



10 July 2020

Dear Parent/Carer

Re: Update 10 July 2020 Covid-19

I am writing to provide you with an update further to my letter of 1 July 2020 in which I gave a broad outline of what needs to be considered for a reopening in September.

The guidance published last week by the Department for Education (DfE) has not changed but I include the link below and the headline statements from the DfE:

“Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible”

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Once again we have been given a logistical challenge with broad statements and in some cases contradictory advice and guidance which we are working through to make sense of and provide a solution for a reopening in September for all year groups on a full-time basis; within the body of this letter are two documents which help to explain how we intend to organise year groups into zones across the school and a second document which shows a provisional outline of a timetable by year group. These two documents illustrate how we intend to comply with key statements made.

I have discussed the proposals with our Teacher Union Representatives and informed the Full Board of Governors; the information we are publishing currently, is provisional but I want to share our thinking at this early stage to help inform you of any decisions you will make about your child returning to school in September.

We intend the curriculum to remain the same for all year groups but there are clear implications for what can be covered of the curriculum if some lessons are held in non-specialist rooms. This is a point that I will discuss further with Faculty and Subject Leaders. The proposal for curriculum delivery is based on a very similar model to the one we have now whereby those subjects that can be delivered from a generic classroom will do so and for some specialist subjects these rooms will also be used. The setting arrangements for pupils and movement within zones will be

possible but this arrangement has not yet been finalised. We anticipate that it will be possible to use some specialist facilities such as Art, Technology, Music, IT, Media and so on ensuring we allow for cleaning between use by different year groups.

The organisation of year groups is proposed as follows:

Zone 1 English Faculty	Year 7
Zone 2 Maths Faculty	Year 9
Zone 3 Humanities Faculty	Year 11
Zone 4 MFL and Business rooms	Year 10
Zone 5 Science	Year 8
Zone 6 IT/LRC/Common Room	Years 12 and 13
Zone 7 Achievement Support	DSP and SEND as required

Zone 3 Humanities Year 11

Zone 1 English Year 7
 Opposite Curriculum Garden and close to new Year 7 Office
 STN and PLA

Zone 4 MFL/Business Year 10
 Need to relocate Year 10 Office to LA07
 OTS and LML



Zone 5 Science Year 8
 Close to Year 8 Office
 VAR and SCT

Zone 2 Maths Year 9
 Close to Year 9 Office
 ATK and DNY

Zone 6 LRC/IT/Common Room Years 12 and 13
 Close to Sixth Form Office
 LOC, RED. CYN

Each Faculty area or “Zone” have toilet and handwashing facilities. The key hygiene protocol will be to use hand sanitiser which will be available for all pupils and members of staff in each classroom (we have a stock of three thousand bottles in school). In addition, we have over one hundred packs of antibacterial wipes for use in classrooms; AMEY, our Facilities Management Team have a schedule of regular cleaning of classrooms and other spaces used throughout the school day.

The timetable is in draft form but illustrates how we intend to maintain delivery of the curriculum for all year groups:

	Form Time	P1 60 minutes in total 45 minutes plus 15 minutes washing and movement	P2 75 minutes in total 45 minutes plus 15 minutes break and 15 minutes washing and movement				P3 Staggered lunch in separate areas for four year groups: 2 in Café Beans and 2 in Café Cosmopolitan	P4 Staggered lunch in separate areas for two year groups: 1 in Café Beans and 1 in Café Cosmopolitan	P5 60 minutes in total 45 minutes plus 15 minutes washing and movement	Staggered dismissal	Extra-curricular
Y7	FT	Lesson	Lesson	Break	Lesson	Café B	Lesson	Lesson	Lesson		
Y8	FT	Lesson	Break	Lesson	Lesson	Café C	Lesson	Lesson	Lesson		
Y9	FT	Lesson	Lesson	Break	Lesson	Café C	Lesson	Lesson	Lesson		
Y10	FT	Lesson	Lesson	Break	Lesson	Lesson	Café B	Lesson	Lesson		
Y11	FT	Lesson	Lesson	Break	Lesson	Lesson	Café C	Lesson	Lesson		
Ys 12 & 13	FT	Lesson	Lesson	Break	Lesson	Lesson	Lesson	Café B	Lesson		

Travel to school

The DfE guidance states:

Dedicated school transport, including statutory provision

Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.

We are working with Metro and Northern Rail on plans for use of school and public transport from September. As an appendix my letter is information from Metro about Yellow buses and a separate piece of information from Northern Rail These are aspects we are still working on and I will provide more detail of transport to school later. In line with the DfE guidance we will be having staggered start time and finish times to the school day by year group. However, we fully understand the problems this will create with families who have children in several different year groups, and I wish to say that the plans have not yet been finalised.

To assist us in working with the transport services we would like you to contact school on enquiries@titussaltschool.co.uk to let us know whether:

1. Those parents/carers whose children currently use or intend to use school bus services will continue to do so in September given the outline proposals from Metro Yellow Bus Services
2. Those parents/carers whose children currently use or intend to use public transport services will continue to do so in September given the outline proposals from Northern Rail

Classroom spaces

We are planning to once again reorganise each classroom, so the desks are in rows and allow for chairs to be positioned so pupils face the front of the classroom where the IWB/projector is - this is in line with the guidance from the DfE. In doing so we expect to have classes of between twenty-four and twenty-eight pupils and provide social distance space for teachers and support members of staff.

I am currently working on putting together a single document with the logistics and risk assessments included. Once this is in a format for publication I will distribute to all parents and carers.

Access to IT devices

I have previously written regarding the roll out of the system to provide IT devices to pupils. We are now in receipt of twenty-two Chromebooks (which was the preferred choice of the Local Authority(LA)) which are for specific pupils identified by the LA. The Chromebooks will be distributed on Monday 13 July 2020.

Summer Camps and Catch Up Programmes

You may recall a previous letter in which I gave reference to the Government schemes for Summer Camps and separately for Catch Up Programmes specifically for pupils who will be Years 11 and 13 in September 2020. The financial support announced by the Government is aimed at Disadvantaged pupils and includes Summer Camps:

<https://www.gov.uk/government/news/thousands-of-children-to-benefit-from-free-meals-and-activities>

As I have written previously, the individual school tutoring programme is a reallocation of funding that has previously been for pupils in Year 7 with low levels of literacy and numeracy but from September 2020 this funding will cease and the amount is expected to be spent on a tutoring programme for Disadvantaged pupils. We have for several years used the guidance from the Education Endowment Foundation

<https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/> and we will continue to have in place individual mentoring and intervention sessions for each subject. Last year we used part of our Pupil Premium Funding to support the appointment of a new role in school – KS4 Progress Mentor; we will fund this post for next year to include a broader range of pupils who need support with ensuring they are working towards their Key Stage 4 targets.

Results Days

I wrote yesterday to all pupils in Years 11 and 13 to let them know we will be hosting Results Days:

13 August 2020	KS5 Results Day
20 August 2020	KS4 Results Day

We are looking forward to seeing as many pupils as possible on both Results Days, but we understand if they are unable to attend. We have decided to organise both days so pupils can share the experience of getting their results as pupils would usually. This year has been an exception, but we feel it is right to create some sense of normality and to show we value the hard work of our pupils and want to continue to share in their success and continue to be a support for them. I am aware that Mr Staniland and Mrs Platt of the Year 11 Team; Miss Lockerbie, Mr Redhead, Mrs Clayden of the Sixth Form Team along with Mrs Mountain and many other members of staff have kept in contact with the members of their year group to support with next steps and plans for the future. We intend that on the Results Days we can continue to provide support with this.

Safeguarding

The number of Safeguarding cases remains low and as previously, if parents/carers have any safeguarding concerns, please do not hesitate to contact us on enquiries@titussaltschool.co.uk and one of our Designated Safeguarding Leads will be able to deal with the case

As I have previously written, if any parent/carer has any concerns and who does not already have a contact with someone in school, please contact the school on:

enquiries@titussaltschool.co.uk

As I receive any further information, I will keep you updated. As is always the case, the situation is changing on a regular basis and making sense of the many documents of advice and guidance continues to be challenging.

Once again, many thanks for your continued support. Please see the following pages for information on school and public transport.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ian Morrel', written in a cursive style.

Ian Morrel
Headteacher

Dear Headteacher,

As you will be aware the Department for Transport (DfT) and Department for Education (DfE) have issued guidance on the transport arrangements that should be in place when schools resume in September. I am writing to let you know how the Combined Authority can continue to help you with school transport and what limitations there are in what we are able to offer.

We want schools to know that there is much we can do support you, but this will be constrained by the availability of spare capacity within the transport system and funding in the absence of additional Government support.

In brief, the guidance states that dedicated school bus services will be treated differently to the public transport network in that social distancing will not be required. It also states that additional school bus services should be provided where possible to reduce reliance on the public transport network and that children who live within two miles of school should walk or cycle where possible.

The Combined Authority is keen to support partnership working with local councils, schools, and transport providers to implement the guidance.

The following summarises our initial overall approach and limitations. This is, of course, subject to continuous review and possible further change:

- We will put back in place the services to your school that operated in the 2019/20 academic year (preCOVID-19) subject to the usual annual refinements to address changes in demand . Unfortunately, it will not be possible to transport children in class or year bubbles and services will therefore be scheduled according to where children live. The DfE guidance does not require year/ class bubbles to be kept separate on transport.
- Our planning is based upon your current start and finish times. If these are to radically change, please advise us as soon as possible as there will be cost and resource availability issues to address. In such an eventuality we would seek to share transport resources with other schools.
- In following the Government guidance allowing higher occupancy rates, we will be using all seating capacity on buses. On secondary school services, all children will be required to wear a face covering unless exempted for medical or other reasons. Travel Assistance Cards to show to the driver are available for download at wymetro.com.
- Subject to availability, the Combined Authority will arrange additional, temporary, school bus services to ensure that children are not required to stand.
- We are aware that many students use regular bus services to get to school and that social distancing has limited the capacity of these bus services to less than 50%. We are therefore seeking to establish where this may be a problem requiring additional buses. Any intelligence from schools would be most helpful. Some schools are surveying parents about requirements from September, it would be useful to include questions about travel intentions and concerns in these surveys.
- The Combined Authority is currently testing the market to establish how many additional buses may be available to schools in the region. Subject to availability,

we will procure additional, temporary, school bus services to resolve public transport capacity issues.

- Schools should contact the relevant local authority for advice about the travel arrangements for children who live outside their authority.
- We will prioritise the transport needs of children who live furthest away from school. As a starting point we will aim to transport all children who live more than two miles away. Where children live less than two miles from school, we would assume they will walk or cycle to school in line with Government guidance. By prioritising services in this way, it will assist in redeploying vehicles to areas of high demand.
- Operators will be required to follow Government guidance on hygiene and cleanliness.
- Transport to swimming pools and other centres organised by the Combined Authority will not be provided until after the October half term break so that resources can be used to provide additional school bus services. This arrangement may have to be extended further.
- To support the above, where applicable, the closing date for receipt of applications for bus passes has been extended from 26 June 2020 to 31 July 2020. This will allow more time for service planning. It would be appreciated if schools would use their usual communication channels to let parents know that applications received after this date may mean their children are not factored into the new arrangements.

We have secured an agreement from operators to work on greatly reduced timescales for re/scheduling existing services and procuring any new ones for additional/alternative options. In most cases, decisions on services will need to be made by the end of July at the latest. If a school is unable to confirm plans by then it is unlikely that we will be able to make further changes.

In the case of capacity on current dedicated school bus services, the Combined Authority will take steps to ensure that suitable provision is in place.

Where children are reliant on public transport, we will use our best endeavours to establish from the school census and bus operators a list of journeys where capacity is likely to be an issue. However, this may not provide the full picture and we are therefore seeking your assistance in this matter. It may be that the school already holds information on the use of public transport. If so, we would ask that you share this information with us. If not, we would ask that you carry out a survey of parents. This need only be as simple as asking if their children use public transport and the service number they normally use.

If you wish to contact us or send information in connection with this, you can do so at restart2020@westyorks-ca.gov.uk, which will be available from Friday 10 July 2020.

Dear Head Teacher

I am the Community Safety Manager for Northern Trains Ltd., the primary train operator in the North of England. My role is to work with the communities we serve to raise awareness around railway safety and address any unacceptable behaviour on our stations and train services. In these challenging times I have also been tasked with making contact to schools in the areas we serve to identify those of you planning for full reopening in September and the possible impact that will have on the services we provide.

As you are aware from previous correspondence we have been running an amended and slightly reduced timetable since the government lockdown under COVID 19 and have recently uplifted the number of services provided, however with the lockdown measures easing and the number of people returning to access their workplaces, we have seen a rise in the numbers travelling on our services.

Whilst we have put social distancing measures in place and have focused our messaging to Travel Safe, you'll appreciate this is impacting our available capacity on peak time services making social distancing a challenge. We have advised the local authority of this but have also sent this communication directly to schools to assist with cascading the message to parents/carers assisting in their decision-making process for their September travel arrangements.

Should parents/carers wish to send their children to school via rail, they must ensure the following:

- Their child is in possession of a face covering, the Health Protection (Coronavirus, wearing of face coverings on public transport) (England) Regulations 2020 came into effect from 15 June 2020. Any member of rail staff is within their rights under the legislation to make a challenge where they believe a breach of legislation is taking place and refuse travel to anyone over the age of 11. British Transport Police are enforcing this legislation and may fine individuals who are non-compliant
- Their child is in possession of a valid ticket to travel, and we are asking that all tickets are purchased in advance to reduce issues around revenue collection. As the routes are penalty fare routes, non-compliance will result in a refusal of travel and details taken and passed to our Debt Recovery and Prosecutions Unit to be dealt with accordingly. To minimise coronavirus transmission, we are minimising the amount of cash transactions, hence the request to purchase tickets via the Northern App or in advance of their journey at our station Ticket Vending Machines or our station booking offices

before they plan to travel. We also have scholar season tickets available to purchase, details can be found on the Northern website www.northernrailway.co.uk

- Their child complies with the Railway Byelaws, and follows direction from Northern staff, who are authorised representatives of the railway. On some occasions it may not be possible for large groups to board our services and some may be required to stay behind and wait for a later service, this may be an inconvenience and may result in them arriving at school/home late, however we are trying to minimise this disruption and support social distancing. We will not accept any antisocial behaviour and as a consequence of any students' non-compliance with Northern staff instructions we will support the British Transport Police prosecuting those who subject our staff to abuse, we may also issue a banning order, preventing travel from any Northern stations or travelling on Northern services.

Whilst we appreciate it is an exciting time for those returning in September, and there is a significant amount of work to do before the return, to support safety and reduce transmission of this terrible virus, we ask that this message is conveyed to all parents of students currently using, or parents who may choose to use our services to raise awareness prior to their return to school.

Yours faithfully

Lyndsey Sherwood

Community Safety Manager