



16 July 2020

Dear Parent/Carer

As we approach the summer holiday, I would like to outline the plans that we have put in place for September's return to school for all students. The school has been working within the guidance from the Department for Education and with the full support of the Midsomer Norton Schools' Partnership Trust, to make sure that we can make Mendip Studio School as safe as possible for students and staff.

The plans in school have been developed so that we can continue to provide as full a curriculum to all year groups as possible, observing all the guidelines for safety, as priority. We will keep you updated as we receive new information from the Government and Trust.

Transport to and from school

Students will be able to use transport provided by the Local Authority, our school or public transport and must wear a face covering. Students will be reminded not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

We encourage students to walk or cycle wherever possible. Some parents will want or need to drive their children to school and we would ask you to avoid parking, due to the space restrictions on site. The drop-off point is in the Sports Centre car park (please use the one way system) and then students should walk through the pedestrian gate.

School Opening times

Students should arrive in school before the start of tutor time (8.50am) and should leave promptly at the end of the school day (3.25pm). After school activities will largely not run in Term 1, though the Orchid project will continue for separate bubbles on different days (more anon). Students should go straight to their tutor room when they arrive at school and should not wait outside or in the corridors.

Entry into school

Students will also be allocated a designated entry and exit door to use where hand sanitiser stations will be set up. Student timetables will show the rooms that they are assigned and clear signage will be in place to direct students to their correct entrance. Here is the **School Day**:



Timing	Event	Year 13	Year 10, 11 and 12
8.30 onwards	Enter MSS	All students go straight to tutor room	
8.50 - 9.00	Tutor-coach	Registration in tutor bases	
9.00 - 9.50	Period 1		
9.50 - 10.40	Period 2		
10.40 - 11.50	Period 3	10.40-10.55 - Y13 Break	11.35-11.50 - Y10, 11, 12 Break
11.50 - 12.50	Period 4		
12.40 - 1.00	Lunch and PSHE	12.40-12.55 6th form outside window MSS servery	Tutor time in tutor base
1.00 - 1.25		Lunchtime in outside area/tutor room	PSHE in tutor base
1.25 - 1.45		PSHE in tutor base	Lunchtime in outside area/tutor room
1.45 - 2.35	Period 5		
2.30 - 3.25	Period 6		

Break & Lunchtimes

Break and lunch times have been staggered for the two bubbles, Year 13 (Sixth Form Bubble) and Y12, Y11 and Y10.

Break time has been added on to lesson 3 and each bubble will have a 15 minute break on a rolling cycle. Students will have a chance to use the toilets and will then return to lesson 3.

At lunchtime, to ensure that bubbles do not mix, year 13 will need to remain in the Sixth Form building for break and lunch times having an allocated inside and outside space to go to. Hand sanitiser will be located at the entrance and exit of the dining hall.

We will not be using our biometric payment system for the foreseeable future. Instead, students will be issued with a contactless card which will work in the same way, but it is important that they bring this with them every day and that they do not share their cards with others.

Student groupings

Students will be in group bubbles - Year 10, 11 and 12 forming one bubble and Year 13 joining the Sixth Form



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bubble, in order to maximise access to their curriculum, whilst maximising safety. We will work hard to prevent these group bubbles from mixing to minimise the impact, in the unlikely event of a Covid case. In order to prevent casual mixing of bubbles, students will not be moving as frequently from classroom to classroom - staff will move to the students who will be based in defined areas of school and only where specialist rooms are needed, will students themselves move around the site. Any movement around the site will be led by a member of staff. The less movement, the less chance of mixing bubbles and the less likely it is that any infection is spread.

In Classrooms

Social distancing is still important to prevent the spread of Covid-19. However, the Government has said that social distancing in schools is now required less than previously, as there are far fewer people with the Covid-19 virus in communities. We have been told that classrooms can now be used with the normal number of children. There is no longer a requirement for children to be two metres from one another, although they should not directly face one another. All adults must try to maintain a distance from children, as close to two metre Government guidelines as possible. This will not always be possible if children need support that needs closer supervision. Classrooms will have tables and chairs in rows and we will aim to have all children facing forward to reduce the risk of any infections being passed between individual children. Please ensure your children are aware of these arrangements and follow them for the safety of all in school.

School Equipment

Each student is expected to bring equipment with them to school. The basics are pen(s), pencil, ruler, rubber, calculator, digital device (other than a 'phone). Equipment must not be shared. Student exercise books will be kept in the classrooms, where they are taught, and will not be taken home. Reports outlining student progress will be sent home regularly, as usual.

What to wear for PE

If a student is timetabled to have PE, we ask that they wear PE kit to school for the whole day so that we avoid using changing rooms. We are looking at sourcing a standardized PE kit (ideas welcome to Mr Pugh-Jones). We are hoping that this will be available in the early part of the new term. In the meantime, black joggers, trainers and a polo shirt would be suitable.

Assemblies

In line with the current guidance, we will not hold assemblies in the Theatre, however these will be carried out virtually where possible.

End of School Routines

At the end of the day, Years 10, 11 and 12 will leave from 3.25pm and be directed to leave the site via the pedestrian gate. The pick up point for cars is the Sports Centre car park. Students will need to maintain social distancing while waiting for collection or to board a bus.

Fire Safety & First Aid

Our usual fire evacuation and first aid procedures will continue as normal. Additional precautions will be taken when administering first aid and if a student becomes unwell in school, staff caring for the child while we wait for Parents/Carers, will wear PPE. Any child with Covid symptoms will be placed in a room set aside and isolated from other children and staff until collected from school.

Keeping hands clean is one of the most important ways of preventing the spread of Covid-19. Children and adults



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need to wash their hands or use sanitiser on entry to school in the morning and at other regular points during the day e.g. break times, lunchtimes and end of day. It would be very helpful if each student brought their own hand sanitiser (at least 70% alcohol) to school. Please reiterate the importance of hand hygiene with [NAME].

Cleaning in schools

Cleaning materials will be available in all classrooms to ensure surfaces are kept as clean as possible and regular cleaning will occur throughout the school day in all areas. In specialist rooms (IT suites, music rooms where keyboards may be used), cleaning equipment will be readily available and students will be expected to sanitise the equipment they may use (wipes will be provided for this). In order to help us keep good hand hygiene in school, it would be helpful if students bring their own hand sanitiser to school.

Toilet breaks

Students can use the toilets in MSS, whether they have been having a lesson in the building or not, to maintain the integrity of the bubble. They will need to wash their hands for 20 seconds or more. These same toilets can be used during breaks and lunch time.

Behaviour

I know that you will understand that we will need the best possible student behaviour at this challenging time. Students will need to follow the guidelines to ensure that we minimise risk of infection. If a student puts the health and safety of others at risk, students will need to be collected from school.

Attendance

The Government has been clear in its guidance and has asked schools to enforce attendance procedures for children, as normal, and so all students need to be in school from September. We understand that some students and parents will be anxious about the return to school and, if this is the case, please let Mrs Willcox know (nwillcox@mendipstudioschool.org.uk) so that we can arrange support. If your son/daughter shows any symptoms of the coronavirus, or indeed any other illness, they should remain at home. Please inform us of any absence by calling 01761 433557 before 8.50am.

Parents' evenings

These will be held virtually via Google Meet and we will review this provision in December for the events in 2021.

School trips

I am sorry to say that we will not be able to run trips in the Autumn term of school, between September and December. This is because additional staff is needed for health and safety ratios on trips would result in an increase in pressure on staffing left at school. Equally, placements for Level 3 Childcare will need to be postponed until January. We will review this provision at Christmas in preparation for the New Year.

The school experience will be different for all of us in September, but our priorities are safety and curriculum access - these adaptations to the working of the school are to ensure we meet them. We have updated the Risk Assessment for the school and this will be shared with you as soon as possible. As further guidance becomes available, we may have to adjust our plans, keeping you informed, throughout.

Please get in contact if you have any questions about the arrangements as detailed and thank you for your continued support under these extraordinary circumstances.



Yours sincerely

Bruce Hain
Headteacher