



Leventhorpe

a business and enterprise academy

3 September 2020

Re: Specific adaptations for curriculum areas

Dear Parent/Carer,

Thank you for your support in bringing your children back to school this week. We are conscious that there has been a huge amount of extra information this year for parents and that there is a lot to take on board.

Mr. White wrote to you last week to outline our whole school Covid secure measures, and so this week now that we have started to get used to this, I am going to give some more information about things we are doing to be Covid secure in individual subject areas. Please find the letter that was sent on 26th August regarding procedures and process since we reopened on Wednesday 2nd September. <http://leventhorpe.net/documents/content/Parental%20Comms%20Wednesday%2026th%20September%202020.pdf>

We are delighted to have students back in school and we would like to encourage you to help your child get the most from their school days and homework by being organised and making the best of their educational time.

We are aware that there are various concerns circulating on social media and other platforms regarding the return of students to school. We have followed national guidance and have explained our expectations to you. However, there are some misconceptions that are circulating on some social media platforms. The following BBC article might be useful to read if you want to sense check the validity of some issues related to the return of students to schools.

<https://www.bbc.com/news/53919867>

General matters

The need to keep students in year “bubbles” and to avoid as much movement around the school building as possible has meant we have needed to suspend the use of lockers for students. This means that having the right books and equipment in a school bag is important for lessons to run well. It is easy to underestimate, how complicated it is for a student to learn their timetable and have the right things each day and many students benefit from the support of parents and carers at the start of term and beyond.

Where possible, teachers are trying to store exercise books and textbooks in the classroom so that students have a few things to carry as possible. However, for older students, sometimes it will be important to take a book or a file home so it will be useful for every student to have a bag or rucksack. Because of the need to be Covid safe, it is not appropriate to lend students equipment, nor for students to borrow it from their friends and so it is especially important that every student has their own pens, spare pens, pencils, highlighters, erasers, glue-stick, ruler, safety scissors and a calculator.

Home learning

Since Office 365 Teams proved to be a successful way of setting, taking-in and marking work during the lockdown, we are going to keep this running as our platform for home learning (homework). This ICT based system is also a big help in reducing the books that a student might need to carry home from school, because work at home can be completed electronically.

We would urge parents and carers to take a real interest in their son or daughters home learning, and we may need to call upon your support if work at home is not being done. It is practically very difficult for the school to support students to catch-up on missed homework, now that lunchtime has to be shorter, so if they don't do it at home they could quickly fall behind.

SIMS Parent Gateway

This parents' app has proved to be a useful communication tool and it will help parents and carers to support learning. For instance, each student's timetable is easy to see on this app as well as a potential list of marks for not having equipment for completing home learning. If messages about missing work or items start to appear, then this is a sign your son or daughter might need some support with their personal organisation and time management. The parents' app is also a great tool for sharing when student's do well and are awarded merits. If your app account seems to be having problems then Mrs Copeland nc@leventhorpe.net can be contacted to provide app account support.

Specific subject area Covid adaptations

The table below doesn't detail everything that we will say to students when we are advising them how to keep safe, but it highlights points that parents/carers might find most important to be aware of. Subjects not mentioned operate under the general principles above and in Mr White letter last week.

Art	Younger students will be provided with all the art materials needed beyond the usual stationery requirements. They will need to bring this equipment to every lesson for personal use. If art equipment is forgotten, then a student might struggle to work during that lesson. If the equipment is lost, then it would need to be replaced by parent/carer. Older artists may bring their own equipment for art but should not share it with fellow students.
Drama	Drama activities have been modified to allow for social distancing. Touching and other body contact will be avoided in performance work. Students will work in consistent small group to minimise risk of transmission across the whole group.
French and Spanish	A small language dictionary for any languages studied is a very useful additional piece of equipment for students. Larger dictionaries for complicated translation are available for older students, but these must be quarantined between uses.
Music	In the short term, extra-curricular singing and wind/brass instrument ensembles have been suspended. In lesson activities have been limited to those permitted by current Covid secure guidelines. Older students who do computer composition or electronic keyboard work, need to bring their own personal headphones. Musical instruments brought in for lessons or classes cannot be stored overnight and must be taken home on the day. School instruments will be cleaned and/or quarantined for the appropriate period. Peripatetic music lessons will resume in the middle of September, after all music teacher staff have had safe-working practice training.

PE	On days when students have PE, then the PE uniform is to be worn instead of the normal classroom uniform all day in school. Spare kit items will not be available to borrow. All kit must meet the PE uniform guidelines. PE kit will need to be washed at home after the PE session, to ensure that it is clean and hygienic for the next school day it needs to be worn on. The sporting season has been adapted to provide Covid safe sports and any equipment will be hygienically cleaned between sessions.
Science	There will be a reduction in the number of practical experiments in science lessons. Where practical activities do take place, PPE and equipment will be sanitised before use by students. Students will not be allowed to use personal alcohol-based hand sanitiser in any lessons involving naked flames as it is flammable.
Technology	Aprons will not be issued to students in the workshops, to avoid contamination across year bubbles. Students will be asked to remove any loose or flammable clothing to adhere to risk assessments. Students may bring in an apron from home to protect their clothing from accidental spillages if they wish.
Food	Student will be instructed about any ingredients that need to be brought from home for specific recipes. Any food containers for taking products home must be brought from home and cannot be shared by other students. Students may bring in an apron from home to protect their clothing from accidental spillages if they wish.
ICT and computing	Alcohol based wipes will be provided to students to clean their keyboards, mouse and headphones before use in the lesson. USB memory stick should not be brought in, since and file transfer in the school is now done via Office 365.
Offsite vocational courses (Year 10 and 11)	PPE is provided at the vocational centre, and sanitised following Covid-safe guidelines.

End of the School Day – car pick up arrangements

In order to minimise traffic and congestion, please try to avoid picking students up from school using a car; please get students to walk to and from school. Should you need to drop off or collect using a car, please be aware of our reduced car parking availability. If possible, please park a short distance from the school and ask your son or daughter to walk to meet you.

To minimise disruption to traffic and our neighbours in School Lane at the end of the school day we have created two lanes at the main driveway of the school. We open the gate that connects the swimming pool to the main car park at approximately 3.15pm each day. Parents travelling towards Bishop’s Stortford may drive through this gate into the main school car park. This enables traffic travelling in the direction of Bishop’s Stortford to use the lane system to turn left more easily. Sawbridgeworth and Harlow bound traffic should continue to use the swimming pool car park.

Whilst we appreciate that space in the car park can be limited, please do ensure that you park within highway regulations and be mindful of our neighbours who reside in School Lane. In particular please refrain from parking across driveways or on double yellow lines and please do not block the swimming pool gate.

What to do if you feel you child might be ill before school

We have been asked by Hertfordshire County Council to forward to parents’ informational flow-chart to help in making decisions, when there is a concern that a child might be unwell. We have attached a printable copy of the flowchart and you will be supporting us if you use it to help with decision making.

And finally, general advice from the government about all aspects of the return to school

The government have published their most recent guidance to parents and carers about getting children back to school. It can be found by following this link.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Yours faithfully,

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Deputy Head

Mr Francis
Assistant Headteacher