

# FRANK WISE SCHOOL

HEADTEACHERS  
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Friday 21st August 2020

Dear Families,

We hope you have had a positive few weeks and that you have been able to enjoy some time with key friends and family. We are looking forward to welcoming everyone back as the new school year begins. We are very aware that, for some of you, this will be following a very extended period of absence, but felt it would be helpful for everyone to have an overview of the plans we have been continuing to refine, in line with Government guidance. The arrangements aim to keep staff and students as safe as possible in relation to ongoing concerns over coronavirus (COVID-19), balanced with ensuring that the children and young people have access to the high quality and engaging educational and social development opportunities that they are entitled to.

We were very encouraged that so many of those who did re-join us in school in the later stages of the summer term coped incredibly well with the adjustments in our usual operating structures. The consistency of style and atmosphere was clearly sufficient to provide enough familiarity for the children to feel both safe and happy. We hope that this will be true for many of those yet to return, but will be carefully supporting the children, young people and their families where a more specific approach is required.

The following is a summary of the key points for the ways in which we will be operating during the school day. If you wish to read the full risk assessment document, it is available on our website on the following link: <https://frankwise.oxon.sch.uk/professionals/policies-statements-and-reports/>

- The students will largely be operating in their Family Groups, with this consistent group of 8, 9 or 10 students (depending on their class) and the staff who are allocated to support them. We need to acknowledge that the students need direct adult support for much of the time and many are unable to observe social distancing protocols. We will be reducing the amount of sustained contact and proximity wherever possible, but the class groups and 'bubbled' groupings (see below) will be seen as a unit within which there is likely to be more contact or closer interaction but between which we will aim for there not to be.
- The Family Groups will be paired or in groups of three to create six 'bubbles' across the school. These will be used for organising timed outside play/free time, for managing arrival and departures within the school's normal timeframes, and for decisions in relation to staffing and logistics as they arise.
- The students will be supported to wash their hands thoroughly and frequently, and encouraged to follow good hygiene procedures wherever this is possible.
- Resources will be cleaned regularly and thoroughly.
- The majority of the students will eat their lunch in their classrooms, with just a small number of classes eating in the hall so that the groups can be adequately spaced.
- Swimming will not take place in the first part of the term. We aim to gradually move towards the reintroduction of this part of the curriculum once we are confident that the risks can be adequately managed alongside the rest of the school's operations.
- The use of shared teaching rooms, such as the Music room and the Drama room, will be reduced and carefully planned and managed to allow for cleaning and reduce the risk of infection.
- We will not be visiting inclusion schools at this point in time. We are aiming for links to be made virtually, where possible and appropriate, so that the students continue to have access to partners within the community.
- We will move around the school following 'one-way' routes where this is possible, and the start and end of the school day will be organised with timings so that groups are less likely to meet as they come to and from their transport.
- Visitors to the school site will be kept to a minimum, with only those attending where their presence at the school is an essential part of supporting the students' education and well-being, or those whose alternative purpose is deemed extremely important by the school's leadership team.

**Please turn to the next page for a summary of the actions we need you to support us with.**

In order to keep all of the students, staff and you as families as safe as possible, it is important that you help us by following these actions. This will reduce the chances of infection and lower the possibility of a situation that might mean parts of the school need to close as a precautionary or infection control measure.

1. Follow the current government guidance:  
Keep your child at home if any of you in your household have any of the following symptoms:
  - **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
  - **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - **a loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normalYou should get a test to check if you have coronavirus as soon as possible. ***If you are unsure about how to do this or would like our help, please contact us at school.***
2. You must be contactable and available at all times to be able to collect your child immediately, should we require you to do so. Please be aware that we may have to ask you to collect your child when they have symptoms of a lower level than you may be accustomed to. We realise that this may be frustrating, but hope you understand it is part of our role in managing the risk for the school community as a whole.
3. Please keep the items sent into school in your child's bag to a minimum. You can continue to send essential spare clothes and supplies, but please do not send in additional objects from home unless they have a specific emotional, behavioural, therapeutic or educational purpose.
4. If you are happy to correspond with the class teacher via email, this would be appreciated, but home-school diaries can still be used if this is your preferred option.
5. If you are bringing your child to school by car yourself, please arrive between 9:30 and 9:45. Upon arrival, please pull round the school's turning circle and stay with your vehicle. A member of staff will come to your vehicle to collect your child. Children should not be walked to reception. At the end of the day, please arrive by 3:00 at the latest and wait in the car park in your vehicle. Your child will be brought to you from 3.15. The departure process may take some time, especially in the earlier stages of the term. Please be prepared that you may not be able to leave the site before 3.45.
6. If you are bringing your child to school on foot yourself, please arrive between 9:30 and 9:45 and wait by the pedestrian gate. A member of staff will come to the gate to collect or supervise your child. Please can we ask that you are mindful of others in this area and respect social distancing at all times.

We will not be routinely informing families if someone has had to go home with symptoms consistent with COVID-19 as a precautionary measure. In the event that we have a confirmed case of COVID-19 that impacts on your child, we will inform you by text message and will provide follow-up instructions. We appreciate that this is an impersonal way of sharing information, but it will be the best way to get information to families at the same time.

We would like to reassure you that we will be doing our very best to keep your children as safe as possible safe by following the guidance given to us, but the impact of these efforts will be compromised unless all members of the wider FrankWise community abide by the guidance provided by Government and follow closely the requests made by the school. This is a collective responsibility in which we must all play our part.

As ever, we would like to thank you for all of your support throughout this difficult period and hope that we can move forward positively to this next stage. If you have any questions or concerns, please do always feel that you can contact us at school.

Kind regards,



Heidi Dennison and Simon Knight

**Joint Headteachers**