



HAMBLETON & RICHMONDSHIRE
PUPIL REFERRAL SERVICE

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Dear Parents and Carers,

RE: September Reopening

At the end of last week, the Government released the latest guidance for schools for full opening in September 2020. We have spent time using this guidance to plan for all of our students to return in September. You can read the guidance published on the website using the following link:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

There are considerable changes to how we will use the building. I have been working with the staff to update our school risk assessment to ensure the environment is as safe as possible for students and staff. Below are the changes and requirements that must be in place for students to access our Sunbeck site:

1. Any students or staff who are ill or have tested positive for COVID-19 **must** stay at home, even if their symptoms are mild.
2. If any person in your household is unwell or has tested positive for COVID-19, your child **must not** come to school.
3. Students will be taught in their tutor groups and only Y10 and Y11 students will mix with others during their option lessons. Y7-Y9 students must remain in their “bubble” **at all times**.
4. Students who travel in taxis **must** wash their hands before getting in to the taxi, both at home and at school.
5. Students using taxis **must wear a face covering**. Sunbeck cannot supply face coverings. Students who are using reusable face coverings must also bring a **plastic**

bag to store it in when not in use and follow strict guidelines around safe use e.g. not touching the front of the face covering when in use and when removing it.

6. Lunch times may need to be staggered and students will need to eat in separate classrooms. Students who access meals here will receive a packed lunch to eat in the classroom. Students may bring their own lunch. Details of what can and cannot be brought as part of a packed lunch are available from Mrs Harvey. **Energy drinks are not allowed at Sunbeck.**
7. Outside space will be available on a rota basis to minimise mixing with others.
8. Any student who becomes ill at school will need to be collected **immediately** by a parent or carer.
9. School attendance is compulsory again from September. If you feel your child needs a bespoke timetable, please discuss this with your child's tutor. Attendance procedure will be back in place and the usual process will be applied in the case of a student who does not attend. Support is available for those students who are anxious about returning.
10. I have attached the Appendix for the Behaviour Policy which highlights the expectation whilst the school is subject to heightened Health and Safety due to COVID-19.
11. Students need to leave personal belongings at home with the exception of a coat and mobile phone. **Cigarettes, E-cigarettes, tobacco, lighters, Vapes etc. must not be brought to school under any circumstances.** Such items will be confiscated and need to be collected by a parent or carer.
12. Uniform must be worn by all students attending the centre.

These have been very challenging times and I am very aware that some of our students may struggle to cope with these changes. If you are worried about your child, please speak to us as we want to help.

The school term ends on **Friday 17th July 2020** and will re-open to students on **Tuesday 8th September 2020**.

Please do not hesitate to get in touch if you have any questions about the information in this letter.

I hope you all have a safe and relaxing break.

Yours sincerely



Alison Keane

Appendix for use during the COVID 19 Pandemic.

- Routines for arrival or departure: Students arrive using the front door. Whilst waiting to enter, social distancing **must** be observed. Waiting spaces have been measured and marked on the path outside the front door. Hand gel is to be used in the reception area. Students leave via the door in to the carpark when directed by a member of staff.
- All students, staff and visitors must use the hand wash once in the building.
- Student's personal items are not allowed in the PRS – a mobile phone and outdoor coat are the **only** exceptions to this and these need to be placed in the student's own locker as usual. **Items such as e-cigarettes, vapes, cigarettes, tobacco and lighters or matches must not be brought to the PRS. Any such items will be confiscated, placed in a plastic bag and returned to parents /carers.**
- To protect everyone, students may only socialise at a distance of 2 metres and with the other student in their group. Students must not mix with students outside of their group or enter the classrooms of other groups
- **Everyone in the PRS building needs to observe social distancing at all times.** This includes using the corridor. Markings on the floor show students and staff which side of the corridor to walk on. Students are not permitted to use any area of the building apart from their allocated classroom and toilets unless instructed by a member of staff to do so.
- All students should avoid touching their mouth, nose and eyes with their hands. Signs around the building and in classrooms remind students to follow the procedure of "Catch it, bin it, kill it." Coughs and sneezes should be into a tissue - never into hands. Tissues are provided.
- Students should tell an adult if they are experiencing symptoms of coronavirus or feel unwell.
- Students **must not** share any equipment or other items including drinking bottles. Pencil cases with the necessary equipment will be provided for use within the PRS. These are kept in the student's locker.
- Students may have a break within their group, as directed by the member of staff working with them. This will not be at the same time as another group. Use of outside space will be staggered.
- Hygiene rules must be observed especially after using toilets, before and after eating and if changing classroom.
- Spitting is **not acceptable** at any time. If a student needs to spit for a medical reason, they should use a tissue and then immediately wash their hands.
- Whilst learning at home, students must observe the community expectations, they should not share personal information online or behave in a way that may cause harm to others.