



Portchester Community School. November 2020

Risk assessment - Opening for all students. V10

Risk assessment devised based on information extracted from the documents detailed below and knowledge of the specific school students, staff, site and needs.



Department for Education: November 2020

Guidance on what the new national restrictions mean for education and childcare settings. We have published information on what the [new national restrictions mean for education and childcare settings](#). This guidance is for early years providers, schools, further education providers and children's social care settings.

Being at school is vital for children's education and for their wellbeing. Time spent out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of education, and children's future ability to learn. It continues to be our aim that all pupils, in all year groups, remain in school full-time. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. For the vast majority of children, the benefits of being back in the classroom far outweigh the low risk from coronavirus (COVID-19) and schools can take action to reduce risks still further. (DfE November 2020)

Summary points:

Visitors to the setting: Settings should restrict all visits to the setting to those that are absolutely necessary.

Clinically extremely vulnerable children and staff: More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions.

Out-of-school activities and wraparound childcare: Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: work or search for work / undertake training or education Out-of-school activities may continue to operate for the purposes of respite care, including for vulnerable children.

All other out of school activities, not being primarily used by parents for these purposes, should close for face-to-face provision for the duration of the national restrictions.

Exams: The Prime Minister and Education Secretary have been clear that exams will go ahead next summer, as they are the fairest and most accurate way to measure a pupil's attainment. Pupils now have more time to prepare for their exams next year, as most AS, A levels and GCSEs will be held 3 weeks later to help address the disruption caused by the pandemic. Further information to follow from Ofqual

- > [Guidance for full opening: schools](#) – with additional guidance of the where of face masks issued on 25/08/2020
- > [Guidance for full opening: special schools](#) (this includes guidance on students with EHC plans that should be useful for mainstream schools as well)
- > [Implementing preventative measures in education settings](#)
- > [Guidance for secondary school provision](#)
- > [Safe working in education settings](#)

The original thinking was that the 'bubble' structure would remain only until October – a revision of this strategy now means that this provision will now remain in place for the majority of the academic year.

Summary: The school timetable has been reviewed to support social distancing measures and provide a quality learning experience by;

- Organising provision within cohort 'learning bubbles'
- Each 'bubble' will be located in a specific curriculum space for the day – within that space lessons / breaks / lunches will take place
- Morning tutor periods will take place in the allocated 'bubble' space with the Period 1 teacher.
- Each 'bubble' will have a specific learning or pastoral focus for each morning.
- The 5 cohorts 'bubbles' will rotate around the 5 curriculum spaces during the week – changing each day.
- Briefing all students and staff in detail before their return to school will be through a 'teams' briefing with SLT with HOY and through Inset information. This will be followed by a text to parents indicating information will be available on the school website.
- Students will enter and leave the school through a directed access points – temperatures will be taken on entry to school.
- Limiting the number of people required on school site at any given time – parents do not need to enter the school site unless there is a specific need to support a child arriving at school, or that the parent has an appointment with a member of staff.
- Reduced recreation time on site and staggered break arrangements.
- Removed lunchbreaks / assemblies / tutor periods
- Allow for more frequent and deeper cleaning across the school

Changes to school organisation



Temperature checks



- Protecting students and staff from a second wave of infections
 - Recognising the symptoms
- Temperature
Persistent cough
Loss of taste

HAZARD	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN IN PLACE BY?
<p>Contact with someone suffering from coronavirus</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be directed to access testing and engage with the NHS Test and Trace process.(New guidance September 2020 – Schools can refuse to have students in school they suspect of being covid-19 positive without a ‘negative test’)</p> <p><i>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</i></p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated in the medical area until they can be picked up.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can’t be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>Home testing kits are available in school, these will be given to parents/carers collecting symptomatic children, and to staff who’ve developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will contact the DfE – contact details are at the end of this plan / The Headteacher will also inform the Local Authority. The Leadership and Site team will carry out a rapid risk assessment to confirm who’s been in close contact with the person, and these people will be</p>	<p>SLT / Line manages to keep in regular contact with all staff</p> <p>Pastoral leads to be first point of contact for students and parents – information to be sent to parents.</p> <p>Confidential information via returns to be secured on CPOMS and tracked by DSLs</p> <p>Medical staff</p> <p>Kits are in school – to be issued as last resort due to reported unreliability</p> <p>Leadership and Site teams.</p>	<p>In place</p> <p>In place</p> <p>From the start of term – September 2020</p> <p>In place</p> <p>In Place</p>

HAZARD	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN IN PLACE BY?
	<p>asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The students and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person – this will mainly be contacts within the learning bubble. 	<p>Now on Sims and Classcharts – seating plans. Students are recording contacts in Diaries.</p>	<p>Sims and Classcharts updated from 3rd November by teaching staff.</p>
<p>Contact with coronavirus when getting to and from school</p> <p><i>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</i></p>	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. From September 14th the law on groups in public came into force – The rule of six must apply to all students / parents / staff outside of school Social distancing must be encouraged by staff for all students and staff.</p> <p>Students will be directed to use specific access points to the school that are linked to their learning bubble – this will change for each day of the week according to their timetable.</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, students and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Students are grouped together on transport to reflect the groups that are adopted within school ref: School transport arrangements • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles (site team) • Children over the age of 11 use face coverings where appropriate, such as if they're likely to 	<p>SLT and Pastoral leads to direct starts and end of days from each key access point.</p> <p>From September 14th staggered end of the school day begins as an additional safety precaution.</p> <p>From November a second staggered end - from 1:40 for one cohort per day in now in place.</p> <p>SENCo / School co-ordinator (H Tonks)</p>	<p>Before the start of term. Reinforced through Assemblies / pastoral teams</p> <p>Through regular preparations for the start of term, and following HCC guidance.</p> <p>In place</p>

HAZARD	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN IN PLACE BY?
	<p>come into very close contact with people outside of their group or who they don't normally meet</p> <p><u>Parents/carers who need to drop off and pick up students will be told through messages and signage:</u></p> <ul style="list-style-type: none"> • The protocols for minimising adult to adult contact • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment 	<p>SLT / Site team In liaison with Nursery leadership.</p> <p>SLT to communicate requirements to parents via letter and website protocols.</p> <p>Site team are support – plus staggered exit times have been introduced</p>	<p>In place</p> <p>In place</p> <p>In place</p>
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities will be provided in the usual places within school – toilet areas / science and food rooms, and PE changing facilities. Hand sanitisers will be at the entrances to school and within the 'learning bubble' spaces, and medical facilities.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands, (alcohol based sanitisers will not be used in Science in line with CLEAPS guidance) • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p>	<p>Site and facilities team</p> <p>All staff to model and implement.</p> <p>Site team</p>	<p>In place</p> <p>In place</p> <p>In place</p>
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Classroom desks and tables / offices • Bathroom facilities (including taps and flush buttons) • Door and window handles 	<p>Each teaching space within the 'Learning bubbles' will have equipment to clean down the main surfaces of the room on a regular basis.</p>	<p>In place and changed daily</p>

HAZARD	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN IN PLACE BY?
	<ul style="list-style-type: none"> • Light switches • Reception and administration areas • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment / outdoor equipment • Fingerprint scanners. These have been replaced by swipe cards. <p>Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, masks, lunch boxes / snacks / drinks, coats, books, stationery and mobile phones.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Teachers will wash their hands and surfaces before and after handling students' books. This will restrict the use of 'live marking' in class.</p>	<p>A schedule for 'bombing' each high use space is in place to ensure a regular deep clean of high use spaces.</p> <p>If appropriate, teaching spaces will be rotated to facilitate deeper regular cleaning.</p> <p>Teacher in charge of resources / Subject Leader / LRC manager.</p> <p>SENCo / Physiotherapy staff</p> <p>Teaching staff to review strategies for feedback</p>	<p>Site team complete this routine daily.</p> <p>In place.</p> <p>In place and monitored by Subject Leaders and Site team</p> <p>In place in LRC</p> <p>In place</p> <p>In place</p>

HAZARD	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN IN PLACE BY?
<p>Spreading infection due to excessive contact and mixing between students and staff in lessons</p>	<p>Cohort 'Learning bubbles' have been established – with students remaining in the same groupings for the foreseeable future. Staff will rotate within each of the bubbles on a daily basis, and at times move between bubbles. This reduces the risk of cross infection and infection transfer by students.</p> <p>Breaks will occur in scheduled 'bubble' spaces, and hot snack will be served in the Main Hall (see enclosed plan) ,packed lunches from home, eaten within the 'Learning bubble'. Outside breaks will be within designated space with only bubble members within the space.</p> <p>All students will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards where possible, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 students, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Students will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Students will be advised to wear PE kit on allocated days in order to reduce changing arrangements.</p> <p>Following the new Guidance issued in early November 2020 – all extra-curricular activities have been suspended for the period of the 'second lockdown' period. Only exam based or 'wraparound' activities will occur.</p> <p>Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between students will be maximised as much as possible.</p> <p>Staff can work across different groups (within a learning bubble) in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally up to 2 metres apart). Close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. Staff and students may use masks and visors as appropriate.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. (We have not used Supply teachers since</p>	<p>Pastoral leaders</p> <p>Duty staff</p> <p>Teaching staff</p> <p>Subject leaders / subject teachers – T Webb</p> <p>PE Team</p> <p>PE Team</p> <p>PE Team</p> <p>All staff have been directed to wear face coverings when working in classrooms in close contact with students – particularly in the role of LSA SENCo / LSAs</p> <p>H Tonks / T Webb</p>	<p>In place with revised movement arrangements for Hums / Lunches. In place.</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>

HAZARD	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN IN PLACE BY?
	<p>March 2020)</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>An additional workspace for staff has been set up in AR1 – with Laptops / essentials to take pressure off the staffroom provision.</p>	<p>SENCo</p> <p>Site team</p>	<p>In place</p> <p>In place</p>
<p>Spreading infection due to excessive contact and mixing between students and staff around and outside of the school</p>	<p>Students will be kept in the same groups for most of each day, and be kept separate from other year groups.</p> <p>Face Covering: In schools where pupils in Year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This was already the case for pupils in year 7 and above, and staff and visitors for those schools that were in areas where local alert level ‘high’ and ‘very high’.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Students will be supervised at all times to ensure mixing between groups doesn’t occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding. Each ‘Learning bubble’ will have identified toilets.</p> <p>Staff use of staff room – will have a capacity of 8 persons at any one time. Learning bubbles will be advised to facilitate a staff space for breaks and PPA.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained. Visits will happen outside of school hours wherever possible.</p> <p>A record will be kept of all visitors.</p> <p>From November 2020 two Breakfast Club provisions restarted – The Youth Wing and Radish catering. Both have social distancing strategies in place. This compliments our view that students</p>	<p>Subject leaders and pastoral support to support each cohort in their ‘learning bubble’ environment.</p> <p>All staff and students</p> <p>Duty staff</p> <p>All staff / students</p> <p>MT / CG Radish catering</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>

HAZARD	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN IN PLACE BY?
	should have access to hot food during the colder seasons.		
Spreading infection due to the school environment	<p>Checks to the premises are being done to make sure the school is up to health and safety standards on a regular basis – this includes a regular review of cleaning with our contract provider.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>Site and facilities team.</p> <p>Medical team with SLT links</p> <p>Site and facilities team.</p> <p>Site and facilities team.</p> <p>PE Team</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>In place</p>
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, all meetings will be conducted by telephone or using video conferencing (Microsoft Teams is the preferred safest model). This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	<p>IT support to facilitate training and developing expertise.</p> <p>Teaching staff and Pastoral team</p>	<p>In place and operating well</p>
Individuals vulnerable to serious infection coming into school	<p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. An individual assessment will be made of needs and support.</p>	<p>Evidence from individuals and medical professionals</p>	<p>Under review due to changing attendance.</p>
Daily reporting – Educational Setting Status	<p>The DfE are asking educational settings for information about pupil or student attendance and setting closures or partial closures during COVID-19.</p> <p>We use this service to report: numbers of pupils or students attending / staff absences / whether your setting is open to all pupils or students</p>	<p>Completed daily by H Tonks</p>	<p>In place.</p>

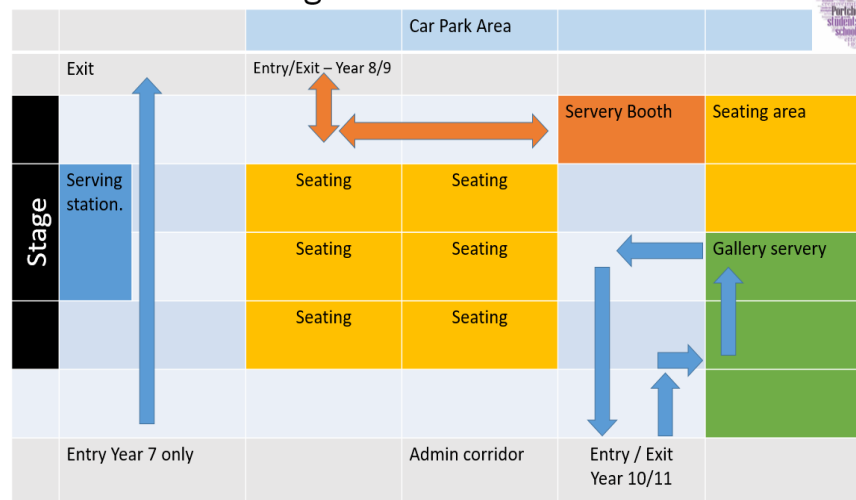
Summary information shared with parents, staff and students – November 2020

Summary: Learning Areas – Wet Break spaces. From Nov' 2020



	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7 Base	English	Maths / PE	Maths	Humanities	Science
Wet break	Drama studio	Drama studio	Drama studio	Drama studio	Drama studio
Year 8 Base	Humanities	English	Humanities/PE	Science	Humanities
Wet break	Sports Hall	Gym	Sports Hall	Gym	Sports Hall
Year 9 Base	Science / PE	Humanities <i>Options A / B</i>	English	Technology <i>Options C / D</i>	English
Wet break	Gym	<i>Sports hall</i>	Gym	<i>Sports Hall</i>	Gym
Year10 Base	Maths	Science	Technology <i>Options A / B</i>	Maths <i>Then English</i>	Technology <i>Options C / D</i>
Wet break	<i>Main Hall</i>	<i>Main Hall</i>	<i>Main Hall</i>	<i>Main Hall</i>	<i>Main Hall</i>
Year11 Base	<i>Options K / M</i>	<i>Options L / J</i>	Science	English	Maths
Wet break	<i>Odyssey/ML1</i>	<i>Odyssey/ML1</i>	<i>Odyssey/ML1</i>	<i>Odyssey/ML1</i>	<i>Odyssey/ML1</i>
1:40 Finish	<i>Year 9</i>	<i>Year 10</i>	<i>Year 8</i>	<i>Year 11</i>	<i>Year 7</i>

Main Hall – Dining areas from November 2020



Staggered end to the School Day



First End of Day bell **Years 7 / 8 / 9 students**
3:00pm **released**

Second End of day Bell **Years 10 / 11 students**
3:10 **released**

Reviewing the school day – November 2020



	From November 2020 to Easter 2021				
Registration	8:45-9:00				
Period 1	9:00-10:00				
Period 2	10:05 – 11:05				
Break 1– Hot food served.	11:05 – 11:35 (30 mins)				
Period 3	11:35- 12:35				
Period 4	12:40-1:40				
Break 2	1:40 – 2:10 (30 mins)				
Period 5/Assembly/Home (1:40)	Mon	Tues	Wed	Thurs	Fri
Assembly	Year 11	Year 7	Year 9		Year 8
Home	Year 9	Year 10	Year 8	Year 11	Year 7

Department for Education coronavirus (COVID-19) helpline – opening hours

The Department for Education coronavirus (COVID-19) helpline is available to answer questions about coronavirus (COVID-19) relating to education settings and children's social care. Please listen carefully to all of the available options before selecting the most appropriate option for your nursery, school, college or university.

Please select option 1 or 2 if you require specific advice on the action to take to respond to a positive case of coronavirus (COVID-19) in your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts and will inform you what action is needed based on the latest public health advice. Please select option 3 or 4 for any other questions about coronavirus (COVID-19) relating to education settings and children's social care.

Phone: 0800 046 8687 Opening hours: Monday to Friday from 8am to 6pm. Saturday and Sunday from 10am to 6pm

Most recent letters to parents enclosed.

RC/JAE

19 October 2020

Dear Parents and Carers

Further to my letter sent last Friday, please find below the details of the new arrangements for after half term:

- To support sustainability of delivery, one year group per day will go home at the end of Period 4 (1.40 pm).
- To support year group cohesion and communications, most year groups will have one Period 5 assembly per week.
- 'Knowledge nuggets' will be added to the on-line learning menu.
- Hot meals will be available between 8.00 am and 8.30 am and 11.05 am and 11.35 am each day. Cashless catering cards will be issued to students and staff this week.
- Breakfast Club will be re-established before school in the Youth Wing.
- Year 11 use of the Young Wing at a break period per day as a new privilege.

Those students who come to school via 'school transport' will have a Period 5 session in an allocated room, with supervision, and leave school at their usual time. Thank you in advance for your support.

Yours sincerely

Mr R Carlyle
Headteacher

Reviewing the school day – From November 2020

	From November 2020				
Registration	8:45-9:00				
Period 1	9:00-10:00				
Period 2	10:05-11:05				
Break 1– Hot food served	11:05-11:35 (30 mins)				
Period 3	11:35-12:35				
Period 4	12:40-1:40				
Break 2	1:40-2:10 (30 mins)				
Period 5/Assembly/Home (1:40)	Mon	Tues	Wed	Thurs	Fri
Assembly at 2:10	Year 11	Year 7	Year 9		Year 8
Leave school at 1:40	Year 9	Year 10	Year 8	Year 11	Year 7



16 October 2020

Dear Parents and Carers

Thank you for your sustained support through a very busy first half term of this academic year. During the half term, we have aimed to provide stability and consistency during very challenging times. The challenge seems to be growing in terms of our ability to sustain our current level of provision and, therefore, in anticipation of further turbulence, I will be making a number of structural changes to the way the school will be operating after the October half term.

Key changes from Monday 2 November 2020

- The whole school 'Bubble' timetable will remain in place but be operated through our SIMS system to facilitate better communication and preparation of reports for parents.
- To support sustainability of delivery, one year group per day will go home at the end of Period 4 (1.40 pm). Online work will be issued to be completed as directed by the class teacher.
- To support year group cohesion and key communications, most year groups will have a cohort activity, such as an assembly or group activity one Period 5 session per week.
- 'Knowledge nuggets' – pre-recorded key learning points will be added to the school website to support future home learning and revision sessions.
- With the advance of colder weather, hot food will be served between 8.00 am and 8.30 am and 11.05 am and 11.35 am each day. More information below.
- Breakfast Club will be re-established before school in the Youth Wing.
- Year 11 use of the Youth Wing at a break period per day as a new privilege.

In school catering from Monday 2 November 2020

A new cashless catering provision will be starting in November. Next week, all students will be issued with a new contactless cash card. This will replace the old biometric (fingerprint) process.

Parents will need to use their online account to charge money to their child's account before Monday 2 November 2020 in order to access hot food and drinks from school.

New Year 7 parents will receive more information about how to set-up a new account.

Any parent having difficulties with this system can e-mail: finance@portchester.hants.sch.uk. Menus will be available around the school and on the school website next week. Catering will be on a 'cashless', 'grab and go' basis to support the COVID-19 protective measures already in place in school.

Parents in school

A small number of parents are turning-up at school expecting to see staff immediately. We do not operate this system, especially in the current climate, where we are trying to reduce visitors to the school site. Appointments with staff can be made by calling the school reception or e-mailing the specific member of staff directly. All e-mail addresses are on the school website.

COVID-19 update

Thankfully, the local data appears to remain relatively stable. However, national data indicates that the age group 10-19 have increased rates of testing positive. We are, therefore, asking for your support in getting a few key messages across. They are:

- Retain social distances, especially in public places.
- Do not share: food, phones, equipment or make-up. Sharing these items can spread the virus.

- Refresh your mask – wash it or replace it regularly.
- Keep cleaning your hands.
- Do not touch your face.
- Wear a mask in all busy places.
- Reframe from visiting each other’s houses.

Thank you in advance for your support with this.

Year 11

Exams 2021: Contingency plans not to be published until November.

Students, parents and teachers will have to wait until November to find out about the Government’s contingency plans for next year’s examinations – including what role teacher assessment might play. The Department for Education (DfE) is planning a six-week consultation as it considers measures needed to address any potential disruption that COVID-19 might cause next summer.

In a letter to exams watchdog Ofqual this week, Education Secretary, Gavin Williamson, said he wants to inform schools of the conclusions of the contingency planning in November. It comes as the DfE confirmed its plans to delay most GCSE examinations by three weeks next summer. It means that the 2021 examination series will begin on 7 June and end on 2 July. Results days will be Friday, 27 August, for GCSEs.

Key dates:

W/k beginning Monday 19 October 2020	Year Group Celebration Assemblies.
Monday 19 October 2020	Year 7 Influenza vaccinations.
Friday 23 October 2020	End of Term 1. Summative Effort Reports for Year 11 home.
Monday 2 November 2020	Term 2 starts: <ul style="list-style-type: none"> • Student Leaders’ Meetings. • Year Group Assessment Assemblies. • The Mentoring Programme for Year 11 will commence.
Wednesday 4 November 2020	Year 11/Year 10 Careers/Post 16 event (more information to follow).
Monday 9 November 2020	Remembrance Assemblies week. Summative Effort Reports home for Years 9 and 10.
Friday 13 November 2020	A written report will be sent home for Year 11.
Monday 16 November 2020	Careers Assembly week. Summative Effort Reports home for Years 7 and 8.
Wednesday 18 November 2020	PTA AGM on-line meeting – 6.30 pm (please contact ptapcs@gmail.com or see the school website).
Monday 23 November 2020	Personal Finance Assembly week.
Wednesday 25 November 2020	Year 9 Parents’ Evening.
Wednesday 16 December 2020	PTA online meeting – 6.30 pm.
Wednesday 10 January 2021	PTA online meeting – 6.30 pm.

Yours sincerely
Mr R Carlyle
Headteacher