

June 2020

Dear Parents/ Carers

I am writing to give you an update on the key worker and vulnerable pupil in school provision offered by the school in Term 6. Please note that the information below only applies to pupils in the Secondary Phase accessing key worker or vulnerable pupil provision.

If you have a child in the Primary phase you will receive separate information about this as the national guidelines for primary and secondary schools are now different due to the different stages of re-opening.

The information below is based on the latest guidance from the government which comes into effect from Monday 1 June and represents a significant change from the provision we have been previously offering pupils. It is important that you read this information and ensure that your child is aware of the expectations of them to ensure that all members of the school community are as safe as possible.

**May I also remind you that the school is closed on Monday 1 June and Tuesday 2 June for staff training on the updated guidance.**

#### **Social Distancing in School through 'Bubble' groups**

- From Wednesday 3 June all children in school will be put into 'Bubbles' to minimise contact between different groups within the school.
- The Secondary phase provision will be open from Monday to Friday each week except for Monday 1 June and Tuesday 2nd June.
- There will be a maximum of 10 children in each bubble. We cannot guarantee that children will be with all their friends in a bubble.
- We will ensure siblings are in the same bubble and where possible pupils who travel to school together will be in the same bubble.
- The bubbles are colour coded blue, yellow and green.
- Pupils will remain in their bubble during the day and be supervised by a small group of staff who will also form part of that bubble.
- You will be advised which bubble your child is in in a follow up message after you receive this letter.
- If a pupil consistently fails to follow public health guidelines they will have their right to in school provision removed.

#### **Pupil Uniform**

- Pupils will continue to be allowed to wear their own clothes in the Secondary phase.
- We would ask that pupils wear a fresh set of clothes each day to minimise the risk of spreading the virus.



Specialist Schools  
and Academies Trust



Headteacher: Mr P J Marchant BSc | Eldon Road, Eastbourne, East Sussex, BN21 1UE  
Telephone: 01323 731340 | e-mail: [office@cavendish.e-sussex.sch.uk](mailto:office@cavendish.e-sussex.sch.uk) | [www.cavendishschool.net](http://www.cavendishschool.net)

## Entering School

- Secondary pupils will now be housed in the Secondary phase building to create space for the phased wider opening of the Primary phase for specific years.
- Pupils will access the Secondary phase via the doors leading to the welfare office.
- Markings will be in place outside the building and along the corridor leading to 105 to promote social distancing. Pupils should maintain social distancing whilst waiting to enter school.
- There is a staggered start to promote distancing:
  - The blue bubble will start at 8.40am
  - The yellow bubble at 8.50am
  - The green bubble at 9.00am.
- **We would ask that pupils arrive at school no more than five minutes before their allocated start time.**
- Pupils will be given sanitiser as they enter the building
- SLT, Guidance lead & welfare team will be in place to support pupils entering the building and taking the register.
- Teaching staff will be at the entrance to their classroom to welcome them in.

## The classroom environment

- Each bubble is allocated to one classroom:
  - Blue- Room 107
  - Yellow- Room 105
  - Green- Room 111
- Each classroom will have its own laptop trolley.
- When pupils arrive at their classroom they should come in, take their named laptop from the laptop trolley and sit down at their named desk.
- The classroom will have clearly set out areas for each pupil to work in. An exercise book will be provided but pupils should bring in their own pencil case with pen, pencil, ruler as a bare minimum.
- There will be no sharing of equipment or stationery.
- Tables will be positioned with markings on the floor showing their location, pupils should not move their tables.
- Tissues and hand sanitiser will be available in each classroom and hand sanitiser should be used every time a pupil leaves or enters the classroom.
- Classrooms have been modified to meet current guidance. Eg 2 meter space between where the pupils sit.
- Tissues and hand sanitiser will be available in each classroom and at key entry and exit points around the school.
- Lidded bins will be available in each classroom and all rubbish will be double bagged.
- Classrooms will have promotional posters reminding pupils how to wash hands and to catch it, bin it, kill it.
- All doors will be propped open and only closed if evacuation procedures are initiated.
- All windows will be opened.
- All areas will be cleaned each day and will not start until 30 minutes after the last staff member has left the building (4pm planned).
- Pupils will be expected to work independently on the school work that has been set by teachers.
- There will be no practical activities such as PE provided.

## Break & Lunch

- Break and lunchtimes will be staggered for each bubble.

- Due to changing demand the school canteen will now only be able to provide cold packed lunches.
- Lunch can only be paid for in advance by parent pay as the in school machines are now not in operation.
- Pupils in receipt of Free School Meals will be entitled to a packed lunch should they wish it.,
- Lunch for pupils will be brought to their classroom.
- Where possible pupils will go outside at break and lunchtimes.
- Pupils must follow social distancing guidelines during break and lunchtime. This means that pupils should not play games where they come within 2 meters of one another.

### Toilet Breaks

- Only one pupil will be allowed to go to the toilet at any given time.
- Pupils should only use the toilet cubicle designated for their bubble. Both boys and girls toilets have cubicles with blue, yellow and green labels on them.
- Pupils should sanitise their hands on return from the toilet.

### Sickness

- If a pupil feels ill for any reason during the day the pupil will be collected by the Guidance Leader or the designated first aider to be checked and sent home if appropriate.

### What will happen if there is a case of Coronavirus in school?



The person with symptoms must self isolate for 7 days.



The people they live with must self isolate for 14 days.



If anyone tests positive, the whole group (Bubble of 10-15 plus adults) must self isolate for 14 days.

- If a person, pupil or member of staff, in the bubble is showing any of the symptoms of coronavirus they will be sent home and the bubble closed for **3 days** so that a thorough clean can go ahead.
- Parents of the affected bubble will be informed immediately if a bubble is closing by email and telephone. This may result in children being required to leave school during the day.
- Should the person test negative for the virus then the bubble will reopen to all children and adults. However, if there is a positive test result the bubble will remain closed for 14 days and you should follow the information in the diagram above for all family members.
- If a pupil is displaying Covid-19 symptoms parents will be informed they must follow government guidelines for self isolation and get their child tested as soon as possible. They should inform the school of the outcomes of this test as soon as it is received in a 3 to 5 day

window. The pupil should not return to school until they have completed 7 days of self isolation and no longer display symptoms or can confirm a negative test result.

- If no response is received, then that pupil will need to self isolate for 14 days.
- If a positive test is confirmed that bubble will close down for 14 days and all pupils and staff in that bubble will be expected to self isolate for 14 days. If a member of staff begins to feel unwell with Covid-19 symptoms they should go home straight away and follow government guidelines and get tested.

Whilst there is a considerable amount of information here we have aimed to ensure that you have all of the information you need to ensure that all members of the school community remain safe in line with the latest guidance. The safety of our pupils and staff is of the utmost importance to us.

If you have any questions about the information in the letter or any other matter, please do not hesitate to contact me.

Yours

Ian Swingler  
Head of Secondary Phase