

Friday 17 July 2020

Dear Parents and Carers,

I hope and trust you and your family are well.

Please forgive the relatively long time since my last communication, but I am writing today, at some necessary length, to update you regarding a range of matters, and to provide you with some important information about our reopening in September. In doing so I will hopefully address some concerns, questions, or queries that you may have, but should I fail to do so, and should you still require any further information, please do not hesitate to contact us. I also provide, at the end of the letter, a list of links to the relevant Government guidance I refer to, should you wish to consult them.

Given the length of this communication, I summarise below the contents and page number for each section. If you are reading this electronically, clicking or tapping on the respective section will take you directly to it.

Thank you	2
Summer closure	2-3
Reflecting on Y10 and Y12 Face to Face Support.....	3
Summer 2020 GCSE, AS, A level and vocational awards	3
Summer 2020 Results Day Arrangements.....	4
Summer 2020 Results Appeals Arrangements.....	5
Additional autumn 2020 Examination Series	5-6
The Prime Minister's address to school leavers.....	6
Potential Changes to summer 2021 Examinations	6-7
Summer Preparative Work for all students.....	7-8
Summer Free School Meal Arrangements	8
Expressive Arts Evening	8
End of Year Whole School Assembly	9
Restating our commitment to racial equality.....	9-10
Arrangements for September reopening	10-12
Links to guidance	13-14

Thank you

I would like to begin, by simply saying thank you. We have all been confronted with a truly extraordinary — and on occasions — unnerving situation, faced with novel and complex problems that I believe we have solved together, with a determination to do what's right, and in the spirit of community that we hold dear. Whilst we have endeavoured to act with care, determination and at speed — for example with food provision, device provision and provision of meaningful and manageable remote learning — you have been patient with us as we have learned new ways of working, responded in large numbers to our multiple requests for feedback, and have afforded us the generosity of your understanding, which I hope we have been able to reciprocate. Our commitment to our students and their families has never been stronger, and I would like to reaffirm that to you now. We are proud of the way in which our community has worked together, the way in which our colleagues in schools across the Dartmoor Multi Academy Trust, our staff, students, parents and carers and local businesses have stood together, shoulder to socially-distanced shoulder in support of each other. And this will no doubt stand us in good stead as we move forward and rise to the challenges that inevitably await us.

(Click/Tap here to return to contents)

Summer closure

Since 23 March, when all educational settings across the country were closed to help reduce transmission of coronavirus, we have remained open every day for vulnerable children and the children of critical workers, as requested by HM Government. The Secretary of State for Education has recently confirmed that there is no expectation that schools should open over the summer holiday, or continue to offer provision for vulnerable children and children of critical workers over the period, stating that 'Teachers, support staff and school leaders deserve a break, to recharge and rest'. As such, I can confirm that the College will close for all students as planned at 15:20 on Friday 17th July, and reopen again, fully, for all students, as planned, on Wednesday 9th September.

Whilst this means that there will also be no structured remote learning lessons planned for the summer break, we will nonetheless be providing some important preparative work (with resources and support) for students to complete over the period to help them and us hit the ground running in September, which I outline later in this letter.

Unless we have discussed, informed, and agreed otherwise with parents and carers, regular contact from tutors will also cease for the duration of the summer break. Should you have any issues, concerns, or queries over this period, you will still be able to contact us at admin@okehamptoncollege.devon.sch.uk, but we would ask for your understanding if our response is not immediate. Of course, if you have any safeguarding or child protection concerns over the summer break, there is a range of support available:

- We have collated links to various avenues of support for young people and their families that can be accessed via our website:
www.okehamptoncollege.devon.sch.uk/safeguarding.html.
- If you need to speak to a Child Protection Officer from school, please call Mrs Charlie Edwards on 07791 683523 and leave a message or text (these will be checked daily).

- If you are concerned about the safety of a young person please call Devon’s Multi Agency Safeguarding Hub (MASH) on 0345 155 1071, or Torbay’s on 01803 208100 (0300 456 4876 out of hours). You can also contact the NSPCC on 0808 800 5000. And of course, if you feel someone is in immediate danger, please do not hesitate to call the Police on 999 or 101.

[\(Click/Tap here to return to contents\)](#)

Reflecting on Y10 and Y12 Face to Face Support

In the last few weeks, we have joyfully welcomed back our Y10 and Y12 students for some ‘face to face support to supplement [their] remote education’, one of the 73% of schools nationally who have done so, according to latest Government estimates. We thought long and hard about how to make this necessarily restricted time meaningful for our students, and more than a mere perfunctory exercise. We modelled our provision on a large body of evidence which indicates that students who are more self-regulated — who take more responsibility, in other words, for their own learning — are more persistent, resourceful, and confident learners, and ultimately, higher achievers.

We designed a programme of ‘tutorials’ based on a cycle of ‘feedback, preparation and support’ to help students review where they are with their remote learning and agree a ‘checklist’ plan for the way forward. The aim of each tutorial has been to help students work independently, remotely, and thus develop their ability to regulate their own learning that will in turn support them in this important coming year — particularly in readiness for any requirement to return to remote education in response to any necessary self-isolation, local lockdown, or further school closure.

We have been delighted with the numbers attending: 20% of all Y10 students and 21% of all Y12 students attended on 9 July, for example, a significantly higher proportion than the 13% and 12% respectively that were in attendance in schools nationally on that day. Moreover, the commitment and attitude of the students who have attended has been exemplary; for which I commend and thank them.

[\(Click/Tap here to return to contents\)](#)

Summer 2020 GCSE, AS, A Level and Vocational Awards

Earlier in June we submitted centre assessed grades and rank orders for our students who were due to sit their examinations this summer. We drafted a policy for these ‘Exceptional Arrangements’ so that all staff across all subjects followed a rigorous and consistent process, and that as a result we could be confident the information we submitted to exam boards were fair, objective, and professional judgements — derived from evidence and reviewed by subject teachers and leads — about the grades that students were most likely to have achieved had they sat their exams and completed any non-exam assessments this summer. Exam boards are now in the process of standardising grades across schools and colleges (using a model developed with Ofqual, the independent qualifications regulator) and arriving at the final calculated grades students will be awarded. In this regard, it is worth reiterating here that ‘students’ final calculated grades will not necessarily be the same as either the centre assessment grade put forward by their school or college, or [in the case of A levels] the predicted grades used for university applications’ (DfE 2020h).

[\(Click/Tap here to return to contents\)](#)

Summer 2020 Results Day Arrangements

Students' AS and A level results will be published on Thursday 13 August, and students' GCSE results will be published on Thursday 20 August, as originally planned. Students in Y11 and Y13 may receive their results by collecting them from college, or via email. To help us arrange these days, and ensure that we are able to provide effective coronavirus controls and implement appropriate protective measures, I would be grateful if students in Y11 and Y13 could please indicate how they intend to receive their results by completing this short survey (by midnight 24 July, please):

<https://forms.office.com/Pages/ResponsePage.aspx?id=kG0HO7J4vUqeBclPJiicRjnwSebDr4NDqtvBush-3nFUQkc1VDFTRTFEQzFMRDE1WFpUQUUxTEFLVC4u>

Students who wish to receive results by email will receive such by 3pm of the respective results day. For students who will no longer be attending college — i.e. those leaving us from Y13 or those students in Y11 who will not continue with us into post-16 — these results must be accessed before their email accounts are suspended on 1 September.

Students who come to the College to collect their results must follow the schedule outlined below. (Please do not arrive before the scheduled time.) On arrival, students should ensure that they follow all instructions to maintain social distancing and comply with the necessary protective measures that will be in place, e.g. washing hands on entry, one-way system, etc. If students are being accompanied, we ask that they are accompanied by only one parent or carer.

Y13 collection of results, Thursday 13 August

Surname:	A-B	C-F	G-L	M-S	T-Z
Arrival time:	09:30	10:00	10:30	11:00	11:30

Y11 collection of results, Thursday 20 August

Surname:	A-B	C-D	E-G	H-L	M-P	Q-S	T-Z
Arrival time:	09:30	10:00	10:30	11:00	11:30	12:00	12:30

There will be staff available in College to offer support and guidance on respective results days, but please remember that we must have controls in place to minimise the risk of coronavirus transmission, and this may limit the time we may be able to spend with individuals. As such, we have added an additional formal opportunity for support by ensuring that our Exams Office will be available from 09:00 until 11:00 on Friday 14 August for AS and A Levels, and from 09:00 until 11:00 on Friday 21 August for GCSEs. Please email tbryant@okehamptoncollege.devon.sch.uk, telephone 01837 650910 ext. 233, or come to the College. Mr Sproats will also be in College and available on Friday 14 August for Y13 students who may need advice or guidance regarding University applications or other next steps, and Friday 21 August for Y11 students who have any post-16 queries.

(Click/Tap here to return to contents)

Summer 2020 Results Appeals Arrangements

Ofqual has confirmed that whereas a school 'may appeal to the exam board [on behalf of a student] if it believes... an error [was made] when submitting a centre assessment grade or rank order information; or similarly, if it believes an exam board made a mistake when calculating, assigning or communicating a grade*', students will not be able to 'challenge their centre assessment grades and position in their centre's rank order.' The process we laid out in our 'Exceptional Arrangements Summer 2020: GCSE, AS, A level, vocational and technical awards' policy has meant that we have already carried out several checks on the submissions we have made to exam boards. We will carry out a further check before results are released to students and will inform students on results days if we intend to appeal to respective exam boards based on our concern that an 'exam board [may have] made a mistake when calculating, assigning or communicating a grade'. Despite this, students may also ask us to check that no clerical error has been made and to ensure that the grade/rank order submitted to the exam board was the one we had intended to submit.

Beyond this, if a student or others 'have concerns about bias, discrimination or any other factor that suggests that [the College] did not behave with care or integrity when determining the centre assessment grade and/or rank order information, they should... raise these concerns with [the College] in the first instance' (Ofqual 2020c). If students believe 'there is evidence that the information provided by the [College] was affected by bias or discrimination,' they can make 'an allegation of malpractice or maladministration to the awarding organisation' (Ofqual 2020b).

Ofqual have consulted on their statutory guidance in relation to appeals, and we are awaiting publication of their decisions. We have been informed, and Ofqual have stated (2020c), however, that by the respective results days, further information will be provided for schools, students and parents and carers, and a helpline will be set up for 'students and their parents or carers to talk about the appeals process and any other questions they may have about their results this summer'. We will ensure that students and families are provided with this information as soon as it is available.

[\(Click/Tap here to return to contents\)](#)

Additional autumn 2020 Examinations Series

Ofqual (2020ac) has confirmed that of the students who were due to sit their examinations this summer, any who were unable to receive a calculated result this summer (e.g. private candidates), any who do not feel that the calculated grades they receive in respective subjects reflect their ability, or any who simply wish to improve their grades, 'will have an opportunity to take the full suite of GCSE, AS and A level exams in the autumn.' AS and A Level examinations will run from Monday 5 October to Friday 23 October 2020, whilst GCSE examinations will run from Monday 2 November to Monday 23 November 2020. (Exam boards have not yet published specific dates for specific exams.) I outline overleaf some key information from the outcomes and decisions made as a result of Ofqual's consultation on the 'additional GCSE, AS and A level exam series in autumn 2020' (Ofqual 2020a):

* Types of errors are set out in detail in the consultation document on statutory guidance 'Extraordinary regulatory framework, General Qualifications COVID-19: Guidance' (Ofqual 2020b).

- Exams will be available in all GCSE, AS and A level subjects in the additional autumn series, and these exams will be in the same format as the summer 2020 exams would have been had they not been cancelled.
- Results will be based on students' performance in exams alone and not on any non-exam assessment, with the exception of art and design qualifications (students will be able to enter for GCSE, AS and A level art and design qualifications in the autumn, and their grades will be based on their performance in a new task set and marked by the exam board and taken under the normal supervised conditions).
- Students will be able to carry forward their A level practical science and GCSE English language endorsements to the autumn series.
- Exam boards will issue to any student who requests one, a replacement certificate to show the higher of their summer and autumn grades.

Further information will be provided for all students and parents and carers on respective results days, but in brief: requests for entries to the additional autumn exams must be made by email as soon as possible after the publication of results this summer to exams@okehamptoncollege.devon.sch.uk. To ensure that we can meet the deadlines set by the Joint Council for Qualifications, such requests must be made no later than Tuesday 1 September 2020 for AS and A Levels, and Monday 14 September 2020 for GCSEs, apart from GCSE English Language and Mathematics, which we must receive by Monday 28 September 2020.

(Click/Tap here to return to contents)

Prime Minister's address to school leavers

In case you missed it, on Friday 10 July, the Prime Minister gave a live address to all school leavers congratulating them on reaching the end of their final year at school. A recording of the address is available to view here <https://youtu.be/R-WsDuO6Gmw>.

(Click/Tap here to return to contents)

Potential Changes to summer 2021 Examinations

The Secretary of State for Education has confirmed 'that exams and other assessments should... go ahead in the next academic year', whilst recognising that 'some students will not have covered elements of their course at all, or in the depth usually expected, by the time they are due to take their exams and assessments next summer' (Ofqual 2020d). The Secretary of State also recognised the 'limited time available' to 'students currently in the year before their key exams and assessments,' i.e. current Y10 and Y12, 'to complete their courses', and the fact that schools and colleges across the country teach elements of their courses in the 'order that best suits them.'

As a result, the Secretary of State has begun discussions with Ofqual to ascertain the best way to respond to this context, and Ofqual (2020f) have consulted on proposed changes to the way some GCSEs, AS and A levels 'should be examined in summer 2021 and to the arrangements for non-exam assessments undertaken by students who will be taking exams next summer.' These proposals include:

- Adaptations to exams and assessments that could free up teaching time, for example moving some or all the exams to later in the summer term.
- Adaptations to exams and assessments to address obstacles that could be created by any public health safeguards.
- Sampling of subject content.
- The use of more optional questions in exams.
- Changing the length of exams.
- Changing the exam timetable.
- Applying statistical methods to assure grade distributions are similar to those of recent years.

These proposals will have implications on our work with students moving into Y11 and Y13 in September, not only in terms of the curriculum and preparation for examinations, but also in terms of the plans we are developing to help students make up for any lost learning caused by the school's closure. We will, of course, keep you and our students up to date with — and fully informed about — all decisions as and when they are made.

[\(Click/Tap here to return to contents\)](#)

Summer Preparative Work

We are developing an 'Educational Recovery Plan' as part of the wider plan for our return to school in September. We have been actively working to raise funds to support some of the actions we would like to take to aid the recovery of any lost learning that has occurred over the period of school closures, and are extremely grateful to the Okehampton United Charity and Educational Foundation for the £35,000 we have been granted for use across all schools in the Dartmoor Multi Academy Trust to support students in most need secure access to devices. In addition, HM Government announced in June (DfE 2020f) that a one-off 'catch up' grant will be paid to schools to support 'recovery' efforts, alongside some support to provide access for students in most need to a National Tutoring Programme. I must stress, however, that we are still awaiting specific detail about this support, e.g. the amount, whether there will be spending conditions attached, what tutoring we will be able to access, etc. We will share our plans with you in due course, as soon as we are able to finalise them.

An especially important aspect of our plans is the assessment of students' security with key curriculum content we had wanted them to learn remotely, or what they would otherwise have learned had schools not been closed. This assessment is solely to allow us to identify any gaps in learning that exist, to help us make the adaptations we need to our planned curricula, and to inform intervention plans. The planned subject curricula will thus be reviewed and adapted to a) map what has been lost, or otherwise not covered as planned, b) identify key aspects, i.e. the knowledge and skills that provide most learning leverage, c) remove subsequent 'noise' from subject curricula to create space for redress, and d) revisit and review how our curricula are sequenced.

As such, early on their return to school in September we will assess students' security with between three and five key areas in each subject's curriculum that have been covered remotely, i.e. since school closures. In order to help students prepare for this, we are providing students via our website with:

- A list of the 3-5 areas in each subject that we will assess students' security with.
- One resource for each area to support students' self-assessment and any revision they may wish to undertake.
- Select links to online resources to support any revision or additional home learning in each area that students may wish to undertake.

Students can access these resources via our website at www.okehamptoncollege.devon.sch.uk/summer-preparative-work.html from early next week (we will email a reminder when they are live). We would like students, for each of their subjects, to use these resources over the summer break to help them assess for themselves how secure they are with their knowledge, skills and understanding in each key area. Where students feel insecure, they may undertake some revision using the resources and links provided. Should students and families wish to engage with activities beyond this, I would encourage you to explore the 'online resources to support home learning' relevant to your subjects that we have collated here: <https://bit.ly/2DQALxN>

(Click/Tap here to return to contents)

Summer Free School Meal Arrangements

We are happy that HM Government have recently announced 'a Covid Summer Food Fund which will enable children who are eligible for benefits-related free school meals to be supported over the summer holiday period' (DfE 2020g). This makes our intention to continue to support the families of our children eligible for free school meals over the summer much easier. After listening to the families who have been receiving our food hampers since March, we have decided to continue to provide hampers each week over the summer break for collection from Wardhayes between 12pm and 1pm every Friday. I would like to take this opportunity to sincerely thank the army of volunteers who make this possible.

If you are a family of children eligible for free school meals, please do ensure that you have made the necessary arrangements with us to collect your hamper. For those families who have been receiving hampers since March, you do not need to contact us: we will continue with your existing arrangements. For any other eligible family who, for whatever reason, has not been receiving hampers regularly, remember that this is your entitlement, and please do contact us to make the necessary arrangements: admin@okehamptoncollege.devon.sch.uk.

(Click/Tap here to return to contents)

Expressive Arts Evening

We hope you were able to watch our Expressive Arts Evening, which took place via YouTube on 15 July, celebrating the enormous talents and creativity of our students in Music, Art and Drama. The event can still be watched via the following links: https://youtu.be/uY_KokZW-rl (part 1) and <https://www.youtube.com/watch?v=v9WpIXQ-cp4&feature=youtu.be> (part 2)

(Click/Tap here to return to contents)

End of Year Whole School Assembly

Please follow the link below to watch the end of term whole school Final Assembly 2020

- www.youtube.com/watch?v=z-2SEGAKKIE

(Click/Tap here to return to contents)

Reiterating our commitment to racial equality

The recent, tragic deaths in the United States of Rayshard Brooks, Breonna Taylor and George Floyd, and the protests that have taken place as a result around the world, have brought to the forefront of our thoughts the injustices that people have experienced in the past — and continue to experience today — simply because they are a member of the Black, Asian and Minority Ethnic (BAME) communities.

Racism is, to state what I trust is obvious, incompatible with the CORE values that underscore our work at College; incompatible with caring for the Community we serve, incompatible with our efforts to create fairness of Opportunity for all, incompatible with treating each other with Respect, and incompatible with putting Equity at the heart of our decision making. We take our social responsibilities with the utmost seriousness and, as such, unswervingly share the desire to see discrimination and systemic racism brought to an unequivocal end. We are fully committed in our opposition of racism, in all its guises, and in this spirit consider it our duty to reflect on our own practice, and on how we may be able to make changes for the better both in school and in service of the wider community. This process of reflection and change we are therefore planning to undertake will involve:

- Making the College's position unequivocal.
- Listening to our community, by providing opportunities for parents and carers, children, and staff to voice their experiences, concerns, views, and desires regarding racial injustice. To this end, as a start, we have prepared a survey for parents and carers to complete, if they wish, by midnight 24 July please. We have also prepared a similar survey for students to complete, if they wish, which I would be grateful if you would bring to your child's attention and discuss with him/her. We intend to use responses to guide the next stages of our work in this respect.

Racial Injustice: Parental Perception Survey

<https://forms.office.com/Pages/ResponsePage.aspx?id=kG0HO7J4vUqeBclPJiicRjnwSebDr4NDqtvBush-3nFUQVFam0FVVKc1RVFFNFJUM0pRNERMTDBYQy4u>

Racial Injustice: Student Perception Survey

<https://forms.office.com/Pages/ResponsePage.aspx?id=kG0HO7J4vUqeBclPJiicRjnwSebDr4NDqtvBush-3nFUQjBKWJUVVnKRThFM1RQTU9ITVVCNlIxRy4u>

- Helping develop our community awareness of the role we can and must play in ensuring fairness and equality of opportunity for all people, especially the marginalised. As you may have already seen, a lesson was set on Class Charts to help all students in years 7-10 reflect on the issue. The lesson aimed to develop empathy and understanding of this difficult topic and has been developed using resources created by the Red Cross, as well as using local and global events and experiences. The resources are designed to highlight and address misconceptions, considering some of the vocabulary being used in the media, past and present.

- Critically reviewing our current curriculum (in terms both of specific subject content, and the wider extended opportunities we provide) in the spirit of ensuring that it properly and adequately reflects the experiences — and celebrates the achievements — of the BAME community, past and present.
- Ensuring safe avenues for support and clear ‘whistleblowing’ protocols. As a College we will not tolerate any incidents of racist (or religious) hate, in their many forms, and want to ensure that all students and parents and carers feel safe to report or discuss any concerns they may have in this regard. We are aware that some students may find this difficult and upsetting and want to ensure that students who may experience or witness any racism at college, or on any online platforms, feel secure in the knowledge that they can bring it to our attention without fear of recrimination.

[\(Click/Tap here to return to contents\)](#)

Arrangements for September

On 2 July HM Government published their guidance to support the full reopening of schools in September. I have provided a link to this guidance (DfE 2020f) at the end of this letter should you wish to see the detail, along with a link to HM Government’s advice for parents and carers (DfE 2020c).

You will know that the health, safety, and welfare of our school community is paramount in our planning for any return to school. To this end, we have planned a series of proportionate, protective measures that we will implement for children and staff to minimize contact, maintain distancing and thus effectively mitigate the risk of coronavirus transmission. These measures and arrangements have been arrived at to ensure an accurate reflection of official guidance from the DfE and Public Health England (PHE), ensuring moreover that we adhere to the ‘system of controls’ HM Government have stated all schools must have in place (DfE 2020f). We consider that the cumulative impact of implementing a range of mitigating actions — to minimize contact, maintain distancing, increase cleaning, and enhance hygiene habits — will effectively mitigate the risk of virus transmission, and spread, i.e. by minimising and controlling the numbers that could be affected in the event of a confirmed case.

We have also considered the associated adaptations we plan to make to the curriculum to ensure that all students continue to ‘receive a high quality education that enables them to thrive and progress.’ We are taking carefully considered steps to negate any potentially detrimental impact on the taught curriculum that the measures we must take may have, especially given a) the learning deficits that are likely to have emerged throughout the period of national school closures, b) the additional efforts we need to make to address the inequities that have reinforced and have emerged as a result, and c) the additional logistical and organizational pressures associated with the extraordinary autumn exams series, enhanced safeguarding, etc. Our planning aims to ensure that we are able to protect learning and continuity of such (e.g. in the event of any future local lockdown), identify and recover any lost learning that may have taken place over the period of school closure, and enhance rates of progress.

As I am sure you will appreciate, this planning is logistically and organisationally complex, and fraught with problems and implications that take time and demand careful, considered thought to resolve. The changes we are having to make to structures and routines, organisation and expectations have been arrived at after extensive discussion and critical analysis and will require everyone’s cooperation to be implemented

effectively. We have not rushed into any decision and have consulted in detail, depth and at length with staff, Governors, and our Dartmoor Multi Academy Trust colleagues. We have considered and compared our approach to approaches from a range of schools both locally and nationwide, and have revisited, reviewed and updated our detailed risk assessment as required (addressing issues such as cleaning, social distancing and symptom management and control).

We will publish our enhanced risk assessment and final detailed plan on our website before our reopening, which will address any questions and queries you will undoubtedly have, and we will provide you with more information and detail over the coming weeks. In the meantime, I outline below, for your information, some key points of our plan in summary. Please do remember that these arrangements are there for people's health and safety; to mitigate the risk of transmission of the coronavirus. To this end we must and will expect strict compliance.

- Full return from September for all students (students return on 9th September).
- Attendance returns to being mandatory for all students.
- Clear guidance will be issued to all families regarding infection control, with students advised not to attend school if they have COVID-19 symptoms.
- PHE protocols for responding to infection will be strictly adhered to.
- Advice will be issued to students and families regarding travel to and from school.
- Entrance to and exit from the College will be carefully managed, with separate entrances for respective year groups.
- There will be significantly increased hand and respiratory hygiene expectations of students and staff: hands must be cleaned upon entering the College, before entering dining areas, and upon entering and exiting a classroom.
- Movement around the college must adhere strictly to a (new) one-way system.
- Standard Operating Procedures for behaviour management have been adapted to reflect the necessarily heightened expectations and ensure that actions do not undermine controls to minimize contact and maintain distancing.
- There will be an enhanced cleaning regime, with surfaces cleaned more regularly throughout the day.
- Areas of the College will be re-designated into year group 'zones'.
- KS3 teaching will be in mixed-ability class group 'bubbles', mostly in dedicated rooms, in respective year group 'zones'. KS3 'bubbles' will thus be class-sized for the duration of the school day, except for break and lunch times, when the 'bubbles' will be year groups. Teachers will move to classes, rather than vice-versa (students will move between rooms only if specialist spaces are needed).
- KS4 classes will continue as planned but grouping arrangements may be aligned across some subjects where educationally feasible to further minimise contact.
- KS5 will be considered effectively as a 'year-group bubble' and will be 'zoned' in Wardhayes and the Skills Centre.

- Fewer — and thus extended — lessons (three per day) to reduce movement around the college and further negate the potential for year group ‘bubble’ contact at lesson transitions. All lessons except period 5 will be extended (i.e. ‘double periods’) but will be ‘broken’ by staggered, ‘rolling’ break times for each year group ‘bubble’.
- The first lesson will take place over periods 1 and 2 running from 09:10 to 11:35, to include a 15-minute break at staggered times for each year group ‘bubble’. (Each break has a 5 minute ‘buffer’ zone to further reduce the risk of contact between year group ‘bubbles’.)
- The second lesson will take place over periods 3 and 4 running from 11:35 to 14:15, to include a 25-minute lunch break for each year group ‘bubble’, at staggered times to facilitate additional cleaning. (Each lunch break has a 5 minute ‘buffer’ zone to further reduce the risk of contact between year group ‘bubbles’.)
- All classrooms, except for specialist spaces, will have a common layout, with all desks (one desk for two students) arranged in rows and forward facing, with space maximized between them.
- All classrooms (including specialist spaces) will have a strict seating plan. Students must sit in the seat they are allocated, and only that seat. Where specialist spaces are required, seating plans must be consistent with those in ‘base rooms’. These seating plans will be recorded centrally to support effective and speedy liaison with Public Health England if a case occurs.
- All food must be consumed only in designated dining areas or outside. Dining areas will be dedicated to year group ‘bubbles’ on a rolling basis to permit pre- and post-use cleaning.
- Social distancing must be observed by adults in office spaces, staff rooms and other areas where staff gather, with use of PPE where necessary (e.g. face coverings for whole staff gatherings).

[\(Click/Tap here to return to contents\)](#)

Thank you once again for your ongoing support, and for taking the time to read this letter. I will be in contact again over the summer break to update you with any additional information, as necessary.

As always, keep looking after yourselves, and each other.

I wish you a restful summer.

Yours sincerely,



Derrick Brett (Principal).

Links to Guidance

(A selection of links to advice and guidance with specific reference to information included in this letter.)

- Department for Education. (2020a, June 15). *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*. GOV.UK. <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
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(Click/Tap here to return to contents)