



17 July 2020

Dear Parent/Carer

Re: Update 17 July 2020 Covid-19

I am writing to give you an update as we have reached the end of this academic year. It has been another intensive week of meetings with a range of colleagues who have designated responsibilities for the different aspects of school strategy and operation as we continue to develop our plans for a full reopening in September 2020. I was reminded yesterday as I met with our Business Operations Manager to make sense of the Government's claim scheme for additional costs incurred by schools, that since the enforced closure and national lockdown, we have been open for seventeen consecutive weeks; as an aside, the rules and regulations around the claim means that we are very restricted to what we can claim for and it in no way will cover the full cost we have incurred. However, our Full Board of Governors have been in full support throughout with the decisions made to support our pupils and their families in the best ways we can.

End of term and start of new term

Friday 17 July 2020 School will close at 3.00pm for the summer break

Planning and reorganisation will take place during the summer break

The following proposed timetable for full re-opening is dependent upon any change to procedures issued by the Department for Education (DfE) and/or any Local Authority (LA) change. Therefore, the proposed dates are subject to change.

Wednesday 12 August 2020	KS5 results download and review
Thursday 13 August 2020	KS5 Results Day
Wednesday 19 August 2020	KS4 results download and review
Thursday 20 August 2020	KS4 Results Day
Thursday 3 September 2020	Training Day
Friday 4 September 2020	Year 7 Induction Day 9.30am – 2.30pm and Year 13 Form Tutor meetings
Monday 7 September 2020	Year 7 Form Induction plus Staggered Day for Years 8, 9, 10 and 11; Year 12 Induction including Form Tutor time; Year 13 working from home on Next Steps

The day operates as a 3:2 split; lunch starts at 12.20.

Year 7	Arrival 9.25am	09.30 to Period 5
Year 8	Arrival 12.40pm	Periods 4 and 5
Year 9	Arrival 12.45pm	Periods 4 and 5
Year 10	Arrival 12.50pm	Periods 4 and 5
Year 11	Arrival 12.55pm	Periods 4 and 5
Year 12	Arrival 8.55am	09:00 – 1.00pm

Tuesday 8 September	Lessons for all year groups except Year 12 – Bright Futures programme 9.00am to 1.00pm focusing on Independent Learning skills
Wednesday 9 September 2020	Lessons for all year groups based in Zones; Photographs – Year 7 and Year 9

Planning for a September Reopening 2020

With this letter is a document (**Planning for a September Reopening 2020**) that outlines the range of aspects we are focused on to ensure we can have a full reopening to all year groups full-time from September 2020. The additional document is incomplete, and work will be undertaken over the summer break to ensure all aspects identified are met and supporting documentation is provided.

To ensure we have all year groups in school full-time, means we are having to reorganise the school's Faculty Areas to function as Year Group Zones. The document outlines how this will be achieved to ensure we deliver the full curriculum to all pupils in all year groups. However, there are limitations regarding access to specialist facilities; we are prioritising access to Science laboratories, Technology workshops, Art rooms, Computing rooms, Music facilities and the Media suite to Years 13, 12, 11 and 10. The restrictions are due to how lessons follow each other on the timetable; for example, Year 8 usually, can go into a Science Laboratory after Year 11 have been in, the advice and guidance is clear that rooms have to be thoroughly cleaned before different year groups access them and therefore it is not possible to provide access to specialist facilities on a regular basis for Years 7, 8 and 9; the planning currently, will provide some access at some points for these year groups.

Guidance from the Department for Education (DfE)

I have written previously regarding the guidance published by the DfE (link below) and I include again, the headline points. The reason is I want to reassure parents and carers that the information in this letter and in the separate document illustrate that our plans ensure we are working in line with the expectations in the guidance:

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

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

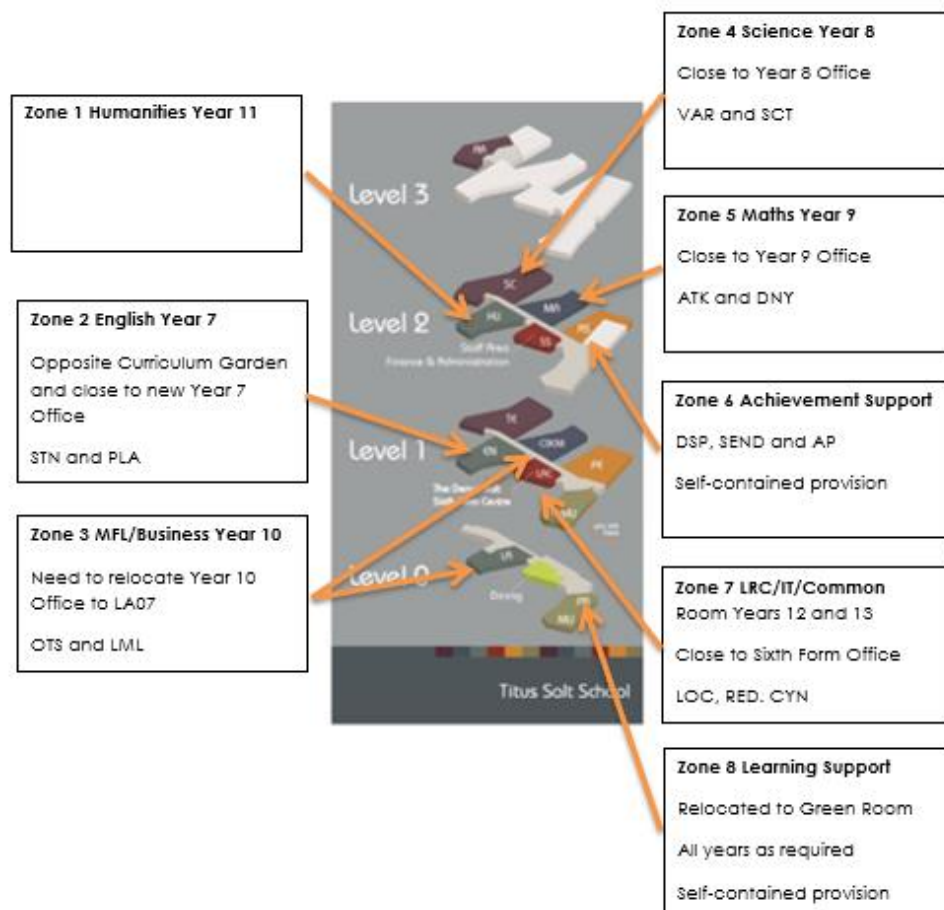
How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- 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”

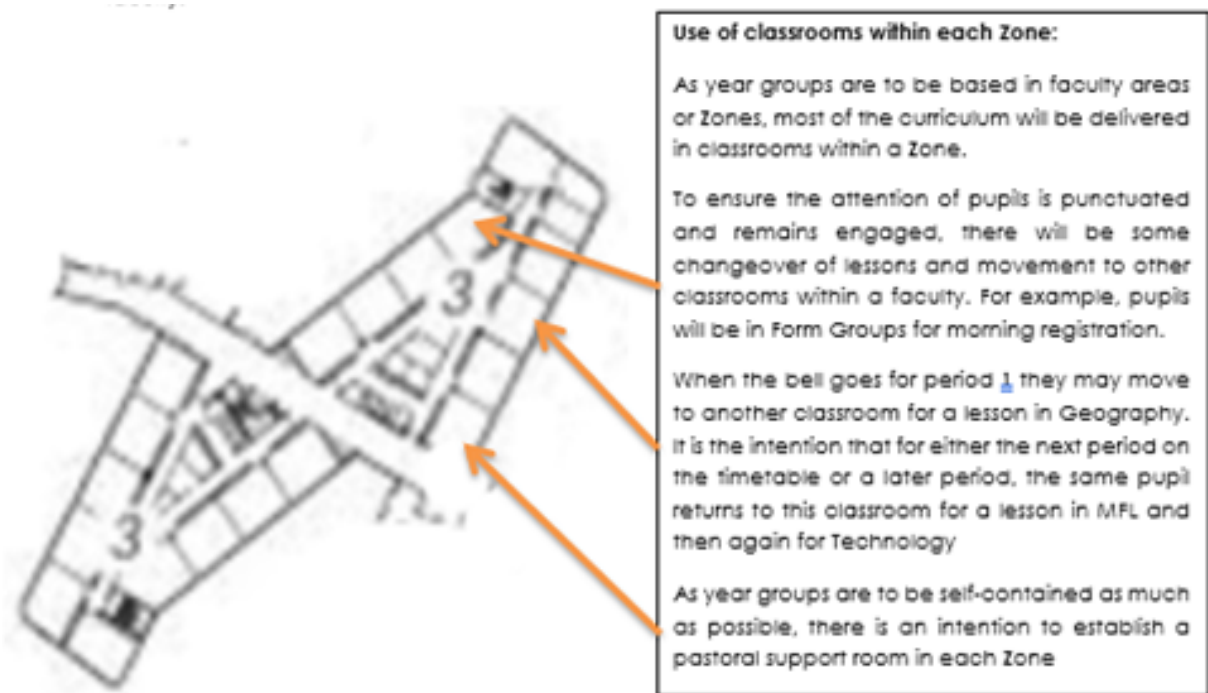
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The following information is taken from the document - **Planning for a September Reopening 2020** so parents and carers have an overview of some of the key points.

The organisation of year groups is proposed as follows:



The organisation of Year Groups into Zones adheres to the DfE guidance but is a very different structure than one we are used to. The intention is to provide the breadth of the curriculum for each Year Group – this is detailed in the separate document. How pupils experience learning in different subjects is outlined on the next page and more detail is provided in the separate document. The key difference is changeover of lessons will take place within the same Zone for most lessons and members of staff will move to classrooms.



Rationale:

To ensure the attention of pupils is punctuated and they remain engaged and do not feel a sense of being enclosed there will be some movement between classrooms for changeover of lessons; this should also give a sense of what pupils would have been used to before the enforced closure through lockdown. As pupils move between lessons it will also give time for members of staff to be able to move to different Zones as needed and helps with passive supervision. Having the same room for multiple subjects will also provide for better storage of exercise books for pupils. Having designated rooms for subject delivery will assist with more efficient resourcing to support members of staff and avoid them having to carry boxes of textbooks, resources, equipment and materials

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.

School timetable

The separate document has an updated proposal of the school timetable which in principle keeps to our established five-period day. There are staggered arrival and departure times published by Year Group. We understand that travel and access will be problematic for families that have children in different year groups which is why we have short periods of time between arrival and departure times. The protocol we will have in place will be the same one we established for the wider reopening to Years 10 and 12 for their face to face sessions. There will be one main access point onto site by the roundel and pupils will be expected to enter the site keeping social distance between year groups. As pupils enter the school building, they will be directed to their year group Zone. Any breakfast club for the new term will be published in September 2020.

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 still working with Metro and Northern Rail on plans for use of school and public transport from September. Thank you to those parents and carers who have let us know if they are registered to use school dedicated transport and if they intend to use it.

Classroom spaces

The separate document shows how we intend to organise each general classroom with desks in rows and a two-metre space around the teacher desk - 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.

Uniform and appearance

Our expectation is that all pupils will wear our expected school uniform from September 2020 and have hair styles and colouring as published in our Pupil Planner:

UNIFORM	
Girls	Boys
Navy v-neck pullover with school badge Navy sweatshirt with school badge (Year 11 only) White shirt with a collar suitable for a tie (no polo shirts) School tie in year group colour, clipped to a buttoned collar Plain black tailored trousers Unacceptable styles although not limited to: <i>Super skinny, hipster, riveted denim, canvas, jeans-style, cropped, ankle grazers, leggings, jeggings, treggings</i> or/ plain black skirt (non lycra or other stretchy fabric) worn with black opaque tights. The skirt should be no more than 7.5cm (3") above the knee Plain dark socks that cover the ankle Plain black shoes with black soles Suitable winter outdoor coat Black hijab with year group colour trim (worn for religious reasons)	Navy v-neck pullover with school badge Navy sweatshirt with school badge (Year 11 only) White shirt with a collar suitable for a tie (no polo shirts) School tie in year group colour, clipped to a buttoned collar Plain black tailored trousers Unacceptable styles although not limited to: <i>Riveted denim, canvas, jeans-style</i> Plain dark socks that cover the ankle Plain black shoes with black soles Suitable winter outdoor coat
Summer term uniform (optional) Pupils may wear a navy polo shirt with school badge instead of a shirt, tie and pullover	

Please do not assume that if a retailer describes its range as 'school wear' that it matches our expectations. For example, many trousers with stretch material will not have a tailored appearance so may not meet our expectations. If there is any doubt, please see our website or contact the Year Team before purchasing uniform.

We understand there may be challenges for some families regarding the purchase of school uniform and as always, we will provide support as necessary. Relating to this point, we would like to appeal to any families who have school uniform items that their child may have grown out of to consider donating to either the Shipley Area School Uniform Bank or in September drop-off at school so we can quarantine and have ready for pupils needing support and for those pupils who choose not to follow our uniform expectations.

We are aware that many pupils may have taken the opportunity during lockdown to significantly change the colour of their hair and its style so we ask that they focus on returning to school and making the choice to change the colour and style to avoid any challenge on return to school.

This is also true regarding facial piercings – we wish to remind pupils that to have a facial piercing that cannot be taken out during attendance at school, including tongue piercings, will lead to being challenged in school. Therefore, please make the right choices so you avoid being challenged.

Access to IT devices

There is no change to my previous letter of 10 July 2020

Summer Camps and Catch Up Programmes

There is no change to my previous letter of 10 July 2020

Results Days

The arrangements we are putting in place are as follows:

13 August 2020 for KS5 – school to be open for collection of results 9.00am to 11.00am; school Reception will remain closed; pupils will be able to collect their results from the Main Hall; access to the Main Hall will be by the door by the main outside steps; there will be a one-way system around the Main Hall which will lead out to the corridor at the side of the Main Hall with an access door to the outside and access to the Dance Studio for pupils who may need to access UCAS online; social distancing and protection measures will continue to remain in place; we anticipate that it will be necessary to queue but we will keep waiting times to a minimum by having a one-way system; if parents/carers wish to attend , we expect a face covering to be worn.

20 August 2020 for KS4 – school to be open for collection of results 10.00am to 12.00pm; school Reception will remain closed; pupils will be able to collect their results from the Main Hall; access to the Main Hall will be by the door by the main outside steps; there will be a one-way system around the Main Hall which will lead out to the corridor at the side of the Main Hall with an access door to the outside and access to the Dance Studio in case pupils wish to speak with a member of staff about any concerns regarding results social distancing and protection measures will continue to remain in place; we anticipate that it will be necessary to queue but we will keep waiting times to a minimum by having a one-way system; if parents/carers wish to attend , we expect a face covering to be worn.

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

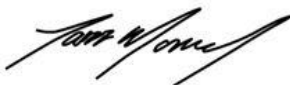
As I have previously written, if any parent/carer has any concerns and who does not already have a contact with someone in school, please contact the school on:

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. There will be a significantly reduced level of staffing for the next three weeks but from the 12 August 2020 there will be a resumption of the work in readiness for the full reopening in September. I appreciate this last seventeen weeks has been a very challenging time for us all and there will have been additional complexities for many. It is likely that as we go into the next phase of providing education in these challenging circumstances further challenges will present themselves. As always, we are keen to work with our parents and carers to find solutions to the problems and we will continue to do so.

I would like to take this opportunity to thank all our members of staff for their support and commitment – I have received many emails from parents and carers voicing their appreciation and thanks for all that they have done over the last seventeen weeks. Also, I wish to take this opportunity to thank all parents and carers as you have had to adapt immediately to the challenge of home schooling alongside lockdown and essential services remaining open but together we appear to have got there – many thanks for your continued support. I hope everyone has the opportunity for a relaxing and enjoyable summer and I look forward to working with you again in September.

Yours sincerely

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

Ian Morrel
Headteacher