

15th July 2020

Dear Parents/ Carers,

I wanted to write to update you regarding school and COVID-19, and the changes that will be in place for September 2020.

Over the last four months the school has provided home learning and virtual support to our students. We increased the number of doorstep visits to families to support home learning and the wellbeing of our students.

We have had four student bubbles on site, which has enabled us to continue face to face teaching for some students. The school has continued to review the situation and government guidance to make decisions about what learning will look like in September.

We have had to be flexible and find new ways to do EHCP meetings and parental events and we will continue to do this until the October half term.

Unfortunately, we have been unable to conduct our usual transition process for new students, and consequently the first two days of the Autumn Term will be for Year 7 students only. Key Stage 3 and 4 will return fully from the Wednesday and all students should be in school on Thursday 10th September.

Return to school:

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| Year 7 | Monday 7th September |
| Year 8 to 11 | Wednesday 9th September |
| Year 12 to 14 | Thursday 10th September |

We appreciate that school will seem different to students, and some activities will be different or not able to take place at all, but we will continue to review the situation regularly in line with government guidance. There are a number of operational factors that we have taken into account when welcoming all our students back on site:

- **On-site Hygiene**

- All students and staff will have a more continuous handwashing routine within school
- Students should minimise the equipment they bring to school, but they should have an individual, named water bottle (not metal) which can be refilled
- Hand sanitiser and tissues are available in all classrooms, and each student will have their own pack of resources so these do not need to be brought in from home
- On days when sunscreen is required, students should arrive with all day sunscreen already applied



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- **Uniform**

- Students should return to school in full school uniform
- Students should wear fresh, clean uniform each day
- Sensible footwear should be worn, as there may be more outdoor learning taking place
- Students should wear PE kit on the days they have PE to avoid the need to change on site (black shorts or jogging bottoms). Timetables will be communicated to students after the second week

- **Teaching and Learning**

- As the school has small classrooms in comparison to mainstream schools, and social distancing will continue to be important, we will be creating three bubbles – Key Stage 3, Key Stage 4 and 5, and Functional/Liveability
- The majority of Functional/Liveability will be in their existing teaching spaces
- As much as possible, students will be kept within an area of the school to ensure that there is not cross contamination between bubbles
- As much as possible, resources will be kept within a bubble, for example there will be specialist Art equipment in each bubble
- Classroom and other spaces will be rearranged to minimise direct face-on contact between students and staff
- A rigorous cleaning routine will be put in place for practical equipment such as science and PE resources and a two-week rotation will enable all groups to have access to practical sessions with thorough cleaning in between
- Toilet facilities will be limited to one per bubble to ensure each bubble does not need to share

- **Lunch and Break**

- Outside space will be rotated to ensure each group has access to facilities
- We are working with our outside caterers, Horsforth School, and we anticipate that meals for the first half term will be grab-bags of cold and hot sandwiches. You are welcome to send a packed lunch into school for your child instead and we will update menu information as soon as we can
- Students will eat lunch in their classrooms to ensure that there is less movement around the school

- **Student to Staff Ratio**

- School predominately functions on 3 students to 1 staff member ratio. We will continue to ensure that this is in place for September
- Students will continue to access specialist support in line with their Educational Health Care Plan
- Support will be provided side to side or from behind following government guidance



- **Arrival and Pick up**
 - Parents/carers should ensure that they have contacted LA transport and confirmed their child's place if they are intending to use this in September
 - If you are intending to bring your child to school, please be aware that social distancing measures will still be in place
 - Parents/carers will not be allowed to escort their child onto site (without prior arrangement with the school)
 - Parents/carers should ensure they are waiting 2m away from other parents/carers whilst waiting to drop off/collect their child
 - Parents/carers arriving in a car should wait at the top for the car in front to return from dropping off their child before driving to the roundabout

- **Clubs and Trips**
 - Unfortunately, we will be unable to run lunch time clubs initially, but will be reviewing this at the end of the first half term in October
 - Shine events and community visits will be under review and we will communicate with parents on how this will look as soon as possible

- **Absence from School**
 - Parents/carers should inform the school if their child is ill on the first day of illness as per the usual procedure, please refer to the attendance policy on the school website for information
 - During the pandemic each child's illness will be reviewed on a case by case basis and a discussion will need to take place with school before returning
 - If a student is showing any symptoms of Covid-19 they should not attend school – these are a high temperature, a dry cough or a loss or change to their sense of smell or taste
 - If a student develops these symptoms whilst in school they will be sent home and parents/carers should request a test and follow '[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'
 - **Government guidance is that all students will return to school as normal in September**

- **Masks**
 - At the time of writing the government guidance is that masks do not need to be worn in schools, but must be worn on public transport and within shops
 - Any visitor, parent or student will need to remove their mask on arrival at school, without touching the front of the mask
 - Disposable masks should be placed into the bin and non-disposable masks put into a container to be taken home
 - The school hygiene routine should then be followed

- **Visitors including Parents**
 - We are limiting the number of visitors on site in order to minimise contact transmission
 - Any visitor will need to agree to the school's risk assessment and health and safety protocols and follow the school hygiene routines



- All parents will need to make an appointment if they wish to come on site. We are sorry that we are unable to see anyone unannounced



We understand that these changes may be unsettling for those returning to us, and we will be modifying the curriculum to work with students on learning to learn strategies, mental health and wellbeing support and anxiety management.

The staff have missed the students and we are looking forward to welcoming them back to school in the new year.

Thank you for continuing to work with us during this difficult time.

Kind regards,

Emma Sullivan
Principal



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