



**LEIGHTON PARK**  
FOUNDED 1890

10<sup>th</sup> June 2020

**In School Provision:  
Year 10 and Lower Sixth: Summer Term 2020**

Dear Parent/Guardian

Further to Matthew's letter, of 9<sup>th</sup> June, and in response to [recent Government guidelines](#) we are pleased to inform you of our plans, albeit in a limited way, to welcome some Y10 and Lower Sixth students back into school, for some face-to-face time. This will take effect from the week commencing the 15<sup>th</sup> June.

While we recognise the strong desire to get students back into school, we also need to balance this with the importance of maintaining our high quality academic offering. As such, we feel that it is important that any in-school sessions during the current situation should offer students real educational value and that this should not jeopardise the quality of provision achieved through our current Guided Distance Learning Programme. Recent Government guidelines stipulate that we are not able to allow more than 25% of the cohort (each year group) on site at any one time; this prevents us from offering whole cohort access to a conventional timetable.

As a result, we intend to prioritise our in-school provision to supplement the learning for those students taking creative and/or practical subjects. We feel these students have most to gain, in the current situation, from the use of the school's specialist facilities, and because of the structure and weighting of the practical components that these courses require for final examination.

We aim for these sessions to run in the weeks commencing 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> June. Students attending the sessions will be expected to remain in small, subject-specific, self-contained and socially-distanced 'bubbles', for the duration of their time in school. The safety of the students and teachers remains a primary concern and the School is now in a position to partially open for a small number of students as the necessary protective measures and safety procedures have been put in place together with necessary risk assessments.

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[www.leightonpark.com](http://www.leightonpark.com)

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Registered office: Old School, Leighton Park School, Shinfield Road, Reading, RG2 7ED

The proposed timetable for each day for the Lower Sixth is as follows:

Day/Date	Wednesday 17 <sup>th</sup> June	Wednesday 24 <sup>th</sup> June	Wednesday 1 <sup>st</sup> July
AM 9.00am - 1.00pm	Music (Music Tech/A Level) Art (IB/A Level) DT	Music (Music Tech/A Level) Art (IB/A Level) DT	Music (Music Tech/A Level) Art (IB/A Level) CTech Sport DT
PM 2.15pm - 4.15pm	CTech Sport Wellbeing/Green Fingers (max 15 places)	CTech Sport Wellbeing/Green Fingers (max 15 places)	On-line Whole School Collect

The proposed timetable for each day for Y10 is as follows:

Day/Date	Thursday 18 <sup>th</sup> June	Thursday 25 <sup>th</sup> June	Thursday 2 <sup>nd</sup> July
AM 9.00am - 1.00pm	Music GCSE	DT Art	Engineering Art
PM 2.15pm - 4.15pm	PE GCSE	Creative Media Production (BTec)	End of Term

As we continue to plan we would be grateful to know how many parents would be comfortable for their son/daughter to attend. Please can you RSVP on one of the google sheets below - to confirm attendance, subject preferences and that you have read and understood the attached Safety Procedures. Please respond by midday on **Monday 15<sup>th</sup> June**.

Lower Sixth [Click Here](#)

Year 10 [Click Here](#)

Kind regards



Karen Gracie-Langrick  
Deputy Head, Academic



Nicky Hardy  
Deputy Head, Pastoral

## **Safeguarding Procedures:**

On returning to school, students will notice several new procedures and routines and things will look different to when they were last with us. As we have all heard in the news “this is the beginning of our new normal,” and we do need to change the school structure to keep adults, children and families safe.

### **Arrival**

- Students should arrive at the Shinfield Road / Grove car park entrance and be dropped off no earlier than 8.50am for a 9am start.
- For afternoon sessions, students should not arrive before 2pm for a 2.15pm start.
- Parents will be guided through a one way system in their car, to enter via Shinfield Road / Grove car park and exit via West Lodge / Shinfield Road.
- In line with government guidance students should avoid using public transport to and from school.
- A meet and greet registration point will be situated outside of Peckover Hall. Please make sure every student who attends the morning or afternoon sessions registers at these desks please and abides by the 2m social distancing queuing system.

### **The following safety procedures will apply when students are in school:**

- Classes will, wherever possible, be held in different bubbles around The Park to support infection control and distancing;
- For each academic session a new, cleaned classroom will be used – once used, it would not be reused that day;
- Students will be expected to maintain social distancing of 2 metres apart at all times;
- Students will be required to bring their own refreshments and packed lunch to school. Oakview will not be open - please note in particular that water fountains will not be in operation but there will be opportunities for students to refill their own personal water bottles;
- Students will be expected to stay in their allocated morning study bubbles during break, after which they will be picked up at 1pm by parents or stay for the afternoon programme, if invited to do so.
- The lunch break will be from 1pm – 2pm for students staying for the afternoon session. Students will be told on the day where they may eat their packed lunches.
- The school will have additional cleaning throughout the school day, particularly for high contact areas;
- Students must bring their own resources into school – as a minimum, they must have an electronic device, pen, pencil, a pad of lined paper is also recommended.

- Students will not be required to wear school uniform; however, we would ask that clothing be appropriate to a professional working environment or for playing sport if they are doing GCSE PE. If students have signed up for helping on the allotment, they are advised to wear clothes appropriate for gardening. There will be no changing facilities available. After each day in school, clothes should be washed, and normal personal hygiene maintained. No other additional action is required.

- The wearing of PPE is optional for staff and students. Specialist staff will be required to wear PPE when dealing with incidents such as first aid. If students choose to wear PPE, they must bring this in from home please, as we do not have enough supplies to issue to our students.

### Operational Arrangements

#### **What about learning for my child who is not in school?**

- We will be continuing to provide guided distance online learning, however, please be patient: some staff will be in school planning for and teaching students there. This may mean that some staff will not be available for Google Meets during timetabled lessons to advise students as they would normally, however work will be set on Google Classrooms.

#### **What are we doing to keep staff and children safe?**

- Students, staff and the subjects to be taught will be carefully scheduled to minimise the number of contacts between people at school;

- The minimum number of staff will be in school;

- Students will be kept in groups (“bubbles”) at school to minimise mixing of students;

- Classrooms will be well ventilated, with doors and windows left open where possible to ensure good air circulation;

- Lessons will be much longer than usual to minimise the need to travel around the school;

- Donna Fearn (Senior Nurse) will be in attendance as will members of the SLT and Designated Safeguarding Team.

- Students will be supervised throughout the day, including break times, to ensure social distancing remains in place;

- Hand sanitiser and lidded pedal operated bins will be available in each room and at other points around the school;

- Everyone must use hand sanitiser on entry to a classroom and regularly wash their hands throughout the day;

- Social distancing will be in place in classrooms and where feasible, every student will have their own desk. ***Students must closely follow teachers’ directions about where to sit and how to move around;***

- Students will bring their own food and drinks into school and these must not be shared. There will be no food or drink (including water fountains) available in school;

- Students who start to show Covid-19 symptoms at school will be isolated in Grove House with our Senior Nurse, Donna Fearn, while waiting to be picked up by parents. Staff who start to show symptoms will leave school immediately. The areas they were in will be immediately taken out of circulation and deep cleaned;
- Toilet areas for students will be clearly communicated to students by subject staff, with social distancing in place for queuing and limited numbers of students to use the toilets at a time;
- Signage and supervision will be put in place around school to remind everyone of these rules;
- All areas will be thoroughly cleaned every day and light switches, door handles and bathrooms will be cleaned regularly throughout each day.

### **What can you do to keep your child safe?**

- Let the school know if there have been bereavements or separations in your household, to enable us to provide appropriate pastoral support;
- At the end of morning school at 1pm, parents should pick their children up from Grove car park. If students are attending the afternoon session, parents should pick up Students by 4.15pm from Grove Car Park only please.
- If your child is due to come into school and is unwell, please report it in the normal way by contacting School Reception via email or telephone;
- Children **MUST NOT** come to school if they, or a member of your household, has symptoms of coronavirus. Tests will be available via the NHS to staff and children should this happen;
- Should you need to drop something off at school for your child that cannot wait until the end of the school day (e.g., medicine), please contact reception first who will advise you on the protocol for this.

We hope that the above information is helpful to you and your family. We know that this new type of schooling is strange for everyone, but we are certain that with your continued support we can provide a safe environment for our students, staff and families.