



Thursday 16th July 2020

Dear Parents/carers,

Re: Full school reopening September 2020

As you are aware from my previous correspondence, all schools have been cleared to fully reopen from September 2020 with the following expectations provided by the Government:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Broadly speaking, the Government have set out general expectations and have advised schools to put plans in place that fit their individual settings and context. The Government have published a 'System of controls' which are a set of actions schools MUST take. They are grouped into 'prevention' and 'response to infection' and are outlined below. It goes without saying that we will be rigorously following the actions.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

How will this look at Fort Pitt?

At Fort Pitt our plans are fully focused upon every student returning to school and receiving a high-quality education within a safe environment. There will of course be inevitable changes to our modus operandi and this document aims to explain how the school will function.

Learning zones and Year bubbles

Currently our Year 10 and 12 students have been taught in small pods, and whilst consistent grouping remains important, the Government have recognised that for secondary schools to provide a broad and balanced curriculum for their students, that these groups must increase in size (up to a maximum of 240). Therefore, at Fort Pitt, these groups will be year sized in number and each year group will be allocated their own individual 'learning zone', outdoor space, toilets and entry/exit points:

	INTERNAL AREA	EXTERNAL AREA	ENTRY + EXIT	TOILETS
YR 7	S10, S11, S12, S13, S15, S16	Outside Crimea (field side) up to sports hall	Main gate	1 st floor Sackett
YR 8	N1, N2, N3, A2, A3, A4	Between Art block and Music house	Upper gate	N Block
YR 9	H1, H2, H3, H4, W2	Between MFL block and Art block	Upper gate	West Wing (Drama)
YR 10	S20, S21, S22, S23, S25, S27 + A5 and M3/4	Outside Crimea (field side) up to sports hall	Lower gate	Ground floor Sackett
YR 11	W6, W7, W8, W9, S24 + A6 and M6/M7	Quad	Upper gate	West Wing (Crimea end)
YR 12	E1, E2, E3, E4, S1, S2, S3, CR, 6th form + A7 and M10	Front of school by cannons	Main gate	Sixth-form
YR 13	L1, L2, L3, L4, L5, L6, L7, L8, L9 + A8 and M8	Front of Science block	Lower gate	Science block

It is vital for the health and safety of all students and staff that students remain within these dedicated areas and follow staff instructions at all times.

Exceptions:

KS3 students (YR 7/8/9) will complete all of their lessons in their learning zones apart from Computer Science, PE and practical Food Technology lessons. Computer Science lessons will take place in one of our four Computer Science rooms which have been timetabled to allow thorough cleaning between lessons. PE lessons will take place in normal PE areas (outside wherever possible) and any equipment will not be shared across year groups. Practical Food Technology lessons will take place on a strict rota basis to again allow for thorough cleaning.

KS4 (YR 10/11) and KS5 (YR12/13) students will complete all of their lessons in their learning zones apart from Computer Science, PE, Art, Graphics, Textiles, Food Technology and Music. Computer Science will take place in one of our four Computer Science rooms which have been timetabled to allow thorough cleaning between lessons, PE will take place in normal PE areas (outside wherever possible) and any equipment will not be shared across Year groups. Art, Graphics, Textiles, Food Technology and Music lessons will all take place in a 'Year room' within these subject areas to allow the use of specialist equipment. These rooms will be for the sole use of individual Year groups, equipment where possible will not be shared. If it is necessary to share any specialist equipment then this will be subject to strict cleaning protocols.

To help mitigate risk, there will be further measures in place across the school site:

- Classrooms will be well ventilated with doors and windows open
- Classrooms and corridors will all have sanitisation facilities
- On-site cleaning team providing regular enhanced cleaning of high-use areas
- Clear COVID-19 prevention signage in every classroom and across the school site
- Handwashing and good respiratory hygiene will be heavily promoted and encouraged
- Student desks will all be forward facing
- Students will be reminded of the need to avoid contact with fellow students
- Students must bring in their own 'heavy-use' equipment every day. This includes items such as pens, pencils, rulers, erasers, calculators etc.
- Lockers will NOT be accessible for any students, instead students will be able to carry their school bag with them throughout the day.
- There will be no mixed-year assemblies or events. Year assemblies will take place on a less frequent basis.

The school day

To ensure that every student is safe, can follow a broad and balanced curriculum, and does not see a reduction in any learning time, we have had to make some alterations to the school day.

Firstly, please note that from September 2020 the school day will commence:

5 minutes earlier at 8:25am and finish 10 minutes later at 3:10pm.

We will not be operating a staggered start or finish time, as students tend to arrive and leave in a naturally staggered state. However, Year groups will utilise different entry and exit points to minimise mixing. Students will also be regularly reminded to stay within their year groups whilst making their way to and from school, and will be asked not to congregate either on or away from the school site.

Further to this, the structure of the school has altered with a shorter tutor time and the incorporation of travel time between lessons for staff (who will be teaching in multiple rooms across the site) and students. To ensure that all students have equitable and safe access to food, we have also split both break and lunch between KS3 and KS4/5 and increased the length of break by 10 minutes to 30 minutes, whilst reducing the length of lunch by 10 minutes to 40 minutes:

Sections of Day	KS3 (7/8/9) Timings	Sections of the Day	KS4+5 (10/11/12/13) Timings
Registration	0825 – 0840	Registration	0825 – 0840
1	0845 – 0935	1	0845 – 0935
2	0940 – 1030	2	0940 – 1030
Break	1030 – 1100	Travel time	1030-1035
3	1100 – 1150	3	1035- 1125
Travel time	1150-1155	Break	1125 – 1155
4	1155 – 1245	4	1155 – 1245
Lunch	1245 – 1325	Travel time	1245-1250
5	1325 – 1415	5	1250 – 1340
Travel time	1415-1420	Lunch	1340 – 1420
6	1420 – 1510	6	1420 – 1510

Students in Year 12 and Year 13 will still be allowed off-site but we ask for your support in reiterating social distancing etiquette and general COVID-19 safety expectations.

Travel to and from school

As per the government guidance we actively encourage members of our community to walk or cycle to school wherever possible. If students do need to use public transport then they must follow the guidance issued: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> Upon entry to the school site, there will be protocols for students to follow:

- *Students will be instructed not to touch the front of their face covering during use or when removing them.*
- *Students will be asked to dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them.*
- *Students will wash/sanitise their hands before heading to their classroom.*

If students are dropped off/picked up by car, we ask that parents/carers remain within their vehicles and **DO NOT** enter the school site without prior permission.

Pastoral structure

As you are all aware, we currently operate a vertical house based pastoral system, with each House led by a Head of House and supported by a Key-Stage Achievement Co-ordinator. In light of the government guidance it is impossible for us to maintain a vertical system as it quite clearly contradicts all Public Health advice. Therefore, from September 2020 we will be switching to a linear pastoral structure with Heads of House becoming Heads of Year, each with a dedicated Year team of tutors and an Achievement Co-ordinator. Each key stage also has an Assistant Headteacher with overarching responsibility. The main point of contact for you as a parent/carer will now be your child's new Form Tutor and Head of Year. A thorough handover process has taken place and all Heads of Year are fully aware of student issues, needs and achievement. A letter from your child's Head of Year will follow this guidance introducing themselves and their contact details.

Year and Tutor group structure 2020-21 *(further details will follow)*

Key Stage 3:

YEAR 7			
KS3 AHT: Liz Burrows	T/G:	ROOM	HoY: Mrs Webb
	7L1	S10	Mrs Terry
	7L2	S12	Miss Bailey and Mrs Roche
	7L3	S13	Ms Estivin
	7L4	S15	Miss Chambers
	7L5	S16	Mrs Kirsopp

YEAR 8			
KS3 AHT: Ms Burrows	T/G:	ROOM	HoY: Mr Roche
	8L1	N1	Mrs Spring
	8L2	N3	Mrs Achata
	8L3	A2	Mrs Woodcock and Mrs Kayes
	8L4	A3	Miss Boyle
	8L5	A4	Miss Yeulet

		YEAR 9		
KS3 AHT: Ms Burrows	T/G:	ROOM	HoY: Ms Lewis	
	9L1	H1	Mrs Smith	
	9L2	H2	Miss Melhuish	
	9L3	H3	Mr Higbee	
	9L4	H4	Mrs Bambling	

Key stage 4:

		YEAR 10		
KS4 AHT: Mr Reader	T/G:	ROOM	HoY: Miss Tickner	
	10L1	S20	Mrs Wellspring	
	10L2	S22	Mrs Huxen	
	10L3	S25	Mr Butterworth	
	10L4	S27	Mrs Hayward	

		YEAR 11		
KS4 AHT: Mr Reader	T/G:	ROOM	HoY: Mr Reader	
	11L1	W6	Mr Pitman	
	11L2	W7	Mrs Reeves	
	11L3	W8	Mrs Commons	
	11L4	W9	Mr Wells	

Key stage 5:

		YEAR 12		
KS5 AHT: Mrs Doran	T/G	ROOM	HoY: Mr Jennings	
	12.1	E1	Mr Carter	
	12.2	E2	Mrs Huntley and Mrs Hawkins	
	12.3	E3	Mr Lionnet	
	12.4	E4	Ms Davies	
	12.5	S1	Mrs King	
	12.6	S2	Mr Jennings	

		YEAR 13		
KS5 AHT: Mrs Doran	T/G:	ROOM	HoY: Mr Blight	
	13.1	L1	Miss Hillman	
	13.2	L2	Mrs Tompson	
	13.3	L5	Mrs Scott	
	13.4	L4	Miss Warburton	
	13.5	L3	Mrs Goldberg	

We will of course be continuing with House competitions and House fun wherever possible. All students will remain members of a House and will be encouraged to participate in as many events as possible over the coming months!

Personal Protective Equipment

The Government have advised that staff in schools do not need to wear PPE unless dealing with a student suffering from a suspected case of COVID-19. All staff have received training on how to utilise PPE safely. Whilst currently not advised by the Government, if members of staff or students wish to wear facemasks this is acceptable, but the protocols of application and removal **MUST** be followed.

Response to infection

As part of the 'system of controls' outlined at the beginning of this letter, it is vital that we follow set protocols if there are suspected or confirmed cases of COVID-19 within the school community. These are:

- *If anyone at Fort Pitt becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. **Parents/carers will therefore be contacted immediately if their child displays symptoms, and will be asked to make arrangements to collect their child as soon as possible.***
- *Whilst a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.*
- *If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.*
- *PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs)*
- *As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms **should not** visit the GP, pharmacy, urgent care centre or a hospital.*
- *Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.*
- *Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).*

Attendance

It is vital for all children to return to school for their own wellbeing and to minimise the longer-term impact on their education and wider development. As a result, from September onwards the usual rules and expectations on school attendance will apply, which includes:

- *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*

If you have any issues regarding your child attending school, please contact us and we will work with you to alleviate any concerns you may have.

Social distancing

Wherever possible, we will minimise contacts and mixing between people to help reduce the transmission of COVID-19. Social distancing signage will be displayed throughout the school site and staff will actively remind students of the importance of social distancing.

PE and extra-curricular opportunities

PE lessons have been planned to ensure students are safe and following distancing guidelines wherever possible. It is an expectation that full PE kit will be worn and that PE kit should not be left on the school site.

Clubs and extra-curricular activities will commence from term 2 onwards, however these will only run in exclusive year group bubbles. At this point, there will be no competitive and/or friendly fixtures against other schools.

Behaviour, rewards and sanctions

As ever the expectations of our students remain exceptionally high in regards to their behaviour and attitude to learning. We are fully aware that some students will be nervous returning to school and we will do all we can to support their wellbeing and mental health. Our reward and sanction system will still apply in September, although no detentions (unless in exceptional circumstances) will be set during term one. However, I ask that you go through this guidance with your child/children and reiterate the importance of following all instructions and protocols for the sake of everyone's health and safety.

Thank you for taking the time to read this letter, I appreciate that it is a hefty document but also that it is not exhaustive! It therefore goes without saying that if you require any further information or clarification contact us via the telephone (01634) 842359 or via the office@fortpitt.medway.sch.uk email address.

I am really looking forward to welcoming the whole of the Fort Pitt community back to school in September and thank you for your support, patience and kind words over the last six-months. I wish you all a happy and safe summer.

Take care.



Nicky Archer
Headteacher