



BEDFORD  
FREE SCHOOL

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4<sup>th</sup> June 2020

### **Information about the wider opening of BFS from 15<sup>th</sup> June 2020 for Y10**

Dear parents / carers

Following the government's announcement on Sunday 24<sup>th</sup> May 2020, further guidance was issued to secondary schools asking them to prepare for the potential wider opening to Y10 pupils from **Monday 15<sup>th</sup> June 2020**. This will only be for Y10 and there are no plans to open for other year groups.

**Please note that this information is subject to change, dependent on staff absence levels, government announcements, or local outbreaks of COVID-19.**

The government have asked schools to offer some face-to-face support to supplement the remote education for Y10 rather than replace it. The government's assessment, based on the latest scientific and medical advice, is that they need to continue to control the numbers attending school to reduce the risk of increasing transmission. As a result, schools are only able to have a limited number of pupils on-site at any one time. Therefore, Y10 pupils will only attend school relatively infrequently and our remote learning offer will remain the predominant mode of education during this term for all our pupils.

At the forefront of our planning has been the commitment to prioritising the safety of all. We are planning to open the school wider for Y10 in the safest way that we can, and will minimise the risk to pupils, families and staff. We ask that you work with us to help us to do this.

We are taking particular care to make sure that the number of pupils on site allows us to take precautions to insist on distance from each other and ensure the number of adults in contact with pupils is limited to as few as possible.

The School and Trust Leadership has been working hard to plan and prepare to receive Y10 pupils back on site. As such, this letter will outline how pupils are going to be grouped and taught in class during the school day. It will also explain how we are managing arrival and departure, breaks, use of toilets and what we will do if a child falls ill during the school day.

### **Which pupils can come into school and when?**

For secondary schools the government has indicated that only Y10 pupils will be able to return for some face-to-face contact. We are proceeding cautiously and therefore we are proposing limiting the number of pupils and staff on site at any one time and controlling pupil movement significantly. Therefore, this is not the recommencement of a normal timetable for Y10. **Pupils will only attend their allocated 'core subject' days or 'options' morning sessions.**

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**R E S P E C T • H O N E S T Y • H I G H E X P E C T A T I O N S**

We have developed a model so that pupils are taught in protective 'bubbles' based on their current PE / Science groups (these groups have been coded as Red (Set1), Blue (Set2), Green (Set3), Yellow Set 4). Grouping in bubbles prevents pupils from having contact and mixing more widely. This is important in order to limit the risk and potential spread of the virus. Strict social distancing measures will be put into place and we will tightly control the flow of pupils into and out of school with staggered arrivals and departures.

The timetable models (below), show how this will look for 'core subject' days and 'options' tutorials. Due to the complexity of the timetable, **a personalised timetable will be posted out to families in the next few days** and another copy will be issued to pupils on their first day. If you do not receive a copy by Wednesday 10<sup>th</sup> June please email [info@bedfordfreeschool.co.uk](mailto:info@bedfordfreeschool.co.uk) or contact Mrs Costin-Webb.

### 'Core subject' days:

Pupils will attend one 'core subject' day for their English, Maths and Science sessions over the first four days from Monday 15<sup>th</sup>.

- Science Set 1 will attend on Monday 15<sup>th</sup> June
- Science Set 2 will attend on Tuesday 16<sup>th</sup> June
- Science Set 3 will attend on Wednesday 17<sup>th</sup> June
- Science Set 4 will attend on Thursday 18<sup>th</sup> June

In total pupils will attend two 'core subject' days over the five-week period, one at the beginning and one the last week of term, just before the summer holiday.

Pupils will be in their bubbles which will be split into two separate groups to ensure each class has no more than 15 pupils. **We will operate staggered arrivals and departures- these will be clearly indicated on your child's personalised timetable.** Each subject session will last two hours. Pupils will be given time for a break / to use the toilet. On these days pupils will also have a 30min lunch break, supervised by members of SLT to ensure social distancing takes place.

### Example 'Core subject' timetable:

Monday	RED					
Sub group		RED A				RED B
No		13				14
Arrival		09:00				09:30
<b>Session 1</b>		<b>English</b>				<b>Maths</b>
Teacher		NME				FWE.
Room		Drama				3.2
AM BREAK		11:00				11:30
<b>Session 2</b>		<b>Science</b>				<b>English</b>
Time		11:15				11:45
Teacher		CMC				NME
Room		Drama				3.2
Lunch BREAK		<b>13:15</b>				<b>13:45</b>
<b>Session 3</b>		<b>Maths</b>				<b>Science</b>
Time		13:45				14:00
Teacher		FWE.				CMC
Room		Drama				3.2
Departure		15:45				16:15

### **'Options' tutorial morning sessions:**

Each options class is allocated a morning session and pupils remain in their bubbles. On options days pupils will only be onsite during the morning and will leave before lunch. **We will operate staggered arrivals and departures- these will be clearly indicated on your child's personalised timetable**

Pupils will be timetabled to attend one options tutorial for each 'options subject' they study. This will be a maximum of 4 sessions over the five-week period (excluding the core subject days). Please note that due to staffing limitations it is not currently possible to run face-to-face sessions for all options subjects.

### **Example option morning timetable**

<b>Monday</b>	<b>BLUE - Option A</b>						
Subgroup		Option A		Option A			
Arrival		09:00		09:15			
Subject		10A/Dr1		10A/Sp1			
Teacher		ADA		ABR			
Room		Drama		3.2			
No		11		6			
BREAK		10:30		10:45			
Departure		12:00		12:15			

Pupil who are considered [extremely clinically vulnerable and shielding](#) should continue to shield and are not be expected to attend. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category, and you should follow medical advice if your child is in this category. **However, we recommend that these children do not attend, and continue to work from home.**

Children and young people who live in a household with someone who is [extremely clinically vulnerable and shielding](#) should , according to the guidance "only attend if stringent social distancing can be adhered to and the child is able to understand and follow those instructions." **While we will be enforcing strict social distancing, we do not recommend that these children attend at the current time and continue to work from home.**

Children and young people who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the [social distancing guidance](#) and including those who are pregnant, according to the guidance "can attend." **However, we recommend that these children do not attend, and continue to work from home.**

When we are clear on further guidance and the routines are embedded within the school, we will write to you with further information.

Further government guidance can be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

If pupils are unable to attend for medical reasons we will endeavour to provide them with the same work or resources that those who are able to attend receive.

## **What learning will happen in school?**

Teaching staff will prepare subject specific lessons that will enable us to initially assess pupil learning and review the extent of work completed over the past couple of months. Subject teachers will then plan remote learning accordingly to maximise the precious time we do have with pupils prior to the summer holiday. Pupils may also be provided with additional resources.

We will continue to run remote learning for all pupils when they aren't in school on a particular day, for those who aren't able to attend due to medical conditions, and where it is not possible for us to run the 'face to face' option session.

## **What will pupils be doing when they aren't physically in school?**

Our remote learning offer will remain the predominant mode of education during this term for all our pupils. Our dedicated teachers will continue to provide extensive work for pupils using our remote learning platforms as per the remote learning timetable. Pupils are expected to continue to undertake and complete all work set by their teachers. Pupils must also continue to complete the online register when they are not in school.

As previously mentioned the government have issued some helpful guidance with advice for parents and carers on how to support the home learning of secondary school children (year 7 to 11). This can be found here: <https://www.gov.uk/guidance/help-secondary-school-children-continue-their-education-during-coronavirus-covid-19>

## **How will we minimise the risk to pupils, staff and all of their families?**

- It is vital that any pupil showing any symptoms of COVID-19 **MUST NOT** attend school and should stay at home in accordance with government guidelines
- Parents are asked to remind their children to travel to and from school avoiding contact with others and to strictly adhere to social distancing at all times (*considerable effort has gone into timetabling the bubbles to protect both pupils, staff and their families, which will be undermined if students are mixing freely outside school. We request that families, adhere to government guidelines, are as considerate as possible in the number of people they mix with over the coming weeks*)
- Parents are requested not to come to the school to drop their child off or for any other reason
- Staggered arrivals and departures will be in place to limit the flow of pupils at any one time (pupils must arrive exactly at their allocated time).
- Only a limited number of pupils will be on site at any one time
- Grouping pupils in protective 'bubbles' prevents pupils from mixing more widely
- On arrival at the start of the day pupils will be temperature checked (the thermometers are non-contact). Any pupil with a spike in temperature above 37.8<sup>0</sup> C will be sent back home for safety - we will always call you before doing so
- Prior to entering the building pupils will use the hand sanitiser provided. Where pupils cannot use hand sanitiser they will be directed to wash hands in the toilet on the same floor as their designated classroom
- Members of the senior leadership team will oversee pupil entrance to the site and to the building and insist that social distancing is maintained at all times. Pupils will not be allowed to transition around the building freely
- Where possible doors will be kept open and pupils should not touch any handles or surfaces such as the handrails of the stairs as they make their way to their designated classroom
- Pupil must keep their distance from each other and other pupils and leave at least 2m in between at all times.
- Upon arrival at their designated classroom pupils will be asked again to use hand sanitiser provided

- Pupils will be given a 15min break but will only be allowed to leave the classroom to go to the toilet
- Toilet breaks will be staggered and managed by staff with only one pupil using a 'bathroom' at one time and only using the allocated bathroom on the same floor as their classroom for the session
- Pupils will have to wash their hands and use hand sanitiser before returning to the classroom
- The maximum number of pupils in a class will be 15, each pupil will have a separate allocated desk and these desks will be spaced apart to adhere to social distancing
- On 'core subject' days pupils will have a staggered lunch and sometime outside (weather dependent). Strict social distancing will be overseen by senior staff at all times.
- Pupils will have a staggered departure with an allocated time to leave. Parents are requested not to collect pupils in person from outside of school or come to the school for any other reason
- Rooms, equipment and areas that have been used, will be cleaned and disinfected at the end of each day

### **What if my child or someone in my child's group falls ill?**

- Children who become ill during the school day will be taken from the room and kept in a room away from others
- First Aiders dealing with children who have a very high temperature, a persistent cough or other symptoms will have PPE to make sure everyone near the child is as safe as possible and is prevented from contracting an illness as best possible.
- Parents will be called to collect children who fall ill and we will check the mobile numbers and email addresses are up to date and correct; (see below – 'Other Information')
- If a child in a group tests positive for COVID then the remainder of pupils in that group will have to be isolated for 14 days, in line with guidance. All adults and children in contact with the positive person, will be contacted as soon as possible to ensure they do not come on site.
- The school will carry out additional cleaning of potentially infected areas.
- Children or adults in school with symptoms of COVID-19; principally a high temperature of 37.8 or greater and a short persistent dry cough, or a lack of taste or smell should be tested to confirm whether they have the virus. 111 calls should be made and the testing facilities near you located.

### **Pupil dress code:**

- The expectation is that all pupils will wear clothing that is appropriate for school, and can be washed daily.
- Families will be expected to provide a different clean outfit each day.
- Pupils must wear modest, sensible and 'business like' clothing (for example the sort of thing they should wear on a work experience placement). If clothing is deemed to be inappropriate we will contact you and may request that you collect your son / daughter and ensure they return wearing appropriate attire
- Pupils may wear school uniform, including PE kit but this is not mandatory as freshly washed, clean clothing must be worn each day

### **Pupil equipment:**

- Pupils should minimise the number of belongings they bring with them. A simple school bag should contain only the required equipment for that lesson
- Pupils must bring with them their basic equipment (relevant subject text-books, pencil case, pens, ruler, pencil, calculator, geometry set)
- Pupils must bring a pack of tissues
- Pupils may be asked by their subject teachers to bring in their booklets or other resources
- Pupils can't share textbooks or resources so anything given out will be taken away by pupils
- Pupils can bring a suitable snack to consume during their allocated break and lunch
- Pupils must bring a drink (WATER ONLY) with them in a large, clear bottle. Pupils will be unable to use the water fountains on site.

### **Travelling to school:**

Pupils are encouraged to walk or cycle where possible and avoid public transport at peak times. You can refer to the government's guidance on safe travel, particularly on public transport: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

We have deliberately pushed back the start times each day to allow additional time for pupils to walk or cycle to school.

Parents are asked to remind their children to travel to and from school avoiding contact with others and to strictly adhere to social distancing if they do. Pupils must not linger around school or congregate in groups on their way home.

### **How will staff manage behaviour?**

As you would expect, BFS will always hold the highest expectations of our pupils. As safety is paramount, we are expecting full cooperation from pupils at all times. Failure to comply places others at risk and will have serious consequences, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion. Our high expectations will be relayed to pupils during the first session by a member of the senior leadership team. We will outline all the new rules, routines and behaviour expectations so pupils are really clear about how they must conduct themselves.

If the conduct of a pupil falls below that which is expected this will initially result in an isolation with a member of SLT and a phone call home. Where repeated incidents occur or behaviour compromises the safety others, this may result in parents being asked to collect their child. This could result in not being able to attend the face to face sessions.

We expect pupils to strictly adhere to social distancing outside of school, especially on their journey to and from school. The school will not hesitate to sanction pupils for their conduct outside of school.

### **Pupil reminders:**

You will help to keep yourself, your friends, family, teachers and community well ☺  
if you follow this guidance AT ALL TIMES

- ✓ Stay Alert!
- ✓ Follow all school rules and the code of conduct as normal
- ✓ Stay at least two metres apart from other people AT ALL TIMES

- ✓ Only one person per flight of stairs (wait until the person in front has reached a landing). ALWAYS follow the one-way system on the stairs, (do not use the library stairs)
- ✓ Avoid touching hand rails/door handles etc.
- ✓ Use hand sanitiser on entrance to the building and on entrance and exit from your classroom
- ✓ Use your own equipment only AT ALL TIMES
- ✓ Avoid touching your face
- ✓ If you cough or sneeze do so into a tissue which you must then place immediately into a rubbish bin
- ✓ Use hand towels to dry your hands in the toilets and use the Same towels to then open the toilet door so you don't touch it – place the hand towels immediately into a bin on return to the classroom
- ✓ Wear clean clothes every day

### **Other information:**

It is vital that we have your up to date contact details. We are regularly sending out text messages to families about pupils completing the online register. If you have not been receiving these or you have recently changed your contact details please can you email these to [info@bedfordfreeschool.co.uk](mailto:info@bedfordfreeschool.co.uk) so we can update our system accordingly.

Please be aware that no visitors will be routinely accepted at school as the reception area must be kept clear at all times. Any unexpected visitors including parents will be request to leave the site immediately. All enquiries should be via telephone or email instead.

### **Further questions**

We are aware this is a great deal of information to read. If you have urgent questions, you can email [info@bedfordfreeschool.co.uk](mailto:info@bedfordfreeschool.co.uk) or contact Mrs Costin-Webb.

In addition, for our planning, we would very much like to know if you intend to send your child back when we open. Please can you spend a few minutes filling out the survey that you can access here:

<https://www.surveymonkey.co.uk/r/LD769H3>

Please ensure the survey is completed by Tuesday 9<sup>th</sup> June.

In the meantime, your child's personalised timetable should arrive in the post in the next few days. Thank you all for the effort you're all making to support learning at home. All of us at BFS will continue to help in whatever way we can as we slowly transition to a more normal pattern of school life.

Best regards,

Keep safe and stay well.

Yours sincerely,



Tim Blake  
**Principal**