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AS/kl

Thursday 9th July 2020

Dear Parent/Carer,

I know that many of you have been anxiously waiting for news about the arrangements for the start of the new school year in September. This letter is primarily designed to explain the provision that has been put in place for the start of next term. It will also provide some information about communication about student engagement and progress to be issued at the end of this term and during the first part of next term. It will also provide information about a very significant development in our capacity to train the teachers of the future.

Plans for September

The school has prepared for next term with a range of scenarios in mind. These scenarios link to different projected rates and prevalence of COVID-19 infection. The planning document showing how the provision will work in each scenario is available through this [link](#).

For each scenario we have created a separate risk assessment. These are available through the following links:

- [Risk Assessment – Scenario A](#)
- [Risk Assessment – Scenario B](#)
- [Risk Assessment – Scenario C](#)
- [Risk Assessment – Scenario D](#)
- [Risk Assessment – Scenario E](#)

Please note that our Scenario B planning has been checked against the latest government guidance for September reopening, and has been redrafted accordingly. Therefore, the provision linked to Scenario B shown in the planning document is currently the most likely to be used in September. For that reason, I would like to notify you of the key features of that provision:

Key features of the provision for Scenario B

- Hygiene and cleaning routines will be established that allow for regular cleaning of key areas (e.g. toilets) and contact points. Students and adults on site will be reminded and enabled to use the numerous hand-washing/hand sanitising points
- Students will follow their normal timetabled lessons in their normal timetabled rooms, to ensure full access to the curriculum and to cut down on the need for staff to move around the site. We are not 'slimming down' the curriculum as we believe that all subject areas are valuable and that students have a right to learn in all of them. However, there will be some restrictions on what students will be able to do in practical lessons such as PE
- Each year group will have a 'base' in a block – for registration, wet lunches etc. – and on the fields. All blocks will be used, including those whose rooms we would not normally use for lunchtimes
- The school day will be compressed (with a much shorter lunch) to allow for safer and more effective 'bubbling' of groups. The day will end for students between 2.55 and 3.10 (please see [Timings of the School Day document](#))

- Movement of students around the site will be staggered (please see [Timings of the School Day document](#)). Restrictions created by the dependence of many students from all year groups on school transport, and by the complexities of the timetable, mean that it is not possible to stagger groups very significantly, so the staggering will be 'tight', with small gaps of time between the arrivals and departures of groups from buildings. This means that students will need to be made aware of timings and will need to stick to the schedule very closely (we will have staff on hand to support safe movement into and out of buildings, which will operate on a one-way basis)
- Registration will be extended to allow for staggered arrivals at the start of the day
- There will be no assemblies, except for Y7 who will have assemblies in the New Hall at the beginning of the year
- Students will be asked to bring a packed lunch to allow for a shortened lunch and for safe management of the serving and dining areas. Eating will be allowed in wet rooms and on the field, on a temporary basis. It will not be possible for us to manage the movement of large numbers of students through the Dining Hall and other serving areas in a safe manner in the time available, so we do need to ask for your support in ensuring that students have adequate food available to them without the need for mass access to our facilities. However, students entitled to Free School Meals will be able to use the Dining Hall at lunchtime. If you do wish for a meal to be available for your child on site, and are not already on the Free School Meals register, you can apply for a lunch pass for your child which will allow access to the Dining Hall at lunchtime. Please contact the following email address to register your request, providing the name and form group of your child: schooldinners@farlingaye.suffolk.sch.uk
- There will be no face-to-face clubs for students. However, bodies such as the Student Council and the Green Council may be run virtually if staff are able to set up the processes required. After-school meetings with very small groups of students in their blocks are still possible (we will be running late buses from early in the new term)
- Social distancing (2-metre separation) for adults on site will be maintained wherever possible
- Basic PPE is available for all staff and is recommended for those staff who may find it hard to maintain the 2-metre separation from the students with whom they are working – e.g. our Learning Support Assistants.

Please note that these arrangements, or any other arrangements we will need to use if the scenario changes, will be in place on a temporary basis only. We will be reviewing the situation throughout the summer holidays and next term, and will be moving to full opening with normal timetables as soon as possible. Prior to the start of term in September, I will write to you again to confirm arrangements and to clarify our expectations of students on their return.

Lockers will be cleared at the beginning of next term, and reallocated as normal. During the first two weeks of term, students will be able to apply for a locker.

School reports and recognition of students' efforts

While we are not in a position to provide the usual end-of-year reports to students and families, we will be sending each student a letter that comments on their engagement during this academic year and/or, where appropriate, a certificate recognising their efforts. At the beginning of next term, we will be creating a 'snapshot' report for every student for every subject. The creation of these reports will be staggered but every student will receive their reports before half-term. We intend that these reports will provide a simple indicator of how students have worked at the beginning of term, and what this shows about how well they have been able to maintain their progress during lockdown. It will also provide an indication of how students are coping with being part of a vibrant and busy environment following their long period away from school.

Summer holidays – expectations

It is important to ensure that those students who have been working hard throughout this year, including the lockdown period, are able to combine rest and recuperation during the summer holidays with a consideration of what needs to be done to be ready for September. For some students, this will involve simply checking that they have done all the work that they have already been asked to complete, and then, when appropriate, checking that they have the right equipment and uniform in place, ready for the new term. For others, an extensive catch-up will be necessary. Pastoral staff have already been in touch with students/families where we have concerns about how well students have been able to keep up with the work set, and so you should already be aware if your child is in this category. Subject staff will remind all students through Teams

messages of the key topics and tasks they will have been set and how these can be accessed, and will provide any further necessary advice on preparation for September by the end of the current academic year. Please do go through your child's Teams account with them to ensure that they have received these messages and understand them. Please also note that Teams will be archived from Monday 17th August, and so any materials which will need to be accessed after that date should be downloaded prior to the 17th.

School-Centred Initial Teacher Training (SCITT)

Parents and carers may be interested to know that the East Anglian Schools Trust (EAST), of which Farlingaye is a member school, has recently been awarded accreditation as a provider of Initial Teacher Training programmes, with courses scheduled to start in September 2021. This means that next term, in collaboration with Higher Education providers, the EAST SCITT team – led by Pete Smith, Deputy Headteacher at FHS – will begin recruiting graduates onto training programmes which allow them to gain Qualified Teacher Status. This very exciting development will, we believe, benefit us greatly, helping to ensure the future flow of high-quality teaching staff into EAST schools and other local schools, in both the primary and secondary sectors. As we contend with the difficulties of the present, this can be a source of optimism for the future.

Please contact me at Farlingaye if you have any questions about any of the matters addressed in this letter.

Yours sincerely,

**Dr Andy Sievewright,
Headteacher**