



8th June 2020

Dear Parents / Carers,

Re: Detailed plan for Year 10 / 12 summer timetable from 15th June 2020

Further to my letter sent last week, I am pleased to now be able to attach documents which give you much more detail about how we propose to bring Y10 and Y12 students back into school. We are very much looking forward to welcoming students back on a rota basis from 15th June. We have missed the students and imagine they have missed seeing their peers and teachers.

Please therefore find enclosed with this letter:

- Appendix 1: Google form link to be completed by ALL Year 10 and 12 parents
- Appendix 2: Year 10 curriculum outline
- Appendix 3: Year 12 curriculum outline
- Appendix 4: Timetable for student attendance in school
- Appendix 5: FAQ for parents

A lot of thought has been given to how we can bring the students back into school. The procedures will be rigorously applied, and students will be expected to co-operate fully with the arrangements that we have made. These arrangements have been designed to maximise the safety of the staff and the students and their families having gone through some stringent risk assessment processes that have been independently analysed by specialists.

Please take time to look at what we are proposing. I have also attached an outline of the curriculum that we will be offering to Years 10 and 12 as well as providing a link to an addendum to our school's behaviour policy which can be found here:

<http://finhampark.com/wp-content/uploads/2020/06/Behaviour-Policy-Addendum.pdf>

As you will be aware, to safeguard students and staff, students will be unable to move around school freely once they return, and therefore cannot return to their normal timetable.

It is important that the rules and procedures are explained to students and repeatedly so. They will get used to the new systems but a reminder will be given to them EVERY morning.

We appreciate all you are doing to support the school and take this opportunity to say thank you to parents and students. If you have any further questions, please use the contact form on the school website and your query will be forwarded to an appropriate member of staff.

Please take care of each other and do get in touch if you have any questions.

Yours faithfully,

Mr C Bishop
Headteacher



Appendix 1: Google form link to be completed by ALL Year 10 and 12 parents

In order to help us with planning, we need some indication from you about whether you are planning to send your son / daughter into school.

Please complete the google form below to tell us if you will or will not be taking up the offer of a place in school for the 2 x 2-hour sessions each week until the end of term.

Please note; if you have not indicated that you wish your son/daughter to attend any sessions at school at this point, they should not attend until prior arrangement has been made by contacting the school via the website form. This is to ensure we are able to plan for increased numbers, whilst ensuring health & safety of staff and students is our highest priority – for example in maintaining social distancing measures as far as possible.

<https://forms.gle/CfqAtUsby1pA9o1U7>



Appendix 2: Year 10 Curriculum outline

Year 10 Curriculum Rationale

We have prepared a 'Pathway to Year 11' curriculum covering a mixture of academic support for core subjects, as well as study and revision skills, careers, PSHE, wellbeing and academic mentoring to support home learning. Students will end the academic year prepared to take on the challenges of year 11 in an uncertain environment. The curriculum will focus on the skills students may have missed whilst having to study at home.

This curriculum will enhance, not replace, the home learning students will continue to do as set by departments. However slightly less will be provided, to account for the fact they are in school twice per week.

Curriculum Outline

Students will have ten two-hour sessions in school over the remaining weeks of the summer term. Each will include sessions to be delivered by their mentor, with electronic input from other staff members. Students have been placed with their mentor or another member of staff they know well where possible, as we are aware how difficult many of them have found this year and want them to feel as comfortable as possible. This curriculum focuses on preparing them academically for year 11, but also has a pastoral basis to ensure student wellbeing is nurtured.

The lessons will include:

- Academic session: Academic support in core subjects to support student's online learning.
- Academic mentoring: The mentors will spend time with each student to support their online learning in other subjects, and liaising with class teachers on their behalf.
- Study skills: Students will be taught how to revise, and have the opportunity to make revision resources ready for next year. Their mentors will work with them individually to understand how best for them to revise, and equip them with the tools to do so.
- PSHE: To include growth mindset, digital footprint and careers. Students will get to the end of term having written their CV and be fully prepared to write sixth form or college applications.
- Wellbeing and mindfulness: To support students with their wellbeing and mental health, given the difficult year, and the potentially stressful transition back to school.
- Skills focused enrichment activities: these will be a set of non-subject specific sessions that will teach students skills imperative for their GCSEs, such as discussion skills.



Year 10 Curriculum Overview

Week beginning	Lesson	Session 1 (9am – 11am)	Session 2 (1pm – 3pm)
15 th June	Starter	Welcome back, discussion of expectations and the new normal. Student questionnaire.	Academic mentoring – review of home learning, check in on revision timetable
	Session 1	RS support	Maths support
	Session 2	Study Skills – revision timetables	PSHE 1 – growth mindset
	Session 3	Wellbeing 1 - mindfulness	Skills based enrichment - Literacy based analysis activity
22 nd June	Starter	Academic mentoring – review of home learning, check in on revision timetable	Academic mentoring – review of home learning, check in on revision timetable
	Session 1	English support	Humanities support
	Session 2	Skills based enrichment – planning a response and writing a draft	PSHE 2 – in the news
	Session 3	Study skills – Making your notes revision ready.	Skills based enrichment – discussion activity
29 th June	Starter	Academic mentoring – review of home learning, check in on revision timetable	Academic mentoring – review of home learning, check in on revision timetable
	Session 1	Languages support	RS support
	Session 2	Skills based enrichment – Year 12 students to facilitate debate	PSHE 3 – Digital footprints
	Session 3	Wellbeing 2 - mindfulness	Study skills – how to revise
6 th July	Starter	Academic mentoring – review of home learning, check in on revision timetable	Academic mentoring – review of home learning, check in on revision timetable
	Session 1	Maths support	English support
	Session 2	Study skills – making revision resources	PSHE 4 – careers CV writing
	Session 3	Skills based enrichment – recall and retention	Wellbeing 3 – managing anxiety
13 th July	Starter	Academic mentoring – review of home learning, check in on revision timetable	Final check. Students complete and end of year questionnaire.
	Session 1	Science support	Languages support
	Session 2	Study skills – identifying gaps	PSHE 5 – careers CV writing
	Session 3	Skills based enrichment - Literacy based analysis activity	End of term activity.



Appendix 3: Year 12 Curriculum outline

Year 12 Curriculum Rationale

As we navigate our way through the next stages of the lockdown, we are looking forward to being able to support Year 12 with some weekly face to face mentoring sessions. The aim of these sessions is to provide students with the support they need to enhance their online studies, to get started on their Post-18 applications, and in the development of their study skills in readiness for Year 13 progression. As part of our summer curriculum we will also be focusing on well-being to ensure that each and every student is coping with our temporary 'new normal.'

Each student will have two allocated sessions per week with their mentor which will be planned and delivered to ensure we are equipping students with the skills to tackle their online work at home and to make robust applications for their chosen Post-18 pathway. Work will continue to be set online during this time and students will be expected to continue with their online learning at home. These mentoring sessions will be an invaluable opportunity for students to have face to face support with any issues they may be having, to keep them motivated and on track and also, to ensure that they are continuing to develop their study skills.

Please check carefully when your son / daughter's allocated sessions are, it is important that they only attend school at their session times. Students will need to arrive promptly at their allocated time as the school gates will close shortly after. Students will also need to follow the guidance in this letter carefully to ensure we can maintain appropriate social distancing measures and we recommend where possible that students bring in their own laptop / tablet device. Students will not be required to wear business dress for these sessions.

What are we seeking to achieve through the summer curriculum?

- To make sure all students are ready and prepared for Year 13
- To support the well-being and mental health of students by having regular timetabled sessions with mentors
- To ensure all students have accessed and are engaging with the work set online and are receiving meaningful feedback
- To support all students to continue with their online learning through the summer term
- To enable students to prepare effectively for the Progression Exams
- To give staff a means of ensuring students are ready and able for Year 13 in their subject and can confidently predict UCAS grades
- To ensure we are continuing to meet the requirements of the Post 16 PSHE programme by supporting students in careers, personal health and well-being and skills development
- To focus on CIAG and to complete as far as is possible UCAS and apprenticeship applications
- To provide students with meaningful adapted enrichment opportunities to enhance the quality of their portfolio



Year 12 Curriculum Overview

Week beginning	Session 1 (9:30am – 11:30am)	Session 2 (12:30pm – 2:30pm)
15 th June	<p>Well-being check in. Healthy mindset – organisation and planning</p> <p>Check in activity on current position of online learning and Post 18 prep – PLC check and actions set. A summer term diary log set up to map and track actions</p> <p>istudy activity on how to approach online learning and how to use the cycle of learning effectively to develop independent practice</p> <p>Student voice activity</p>	<p>UCAS / apprenticeship applications sessions parts 1/2</p>
22 nd June	<p>UCAS / apprenticeship applications parts $\frac{3}{4}$</p>	<p>EPQ check off for November entry</p> <p>Academic Mentoring and personal statement check</p> <p>Online learning support</p>
22 nd June	<p>Developing wider study skills - webinars / TED talks. MOOCS and wider reading – enhancing your portfolio</p> <p>Debate with Year 10 and literacy development for exam skills prep</p>	<p>Student finance and budgeting session</p> <p>PSHE – Safe driver awareness</p>
6 th July	<p>Progression Exams support / academic mentoring</p>	<p>Progression Exams support / academic mentoring</p>
13 th July	<p>UCAS session 5</p>	<p>Reflection from the term and actions for summer holidays from remaining gaps in LORIC PLC</p> <p>Collation of feedback and work</p> <p>Planning and target setting for September</p>



Appendix 4: Timetable for student attendance in school

School timetable

Students should only attend school according to the timetable below and must initially make their way up to the tennis courts to meet their Academic Mentor. For subsequent sessions they must go straight to their classroom without mixing with other students. At the end of their session they must go straight home. Most students will be taught in mentor groups, but we have had to split the Year 12 students into smaller groups. Students must arrive promptly at their allocated time and are not required to wear school uniform.

Year 10 - Student groups, staffing and rooms

Mentor groups	Session 1 (9am – 11am)			Session 2 (1pm – 3pm)		
	Staffing	Time	Room	Staffing	Time	Room
WG13 / NG09	Mr Radford	Tue PM	C11	Ms Lewis	Thu AM	C11
EG08 / SG01	Mr Brennan	Tue PM	B11	Ms Jheeta	Thu AM	B11
WG01 / WG04	Ms Willard	Mon AM	D14	Ms Dempster	Thu PM	D14
WG02 / WG07	Mr Day	Mon AM	D13	Mr Ratcliffe	Thu PM	D13
WG05 / WG03	Ms Wood	Mon AM	D16	Ms Bartlett	Thu PM	D16
WG06 / WG09	Ms Edwards	Mon AM	C13	Ms Edwards	Thu PM	C13
WG10 / WG08	Mr Bingham	Mon AM	C11	Ms Darby	Thu PM	C11
WG11 / WG12	Dr Bancroft	Mon AM	B11	Ms Ali	Thu PM	B11
NG01 / NG05	Ms Marston	Mon PM	D14	Ms Lucas	Fri AM	D14
NG02 / NG12	Ms Chester	Mon PM	D13	Mr Darby	Fri AM	D13
NG04 / NG07	Ms Daniel	Mon PM	D16	Mr Gowing	Fri AM	D16
NG06 / NG13	Ms Mahmood	Mon PM	C13	Ms Mahmood	Fri AM	C13
NG08 / NG10	Ms Page	Mon PM	C11	Ms Staton	Fri AM	C11
NG03 / NG11	Ms Spokes	Mon PM	B11	Mr Abbas	Fri AM	B11
EG01 / EG13	Mr Abbas	Tue AM	D14	Mr Yap	Wed PM	D14
EG02 / EG10	Ms Zhu	Tue AM	D13	Ms Petry	Wed PM	D13
EG03 / EG05	Ms Kerr	Tue AM	D16	Ms Beioley	Wed PM	D16
EG04 / EG09	Ms Hafeji	Tue AM	C13	Ms Boyce	Wed PM	C13
EG06 / EG12	Mr Amos	Tue AM	C11	Ms Saffrey	Wed PM	C11
EG07 / EG11	Ms Gill	Tue AM	B11	Ms Gill	Wed PM	B11



SG02 / SG03	Ms Eliot	Wed AM	D14	Mr Cole	Fri PM	D14
SG04 / SG05	Ms Parker	Wed AM	D13	Ms Parker	Fri PM	D13
SG06 / SG08	Ms Wood	Wed AM	D16	Ms Malin	Fri PM	D16
SG09 / SG12	Ms Watson	Wed AM	C13	Ms Watson	Fri PM	C13
SG10 / SG11	Mr Sandoe	Wed AM	C11	Mr Sandoe	Fri PM	C11
SG07 / SG13	Ms Page	Wed AM	B11	Ms Page	Fri PM	B11

Year 12 - Student groups, staffing and rooms

	Session 1 (9:30am – 11:30am)			Session 2 (12:30pm – 2:30pm)		
SF01	Mr Bateman	Tue PM	T15	Mr Bateman	Thu AM	T15
SF02 (C-Z)	Mr Robertson	Tue PM	T14	Mr Robertson	Thu AM	T14
SF03	Mr Bridgeman	Tue PM	T11	Mr Bridgeman	Thu AM	T11
SF04	Mr Yap	Tue PM	T12/13	Ms Boyce	Thu AM	T12/13
SF05 (I-S)	Ms Marwaha	Tue PM	H12	Ms Marwaha	Thu AM	H12
SF06 (A-V)	Ms Byrne	Tue PM	H14	Ms Byrne	Thu AM	H14
SF07 (B-M)	Ms Beioley	Tue AM	T12/13	Mr Cole	Wed PM	T12/13
SF08 (A-S)	Mr Shepherd	Tue AM	T15	Mr Shepherd	Wed PM	T15
SF09	Ms Madden	Tue AM	H12	Ms Woodward	Wed PM	H12
SF10 (A-M)	Ms Bennett	Tue AM	H14	Ms Bennett	Wed PM	H14
SF11 (A-S)	Mr Smith	Wed AM	T12/13	Mr Smith	Fri PM	T12/13
SF12	Mr Powell	Wed AM	T15	Mr Powell	Fri PM	T15
SF13 (A-F)	Mr Gunn	Wed AM	H12	Mr Chatha	Fri PM	H12
SF13 (H-Z)	Mr Chatha	Wed AM	H14	Mr Gunn	Fri PM	H14
SF14 (A-K)	Ms Petry	Mon PM	H12	Ms Saffrey	Fri AM	H12
SF14 (M-Z)	Ms Guyatt	Mon PM	H14	Ms Annison	Fri AM	H14
SF05 (C-G) + SF06 (W-Z) + SF10 (Q-Z) + SF07 (O-Z)	Ms Wilkinson	Mon PM	T12/13	Ms Wilkinson	Fri AM	T12/13



Appendix 5: FAQ for parents

Health and Safety

The school has been closed for a long time and the water has been sitting in the pipes, is it safe for my child to drink it when they are in school?

Finham Park School has been open to key worker and venerable children during the crisis and all statutory testing has still been completed and areas that have not been used have had an enhanced flushing programme implemented.

How regularly is the school cleaned?

During the closure the school has received a full deep clean and the rooms used will be cleaned twice a day along with the toilets, touch points and desks. This will include a thorough clean during the time no students are on site.

Will all of the students be using the same toilets?

No, toilets have been allocated to specific students. They will be told which ones they can use during the orientation time at the start of each session. To prevent infection spread on handles and for airflow, where possible, external classroom doors and windows will be kept open.

Will there be food on sale?

No food is on sale at this time, students may bring their own.

Will there be drinks and water available?

Students should bring their own water from home in a bottle, they can top this up from the fountains if required.

Will there be a first aider on site?

Yes, all sessions will have a first aider present

Will there be a safeguarding member of staff in school?

Yes.

Will there be a senior leader in school all the time?

Yes.

My child is on medication, is there somewhere it can be stored?

Yes, we have a secure medical cupboard. We are encouraging students to take medication before and after school and not during the two-hour sessions. If your child has emergency medication the medical team will need to be made aware and a supply kept in school. Please notify your child's mentor and they will make the arrangements. **If your son/daughter has**



asthma, their inhaler must be returned to school on the first day of their return. If not, they will not be able to come until it is brought in.

If my child becomes ill during their session what will happen?

They will be sent to first aid for an assessment. If they are displaying COVID-19 symptoms they will put into our isolation room and parents will be called to collect your child.

If my child becomes ill at home and has been in school for some sessions, do I need to notify the school? Who do I notify?

Yes, please notify us by calling reception in the usual manner.

How will children know they are 2m away from each other?

Signage and posters will be around the site and in the classrooms, staff will also be reminding students to keep 2m apart.

Will teachers be 2m away from the children?

Yes, rooms have been designed in a way that everyone is 2m apart.

Will there be hand sanitiser available in every room?

Hand sanitiser will be in every classroom on the wall by the door as students enter the room. Handwashing will take place immediately when students arrive and every time a student goes outside or comes back in.

Should my child be wearing a facemask?

The government guidance states that they do not need to wear a mask however if they choose to, they can.

Should my child be wearing gloves?

Gloves maybe worn but provide no more protection than hand washing/sanitising.

Will teachers be wearing PPE?

Yes, if they choose to do so.

What happens if a child purposely coughs over another child?

Behaviour for Learning Policies have been reviewed in the light of any changes to support discipline around social distancing. For ease of use, normal sanctions will apply – it has been agreed that ‘not following social distancing rules’ will be escalated to senior leaders in the school immediately.

If my family have been contacted by track and trace, do I need to contact the school?

Yes, please contact reception

Will I be notified if the teacher has developed COV-19 symptoms?

Yes



If my child is unwell but doesn't have COVID-19 symptoms can they still come into school?

No, students will be sent home at the first signs of illness regardless of symptoms. Students showing signs of Covid-19 will be isolated until parents can collect them. The school medical room will be used and the person supervising will wear suitable Personal Protective Equipment. When the student has been collected, arrangements will be made for the rest of the 'social bubble' to be collected to isolate until a test is taken to hopefully allow individuals to return. This will, in all likelihood, mean that the whole group is then self-isolating for 2 days (depending on testing regimes) whilst a test result is awaited, if the result is negative the group can return, if not they will have to self-isolate for 14 days.

If I am in a shielding group, do I have to send my child into school?

No

Will there be reminders to wash hands etc?

Yes, posters are being put up around the site

How will you manage the numbers of students trying to use the toilets and maintain social distancing?

Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. Social distancing markers are in place.

Will there be hand sanitiser be available in the outdoor areas?

All hand sanitisers will be located inside classrooms.

Can students go anywhere on site?

No, they will only be allowed into the rooms for their sessions and the allocated toilets

What will happen if there is a fire alarm?

Students will be asked to evacuate the building in the normal way to ensure a speedy evacuation, they will then meet at the muster point and maintain social distancing when they arrive.

What will happen if more children than expected turn up and it is not safe?

We have made sure that we have catered for maximum occupancy across year 10 and 12

Arrival and Exit

Will I be taken to court if my child doesn't attend school?

No, though we cannot formally make attendance optional.

Are all students arriving/leaving at the same time?

No, within the timetable it states start and finish times these are staggered depending on year group. **Students MUST arrive at their stated arrival time** so that they can access through the



correct entrance. **Latecomers will not be admitted.** If any student has an appointment during the day, they should not attend school that day.

Can I meet my child outside school?

Where possible students should be traveling to and from school alone and not on public transport. This reduces the amount of people traveling to and from one location at a time and means that it will be easier to observe social distancing. We ask that parents and carers and other students should not congregate / meet outside the school gates but model social distancing to their children, staying 2m apart. Please do not gather at entrance gates or enter the site without a pre-arranged appointment.

Do students have to use particular entrances?

No, both pedestrian entrances will be open

How are you going to stop children hanging around in groups before school?

All students will be directed to the tennis courts and asked line up in room order 2m apart, staff will be on duty to ensure this happens on the first day.

On-site movement

How are you going to limit exposure to other children when my child is moving around the corridors?

The rota is designed that rooms are used with individual entrance points where we can, and the two-hour session should mean only a limited number of pupils should be moving at any one time.

How will you ensure social distancing in the corridors and around school?

Movement around the school has been limited and so have the numbers on site at any one time, movement internally will be limited as entrance and exits to the rooms used will mainly be external doors.

Are students allowed mobile phones in school?

Yes, but they are not allowed to use them during the sessions or around the site.

Do they have to come in uniform?

No, uniform is not required. This will aid with washing clothes regularly and mean outgrown uniform does not need replacing at the minute.

Will students be supervised before and after school around the site?

Students will be escorted to and from their classroom

Will the same behaviour system still apply?

Behaviour for Learning Policies have been reviewed in the light of any changes to support discipline around social distancing. For ease of use, normal sanctions will apply – it has been



agreed that 'not following social distancing rules' will be escalated to senior leaders in the school immediately. This policy can be found on the school's website here.

<http://finhampark.com/wp-content/uploads/2020/06/Behaviour-Policy-Addendum.pdf>

Organisation of Academic Mentoring sessions

How many children will be in school at any one time?

60 in Year 10 and 60 in Year 12. They will be kept completely separate and will exist within their own social bubble only within their classroom.

How many children will be in a social bubble?

Maximum of 10

If I want my child to attend school all day who do I contact?

Please contact Reception and someone will be able to get a message to your child

Can I change my child's sessions if they aren't suitable?

Sessions have been designed in a way that is the safest for students and staff, limiting numbers.

Will my child have to bring equipment in with them?

Yes, equipment is not to be shared with anyone else

Do students need to bring exercise books with them?

No, paper will be provided and then taken home by the student at the end of their session.

Will students get a break?

No, they will only be in school for a two-hour session

Will the groups of students be the same for each session?

Yes

Will my child be exposed to lots of different staff?

No, they will see their academic mentor within the classroom and a minimum amount of staff are on site. Once in a social bubble your son/daughter cannot move into a different one. It is very likely that staff members will not be your son/daughter's usual teacher and/or teaching assistant.

Will my child be getting homework?

No, homework will be set from these sessions as online learning will continue.

If my child is in school does that mean they no longer have to complete the work set online?

All students will be expected to continue with the online learning, the sessions in school are academic mentoring to support the online material.



Will the staff with the children be teachers?

Yes, all sessions are currently staffed by teachers

If my child isn't in a group with their friends can they move group?

Students are not allowed to move groups as they have been put into a social bubble and cannot mix with others.

Will my child be doing practical activities?

No practical subjects are happening at this time.

Will the timetable remain the same until the end of term?

Yes

Will the students be able to go to the toilet during their two-hour session?

Yes, but only one at a time, social distancing markers have been put in the toilet areas and designated sinks have been identified for handwashing while social distancing

Can my child sit in another room?

No, they can only use the room that hold the social bubble they have been put in to.

Can my child bring in the laptop to work on?

Yes, Year 12 are recommended to bring them in under our BYOD policy for the Sixth Form only.

My child is in year 10 and has been attending school as I work in a critical profession. Can they now join a year 10 group?

No, they must stay with the group they have already been assigned to. They cannot mix social bubbles

Pastoral Support

My child has been suffering with anxiety, who do I contact?

You should contact your child's mentor in the first instance, and they will be able to pass this on to the relevant person in school to help.

If my child gets upset can they leave the room?

They may leave the room and be escorted to a quiet place with a member of staff.

If a child needs help with a subject will they be able to go and see their teacher?

Their teacher may not be available, please email subject teachers with specific questions or contact your child's mentor.

My child normally gets free school meals, will a hot meal be available in school?

No meals will be available in school, the voucher system will still be in place.



My child has special educational needs, how will you support them if they aren't with their normal teacher?

Pastoral and SEND support are deployed wherever possible to support prioritised pupils.

My child uses the PLC will this be open for students?

Pastoral and SEND support is deployed wherever possible to support prioritised pupils. However, this may not take place in the PLC. A student's Academic Mentor will alert the relevant member of senior staff to help provide support as required.

Other

When will all children be back in school?

We do not know the answer to this question at this stage. We are following the guidance released by the government.

How are you going to communicate with parents when the arrangements change?

Multiple methods of communication will be used to make sure all parents get the same messages. This may mean some duplication of messages being received.

Where do I go if I need to come into school?

You will need to have a pre-arranged appointment to come in to school. Where possible please email mentors.

Will my child be able to lock their bike in the bike shed?

No cycles or scooters are to be brought onto the school site at this time.

If I have questions about the arrangements how do I contact the school?

Feel free to contact the school through the school's website contact form.