



Duke's Secondary School

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Principal: Mr R Atkinson

Re-opening guidance for year 10 students

Dear Parents/Carers

Thank you so much for agreeing to send your child into school; we are so pleased to be able to catch up with our students as we know how much they will have missed the face-to-face contact in school. The timetable for students coming into school for the week starting the 15th of June has been posted in all year 10 Google classrooms, and they will be posted there on the Friday of each week, for the following week's appointments.

It is vitally important that you have a look at the timetable, so you know the times that your child is to be in school. I have set out some instructions for students for coming into school that they must follow to enable us to comply with our risk assessment, and ensure that everyone stays safe. Can I ask that you read the guidance carefully, and try to ensure that your child follows it as closely as possible. We have posted a video on the school website, and in Google classrooms to make things as easy to follow as possible, so please have a look at that as well.

- Please only send your child into school if they have an appointment, and please make sure that they stick to the allocated timings
- On checking the allocated timings, if you think you asked for a meeting on a specific day and have not been given one, then please email or phone the school asking for clarification
- If you have asked for a virtual meeting then these have been allocated specific times, too. A link for each meeting will be sent out through your child's school email account prior to the meeting and they will need to click on that link at the scheduled time to access the meeting
- It is expected that the students will have started to look through the **essential work** that has been set via the relevant subject Google Classroom prior to the meeting, so that they have specific work to talk through with their teachers
- Your child should avoid using public transport wherever possible as a means of travelling to school
- Students should only bring things into school that they need for the meeting, this may be an electronic device or something to write on

- Students should not wear their school uniform, and if possible, should not use the toilet when they are in school (exceptions to this will obviously be allowed)
- Upon arrival, students should wait in the socially distanced queue at the side of the main entrance to the school, this is clearly marked
- Students should wait in the queue until they are invited into school
- Once they are invited into the building they will be asked to wash their hands, and will then be escorted to the atrium
- Students will be shown to a desk where they will meet with a teacher. The meeting is timetabled to be a maximum of 20 minutes
- At the end of their meeting, students will be given the opportunity to attend a short pastoral meeting if they wish. If they take up this offer, they will need to sit at the socially distanced seating area while they wait for their head of year
- If they do not wish to have a pastoral meeting they will be escorted from the building by the teacher
- Students should not congregate with other students either before or after their meeting
- After each meeting the table and chairs will be cleaned thoroughly before the next three students enter the building

I appreciate that this is quite a strict set of guidance, but you will understand that we need to follow our risk assessment and guidelines to ensure the risk of infection is as small as possible.

Your cooperation with this process is greatly appreciated, and we look forward to welcoming your child into school safely, starting from the 15th of June.

Yours sincerely

R S Atkinson

R Atkinson
Principal



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