

1<sup>st</sup> March 2021

Dear Parents and Carers

I am delighted to be able to write to you about the full reopening of college.

As you will be aware, all schools and colleges will begin to reopen from Monday 8<sup>th</sup> March. Before we can invite students back, we will need to have offered every student a lateral flow test. We are not able to test all 890 students in the first day, so the return to college will be phased.

Below you will find information about the lateral flow testing process and information about the phased return to college during the week commencing Monday 8<sup>th</sup> March.

Most of the remaining measures we will have in place when we reopen are the same as those we had before Christmas but I felt it was important to remind you of these and I would ask, like last time, that you go through them with your child/ren. One change is that, as well as asking students to wear face coverings in communal indoor areas, we are also asking that they wear them in classrooms. As before this does not apply to those students who are exempt. These students have already received a Springwell exemption pass.

We are very much looking forward to welcoming students back to college. Thank you sincerely for all you have done to support remote learning at home and also for the many kind words you have sent us about the quality of education and care we have been able to provide since college closed again in January.

Yours sincerely



Ian Wingfield  
Headteacher

### **Dates for testing and return to face to face teaching**

I wrote to you last week with information about lateral flow testing; <https://tinyurl.com/ydeghwqu>. Whilst these tests are voluntary, I urge parents to consent for their children to have them, as they play an important role in protecting students, staff and members of our community. The letter contained a link to the consent form we need you to complete. If you have not yet done so, please complete one consent form for each child you have at Springwell by clicking on this link <https://tinyurl.com/ycqnuuya>.

You will receive a text message with your child's test appointment details. Once students have been tested, they will return home. Students will return to college for face to face teaching the day after all of their year group have been tested.

Here is a summary of the arrangements:

Year Group	Will be tested on	Will return to face to face teaching in college at 8.40am on	Will receive live lessons from home on
11	Monday 8 <sup>th</sup> March	Tuesday 9 <sup>th</sup> March	
10	Monday 8 <sup>th</sup> March or Tuesday 9 <sup>th</sup> March	Wednesday 10 <sup>th</sup> March	
9	Tuesday 9 <sup>th</sup> March	Wednesday 10 <sup>th</sup> March	Monday 8 <sup>th</sup> March
8	Wednesday 10 <sup>th</sup> March	Thursday 11 <sup>th</sup> March	Monday 8 <sup>th</sup> March Tuesday 9 <sup>th</sup> March
7	Wednesday 10 <sup>th</sup> March or Thursday 11 <sup>th</sup> March	Friday 12 <sup>th</sup> March	Monday 8 <sup>th</sup> March Tuesday 9 <sup>th</sup> March

First test appointment times (to be confirmed by text message):

Date	Time	Year	Surnames
Monday 8 <sup>th</sup> March	8.30am	Year 11	Surnames A-G
	9am	Year 11	Surnames H-N
	10am	Year 11	Surnames O-S
	11.15am	Year 11	Surnames T-W
	11.40am	Year 10	Surnames A-C
	12.15pm	Year 10	Surnames D-L
Tuesday 9 <sup>th</sup> March	8.30am	Year 10	Surnames M-R
	9am	Year 10	Surnames S-Y
	10am	Year 9	Surnames A-G
	11.15am	Year 9	Surnames H-M
	12.15pm	Year 9	Surnames N-W
Wednesday 10 <sup>th</sup> March	8.30am	Year 8	Surnames A-C
	9am	Year 8	Surnames D-J
	10am	Year 8	Surnames K-R
	11.15am	Year 8	Surnames S-W
	11.50am	Year 7	Surnames A-B
	12.15pm	Year 7	Surnames C-H
	2pm	Year 7	Surnames P-Y
Thursday 11 <sup>th</sup> March	8.30am	Year 7	Surnames J-O

Students will be asked to attend at a certain time on one of the days shown above. This will be confirmed in the text message. Students do not need to wear college uniform when attending for their test. After taking their test they will immediately leave site and return home, observing current restrictions, including on social distancing.

For students who wish to travel to and from college by college bus for their test, we are able to provide a small supervised provision in college. Students will work in a classroom, completing work set by their teachers on a laptop, from 8.40am until 3pm.

Live lessons will not take place for year groups when some or all students are being tested. There will also be work available on Teams for students to complete at home if they are not in college for their test.

Once they have returned to college, students will be tested on two more occasions. After their third test they will be given a test at home kit and we will issue further instructions at this time about the use of these kits.

### **A reminder about Coronavirus symptoms**

The symptoms of COVID 19 are:

- A new, continuous cough
- A high temperature
- Any significant change to the sense of smell and taste.

Should your child, or anyone within your household, display any symptoms of COVID 19 then your child **should not attend college**. This is crucial to ensure the safety and well-being of students and staff. Anyone with symptoms should arrange to be tested. The guidance around self-isolation changes regularly and the most up to date advice can be found at <https://www.gov.uk/coronavirus>.

### **Attendance**

The following is taken from the Government's "Guidance for Full Opening of Schools" document:

Last March, when the coronavirus outbreak was increasing, we made it clear that no parent or carer would be penalised or sanctioned for their child's non-attendance at college. Now the circumstances have changed and it is vital for all children to return to college to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Attendance will therefore be mandatory again from 12<sup>th</sup> March onwards. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

### **Year group bubbles**

Students are divided into year group bubbles. This enables the students to remain in their tutor groups and timetabled classes and reduce any impact on teaching and learning. Each year group is allocated an area of the college site where they are registered, taught, have toilet facilities and a space in which to socialise and where social distancing can be maintained. The movement of students between 'bubbles' is not permitted.

### **Uniform**

All students are expected to wear college uniform as per our Uniform and Appearance Policy.

Students should arrive at college wearing a face covering. They should wear their face covering in communal indoor areas, **including in classrooms**, except when eating or drinking. They should also wear their face covering outdoors when social distancing cannot be observed, for example in queues at catering outlets.

Bags are permitted however items from home should be kept to the absolute minimum. Students will need to bring with them their own basic equipment as, due to hygiene restrictions, we are unable to loan equipment. We suggest purchasing a wipe-able pencil case.

### **PE kit**

Changing facilities are not available for students. On the days when a student has a timetabled PE lesson s/he should attend college in their PE kit, wearing their blazer over the top and bringing with them their usual equipment in their bag. As a reminder, PE kit consists of a college-branded PE top, black shorts, tracksuit bottoms or sports leggings (branded sportswear is permitted) and sports trainers (plimsolls, canvas and fashion trainers are not allowed). Students may also bring a black sweatshirt or tracksuit top in their bag and put it on for their PE lesson.

### **Travel to and from college**

Due to the supervision and support for students required we must insist that no student arrives prior to 8.15am.

Where it is safe to do so the Government and the college are advising students to walk or cycle to college and arrive after 8.15am and before 8.35am.

Students should arrive from:

- The top of the path if being dropped off by car or walking
- The bus bay if travelling on a college bus
- The bus bay if travelling by public transport.

Where a student is transported to and from college by a parent or carer we ask that they are dropped off at the top of the college path. The bus bay and college car park will only be open for buses and staff cars.

### **The college bus service**

The college bus service will resume on the same basis as from September. Derbyshire County Council has posted bus passes and **this guidance**; <https://tinyurl.com/y6tuuzvx>, to eligible families. Please read the guidance with your child/ren before they first catch the bus, taking particular note of the expectation that all secondary school aged children wear face coverings on public transport and the seating arrangements in place to ensure students do not mix with those in other year group bubbles. The timetable is on the college website; <https://tinyurl.com/y388pcf9>.

The County Council have also asked us to share the following information with families: *In respect of pupils who are not entitled to a free bus pass, and who normally pay to travel, a standard £1.00 single fare will be levied on dedicated school transport (services that are contracted by this office). Pupils will have to pay the exact fare as change will not be offered. This is to remove the need for drivers to have to handle cash and a passenger notice has been sent to operators so it can be displayed in the vehicle.*

### **Upon arrival at college**

Each morning, on arrival, students should queue on one of the yellow social distancing markers outside the college gates and wait until they are welcomed into college by a member of staff. They will be directed to wash their hands in their designated year group zone. They are then expected to remain in their designated year group zone until the bell for registration at 8.40am.

In the short term, breakfast will only be available to students in Year 7.

### **Upon leaving college**

Students will be dismissed in a staggered, socially distanced manner. Students who are catching a college bus will be given priority.

If a student is being collected please arrange a suitable place to meet. Please do not use the college car park or bus bay.

### **Year Group Zones**

Year groups will be grouped together in a designated area of the college as follows:

- Year 7 – Discover and the dining room
- Year 8 – Discover and the street area by the tree
- Year 9 – Inspire and the top area of the street
- Year 10 – Inspire and the bottom area of the street/Energise
- Year 11 – Create and the street area outside Create

Registration and all lessons will take place in the year group zone. All classrooms have been rearranged into rows of forward-facing desks.

### **Food service**

Once students return to face to face lessons, the catering arrangements in place since September will continue. Please note that students will not be able to access catering when attending for their first lateral flow test.

**Year 7** will have access to the dining room and will be able to purchase food at breaktime and lunchtime as normal.

**Years 8 and 9** will have access to purchase food at breaktime and lunchtime through the external snack shack window. This will be available using a rota system.

**Year 10** will be able to purchase food at breaktime and lunchtime in Perform.

**Year 11** will have the opportunity to purchase food at breaktime and lunchtime in Create.

## **Safety expectations**

For the safety of all students and staff it is crucial that students understand the importance of following the health and safety expectations. On the first day students will receive a health and safety briefing reminding them of our expectations. This will include, but is not limited to:

- Practising social distancing
- Showing patience whilst queuing
- Doing as directed by staff, when asked
- Undertaking regular, supervised handwashing and the use of anti-bacterial hand gel
- Not moving out of their 'bubble' grouping, even to speak to friends in other groups
- Not moving from their allocated seat without permission from a member of staff
- Supporting our hygiene standards
- Following one way systems that we have in operation
- Students must not gather in groups in the community before or after college. Staggered departure of students at the end of the day will be in place.

Any new information or routines will be communicated to students through the weekly notices in tutor time.

## **Hygiene measures**

Students and staff will be asked to regularly wash their hands and use hand sanitiser. This is not negotiable. Tissues and hand sanitising gel will be readily available in each classroom with bins, with lids, for disposal. Students may bring their own hand gel and packs of tissues to college. Supervised toilet facilities will be available where appropriate hand washing will be managed. The 'catch it, kill it, bin it' approach to hygiene will be followed.

## **Cleaning**

All classrooms and shared areas will be thoroughly cleaned each day. All door handles and other 'touch surfaces' will be routinely cleaned throughout the day.

## **Behaviour expectations**

As always, we hold the highest expectations of students whilst they are in college. During a worldwide pandemic the risks for students and staff are considerably higher than during normal college sessions. Any failure to follow instructions from adults within college could put the safety of students and staff at risk and this will not be tolerated.

- Students are required to stay in their allocated 'bubble' and not mix with students from other year groups at any point. This is non-negotiable.
- Students must ask permission to leave their seats to ensure the safety of themselves and others.
- Students need to understand that any instruction given is for a good reason and that the instruction must be followed immediately. This could be something as straight forward as waiting to use the toilet until a clear 2 metre space has been made or could be more urgent such as the need to evacuate the building whilst still observing social distancing.
- Failure to follow any instructions may result in sanctions being issued.

## **Visitors**

To ensure the safety of students and staff all non-essential visitors to the college are not permitted. Our college reception remains closed. We ask that parents and carers do not enter the site. If your child needs escorting to college then please ensure that only one adult undertakes this role. These arrangements will be reviewed when the Government's Stay at Home guidance ends at the end of March.

If you urgently need to speak to a member of staff please approach a member of the Senior Leadership Team who will be supporting students at the front of college.

The preferred method of communication will be by telephone or via email.

## **Mental Health**

Staff will be available each day to support students who require additional help with mental health concerns. We are aware that many students will have found being away from college, their friends and staff very stressful.