing to you with one summary letter to outline the school's adjustments in the light of the current lockdown and the ongoing smooth provision of education.

1. Updated Risk Assessment and changes in school:

Following the new lockdown and changes in government guidance you can find our new Risk Assessment here <https://www.bohuntworthing.com/parents/covid-info/>. Due to the fact we were already exceeding many aspects of the previous guidance there is not a lot that has changed but I have reiterated and highlighted key areas below:

- It is now mandatory in secondary schools to wear masks in indoor communal areas outside of classrooms. We were already doing this and will continue to do so. Wearing masks is not compulsory during lessons. We advise that you strongly consider as a personal choice whether to do this and will respect your decision although your child might be asked to remove them for short periods of time in a safe way to aid communication.
- We have now made all assemblies virtual, so year bubbles will not gather together in the sports hall
- Our co-curricular offer of clubs etc. is part of our core education provision and will continue in its current form.
- Signage and announcements will now be put in place to make sure all members of the community understand the need to shut toilet lids before flushing and make sure they wash their hands thoroughly for at least 20 seconds before using a hand drier. Both measures reduce the risk of airborne virus transmission.
- Our cleaning contract will continue to involve on site day time cleaning as well as an overnight cleaning regime, all rooms being deep cleaned twice a week with a 'fogger' and the whole school is deep cleaned every half term and holiday.
- Students are expected to continue attending school unless isolating for reasons covered by the guidance. If students have to work from home Google classroom will contain work identical to that in class for them to do and we will be producing summary general guidance to help parents access this with their child.
- Parental visits to school can only occur by appointment under exceptionally important circumstances.

2. How you can help us:

- Please reiterate to your child that these rules are not about them as an individual but us as a community and the safety of our most vulnerable dear ones. They need to comply without questions or argument and play their part in being properly equipped and following instructions.
- In order to maintain bubbles we must have students outside during breaks in all but the worst weather. Please make sure your child understands the safety reasons behind this and that they are suitably clothed for this eventuality. Our wet/extreme weather policy allows each year group time inside alone but this does have the down-side of giving them shorter breaks.
- Our risk assessment requires that rooms remain well ventilated at all times which means that classroom windows and doors have to stay open. This means students must be suitably dressed for colder classrooms e.g. wearing white vests/t shirts under their school uniform.

- Please make sure your child has their own mask and hand sanitiser every day.
- Please make sure your child has all necessary school equipment (pens of different colour – ideally black, blue and green), charged I-pad with battery booster pack, earphones, calculator, glue stick, school safe scissors, ruler, protractor. This means they will be able to access all work.

3. **Important change to the school day: from Monday 23 November**

In response to our survey of both staff and parents we have reviewed our school day and found a way to implement an increased lunch break that will now be half an hour in length. Students are now used to our one-way system and move swiftly from lesson to lesson enabling us to remove our transition 5 minutes and add them into lunch. Although this change sits within the school day please note that **students arriving for school at the start of Period 1 need to be on site now by 8:55**. This affects all students twice a week on the days they do not have tutor time.

This change means students will have more time for lunch and socialising with friends, but they must be suitably attired to be outside for longer unless the weather is extreme. We will review how this new structure works over the coming weeks.

This change will be implemented from Monday 23 November and our Covid 19 website page (<https://www.bohuntworthing.com/parents/covid-info/>) contains Year group documents for you of the new timings and other useful reminders.

4. **COVID-19 cases:**

As you are aware we had our first cases over half term and I am pleased to say all those involved have recovered and returned to school. I appreciate that it is likely we will have further cases and would like to thank you for supporting us in accepting that we rightly identified and contacted in person any individuals who were close contacts whilst also having to put out more general contact to the wider population. Attendance following half term remains good and we are always happy to discuss individual concerns in person rather than a child miss their education.

We will always inform our whole community if we have a positive case that impacts school, and we are confident the measures we have in place will allow the swift identification of close contacts. Please be aware that based on the experience of other schools it is possible that a positive test notification might be received late in the school day or out of hours. In such an eventuality we might take the decision to keep a year group at home for a day whilst we unpick the close contact list from the previous 48 hours. Should this step be necessary we would swiftly inform you of this through the usual channels and provide learning at home for those affected.

5. **Home working guidance and Wider School Closure:**

Students working in self isolation whilst the school is open:

With a need for some students to work from home in self-isolation, you will find a guide to supporting your child and how to access work in the document below. This can also be found in our 'Covid' section on our website.

<https://drive.google.com/file/d/1JLS3b7OuoOaFyPa-70j74Ssg9EHLMIkC/view?usp=sharing>

If the school is in a position where individual year groups or all students are directed to work from home, we will recirculate our policy for remote learning during school closures. We are continuing to upskill our staff and invest in technology to be able to provide the best possible remote provisions as possible. This will include aspects of live lessons through Zoom and pre-recording information through Loom videos. All remote work will continue to be set through google classrooms. We will not be delivering all content through live lessons, but they will make up an element of our remote curriculum delivery.

Students will be able to communicate with their teachers through Google Classroom, live lessons and email, with an expectation that students follow their full timetable.

6. Parental Survey feedback:

Thank you to all parents who completed our recent survey. Over 25% of you responded and your answers have informed our decisions as we evolve our in school provision now and for the future. We have included some overview feedback and comments in this letter to keep all of you up to date.

Answers to key questions about school structures and systems:

Question	Percentage of answers that agreed or strongly agreed combined total
Overall, I believe the new structure to the school day has not impacted the quality of education offered to my child	96%
During the term, the level of communication from school has been excellent or about right	99%
My child is happy with the catering offer currently at break and lunch in school	84%
My child is happy at this school	98%
I would recommend this school to another parent	97%

How the school deals with issues of bullying:

It was important for us as a school to ask parents a question on bullying. All bullying, whatever the motivation or method is unacceptable, and 98% of our parents stated that their child has not been bullied or it has been dealt with effectively. Although we still had a number of parents that stated that their child had some experience of bullying, we as a school define bullying as persistent incidents against a child over a long period of time. Most incidents reported at school have been single isolated incidents that have been dealt with in a timely and effective manner. We encourage students and parents to report incidents to tutors in the first instance. We have, in addition, followed up through personal contact any parents who had individual questions regarding our school policy on bullying.

Catering facilities:

We are particularly pleased with how well students have adapted to their year group break and lunch times, and the catering team has been successful in offering a swift and timely provision of food at these times for each year group. A number of specific and useful comments were made in regard to our catering offer at school. We would like to thank all parents for these comments, they will be followed up by Mr Cordwell, Assistant Headteacher and our catering company at Bohunt.

Frequently Asked Questions by parents in the comment sections:

We had a number of frequently asked questions from parents which are outlined below including the actions we have taken.

FAQ	Response and Actions
Is it possible to extend lunch break so my child has more time to eat, socialise and prepare for afternoon lessons?	We are looking to increase the length of lunch-time from 20 minutes to 30 minutes from Monday 23rd November. Our staff are always on duty at the queues for morning break and lunch. With reduced numbers at each break time any queues have gone within 10 minutes.

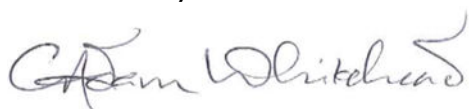
Where can my child store my coat and equipment needed for school?	Whilst we would like to allow students to have access to lockers, at this point we are not able to do so for the following reasons: 1. With increased cleaning already taking place to reduce the risk of transmission, we would not be able to adequately sanitise the lockers at a frequency that would be acceptable to us. 2. Logistically students using lockers slow down the flow of students in the corridors and compromise our one way system. Both of which would increase the time in which students and staff would be in close contact with each other. With regards to carrying a jacket, this can be hung over the back of their chair each lesson and therefore is only carried in the brief window in between lessons. To support students we are allowing them to come into school in their PE kits on a day they have PE to reduce the need to carry additional bags.
How can I best support my child's learning at home?	Our COVID page on the website contains guidance for parents on the expectations for home learning and how they can support their child in the event of an individual having to isolate or a larger cohort of students working from home. https://www.bohuntworthing.com/parents/covid-info/
What outside facilities are available for students eating their lunch?	We have numerous benches and canopies already in place for students to sit. We are also further investing and putting in additional canopies to create extra seating capacity outside.
Can we provide communal areas for the morning before school as opposed to outside space?	We are unfortunately unable to offer this due to COVID-19 guidance. If this is causing a concern, please contact your child's Achievement Coordinator. Ensuring every child arrives at school on time, means that they can go straight into the school building either to tutor time or to their first lesson.
Why do you have staggered start times at the beginning of the school day?	We need to keep bubbles separate and to support students, pastorally we need to give everyone an equal amount of time with their tutor. Start times can be found on our useful 'Fridge Guides' on the COVID Page of the school website.
Can other year groups access the Pod/Canteen during break times?	In order to maintain appropriate physical distancing between bubbles it is important that year groups do not mix at break or lunch time. We are in constant dialogue with our catering providers and always try to ensure that both the pod and canteen are able to provide the same output for students. We will continue to review the situation to ensure we meet the needs of our students.
What are the schools doing to continue to support student wellbeing during this time?	We have three tutor slots a week, which are all assigned to a House and Achievement Coordinator, in which students can discuss any concerns and issues. We have more staff in the pastoral team, therefore have increased the capacity of support we can offer. Additionally, students can access the pastoral hub before and after school, break and lunch times. A number of year 7 and 11 students are part of our mentoring programme.

Why are there sometimes police at the school gates?	We are very proud of the positive relationship we have with the local police and our active involvement in the on-going work they are doing with all secondary schools in the Worthing Community. A part of this includes regular Police presence on school gates as well as working with students in school. Due to being situated on one of Worthing's busiest roads their cars and presence are more publicly seen, but they attend no more frequently than for other secondaries in the area.
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This document has been long but important and reflects our policy of not bombarding you with a large number of small whole school emails. The only constant at the moment seems to be change. It is central to how we are working that we provide our students with a safe, stable and engaging environment in which high quality learning and teaching can continue.

We appreciate the vital role you as parents play in supporting us with this and are always happy to receive feedback as the current situation continues to evolve.

Yours sincerely,



Adam Whitehead BSc (Hons)
Headteacher