

Dear parents, carers, pupils and staff,

As the end of term approaches I would like to focus this letter on providing headline information about schools plans for September and the planning in place that will make school as safe as it can be for your child on their return to school. Additional detail is present within the ‘*Guidance for full opening: special schools and other specialist settings*’ ([link provided below](#)).

[https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm\\_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

I am conscious that it is a 64-page document, so below is a table of headline information for arrangements for Greenbank School from September. Please direct any questions using the school contactus e-mail address.

Plan	Arrangements
Academic year 20-21	It is our plan that all young people, in all year groups will return to school full time from the beginning of the autumn term.
Phased return to support transition.	School will open for Yr 7 pupils on Sept 2 <sup>nd</sup> School will open for Yr 8 - 13 pupils on Sept 7 <sup>th</sup> .
Risk Assessment	Every pupil has a covid-19 risk assessment. There is a comprehensive school risk assessment and risk assessments for all subjects. All are reviewed regularly. All safeguarding systems are fully functioning.
Health & Safety- essential measures	<ul style="list-style-type: none"> <li>* all people who are ill should stay at home.</li> <li>* robust hand &amp; respiratory hygiene.</li> <li>* enhanced cleaning arrangements.</li> <li>* active engagement with NHS Test &amp; Trace.</li> <li>* reducing contact and maximising distance between people.</li> </ul>
System of controls : Prevention	<ul style="list-style-type: none"> <li>* Staff and pupils who are unwell or who have family members who are unwell with covid-19 symptoms, must not attend school. They must be tested for Covid-19.</li> <li>* Clean hands more frequently.</li> <li>* Adopt ‘catch it, bin it, kill it’ approach.</li> <li>* Enhanced cleaning of teaching, toilet areas and equipment.</li> <li>* Observe social distancing wherever possible.</li> <li>* Provide appropriate PPE.</li> </ul>



**Headteacher: Mr M. McCann**

Response to infection	<ul style="list-style-type: none"> <li>* Engage with NHS Test &amp; Trace process.</li> <li>* Contact and follow local health protection team advice.</li> <li>* Anyone becoming unwell will be isolated, supported by staff wearing PPE. Parents to collect pupil from school, self-isolate for 7 days and arrange to have a Covid-19 test. Other members of the household must self-isolate for 14 days. All families will be informed.</li> </ul>
Grouping children- 'bubbles'	<p>* Pupils will be in Key Stage bubbles from September to limit the contact with other Key Stages. However, the use of tutor group only bubbles restricts the ability of school to deliver the curriculum. For example, pupil's access ability set classes for Maths and English that will different to their tutor group, BUT are within the same Key Stage. Groups risk is managed by following hand hygiene, one-way movement around school and 'catch it, bin it, kill it' actions. All teachers and staff can operate across different classes and year groups in order to deliver the curriculum and specialist subjects in specialist rooms. Where possible subjects will be delivered in the tutor group class base.</p> <p><i>Note- Our school is significantly smaller than other Secondary Schools, further reducing risk.</i></p>
Within the bubble	Social distance between pupils to be maintained. Desks front facing. Pupils to have their own pencil case stocked with stationary. Work held in a tray on the desk. Regular hand washing observed.
The curriculum	The first week back will see pupils access a recovery curriculum. This will provide an opportunity for students to re-engage with each other and the staff, discuss and share their Covid-19 experiences and engage in activities that promote communication, sharing, social and emotional aspects of learning. School will then aim to bring the full national curriculum back on line.
Arrival / Departure to and from school	A staggered timetable of arrival and departure times (with no loss of taught time) will be issued once school has this information from transport. I do not yet know whether transport bubbles will be the same as class bubbles. I hope to have an update before 17 <sup>th</sup> July.
Social time (break and lunch)	These will also be staggered- KS3 separate to KS4 & 5.
Specialist therapies and interventions	From September I anticipate SALT will continue as usual. Plans for Art, Music, Horse and Dog therapy have yet to be confirmed.

Communication with home	If there are any changes to the circumstances of a family in relation to Covid-19, families should inform school as soon as possible.
Attending School	The current view of Government is that it is: <ul style="list-style-type: none"> <li>* a parents duty to secure that their child attends regularly at their education setting.</li> <li>* school is responsible for maintaining a register of attendance.</li> <li>* The issuing of sanctions, including fixed penalty notices for non-attendance.</li> </ul> I will not be pursuing the last option- I would, however want to work very closely with any family in order to facilitate their child's attendance at school on a regular basis.
Catering	Our kitchen is fully operational, following all Covi-19 protocols. Pupils will be on a rota for eating lunch in their tutor room one week, then accessing the dining room the next.
Residential Provision	We are aiming to have residential provision open from week beginning 7 <sup>th</sup> September. This will include accessing local community resources such as open door areas. Public transport will not be used.
Contingency planning for outbreaks of Covid-19	In the event of local outbreaks or a wider national resurgence of the Covid-19 virus, school will again follow advice provided by the Department of Education, Public Health England and Cheshire West and Chester. This may include the partial closure of school and the reinstatement of e-schools, welfare calls and risk assessments.

I hope you find this summary useful. As mentioned earlier in this letter the link above will give you access to the full document.

Many thanks again for all your support, understanding and communication throughout this most challenging of times.

Take care and stay safe.

Yours faithfully,

**Mr M. McCann**  
Head teacher



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