

8th June 2020

Dear Parent/Carer

## **PLANS FOR EXTENDING ON-SITE PROVISION AT HELSTON COMMUNITY COLLEGE**

As you will be aware, the government recently announced the aim for Year 10 and Year 12 students to have some face-face contact with their teachers this term. We are very much looking forward to seeing our students once again, but I would like to reassure you that the safety and wellbeing of our College community is our priority.

We do not underestimate how difficult the recent weeks have been in lockdown, and we have all been affected in some way by the coronavirus pandemic. This return to College will be just one small step towards recovery, but undoubtedly an important one. We know that students in Year 10 and 12 are likely to be more anxious than most about lost time in their learning, with critical examinations eleven months away. This initial contact will enable us to share experiences and build relationships again between teachers and students. We will provide reassurance to students that we will work with them to address the gaps in learning and give guidance on how students can become more effective 'home learners'. We also understand that some students would benefit from more intensive pastoral support. If any student would like to talk to a member of our pastoral team, please let us know, and we can arrange for them to speak to the most appropriate person.

The aim of this letter is to share the plans we have for facilitating face-to-face sessions in College, whilst ensuring the safety of students, staff and parents/carers. These arrangements have been put into place following a full risk assessment process, and are in line with guidance from the Department for Education. The guidance limits the maximum proportion of Year 10 and Year 12 students on site at any one time to 25% of the cohort, but we are starting more cautiously. This will enable us to implement social distancing and hygiene measures throughout the College, minimise risks and test our systems and procedures.

The wider opening of Helston Community College has been broken down into distinct phases (see Appendix 1). We are currently in Phase 1, which is very much about communicating our plans.

From the 15th June, we will move into Phase 2. This will involve Year 10 students attending the College for one morning on a rota basis to receive pastoral and academic support. Support sessions in College will focus on the core subjects of English, maths and science. During Phase 2, we are also going to start online tutorials for the Option subjects using Google Meet (Appendix 2 contains additional guidance).

Students have been placed into small groups averaging 11 in size and they will remain in that group for their College sessions. Each group will be allocated a particular classroom and a set of teachers. The teachers will visit the students in their classroom base so that student movement around the building is minimised.

If government guidance does not change, we will move to Phase 3 on 29th June, and the number of on-site sessions will increase to two consecutive mornings in College on a rota. Online tutorials for the Option subjects will continue.

## **Practical Information**

### **Timetable**

#### **Timetable Phase 2**      All groups

DAY	Mon to Thu
Arrival at student entrance	8.45
Period 1 - English	9.00 - 10.00
Period 2 - Mathematics	10.05 - 11.05
Break	11.10 - 11.25
Period 3 - Science	11.30 - 12.45
Depart	12.50

### **Attendance**

The government has instructed schools to open the formal register for this period, and we expect the vast majority of students to make the most of this opportunity and attend on their designated days.

If for any reason your child cannot attend, you need to inform us of the reason. When you contact the attendance office please specify if:

- Your child is ill. In addition, please let us know if they are displaying any of the coronavirus symptoms (high temperature; new persistent cough, loss of taste and smell)
- Your child is self-isolating, due to a member of the household having coronavirus symptoms or a positive coronavirus test
- Your child is shielding because they have pre-existing medical conditions that make them clinically extremely vulnerable to the virus or they live with someone who is clinically extremely vulnerable.

### **What to bring to College**

Small backpack or bag containing:

Full water bottle as water fountains will be out of action

Snacks for Morning Break

Pencil case - include all that you might need, including spare pens, because equipment cannot be shared or loaned

### **What to wear**

Non-school uniform

Sensible clothing that can be easily washed immediately the student gets home

If using a bus, a face covering will be required

A face covering/mask may be worn in school if the parent, carer or student so wishes

## **Travel to College**

We envisage that most students will walk, use a bicycle or be dropped off and picked up by a parent/carer. School buses will also be available, and we have made a request to County Transport that they run in the morning at the same time as before closure, arriving at around 8.35 am, and that pick up time will be at 1.00 pm after the morning session has finished.

**If travelling by bus, you will be required to wear a face covering.** [Link](#)

There will be very small numbers of students using buses, so we hope that social distancing will be possible. However, there may be situations where students cannot keep a suitable distance from people, for example when boarding or alighting. In these cases, students should avoid physical contact, try to face away from other people, and keep the time they spend near others as short as possible.

Students should minimise the number of the surfaces they touch and be careful not to touch their face.

## **Arrival at College**

We want the entry to the College site to be a positive and welcoming start to the day, so it is important the students do not congregate in groups and that they maintain social distancing when proceeding to the entrance. Students will have designated entry points to the building (Year 10 should go to the Student Entrance and await further guidance from a member of staff). Students will be greeted by a member of staff and escorted to their room.

## **Location of lessons**

All lessons will be based in the Science labs, which are larger than other classrooms, and desks have been moved to allow for social distancing. Students will be allocated the same room and the same workspace for each lesson. The windows and classroom door will be opened to enable good ventilation.



## **Movement around College**

Non-essential movement around College will be avoided and there will be a one-way system in operation.

## **Classroom expectations**

Staff will escort students to the designated classroom for their group and assign them a desk. Classroom expectations will be explained. Students must not share resources or equipment with each other. Tables or chairs should not be moved, and students should not encroach into another student's learning space. A single exercise book will be given to each student for these sessions. This is the only book that should be brought to subsequent sessions. Fire evacuation procedures will be talked through so that students are clear about where to go and how to line up in the case of emergency. Students must not enter the teacher zone at the front of the class.

### **Breaktime arrangements**

Breaktime will take place in the dedicated classroom. Students should bring in some snacks to eat at their desk. Wrappers and waste should be taken home in their bag. Students will be allowed to stand, stretch and have a toilet break, but must maintain social distancing at all times.

### **PPE and cleaning**

Each of the rooms and other areas that are used by students will be thoroughly cleaned each day. Hand sanitiser will be available in every classroom, and students will be reminded to wash their hands thoroughly when visiting the toilets. Students will be able to wear their own face covering if parents, carers or students feel it is appropriate to do so in College.

**Exiting a classroom** Teachers will inform the students which route and exit to use when leaving the main building to prevent congestion and promote social distancing.

### **Key Worker Provision**

Year 10 students who are accessing our Key Worker provision may continue to do so throughout this period. They should attend the timetabled sessions for Year 10, and then return to the Key Worker provision in the afternoon.

### **Adaptations to plans and procedures**

We are following the government advice and guidance carefully, and will respond quickly to any changes that affect health and safety. We will also review our plans and procedures as we step into every new phase. The College will keep you informed through their usual communication channels.

(Please note that there are additional sections to our safeguarding and behaviour policies on our website that are specifically related to this period of time when we are dealing with Covid-19).

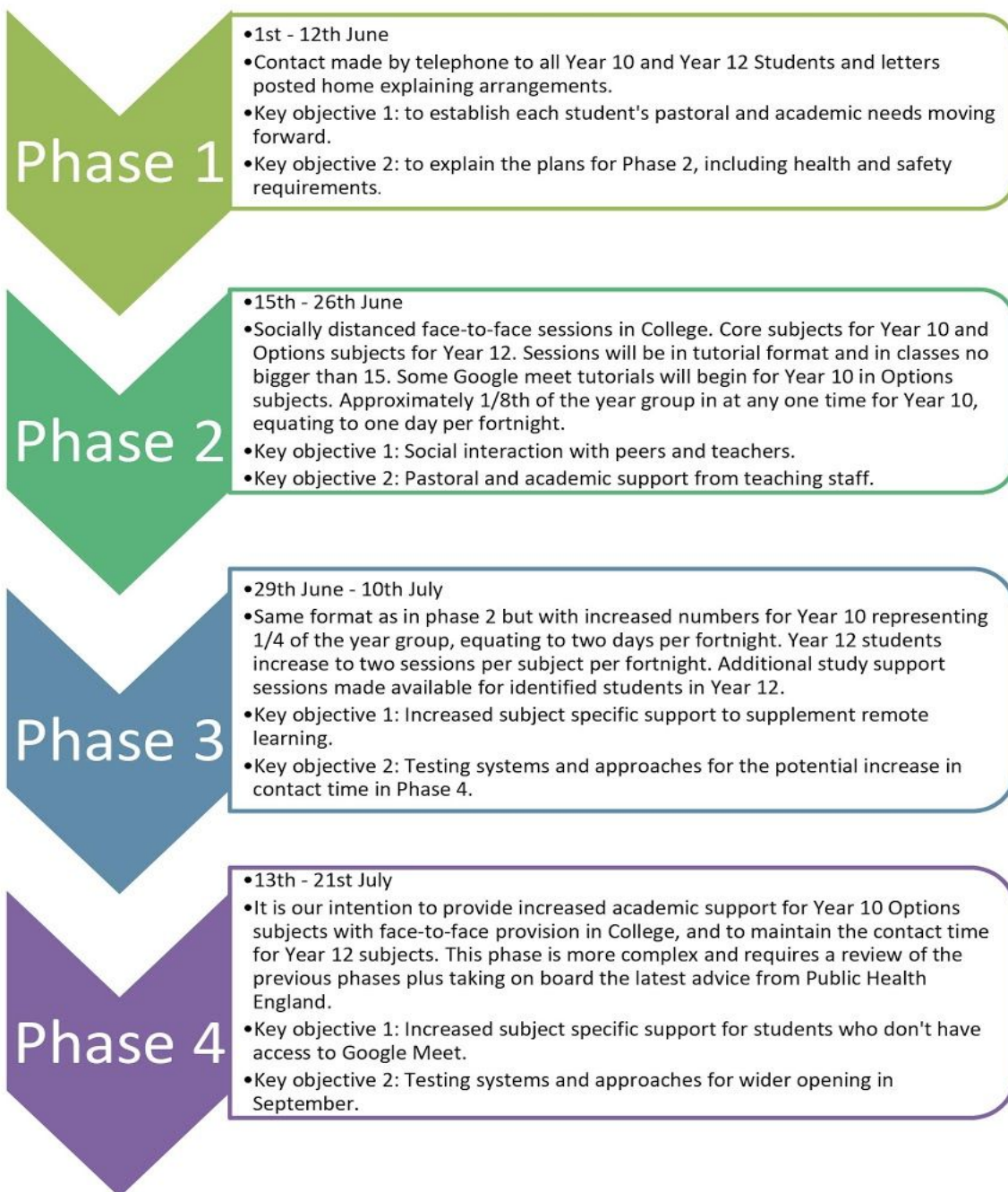
***It is critical that if anyone in your family displays any symptoms (high temperature, new persistent cough, loss of taste and smell) you keep your child away from College. Do not take any chances - if you suspect that anyone in your household might be ill, keep your child away. If you do not, you risk infecting other students and members of staff.***

Very best wishes

Wayne Jenkins  
Headteacher

## Appendix 1

### Helston Community College: Phased return for Year 10 and 12 Students



**This face-to-face provision will be designed to supplement and enhance the success of remote learning. Alongside this, we will continue to review, develop and improve our remote learning resources and methods.**

**Please note: Each phase is subject to change and/or suspension following updated advice and guidance provided by Public Health England and the government. Every phase will incorporate appropriate risk assessments and potential modification of practices and procedures before moving to the next stage. Safeguarding and Health and Safety will always take priority.**

## **Appendix 2**

### **HCC Live Tutorials - Guidance for Parents/Carers**

As we move further into the school closure period, we are keen to develop live tutorial sessions. We recognise that direct communication with a teacher can enhance the home learning experience, and we are now in a position to support teachers with this initiative. We will be using 'Google Meet', which will be accessed through your child's Google Classrooms. To help make tutorials safe, productive and enjoyable, please ensure that your child is aware of this guidance and follows it closely. They will also be required to complete an online agreement form, which will be added as a link in their Google classrooms.

Students should meet the high expectations of the College and behave responsibly during Google Meets. Students are therefore asked to:

- Dress appropriately in clothes that would be worn on non-uniform days
- Follow the teacher's instructions
- Not share the Google Meet code with anyone else
- Not take phone calls, messages or use other devices during a tutorial
- Not have other browsers/apps open during the tutorial
- Not take screenshots or record tutorials
- Ask the teacher before leaving the session

In a group lesson, the background behind the student will be visible to the teacher and other students. So it is good to make sure you:

- Try to have a neutral background
- Do not show any personal information or personal items
- Do not have anything on view that may offend others

Chat functions are available in Google Meet. This can be useful as part of the tutorial process, but there are also risks of students:

- Becoming distracted by chat
- Sharing personal information such as phone numbers or social media accounts
- Using inappropriate language (such as swearing) or bullying

Students should only use chat when directed to by the teacher, and it should be used responsibly. If a student behaves inappropriately or becomes a distraction for other students, the teacher will remove the student from the lesson and contact their parent/carer.

Teachers will ask students to mute their microphones for most of the tutorial in order to stop background noise. Students can use the chat function to indicate that they want to contribute to the discussion - teachers will explain this procedure at the start of each tutorial. Students can choose to have their camera feed switched off during the tutorial.

Thank you for your support.