

28 August 2020

Dear parents/carers,

I hope that you may have been able to enjoy some sort of holiday and time with your families over the last seven weeks. I've been reminded of how fortunate we are to live in such a beautiful part of the world this summer. We managed a few days camping and a lot of great beaches and time in the sea in Devon and Cornwall. I hope that you've been able to have some fun, though life is still very much not back to normal yet. Thank you all for the supportive and sensible, pragmatic approaches many of you have communicated in your approach to your children's return to school.

It's been a particularly long holiday but it's been a very busy summer in a number of ways: we've been working on the site and full re-opening plans, dealing with and responding to the exam results situation, and working on individual and site risk assessments and contingency plans. Although it won't be business as usual this September, we are really pleased and looking forward to welcoming all students back into school!

As I write this, the news is almost constantly discussing schools reopening and what is safe. As I have stated before, we will continue to follow the national advice carefully and respond cautiously but pragmatically to the situation. Our approach will continue to be one of safety first whilst we do all that we can to prioritise supporting our young people's education and development.

I sent you a summary of our plans for the safe return of all students in July. I will keep this as brief as I can but there will be some repetition in my attempt to make sure we are as clear as possible about our plans for this coming term, and my last letter may not be to hand or top of your emails! Our basic approach has not changed since July and we will continue to follow the national and local advice carefully. I attended a briefing from Public Health England last week, and we will continue to monitor the advice on face coverings in particular, carefully.

### Safety measures

Our key strategy to safety is maximising good hygiene practices whilst minimising the opportunity for transmission. In summary, this means:

- A requirement that people who are ill or displaying symptoms stay at home or go straight home
- Thorough, regular hand washing and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Measures to reduce contacts and maximise distancing between those in school (particularly across different year groups) wherever possible

Further details on these measures follow below.

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## First week back: 7-11 September

In our first week back in September, we always planned two training days. These will enable all staff to complete preparations for welcoming students back. We then have two days which are only for our new Year 7 and 12 students to transition into the school as we couldn't do any work on this before the holiday and it's important. This means that for most students (Years 8-11), the first day of term is on Friday 11 September and this day will include briefings about the new timetable, structures and routines required for the new academic year.

<b>Monday 7 Sep</b>	Staff training days. NO STUDENTS
<b>Tuesday 8 Sep</b>	
<b>Wednesday 9 Sep</b>	Y7 & 12 transition
<b>Thursday 10 Sep</b>	
<b>Friday 11 Sep</b>	All students back: Periods 1 and 2 in tutor: re-engage and briefings

## Procedures

Our full, updated risk assessment for September is available on our website. All staff and students will be briefed on the details of school routines and procedures carefully at the beginning of this term. Key information that I would be grateful if you would share with your child/children are as follows:

**ESSENTIAL SAFETY MEASURES FOR ALL:** Please ensure that if anyone in your household has COVID-19 symptoms, your child does NOT attend school. Please phone the Student Service Office by 9.30am in the first instance on 01626 774091 (best option), or email [studentsevices@teignmouth.devon.sch.uk](mailto:studentsevices@teignmouth.devon.sch.uk). Any child or staff member who develops symptoms in the school day will be sent home immediately. Parents will be contacted by the school to make arrangements for their departure. If anyone in your household, tests positive for COVID-19, you MUST inform us. If someone has coronavirus symptoms, they and their household (the people they share a home with) need to isolate for fourteen days or until they have taken a test which is negative. If anyone has a positive test, they must isolate for ten days from that point and their household and contacts must isolate for fourteen days from that point. If you are not sure or confused, contact the helpline (111) or go online (<https://111.nhs.uk/covid-19/>).

**ADAPTED TIMETABLE, ZONES & TWO STAGGERED BREAKS:** We started planning a change to our timetable a year ago. We are moving to a two-week timetable with five, one-hour lessons each day. We are drawing on this in the present situation but this is complicated by our plans for a staggered break 1. We will brief students carefully on this as some may be confused at first. We recognise that students mixing in a crowded canteen is our highest risk in school. It is for this reason that we are moving to two 30 minute break times and staggering break 1, when food can be purchased. This will enable all to get food and enjoy their social time in a safe manner. Each year group will also be designated a specific area for social time including wet weather. Students will be talked through procedures on their return.

	8.50-9.10	9.10-10.10	10.10-11.10	11.10-11.45	11.45-12.15	12.15-12.45	12.45-13.45	13.45-14.15	14.15-15.15
7	Tutor	Lesson	Lesson	BREAK	Lesson		Lesson	BREAK	Lesson
8	Tutor	Lesson	Lesson	Lesson		BREAK	Lesson	BREAK	Lesson
9	Tutor	Lesson	Lesson	BREAK	Lesson		Lesson	BREAK	Lesson
10	Tutor	Lesson	Lesson	Lesson		BREAK	Lesson	BREAK	Lesson
11	Tutor	Lesson	Lesson	BREAK	Lesson		Lesson	BREAK	Lesson
12	Tutor	Lesson	Lesson	BREAK	Lesson		Lesson	BREAK	Lesson
13	Tutor	Lesson	Lesson	BREAK	Lesson		Lesson	BREAK	Lesson

<b>BREAK 1</b>	= Break where KS4 Common Room and Canteen are open
<b>BREAK 2</b>	= Break

<b>YEAR 7</b>	Canteen (first 15 minutes) and West Lawn
<b>YEAR 8</b>	Canteen and Lego Field
<b>YEAR 9</b>	Canteen (second 15 minutes) and Grass near English Huts
<b>YEAR 10</b>	KS4 Common Room and Top Field
<b>YEAR 11</b>	KS4 Common Room and Principal's Lawn
<b>YEAR 12&amp;13</b>	Sixth Form Centre and Café 6

**ARRIVAL AND DEPARTURE:** Please consider routes to school. Your child is encouraged to walk or cycle if safely possible. If children have to use public transport or a school bus, they should try and sit only with people in their year group or a sibling, and they must wear a mask. We have three entrances/exits into school and encourage students to use all of them. Start and finish times of the day have not changed (8.50am and 3.15pm). On entry into school, students should sanitise at the marked point and go straight to their tutor room. If students arrive late to school they must go to Student Services to sign in as usual. They must not gather with other students. We ask that parents also do not gather around the gate and, if dropping off, consider doing so safely a good distance away from the school entrances.

**ATTENDANCE:** Attendance at school is compulsory for the vast majority of children. The government relaxed the rules on attendance during lockdown but this changes in September and the normal rules apply. If you or your son/daughter are worried about their return to school, please contact us and we will support and discuss. We do know that for some young people with health concerns there are real challenges and relevant questions to be answered. Absence should be confirmed to the Student Service Office by phone or email in the usual way.

**PPE AND FACEMASKS:** We have specialist PPE if we need it; for example, for a symptomatic child who needs to be supported by someone within 2 metres. We are happy for staff and students to wear face masks indoors in public spaces, walking through corridors or in communal rooms. We are not insisting on this at this stage, but this may become the case. All students and staff should have their own, clean and appropriate face mask. We will instruct students how to wear and use these properly at the start of term. We will have some spare masks in Student Services. Students and staff should not wear face masks in lessons, unless they require special arrangements and measures which should be agreed with our school. Masks in the classroom would impede our core purpose of communicating and learning.

**HYGIENE AND SANITISING:** Students will be expected to follow strict rules relating to physical contact with other students and keeping their hands clean. They will be expected to wash their hands regularly, and/or use hand sanitisers which will be available in every classroom.

**SPACING, GROUPINGS & MOVEMENT:** In order to maintain social distancing as far as possible, we have designed one way systems in various parts of the school which can become congested. We will brief all students on this at the outset of the term. During social times, each year group has its own place and time to buy food in Break 1. They also have their own, separate, outside area and (if wet) indoor area. They will not normally be permitted to mix with different year groups in school. Teachers all have a designated white box marked around their desk in each classroom. This is a space for only them and students must avoid going into this area.

**EQUIPMENT:** Please could you ensure that your child comes to school with all the equipment outlined on our website as part of our expectations but with particular attention to the following: a water bottle and enough water for the whole day; pens, pencils, highlighters, colouring pencils, glue stick, ruler and calculator.

**UNIFORM:** Students should return to school in full uniform this September. Government guidelines are clear that this creates no extra risks for students or staff in terms of safety, and that excessive, daily

washing of all garments is not necessary. This makes good sense educationally as uniform promotes identity and good behaviour, and this signifies a return to some sort of normality.

**PE:** On days when students have PE, they should attend school in their TCS PE kit as the guidance is we are not able to use changing rooms. They should wear a TCS or plain (black, grey or blue) hoodie and tracksuit bottoms over their PE kit. They should also have a suitable change of clothing in case they get wet during PE as lessons will take place outside whenever possible as per government guidance. Activities will most probably involve athletics, rounders, fitness training or football in the 1<sup>st</sup> half term and students will need a pair of trainers and a pair of moulded boots / astro trainers for the 3G.

**FOOD:** Our school canteen will be open in September and we will have an additional servery in the Key Stage 4 Common Room for Years 10 and 11. We would encourage all parents to consider giving their son(s)/daughter(s) a packed meal for school but hot food will be available as well as free meals for those who are entitled to one. Food will only be served in Break 1 as this minimises the risks of students mixing and potential virus transmission.

**STUDENT WELLBEING:** We know that some of our students are very excited about returning whilst others are understandably anxious and worried about coming into school. Please be assured that we will work with families and students who have concerns and support them. We are taking exceptional measures to make our school as safe as can be. We will be providing additional emotional and wellbeing support for all students, and we will be providing further opportunities to support learning where this is required.

**BEHAVIOUR:** Most of our students generally behave very well at TCS but we need all students to do their best to be their very best in these strange circumstances. Students playing with masks or, more seriously, deliberately coughing on others, will be dealt with extremely strictly and in many cases excluded and sent straight home. We of course do not want to have to do this. We will remind students that if they feign symptoms and are sent home, their whole households will need to isolate until a positive test has been confirmed or for fourteen days.

**CLASSROOM ROUTINES:** Classroom doors and windows will be opened in order to promote ventilation and students will be seated, wherever possible, facing forwards. Students will need to go straight into classrooms where possible but there may be some delays when seats and tables are wiped down between lessons when different year groups change over. On entry and exit to the classroom, students must use the hand sanitiser situated by the door. Desks will be cleaned using anti-bacterial cleaning spray between each lesson. The full curriculum will run but some activities in Science, PE, Art, Design Technology, Drama, Music and IT will have adapted risk assessments and practices. Homework support and detention will continue as normal although greater social distancing measures will be applied. We will avoid the taking home of school books as much as possible and homework will largely be completed on separate sheets or digitally.

I hope that this guidance is helpful. There are of course details that I have not gone into and some of our systems and procedures will need to be adjusted or developed. Please do get in touch if you have questions or concerns, but I hope that you are reassured that school will be safe whilst also being as normal as possible and enabling your sons and daughters to resume their learning and development properly.

Best wishes,



James O'Connell  
Principal