

Sent: 02 September 2020 16:18

Subject: On behalf of Mrs Purnell: Arrangements for school reopening

Dear Parents/Carers,

Following on from the communications sent at the end of last term, I am now in a position to confirm details about the arrangements for the start of the new academic year, as well as provide important updates in line with government [guidance](#) for the full reopening of schools. These updates include a requirement for all students and staff to wear a face covering when moving inside the school buildings from one lesson to another and in busy communal areas.

Arrangements for the start of the autumn term

Thursday 3rd and Friday 4th September

Staff training days with selected year 13 students on site for planned assessments.

Monday 7th September: Year 7 and Year 12 only

We are delighted to welcome our new year 7 cohort for their induction day on Monday 7th September. Students should be on site for 08.30 and should arrive via the main entrance where they will be greeted by staff and assembled in their new tutor groups. They will spend the day with their form tutor, get the opportunity to familiarise themselves with the site and will start to get to know their peers in their tutor group. Timetables will be distributed, iPads will be set up and students will be introduced to some of our core digital applications.

We are also very pleased to welcome our year 12 cohort. Year 12 students who are joining IGS from other schools should arrive for 08.30 via the west entrance by the bus layby or the bottom gate off Springs Lane where they will be met by the post-16 team and a student welcome committee.

Year 12 students who attended IGS in year 11 should arrive on site from 10:15 using the bottom gate or west entrance and will go to their tutor bases (see attached) for 10:30.

Year 7 and year 12 students will all have their photos taken on their first day of the new term. Students in other years will not have their photos updated this year.

NB: We politely request that parents/carers do not accompany students beyond the school gates and do not use the vehicle entrances to drive onto the site. This is in line with the protective measures we have taken to minimise visitors on site, reduce the potential for overcrowding and maintain the health and safety of students and staff.

Tuesday 8th September: All Years (with tutors period 1, normal lessons commence from period 2)

All year groups will be attending from Tuesday 8th September. Students should arrive in school in line with the staggered start times which have been introduced to minimise mixing and contact between students. Students should also use the entrances which have been designated to their year group and should go straight to their new tutor base, details of which are attached for ease of reference (these will be different rooms to what some

students have been accustomed due to the zoning of students in years 7-11. Please share the details with your son/daughter).

NB: The west entrance is by the bus layby on Cowpasture Road. The front side gate is to the left of the main entrance by the Achievement Centre.

YEAR GROUP	ENTRANCE	TIME TO ARRIVE FOR REGISTRATION	WAITING AREA IF EARLY
7	Bottom gate (Springs Lane) or west entrance	08:20-08:25	Year 7 courts
8	West entrance	08:30	Year 8 court/outside Armitage
9	Main entrance	08:20-08:25	Year 9 court
10	Front side gate	08:30	Year 10 court
11	West entrance or bottom gate	08:40	Front of Bronte
12	Bottom gate	08:30	P16 centre
13	Front side gate	08:40	Courtyard Cafe

We have given 5 minutes flexibility for year 7 and 9 students due to the current train times into Ilkley. Students in years 7 and 9 who are reliant on the train should best endeavour to be at their tutor base for 08:25; this will mean a brisk walk from the station direct to school. Year 9 and year 7 students arriving in Ilkley on the 08:16 service will not be penalised as long as they walk straight to school.

Transport and drop-off areas:

Where possible, students should walk or cycle to school. An area for locking bikes is available at the back of the bungalow.

For students who are dependent on school buses, new school transport timetables and safety guidance are available at www.wymetro.com/schools; students are encouraged to pay in advance. Social distancing is not possible on school buses and there is no requirement for local authorities to apply social distancing guidelines. Students should try to sit with other students from their year group to maintain their bubbles or, as per government advice, the same constant group each day. Metro advises older students to sit on the top deck of double deck buses, leaving the remaining seats for younger students.

We have also received an updated communication from Northern Trains which is attached reminding parents/carers of the expectations for students travelling to school by rail.

Face coverings are now mandatory on all dedicated school buses for students aged 11 and over, as well as public transport.

Please do not use the vehicle entrances to drop off students at the main entrance as this causes unnecessary congestion. Should you drive your child/children to school, please drop off away from school so students can complete the final part of the journey on foot.

The school day – start and finish times

In order to accommodate the staggered entrances and exits, as well as the staggered breaks and lunch periods, this necessitated a slight change to the school day with varied start and finish times. We have made a very slight amendment to the Wednesday finishing times (a difference of 5 minutes) compared to the draft timetable shared in July to ensure that year

11 and 13 students can catch the school bus as Metro were unable to accommodate a slightly later departure. Once the term is underway, students in post-16 will have further flexibility with their start and finish times dependant on then their lessons are timetabled.

YEAR GROUP	START TIME	END TIME (WEDS)	Adaptations to the timetable
YEAR 7	08:20-8.25	14:50 (14:25)	Longer tutor period 08:20/08:25-08:40 5-10 mins earlier start and finish
YEAR 8	08:30	15:00 (14:30)	No change
YEAR 9	08:20-08:25	14:50 (14:25)	Longer tutor period 08:20/08:25-08:40 5-10 mins earlier start and finish
YEAR 10	08:30	15:00 (14:30)	No change
YEAR 11	08:40	15:05 (14:35)	No tutor period – students go straight to lesson 1 at 08:40 5 minutes later finish
YEAR 12	08:30	15:00 (14:30)	No change
YEAR 13	08:40	15:05 (14:35)	No tutor period – students go straight to lesson 1 at 08:40 5 minutes later finish

Additional measures to reduce contact between individuals and minimising mixing where possible

As communicated in July, we have introduced a number of protective measures to try to reduce contact between year groups and minimise mixing within the constraints of our challenging site. The updated July documents and slides are attached for ease of reference and for further detail (the titles of any updated slides are in a blue font) but the key actions have not changed and include:

- Staggered Breaks and Lunches**
 No more than 3 year groups on break/lunch at any one time to ensure all years can have separate catering zones and social areas.
- Re-modelling of the school day**
 The school day has been adjusted to accommodate staggered lunch and breaks, as well as staggered starts and finish times. This results in an extended period 4 and a varied period 6 lesson length.
- Bubbling of students**
 Students will be organised into bubbles to limit the number of students with whom they come into contact. This provides an additional protective measure and makes it quicker and easier to identify those who may need to self-isolate in the event of a positive case, and keep that number to as small as possible.
 In years 7 and 8 the bubbles will be no larger than a band I, G or S. The only exception to this is for peripatetic music lessons where there may be a year 7/8 student paired with someone from their year group but not their band; in this case social distancing measures will be maintained and additional precautions taken.
 In years 9-13, the maximum bubble size will be a whole year group; this is in line with government guidance and to ensure a full and balanced curriculum.
- Zoning of students**
 For years 7 to 11, we have allocated specific zones across the school site where the majority of lessons will take place. The zones are designed to spread year groups

across the 3 main buildings of the school site. Students will only come out of their zone to access specialist teaching areas for example in art, computing and drama. We do not have sufficient space on site to zone years 12 and 13 separately although there are some designated classrooms specifically for post-16. Post-16 students will be encouraged to wait a couple of minutes for students in years 7-11 to transfer rooms within their zone, or to specialist rooms outside of their zone, before moving on the corridors to their classrooms. Any contact with other year groups should be transitory passing contact which is deemed to be very low risk.

- **Zoning of toilet facilities**

The guidance makes it clear that different groups do not need to be allocated their own toilet blocks, although toilets need to be cleaned regularly and students encouraged to clean their hands thoroughly. We have zoned toilet facilities where possible.

- **One Way Systems**

Some one-way systems have been introduced throughout the site.

- **Cessation of mixed or larger gatherings**

Assemblies will now take place remotely. Events such as parents' evenings, tutor evenings and open evenings are under review and are likely to take place remotely. Further details will follow.

- **Catering**

As we have had to reduce our lunch time to facilitate three separate lunch breaks and to minimise risk, we have made key changes to our lunchtime service. These changes were communicated at the end of term and include: removal of the biometric thumbprint system; a more limited menu; a "grab and go" service and a set price menu for break and lunchtime.

NB: The updated document on catering has been attached for your reference and explains that until the new card system is fully set up, students will give their name or allocated number to a till operative on entry to the lunch area. Once the cards are ready, students in years 7 and 8 will be required to wear them (lanyards will be provided) as they will display a coloured strip in line with a student's band colour; this will help staff to ensure the integrity of the bubbles.

Whilst we are aware that this is a limited offer, we need to ensure that we can provide a quick and safe provision. We hope to review our initial approach after the first few weeks.

The combination of all of these measures will help to minimise contact between individuals and reduce movement around the site. As we have consistently stated, with a full cohort of students returning social distancing will not be possible in almost all classrooms or catering areas as with such precautions in place we would only be able to have half year groups on site at any one time. Given the very low risk from Covid-19, alongside the steps we have taken as per the guidance including mandatory hygiene measures and staff maintain social distancing as much as possible in lessons, we believe we have further minimised the risk of transmission of the virus at IGS.

Key Government Updates

1) Face Coverings

From 1 September 2020, new advice applies to the use of face coverings by staff and students in schools and colleges in areas of [‘national government intervention’](#) (local lockdown areas). In these areas, it is mandatory for adults and pupils to wear face coverings when moving around their school, such as in corridors and communal areas where social distancing is difficult to maintain. Whilst lockdown measures in Ilkley have been lifted today, the majority of the wards in Bradford remain subject to local restrictions due to continued higher rates of transmission. It is, therefore, the view of Bradford Authority that ALL secondary schools across the district should require staff and students to wear a face covering in corridors and communal areas.

Therefore, from Monday we will be asking all staff and students at IGS (unless [exempt](#)) to wear a face covering when moving in corridors or queuing in busy areas. Whilst I am aware that there are mixed views on face coverings in general, this seems a sensible additional precaution and is in line with local authority guidance.

Face coverings should be suitable for school (ideally plain or a subtle pattern) and will **not** be worn in classrooms or when eating lunch. Whilst social distancing of students is not possible in most classrooms, face coverings can have a negative impact on students’ learning and guidance states they should be avoided. Where staff are unable to maintain physical distancing from students in classrooms, face visors will be available for them to use.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Students must sanitise their hands before putting on or removing their mask (there are many sanitiser stations around school including in all classrooms, although students are encouraged to bring their own where possible) and store them correctly between use.

Where possible, we would also request that students carry a spare mask in their school bag. There will be a small number of disposable face masks in school, but supplies are limited.

2) The Contain Framework

The updated [Contain Framework](#) has set out four different tiers of restrictions for education settings, for use as an absolute last resort in areas subject to local restrictions. There are four stages of response, depending on the level of virus cases in the area:

Tier 1: All students attend as normal.

Tier 2: Secondary schools and colleges move to rotas, with students alternating a fortnight attending and a fortnight at home. Primary schools remain open to all.

Tier 3: Most secondary students learn from home as secondary schools and colleges are only open to vulnerable children, the children of key workers and selected year groups.

Tier 4: All schools switch to remote learning, except for vulnerable children and the children of key workers, and students at alternative provision and special schools.

3) Changes to some GCSE curriculum content for year 11 students taking GCSE exams in 2021

Ofqual have published their guidance on changes to curriculum content and how content is to be assessed in 2021 for GCSE subjects. There are some changes in, for example, history, English literature as well as amendments to fieldwork requirements in geography and spoken language assessment in MFL. The details can be found here:

<https://www.gov.uk/government/news/exams-and-assessments-in-2021>

We will send out more specific information which relates specifically to the exam syllabi studied at Ilkley once the Heads of Department have had confirmation from individual exam boards of the changes involved.

4) What parents and carers need to know during COVID-19

On 21st August, the DfE updated [guidance on what parents and carers need to know](#) about early years providers, schools and colleges during the COVID-19 outbreak.

5) Stay at home guidance for households with possible or confirmed coronavirus infection

[Guidance](#) was updated on the 13th August and in accordance with our risk assessment, details must be communicated to staff, students and parents. The main messages are:

- Anyone displaying symptoms of COVID-19, however mild must self-isolate for at least 10 days from when symptoms started. A test should be arranged as soon as possible.
- Anyone who is not experiencing symptoms but has tested positive for COVID-19 must also self-isolate for at least 10 days, starting from the day the test was taken. If symptoms develop during this isolation period, the 10-day isolation starts from the day symptoms develop. After 10 days, self-isolation must continue if symptoms still include a temperature; there is no need to continue to self-isolate if a cough or loss of smell or taste still continue after 10 days,
- All other household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.

It will be a pleasure to see students back full-time next week and we will continue to work hard to make school safe and enjoyable for all students. Whilst there cannot be zero risk to any school being open, we are confident that we will have done everything possible within the context of IGS and our existing resources to minimise the risks, and in accordance with government guidance.

Thank you in advance for your support.

Kind regards,

Carly Purnell

Headteacher