

15<sup>th</sup> September 2020

Dear Parents, Carers and Families,

Hope you are safe and well. Thank you for your support so far this year. We continue to be very pleased with how students are adapting to our new systems and with their positive Approach to Learning.

I am writing to share with you some important information about how the school will manage a **confirmed case of Coronavirus** and how the school will educate our students in the situation of a partial closure. I will also update you about the Government's Tiers of Restriction.

Firstly, as you will be aware, last week the Prime Minister launched the 'Hands, Face, Space campaign' urging the public to continue to wash their hands, to cover their face and to make space, to control infection rates and avoid a second peak. Yesterday, the new 'Rule of Six' was introduced, which limits any social gatherings of people, indoors and outdoors, to a maximum of six people. This rule also applies to pupils when they are not at school. Thank you for supporting us as a school by ensuring that your children follow these new rules and guidelines, in order to reduce the risk of an infection in school.

As you know, if any student displays symptoms of coronavirus (a high temperature, a new continuous cough, or a loss or change in sense of smell or taste) they should remain at home and get a test. Booking a test is essential and under 18s must be accompanied by a parent or guardian for a drive-in or walk-in test. As previously shared, in order to book a test, please visit [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or call NHS 119. Current demands for tests is high so it is likely that you will have to try repeatedly in order to secure a test.

### **Managing a confirmed case in School**

Currently any student (or staff member) displaying symptoms of coronavirus should self-isolate at home with their household and arrange a test. The student (or staff member) should remain in isolation, with their household, whilst awaiting test results.

On receipt of the test results families (or staff members) should immediately inform the school of the results, by emailing the Headteacher [b.honnor@marriotts.herts.sch.uk](mailto:b.honnor@marriotts.herts.sch.uk) and the Attendance Team [attendance-team@marriotts.herts.sch.uk](mailto:attendance-team@marriotts.herts.sch.uk)

If the result is negative the child (or staff member) can return to school, once well.



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If the result is positive the school will take the following actions:

1. The student (or staff member) and their household should remain isolated at home (for 10 days from the date of onset of symptoms) and until no fever (for 48 hours) and the household should remain isolated for 14 days from the onset of the original symptoms.
2. As Headteacher I will notify Public Health England and Herts County Council immediately.
3. The Public Health England Health Protection Team will contact me directly and will undertake a rapid risk assessment.
4. HPE will then direct me as to those contacts in the setting who need to isolate at home for 14 days. The wider household will not need to isolate unless a member of the household is showing symptoms.
5. As Secondary Schools are organised into 'Year Group Bubbles', it is likely that in the event of a confirmed case, that students' year group, will be directed to isolate for 14 days, as well as a number of staff members. This seems to be what is happening at most other Hertfordshire Secondary Schools.
6. Public Health England will provide letters for the School to send out to families advising them of their next steps.
7. I know parents will understand that the identity of a child or a member of staff who is a confirmed case will not be shared.
8. Enhanced cleaning will be in place.
9. Students in self-isolation (e.g. the whole year group) will receive live teaching through Microsoft Teams (see details below).
10. If there are further cases I will again liaise with Public Health England as to next steps and will keep families informed.
11. These actions are all captured in the attached flowchart (previously shared).

### **Tiers of Restriction**

As you may be aware, the Government have identified four tiers of restriction that could be implemented in a local area if the circumstances require this. The tiers of restriction are a last resort and the Government state that priority is given to vulnerable children and children of critical workers.

The decision to order the closure of schools and childcare settings is one for central Government and decisions will be made on a case by case basis in light of local circumstances.

#### **1. Tier 1**

- a. All education and childcare settings will remain open with all students in attendance.
- b. Face coverings should be worn by adults and pupils when moving around the premises and outside the classrooms, such as corridors and communal areas.
- c. Schools will remain open, all students attend, no other restrictions.

#### **2. Tier 2**

- a. Early years, primary and alternative provision and specialist settings will continue to allow all pupils to attend on site.
- b. Secondary schools will move to a rota model, combining onsite provision with remote education.

- c. They will continue to allow full time attendance on site to vulnerable children and the children of critical workers.
- d. Other pupils should not attend on site except for their rota-ed time.
- e. Face coverings should be worn as above.
- f. Details of our tier 2 plan can be seen below.

### 3. Tier 3

- a. Childcare, early years, primary and alternative provision and specialist settings will continue to allow all pupils to attend on site.
- b. Secondary schools will allow full time on site provision only to vulnerable children, the children of critical workers and selected year groups (to be identified by the Department for Education). Other pupils should not attend on site.
- c. Remote education will be provided for all pupils not in school (through Microsoft Teams).
- d. Face coverings to be worn as above.
- e. This is the same model that was employed at the end of last year when Years 10 and 12 were able to attend school, except that education for these year groups will be compulsory.

### 4. Tier 4

- a. All nurseries, childminders, mainstream schools, colleges and other educational establishments will allow **full time attendance on site only to priority groups: vulnerable children and the children of critical workers.**
- b. **All other pupils should not attend on site.**
- c. Alternative Provision, special schools and other specialist settings will allow for full time onsite attendance of all pupils.
- d. Remote education will be provided to all of the pupils (through Teams).
- e. Face coverings as above.
- f. This is similar to the approach at the start of lockdown, but remote education will be live and all students must engage with this.

On 28<sup>th</sup> August Government asked schools to prepare a plan for Tier 2 restrictions specifying guidelines for the rota system. The purpose of Tier 2 rota systems, is to limit the number of contacts children and young people have during a typical school day and using a rota system is likely to enable secondary schools to implement their existing protective measures even more effectively. Individual group sizes will not be smaller.

The rota system serves to break transmission chains by allowing enough time at home for symptoms to present and pupils to self-isolate and avoid spreading the virus to others at the school, thus reducing the risk to all stakeholders in the setting and the local area.



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Under the rota system students would spend two weeks on site followed by two weeks at home. Schools have been asked to share their proposed system with parents in advance.

### **Marriotts School Tier 2 Rota System Plan**

**Rota group 1 will be Years 7, 8, 12, 13 and rota group 2 will be Years 9, 10 and 11.** Each rota group will attend school for a two week period (start and end dates will be shared) then spend two weeks being educated at home. Teaching would be live through Microsoft Teams (see Marriotts Remote Learning Approach).

When in school students will remain in year group bubbles and avoid mixing with one another in line with full opening guidance. Cleaning and other control measures will remain in place and rules about self isolating, testing etc. still apply.

Vulnerable children and the children of critical workers will be integrated into rota groups, that are in school into their year group when that rota group is in school. If working remotely, they will be able to attend school to carry out their remote learning and remain in a bubble away from other year groups.

All pupils must attend school during their rota'd sessions unless they are ill or self isolating. It is unlikely that a formal shield will be re-introduced, so all students will be able to attend school on site during their rota'd sessions. FSM provision will be in place for students not in physical attendance.

### **The Government have provided the following guidance regarding remote learning:**

*When considering remote education in a rota system specifically, schools should:*

- *set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects, including new material - planning a programme that is of equivalent length to the core teaching pupils would receive in school.*
- *teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.*
- *gauge how well pupils are progressing through the curriculum using questions and other suitable tasks, and set a clear expectation on how regularly teachers will check work.*
- *enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.*

### **Marriotts Remote Learning Approach**

In the event of a shutdown due to implementation of Tier 2, or in the event that a year group has to be sent home due to instruction from Public Health England following a confirmed case, learning will be carried out remotely online.

Students will follow their exact existing timetable, including Form Time.

At the start of each lesson (and form), they will join a Microsoft Teams lesson with their usual teacher. The teacher will take the register as normal and then introduce the lesson content, carry out any explanations or question-and-answer required, and then set up a period of independent work for the remainder of the lesson (which could consist of a series of questions, interactive quizzes, an extended piece of writing, etc.). We expect that the first 'live' part of the lesson will take up to 30 minutes maximum, as we want to avoid students having to spend extended periods of time on a screen, without a break.

It is essential that students engage in all lessons and learning tasks set. The existing curriculum will continue to be followed, which means that any students not participating will quickly fall behind with their learning, and be at a disadvantage when they return to physical lessons in school. This will require them following the same routine as when they attend school normally, in terms of getting up on time, making sure that they have had something to eat, and being ready to learn, with writing equipment and paper/notebooks in preparation for the start of the day.

Where possible, students should access 'live' Teams lessons via a computer, laptop or tablet, however they will be able to access the lessons via a smartphone if necessary. If none of these options are available for your son/daughter, please contact your child's Head of Year. Students have been trained in how to use Microsoft Teams, and this continues to be built into the form time curriculum.

During lessons, students' cameras will be off, and generally teachers' cameras will be off, unless they need to use them to demonstrate a practical element. Students should initially join the lesson with their microphone muted, but will be invited to participate during the course of lessons; if a student is anxious about speaking, they can utilise the 'chat' function and type their message/question/answer. Wherever possible, students should find a quiet space to take part in lessons and to carry out their learning for the day.

Homework will be set as per the existing schedule. Classwork will be set and delivered via Teams. SMHW will continued to be used to set homework.



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A behaviour referral will be set up, so that parents are informed via the parent app if their child is not engaging in remote learning. Assessment and marking will continue, but the cycle may change and marking may be online. Parents will be kept informed about this.

If your child or household is self-isolating, but the school remains fully open, they will be set remote work through the Governments Oak National Academy. This will be sent via email by Mrs K White, SEND and Behaviour Team Manager.

If the School moves to Remote Learning for any reason for some or all year groups, we will re-issue help sheets, which show parents and students how to log on to our various platforms and how to access live learning through Teams. Students are being trained in these systems during form time sessions over the course of this week.

### **Mini School - Education for children who are vulnerable and for children of critical workers**

Full time provision will continue for critical worker children and vulnerable students. Parents and carers of vulnerable students will need to formally request a leave of absence, if they are not planning to send their son or daughter into school. A mechanism for this will be shared with parents.

While the year group is rota'd in school, key worker/vulnerable students will join their peers in lessons in classrooms. While the year group is rota'd at home, key worker/vulnerable students will be allowed into school to access the same live lessons/remote learning as their peers. They will stay in their bubbles and not mix with other year groups.

You may also find the attached flyer from the DfE which contains general information about Covid-19 for Parents and Carers, useful.

Thank you for your ongoing support and understanding.

Kind regards



Ms B Honnor  
Headteacher