



4 January 2021

Dear Parent/Carer

### **Re: Update COVID-19 Reopening January 2021**

I am writing to give you an update on our response to the arrangements announced by the Department for Education (DfE) following my letter of 31 December 2020. We opened today to the children identified as vulnerable, those with an EHCP and children of critical (key) workers; a total of seventy-six pupils attended today and we expect more pupils to attend tomorrow and for numbers to increase over the next two weeks. I have spoken today with the school's Senior Leadership Team regarding how best to continue with our Remote Learning programme and have worked with Faculty, Subject and Key Stage Leaders to have in place, the following:

#### **1. Remote Learning**

- From Tuesday 5 January 2021, we want all pupils to follow their normal school timetable, the expectation is that pupils will log in to Microsoft Teams for their timetabled lessons; this ensures we continue with routines and create consistency as we move towards next week when all Year 11 and Year 13 will return followed by all other Year Groups the week after. It also ensures we do not need to change Schemes of Learning; it also allows for any adaptations that Faculty, Subject and Key Stage Leaders may wish to make to lesson content
- This live log-on process does not mean that members of staff are expected to be in full view on camera for the duration of each one hour lesson; the expectation is that the lesson has a register, an introduction and then work can be posted or the lesson can follow a PowerPoint presentation (which may have been recorded) and end with a summary from the teacher. This system will allow members of staff who are working from home and pupils either in school or at home, to still be engaged in the Teaching & Learning (T&L) process. Members of staff who are working from home but are unable to do live lessons are to publish lesson content and issue a message to say they are unable to do live lessons
- If there are pupils in school and their usual teacher is absent, then a Cover Teacher will sit in the room and provide the pupil(s) with a laptop so they can access the Remote Learning lesson. In each Faculty area there is a set of twenty-five laptops for use by pupils

The move towards Remote T&L allows us to continue to engage with pupils and ensure continuity in their education; it also allows us to respond to any further regional or national changes for example, if have to move to Tier 4 or the introduction of Tier 5 school closures

#### **2. In-school testing programme**

- Following a DfE webinar on site planning this morning 10.00am to 11.20am and a DfE webinar on workforce and training this afternoon, we are clearer about the significant logistical arrangements in being able to deliver mass testing of all pupils, serial testing of pupils in proximity to a positive case and weekly testing of all members of staff
- We are in the process of organising our testing facility which we hope to have nine testing bays and nine processing tables – our Business Operations Manager is currently working with AMEY Facilities Management staff to set up the facility – our Lateral Flow Device Test kits have arrived along with Personal Protection Equipment and all equipment required
- We hope to be in a position of testing all members of staff by the end of the week (hopefully starting on Wednesday) and be ready for Year 11 pupils and Year 13 students from next week

- We are delighted that we have a trained doctor and nurse on site working with us to set up our facility; once again, I wish to thank parents and carers who have volunteered to be involved in the mass testing programme and I will be contacting you to make arrangements to become a member of our Testing Workforce
- To commence testing, we need consent forms from pupils aged sixteen and over and from parents and carers of pupils below the age of sixteen. Later, we will issue a copy of the NHS Mass Testing Consent Form and a copy of the Privacy Notice. Please return all completed Consent Forms to [enquiries@titussaltschool.co.uk](mailto:enquiries@titussaltschool.co.uk) Mass testing is an opt-in system so we need completed Consent Forms before a pupil can be tested.

The purpose of the Lateral Flow Device Tests is to look to identify those who are asymptomatic and to keep pupils in school who may have been in close proximity with someone who has tested positive. At present, we are having to ask pupils to self-isolate for a period of ten days if they have been in close proximity of someone who has tested positive; the Lateral Flow Device Test allows us to keep pupils in school and test them daily for seven days to monitor if they become positive for COVID-19

### **3. Free School Meals**

As with the national lockdown, I wish to ask any parent and carer who is eligible for Free School Meals (FSM) and would like to receive a supermarket voucher to contact [enquiries@titussaltschool.co.uk](mailto:enquiries@titussaltschool.co.uk). For the period of the next two weeks we will be issuing a twenty-five-pound supermarket voucher to cover free school meals for pupils not in school 4 January 2021 to Friday 15 January 2021. Any parent and carer requesting a voucher, please indicate your choice of supermarket from Morrisons, Asda and Sainsbury's

### **4. Wellbeing checks**

Form Tutors, Year Teams and Key Workers will be making telephone contact this week as part of a welfare check with your child to check how they have been over the festive period and how they are managing with the recent changes. We also want to know how you and your child feel about the delayed return to school, mass testing and remote learning. Most importantly we want to know if there are any mental health concerns how we can best support either in school or through signposting to other professionals

I am aware that the Prime Minister is speaking this evening and some of what he says may have bearing upon points I have raised in this letter. If you have any concerns about any of what is contained in this letter, please do not hesitate to contact me at school. As always, I wish to thank you for your continued support as we work effectively together in these challenging times.

Yours sincerely



Ian Morrel  
Headteacher