



# **Face to Face Support A Guide for Year 10**

**June 2020**

## Introduction

Firstly, we would like to say how excited we are about you returning to school. We have missed you all so much and it will be great to see you.

Inevitably, much has changed in the world over the last few months, and school will be no exception to this.

As you join us for your face to face support, school life will look and feel very different and we are sure that you will have many questions, and perhaps some worries, about what to expect.

We hope that this short booklet answers many of these questions and relieves any of the anxieties that you may have. We ask that you do take the time to read through it carefully prior to attending your first face to face session and that you bring it with you when you attend.

There are also some things that we would like you to do to prepare for your face to face sessions.

Please do not worry. We are here to support you, not just on these days, but as we move forward over the coming weeks and months.

We will have a printed copy of this booklet for you when you attend your first face to face session.

## Health and Safety

### What will the hand-washing and sanitising rules be?

As well as washing your hands on arrival, you will also be asked to do this when you have breaks during the day. If you wish to wash and sanitise your hands more frequently, you will be able to do this. There are hand sanitisers in both venues.

All handwashing should be in line with the current Covid-19 guidelines and be for at least 20 seconds on each occasion. There are posters displayed above basins and outside of toilet facilities to remind you of the correct method.

In addition to this, on arrival at the entrance to your face to face venue, you will be asked to take some tissues from a box to have at your desk should you need to sneeze and cough.

Both venues will have a number of bins in them for you to dispose of any used tissues immediately throughout the day.

We ask that you remember and use the 'Catch It. Bin It. Kill It' principle.

There will be cleaning stations in each venue, should your desk need to be cleaned throughout the day, although the need for this should be low as you will be the only person sat at that desk that day.

All desks and chairs will be cleaned at the end of the day.

### What happens if someone becomes ill during the day?

We must all remember that normal illnesses are still around, as is hay fever at this time of year! So there will be coughs and sniffs!

If you become unwell, please do not worry. Tell a member of staff immediately. Just like a normal school day, we will have a first aider on site and they will look after you.

If you display any symptoms of Covid-19, we will ask you to isolate in the internal exclusion room. There will be a toilet nearby just for your use. We will then contact your parents and carers to come and collect you.

In the unlikely event that you were to test positive for Covid-19, we would then implement the relevant Public Health England guidance.

### Do I need to wear a face mask?

Face masks should not be worn. The government guidance is that they are not needed in schools. The two most important health and safety precautions are hand washing and social distancing, both of which we have in place.

### What do I do if I need to use the toilet?

We would like the normal rules about using the toilet to be the same as normal. We would not expect you to ask to go to the toilet during a face to face session.

You will have two breaks during the day and there will be a short break during session change over when the toilet facilities can be accessed.

There should never be more than one student in the toilet at a time.

There is a vacant/engaged sign outside of each toilet that should be used by simply turning it one side or the other.

If the toilet is in use, you will need to queue outside by standing in the yellow two-metre boxes.



## Preparing for Your Face to Face Sessions

It will be important for you to prepare in advance for your face to face sessions. This will not be like a normal school day and there are some things that will be different. We have answered some questions below that you might have.

### Do I need to wear school uniform?

Normal rules about school uniform will be relaxed.

You do not need to wear school uniform but we do expect you to dress in a smart, casual way. We expect you to wear clothing that is appropriate for school.

We will insist that the jewellery rules are adhered to. Please do not wear nose studs, helix and cartridge piercings etc. We also do not want you to wear rings and bracelets – this is to minimise the risk of infection.

We appreciate that some of you may have had haircuts that would not be deemed suitable for school and you may have nail extensions. We recognise this and this will be acceptable for these sessions. Make sure you are ready for September though!

### What equipment must I bring?

You will need to bring in your own equipment: black and red pen, a pencil, ruler and calculator. We are not able to provide equipment as items cannot be shared.

We will provide paper to write on. However, we would like you to bring your English, Maths and Science books if you have any of them, along with the following Home Learning tasks that you should have completed if you have paper copies. Please do not worry if you have completed any of them electronically and are not able to print them out:

**English:** Please bring in any notes that you have made on Macbeth

**Science:** Please bring any home learning that you have completed since Monday 8 June

**Maths:** You do not need to bring in anything

## **What will the rules be about behaviour?**

We will expect you to meet the high expectations of behaviour that we have as a school. You know that this helps to ensure that your time in school will be purposeful.

Should you not follow the normal classroom B4L expectations, you will have to be removed from the session. You will be isolated and your parent or carer will be asked to come and collect you. We may need to withdraw the invitation to attend any future sessions.

In addition to this, should you routinely not follow the social distancing rules, despite being given reminders, you will be isolated and your parent or carer will be asked to come and collect you.

## **Will I be able to buy any food from Picassos?**

Sadly, there are no sausage rolls! There is no food being served in school.

You will need to bring your own food and drink. We will provide bottled water should you run out of something to drink but there is no food on site. You will need to take the bottle home with you along with any food wrappers that you have. If you wish to bring a lunchbox, we do recommend that this is washed as soon as you get home.

You will have two short breaks of 15 minutes during the day. At this time, you can either stay at your desk, go into the Masque foyer or Sports Hall corridor (as long as you stand in one of the yellow boxes) or go outside (as long as you stand on one of the yellow dots). For the Masque Theatre, this is the paved area in front of the Masque building and for the Sports Hall, this is the tennis court.



## **Arriving for Your Face to Face Sessions**

### **How will I be expected to get to school?**

In order to support with a staggered start to the day, we would like you to arrive between 8.45am and 9.00am. This means that you will be arriving after those students who are part of our Childcare Provision for priority students and the children of critical workers.

You must not arrive before these times but we do ask that you are not late as we need to start the sessions promptly.

The government is encouraging students to walk or cycle to school wherever possible. Travelling on public transport is discouraged.

If you do walk, it is important that you stick to the rules on social distancing.

If you cycle to College, you should put your bike in the cycle storage area next to the English Learning Centre, on your arrival.

If you are brought to school by car, your parents or carers will be able to drive into the school site to drop you off. We will leave the main area where the buses drop off free from staff cars. We ask that your parents or carers drop you off and then leave the site immediately. Your parents or carers are not allowed to enter the school buildings.

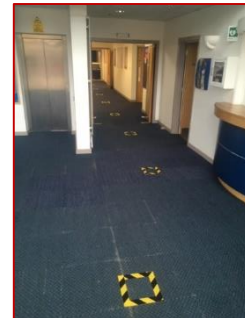
## What do I do when I arrive at school for my face to face session?

The only entrance to the College will be via the main gate on Castle Way.

A member of staff will be there to meet and greet you and there will be signage telling you where to go.

You must go straight to your allocated face to face venue. If there is a queue to get in, please use the yellow dots or boxes at each venue to help you with social distancing.

You will be asked to wash and sanitise your hands on arrival.



## How will I be dismissed at the end of the day?

There will be a staggered end to the day. The students in our Childcare Provision already have staggered departure times, but you will leave before the majority of them start to.

You will be dismissed row by row and it is important that you leave the site immediately. Again, if you do walk, it is important that you stick to the rules on social distancing.

If your parents or carers come to collect you by car, we ask that they park in the area of the car park where the buses drop off, leaving at least two car parking spaces between them and the next car to support with social distancing.

## Your Timetable for Your Face to Face Sessions

### What will my timetable be for my face to face sessions?

You will:

- Have two face to face days allocated to you
- Stay in one venue, either the Masque Theatre or the old Sports Hall
- Be given one desk to sit at for the day

**The details of all of this information is included in the email that was sent with this booklet.**

We have very strict rules to follow so please check this carefully as you **can only** attend on these days and be seated where you have been allocated. You **will not** be able to request moving to another group.

For each face to face session there will be between 22-28 students.

You will have one session each of English, Maths and Science. As you will stay in your venue, your teachers will come to you. The timetable for the day is:

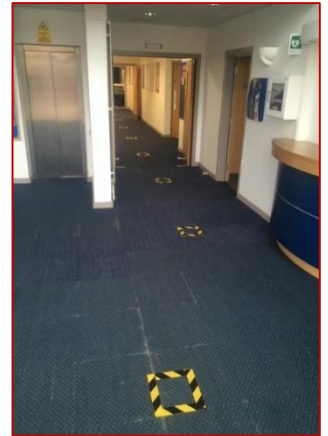
Time	Activity
8.45am – 9.00am	Arrive between these times
9.00am – 9.30am	Assembly
9.30am – 10.30am	Session 1
10.30am – 10.45am	Break
10.45am – 11.45am	Session 2
11.45am – 12.00pm	Break
12.00pm – 1.00pm	Session 3
1.00pm – 1.15pm	Dismissal between these times

## How will I enter my face to face venue and what will it look like inside?

There will be two venues for the face to face sessions: the Masque Theatre and the old Sports Hall. All of the details that you need to know about them are outlined below:

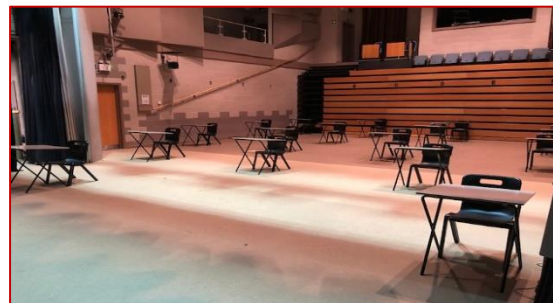
### Masque Theatre

- The Masque Theatre will have a one-way system.
- All doors that can be propped open in advance will be in order to minimise the need to touch them.
- You will enter through the right hand corridor, the corridor where the Drama Studio is.
- The floor is marked with boxes to show a two-metre distance and we would ask that you queue up patiently on one of these whilst you are waiting to be admitted to the theatre.
- There are also two-metre boxes in the foyer, should there already be students queuing to get into the theatre.
- You will enter through the stage door and a member of staff will be there to greet you.
- There are two hand sanitisers, one on each wall, just before you enter the stage door and we ask that you use these each time you enter the venue.
- You will leave by the opposite door, on the left-hand side of the theatre, and along the opposite corridor. This is the same door that you will use should you need to use the toilet facilities.



**A reminder, you must re-enter using the right-hand corridor door and use the hand sanitiser before you re-enter the Masque Theatre.**

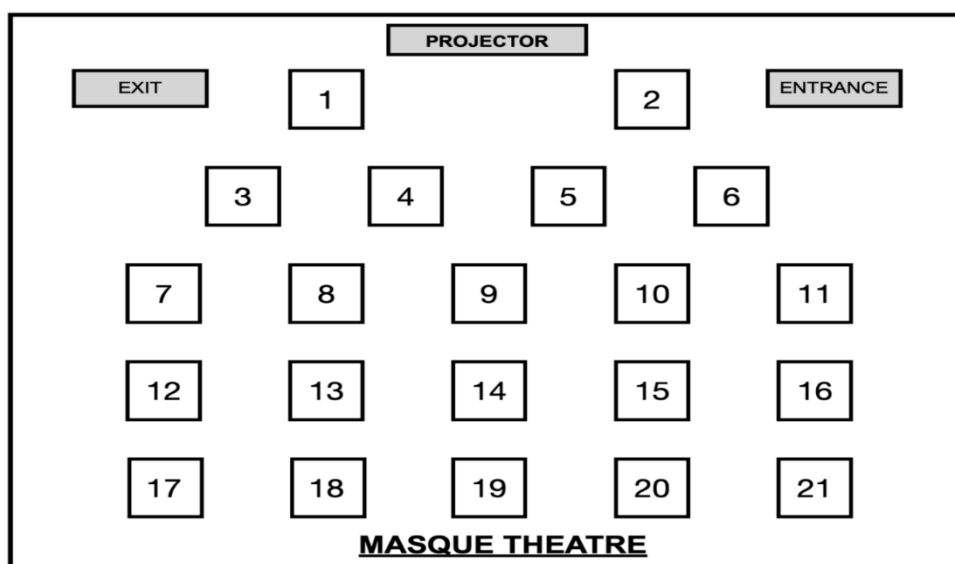
### This is how the desks are set out in the Masque Theatre:



### This is the seating plan for the Masque Theatre:

There will be a seating plan for your face to face sessions and it is important that you sit in the seat that you have been allocated. This is similar to how you would sit in an exam.

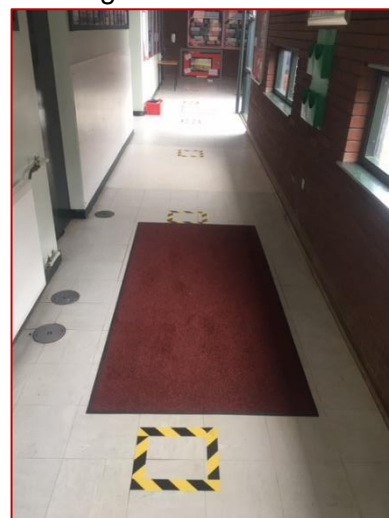
To help you to understand where your seat is, just like in an exam, we have included a seating plan.





## 'Old' Sports Hall Entrance and Exit

- The Sports Hall will not operate a one-way system, due to the location of the toilets.
- You will enter the building through the normal entrance to the Sports Hall building.
- All doors that can be propped open in advance will be in order to minimise the need to touch them.
- The floor is marked with boxes to show a two-metre distance and we would ask that you queue up patiently on one of these whilst you are waiting to be admitted to the actual Sports Hall.
- There are also yellow dots on the path up to the Sports Hall building, at two-metre distances, should there already be students in the corridor queuing to enter.
- You will enter the actual Sports Hall through the normal doors and a member of staff will be there to greet you.
- There are two hand sanitisers, one on each wall, just before you enter the Sports Hall and we ask that you use these each time you enter the venue.
- If you need to use the toilet facilities, you will exit the Sports Hall by the normal door and use the toilets in the changing rooms.
- Should you need to wait to enter the toilet, you must stand in one of the yellow boxes.
- You will leave by the same door that you entered the Sports Hall.



**A reminder, you must use the hand sanitiser before you re-enter the old Sports Hall.**

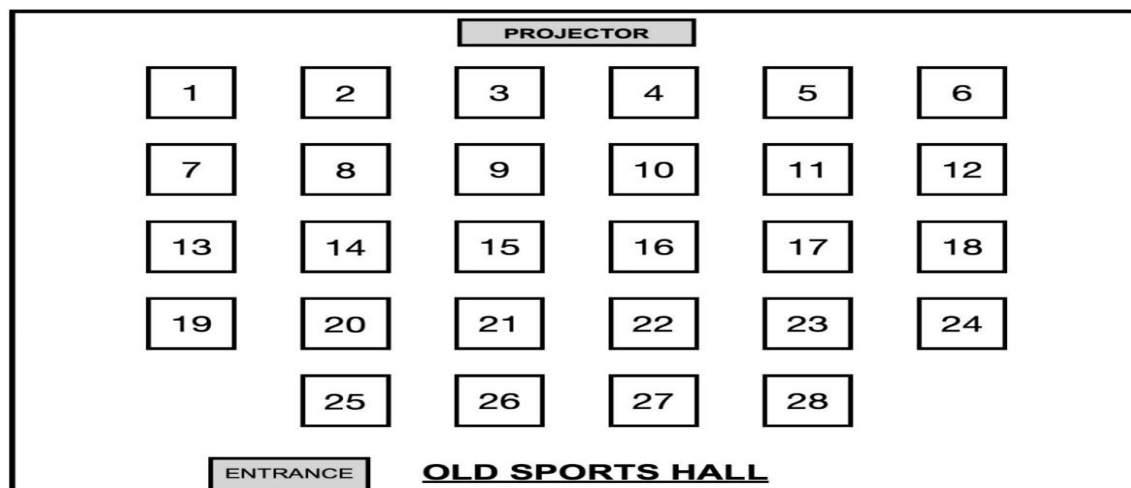
## This is how the desks are set out in the Sports Hall:



## This is the seating plan for the Sports Hall:

There will be a seating plan for your face to face sessions and it is important that you sit in the seat that you have been allocated. This is similar to how you would sit in an exam.

To help you to understand where your seat is, just like in an exam, we have included a seating plan.



# Home Learning

## Home Learning: Closing the Gap

The government still say that the main way that you should be educated at the moment is through remote learning. Your face to face days are designed to support this.

We know that learning from home has been tough and your teachers really do want to do all that they can to support you moving forwards.

In order to help us to support you, we would like you to complete the 'Home Learning: Closing the Gap' sheet that we have sent to you with this booklet. Please do take the time to fill this in, in as much detail as you can and with as much honesty as you can: what have you learnt; where do you feel that you have been successful; what are the key areas that you have found difficult and would like more help with.

Your teachers want to use the feedback that you provide to plan for the next face to face session; to plan for the remote learning that they are setting; and so that they can make preparations for September.

The pathways information below is to help you identify the subjects to fill in on your Closing the Gap sheet.

Year 10 Pathways							
Pathway A		Pathway B		Pathway C		Pathway D	
Code	Subject	Code	Subject	Code	Subject	Code	Subject
10A/Cp1	Computer Science	10B/Ar1	Art	10C/Bs1	BTEC Business	10D/Dr1	Drama
10A/Da1	Dance	10B/Ar2	Art	10C/Bs2	BTEC Business	10D/Dr2	Drama
10A/Dt1	DT	10B/Bs1	BTEC Business	10C/Me1	BTEC Media	10D/Fr1	French
10A/Dt2	DT	10B/Fr1	French	10C/Py1	Psychology	10D/Fr2	French
10A/Fd1	Food and Nutrition	10B/Fr2	French	10C/Py2	Psychology	10D/It1	BTEC IT
10A/Fd2	Food and Nutrition	10B/Me1	BTEC Media	10C/Sb1	BTEC Sport	10D/It2	BTEC IT
10A/Gr1	Graphics	10B/Me2	BTEC Media	10C/Sb2	BTEC Sport	10D/Sb1	PE
10A/Rs1	Religious Studies	10B/Mu1	Music	10C/Sc1	Triple Science	10D/Sb2	BTEC Sport
10A/Tx1	Textiles	10B/Rs1	Religious Studies	10C/Sc2	Triple Science	10D/Sb3	BTEC Sport
						10D/Tr1	BTEC Travel & Tourism

We would like you to **complete this form electronically if you can** and follow these instructions:

- Save the form with the title 'Home Learning Review for [ADD YOUR NAME]'
- Email your form to Mrs Hemmington

**To:** Jane Hemmington: [jhemmington@latimer.org.uk](mailto:jhemmington@latimer.org.uk)

**Subject:** Year 10 Home Learning Review

**Email Text:** Please find attached the Home Learning Review for [ADD YOUR NAME]

If you are not able to complete your form electronically, please bring a paper copy to your face to face session.

## Home Learning: Additional Support

In order to supplement your home learning, when you attend the face to face sessions, we will be issuing you with a set of revision guides for English, Maths, Science, History or Geography and French (if you take this subject).

Whilst we do not want you to worry about next year's exams at this stage, these revision guides will help to support your home learning and we will be asking our teachers to set some activities from these books over Term 6.

**Warning:** The revision guides are heavy. We have put them in a strong bag for you but you may want to bring a backpack to carry them home! So be prepared to carry them home.



## Coping with Worries

Coming back to school from a long absence can be difficult but there are ways we can help ourselves (or get help from others). The first thing is to recognise any fears, who you can get to help you conquer these and what action you are going to take. Below are just some of the concerns that you may have.

In the first instance, please do not worry. These have been difficult times and we have all experienced challenges. The most important thing is that we are here to help and that you let us know.

Worries	Action you could take
I have fallen out with people over social media/texts etc.	Consider that many people will have fallen out with friends and/or family during the lockdown but we can move on from this. You could ask a parent/carer to contact your form teacher on your behalf or you could contact them yourself. Maybe you could 'offer an olive branch' to the person you have fallen out with before the face to face sessions. Remain calm, offer an apology or forgiveness as there are probably bigger things to worry about in the world – put this issue into perspective.
I do not want to leave the house	Before the day of your face to face session, practice leaving the house. Take short trips out: walk for 10 minutes, 20 minutes, then 30 minutes; or take a trip out in the car; perhaps go to a local park and meet a relative at a 2 metre distance. Start small and this will build up your confidence.
I do not want to leave my family	Remember families are bound together and these bounds come from the tiny things we can do for each other and our love and care for each other. Your family want you to have a fulfilling life which includes doing things without them plus you will have more to talk about when you get back from your face to face session. We have to take positive risks in life to make us grow – think of the consequences of taking a positive risk, e.g. improving your prospects of getting a good job, independence, holidays, making friends etc.
I need a haircut! (or I've been given a horrific haircut)	Welcome to the club! I think you will find a lot of us are in the same boat – we might not look our best and we need to be able to laugh about that rather than get insecure. Most people care more about what 'they' look like to bother thinking about what 'you' look like.
I do not like change	A lot of people feel this way and change can be very overwhelming. Know that change happens, has to happen, will happen. However, you can adapt to it by controlling the small things – I 'have' to go to school but I can control when I pack my bag, if I have a bath or a shower, which people I speak to, whether I will have a positive outlook etc. Write yourself a list of events for the first day – 1) Get up at _am 2) Get washed and dressed 3) Eat breakfast etc. then tick them off as you do them. Don't treat it as "Day One", think of it as a series of smaller events and tasks. Reading the booklet that we have provided in advance will also help you to understand the changes at school.
I might get ill	This is a tough one, people do get ill but they also get ill when they are not in school too. We have tried to reduce this risk by following government guidelines on hygiene and social distancing – make sure you know what these are before returning to school (the booklet will help you) or you can research the best strategies.
I have been feeling very down lately	These feelings can be overwhelming too but luckily there are a lot of ways to cope with them. There are several resources listed below but talking to someone about your feelings (even if they do not have any 'answers') often is the place to start. Do not run away from your feelings – take control and tackle them head on. You will probably need support to do this so ask a parent to contact your form tutor and/or one of the support services. There is always someone to help you.

I think I am behind on the work	You are certainly not alone on this one – some students will not have been able to work well at a computer for five hours a day, some will have been ill or too upset to work to their usual standard. Teachers know this and will understand – they will want to welcome you back into school life, not shout at you. Putting a plan together will help to get you back on track and the Closing the Gap Review that we have asked you to do will definitely help with this. It is more important to focus on what you have achieved during lock down.
Everyone is pretending everything is normal – it's not normal!	Anxiety about what is happening in the world is to be expected – people are coping with it in different ways, whether or not they have been directly affected by it. Some use humour as a way to cope and do not mean any disrespect by it. Some people just want to be back in school, work hard, and forget about it for a while. Others will need some support to come to terms with their feelings. All of these reactions are normal – if you need support please do reach out and ask.
I have lost a family member or friend	There will be few communities that will not have lost members to the coronavirus, or other illnesses, during lockdown. It is essential that we recognise this and take time to mark and celebrate their lives. There are lots of sources of bereavement support available – please ask a parent/carers to contact your form tutor if you need this support.
I am not used to getting up so early anymore and all the things I have to do	For many students the re-establishment of routines will be difficult. This will not just be for school routines; it will also be for those basic daily life routines, such as sleep and getting up. We know that this is difficult and a source of anxiety at the beginning of every term, but this will be on a larger scale. We will need to re-learn the rhythm of the school – but we will be doing this together and we will find our new normal.
My parent/carers is a keyworker, these other students do not understand what it feels like	There will be significant differences for those of you who have and have not been on the school site during the lockdown. It would be wrong to assume that those who have been in school are okay. There may be a feeling, for the students who have stayed in school, that school is their safe place and as others return to school, they are intruding on it – you need to be aware of other people's concerns. Remember some students may not have been able to see a keyworker parent for several months and not had the opportunity of having a hug in all that time.

### Services available to young people:

Below is list of just some of the services that are available to you. We may be able to signpost you to others.

**Kooth:** <https://www.kooth.com/> - Free, safe and anonymous online support for young people

**MyMind:** <https://www.mymind.org.uk/> - Offers a fantastic range of information on positive mental health and where to find support

**CAMHS Mental Health and Wellbeing:** <https://www.camhs-resources.co.uk/> - Access to a set of resources which are designed for students and parents if they are experiencing stress, anxiety or other mental health challenges

**Cruse:** <https://www.cruse.org.uk/> - Offer support, advice and information to children, young people and adults when someone dies.

**Winston's Wish:** <https://www.winstonswish.org/> - Is the UK's childhood bereavement charity

**Grief Encounter:** <https://www.griefencounter.org.uk/> - Is a Child Bereavement Charity