



# High Tunstall College of Science

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Headteacher: Mark R Tilling

Deputy Headteachers: Peter W Hayward and Laura Ovens

August 2020

Dear Parents/Carers

I would like to welcome you to the start of your first academic year as a student of High Tunstall and what I hope will be a full and rewarding year for us all. The past 6 months have been tremendously hard for all families, young people and schools and we are here to support you as much as we can over the coming months.

Unfortunately due to unforeseen circumstances out of our control regarding the grounds work we will have to delay students returning to college by 1 day. We will now be holding two staff PD days on Tuesday 1<sup>st</sup> and Wednesday 2<sup>nd</sup> September. This means that Year 7 students will return to College at 8.35am on **Thursday 3<sup>rd</sup> September 2020 with Year 11 returning later in the day at 11.00am. We will see the rest of the college, Years 8, 9 and 10, return on Friday 4<sup>th</sup> September 2020 at 8.35am for a prompt 8.40am start.** I apologise for the inconvenience this may cause, however, we have to ensure that the site is safe for the students to return.

We expect all students to be in full uniform and if they need a tie they will have to purchase one from the College. Please understand that we need all parents to have registered and be using Parent Pay as the handling of cash must be kept to a minimum. Year 7 Parent Pay Passwords will be posted home on 2<sup>nd</sup>/3<sup>rd</sup> September 2020.

When students arrive to College they will be given a lanyard to wear, this is to identify the year groups and to hold their "contactless" card for lunch and break. We have had to move away from our finger recognition option due to the issues around cleaning. Students must bring the cards in everyday and be wearing the lanyards at all times. Please support us in helping students to look after them.

We have updated our risk assessments that identify the risks associated with coronavirus specific to our college and additional measures have been put in place to minimise those risks as far as we are able to. We are segmenting the College into Year groups and the planning and risk assessments have been done with that in mind. Our risk assessment for the full reopening of the College will be published on our college website on August 25<sup>th</sup> for your information.

All staff and students will continue to have access to testing if they develop symptoms of coronavirus, and rapid action will be taken should any test come back positive to ensure that the college continues to be a safe environment. The affected student or member of staff will be required to self-isolate at home for 14 days, as will any students and members of staff they have been in close contact with (e.g. the rest of the student's segment).

In July I sent out to you the guidance document on the new way of working at High Tunstall, I have enclosed the guidance with this letter for your information. We are working still in an era of a "pandemic" and all rules and procedures need to be followed by all. Please can you ensure you have read through all the details in the attached document with your son/daughter.

Elwick Road, West Park, Hartlepool, TS26 0LQ  
Tel: (01429) 261446, Fax: (01429) 22856  
Email: [htadmin@hightunstall.hartlepool.sch.uk](mailto:htadmin@hightunstall.hartlepool.sch.uk)  
[www.htcs.org.uk](http://www.htcs.org.uk)  @hightunstall  @hightunstall

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Student's access to the site has changed and we ask you to look at our social media pages for further updates as we get nearer to the start of term. The car park will not be completed by the time we open and therefore we will have no access for parents to come on to site at all. I apologise for this but it has been out of our control. **Students should either enter the College via the pedestrian entrances and not the main carpark entrance**, but please be assured we will have staff about to support everyone on the day.

We have been very busy on site during the holidays improving facilities for the staff and students to return to in September and I am proud to inform you that the new Tennis Courts have now been completed, they look absolutely superb and are a fabulous facility for the College site. The changing room work within the Shine Centre should be completed by the end of the summer and once again these look excellent. The SEND area out the back of the North Building has been completed and is now a useable and exciting area for all of our SEND students. New interactive TV screens have been installed, the football pitch at the East of the College is being laid out for seeding and growing over the next 12 months, the cricket square has been relocated and we have been provided with two new jumping pits.

Unfortunately the 3G pitch has not started yet, we are awaiting the Football Foundation to appoint the contractors and as soon as we have any further information on this development we will let you know.

This year we have had the most extraordinary year for us all and more so for our students who have collected their GCSE results. We are extremely proud of each and every one of them and I would like to say a massive congratulations to all our students who received their results this summer and wish them the very best of luck for the future, whatever route they decide to take, whether it be further education, training or employment.

Enclosed with this letter you will find the following information:

- The Parent Planner
- College Calendar, please note that the calendar highlights when the timetable is a week 1 or week 2
- Should my child go to school leaflet

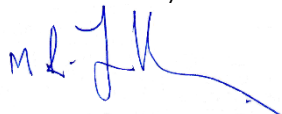
Please do not forget to utilise the Class Charts APP for information on achievements and behaviours and MyEd for information about the College. Class Charts codes can be obtained from the admin office.

We recognise that some of you may have some concerns about your son/daughter returning to college and that this is an unsettling time for some children. We also understand that the past months will have been challenging for many families. If you would like to talk to us about your son/daughter and any concerns you have about their return to college, please, in the first instance, contact your son/daughters tutor by email. If your son/daughter has an EHC plan please contact the College SENCO, Mrs Stobbs, who will support you and your son/daughter with their return to college.

If you have any questions or concerns please do not hesitate to contact the college. I look forward to welcoming all students back to college in September for what I hope will be a much more settled year for us all.

Take care and stay safe.

Yours faithfully



**Mr Mark Tilling**  
**Headteacher**

### **Allocating Students to a 'Bubble'**

In line with Department for Education (DfE) guidance, the College has made arrangements for all children to attend college as part of a smaller consistent group, often referred to as a 'bubble'. These groups of students will remain together throughout the College day and will not interact with other bubbles in college. This is an important measure to limit the spread of any infection and will limit the number of interactions between students in college. Your son/daughter will remain with their Year Group bubble and will only mix with that year group. Please note, siblings may be allocated different groups and this is supported by the DfE in their guidance.

### **Attendance**

From September 2020, the normal rules around school attendance apply. Therefore, we must remind you of your duty to secure that your son/daughter attends college regularly. The College have a responsibility to record attendance for all children and follow up absence. Please see our college attendance policy which is published on our website.

### **College Staff**

All College staff have been fully briefed on the arrangements in place for a full reopening in September 2020. Some college staff may have been shielding during the lockdown and as such we will be supporting them fully as they return to work. I would ask all parents/carers to bear in mind that some staff may have spent a considerable amount of time away from college and that this is also an unsettling period for those members of staff. We ask that our entire college community are patient with each other as we adjust to this new way of life.

### **Maintaining a Safe College Environment**

I would like to take this opportunity to remind you of the preventative measures the College has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the College
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
  - Before leaving home
  - On arrival at College
  - After using the toilet
  - After breaks and sporting activities
  - Before food preparation
  - Before eating any food, including snacks
  - Before leaving college
- Installing alcohol-based hand sanitiser dispensers that contain at least 60% alcohol throughout the College
- Ensuring students and staff understand that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away into the bins provided
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible
- Telling staff to stay at home for 14 days if they develop symptoms of coronavirus
- Arranging classrooms so that students are seated side by side facing forwards and removing unnecessary furniture and equipment.

As an important part of our college community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your son/daughter informed about the things they can do to discourage the spread of infection.

Behaviour management and our policy of ensuring teachers have attention to best conduct at all times will remain. Mrs Wood has outlined in the attached letter the way we will continue to maintain the expectations on behaviour, attendance and uniform if students choose not to comply. We ask you to support us in this.

### **Symptoms of Coronavirus**

As per the current NHS and government advice, you should keep your son/daughter at home for a period of 14 days if they develop coronavirus symptoms. Symptoms include a high temperature, a new continuous cough, and a loss of taste/smell. Where symptoms continue after 7 days, or begin to worsen, you should call 111. If someone in your household has symptoms, your son/daughter must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

The College will insist that any student or member(s) of staff who show any symptoms that may be compatible with Coronavirus, book a test immediately. Information on booking a test will be provided by the college and the student / member of staff will not be permitted to return until the test result is confirmed and the period of isolation is complete. In addition, guidance from the DfE states that a small number of home testing kits may be able to be distributed by the College in exceptional circumstances. We have not yet received the details of this and will advise parents/carers as soon as more information is available.

If someone you or your child has been in close proximity to has tested positive for Coronavirus, you may be contacted by the NHS Test and Trace service. Information on the NHS Test and Trace service is available here: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/> If you think your son/daughter may have been exposed to or has coronavirus, please contact the college on **01429 261446** at the earliest opportunity.

### **College Uniform**

From September 2020, all students will be expected to return to college in their full college uniform. In accordance with DfE guidance, uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Our college uniform is vital in contributing to the ethos of the college and sets an appropriate tone for students to return to learning. Details of our college uniform policy, which will be applied in full from 2<sup>nd</sup> September 2020, is available on our website. We can no longer lend ties if they are misplaced, they will have to be purchased at a £5 cost.

### **College Bags**

It is still recommended that we limit the amount of equipment students bring to college each day. Therefore, only essentials can be brought to college by students such as: lunchboxes, hats, and coats. Lockers will not be allowed to be used in Year 8-11 as this would mean mixing bubbles. Year 7 may use their lockers which will be allocated on 2<sup>nd</sup> September. If students bring their bags they will be expected to be by their chair in their classroom.

### **Arrangements for the start and end of the College day**

The beginning and end of the college day are the busiest times for students and adults congregating together in one place, so maintaining safe distances within normal arrangements can be a challenge. We have implemented the following measures for when students return to college:

- Year 7 should meet in the old car park area outside the front of the North Building where they will be met by staff
- Year 8 should use the west staircase and make their way to the Mathematics corridor where they will be met and directed to their classroom
- Year 9 should use the East staircase and make their way to the Discovery corridor where they will be met and directed to their classroom
- Year 10 should use the main student entrance and will be directed to the Communications classrooms via the Heart staircase
- Year 11 should use the North staircase and go to level 2 where they will be directed to their classroom by a teacher
- Students who attend the Shine Centre or the ARC should go straight to the external doors for the areas

We encourage students to walk or cycle to college if possible and avoid public transport where possible and at peak times. College start time has not changed.

- A marked system has been set up in the college corridors to minimise face-to-face contact between students and make it easier to follow social distancing guidance.

### **What if we arrive late to college?**

It is important that students are in College by 8.35am so learning can start promptly at 8.40am. If for any reason your son/daughter is late they will have to come to the main reception and ring the door bell and wait until someone comes out to take them to their designated area. Students will not be allowed just to wander in the College buildings late. Please do not come into the college building unless invited to do so.

### **Transport**

If you and your son/daughter travel to college using public transport, we must remind you that it is a mandatory requirement to wear a face covering unless you are exempt for reasons of health, age or equality. Full guidance is available here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings>

### **Arrangements for break times and lunchtimes**

We recognise the importance for all students to have a break from learning and to enjoy time outside during the college day. Reconnecting with friends will be an important aspect of students settling back into college life, so we have made some adjustments to break and lunch times to ensure they can do so safely.

### **Break times**

- Year 8 & 10 will have a break at 9.40 – 10.00 am
- Year 9 will have a break at 10.10 – 10.30 am
- Year 7 and 11 will have a break from 10.40 – 11.00 am

Students will not be able to purchase food in the first few weeks whilst we get used to the new arrangements so we encourage you to send them into college with a healthy snack.

- Year 8 & 10 will have lunch at 12.00 – 12.30 (Year 8 first, followed by Year 10)
- Year 9 will have Lunch at 12.30 – 1.00
- Year 7 and 11 will have Lunch from 1.00 – 1.30 (Year 7 first, followed by Year 11)

Students will be expected to go outside for their 15 minute “outdoor” time unless we are having inclement weather.

### **The College Day**

The college day in essence will be the same as we would normally run with the changes indicated to make break and lunchtimes easier to maintain social distancing. Assemblies will be carried out by Zoom/Microsoft Teams and will be beamed straight into classrooms. For most lessons students will stay in the same room, except where specialist subjects like Design and Food Technology need to use a specialist rooms. We are endeavouring to maintain a broad and balanced curriculum for all and will utilise staff to support student catch up missed work around the building.

Though we are zoning learners around the College and ensuring that they do not break their "bubbles" we do want to return the College to as near normal as possible and can only do that with the support of the whole College community.

### **Visiting College**

If you need to speak to the college at any time, please contact the college by phone on 01429 261446 or by email to the following contacts for each year group:

Year 7	Mrs A Dunlop Mrs M Wake	<a href="mailto:adunlop@hightunstall.hartlepool.sch.uk">adunlop@hightunstall.hartlepool.sch.uk</a> <a href="mailto:mwake@hightunstall.hartlepool.sch.uk">mwake@hightunstall.hartlepool.sch.uk</a>
Year 8	Mr D Cook Mrs L Dixon	<a href="mailto:dcook@hightunstall.hartlepool.sch.uk">dcook@hightunstall.hartlepool.sch.uk</a> <a href="mailto:ldixon@hightunstall.hartlepool.sch.uk">ldixon@hightunstall.hartlepool.sch.uk</a>
Year 9	Mrs R Harbron Mrs S Lester	<a href="mailto:rjefferson@hightunstall.hartlepool.sch.uk">rjefferson@hightunstall.hartlepool.sch.uk</a> <a href="mailto:slester@hightunstall.hartlepool.sch.uk">slester@hightunstall.hartlepool.sch.uk</a>
Year 10	Mr L Blythe Mr D Halliday	<a href="mailto:lblythe@hightunstall.hartlepool.sch.uk">lblythe@hightunstall.hartlepool.sch.uk</a> <a href="mailto:dhalliday@hightunstall.hartlepool.sch.uk">dhalliday@hightunstall.hartlepool.sch.uk</a>
Year 11	Mr J Turner Mrs L Harrison	<a href="mailto:jturner@hightunstall.hartlepool.sch.uk">jturner@hightunstall.hartlepool.sch.uk</a> <a href="mailto:lharrison@hightunstall.hartlepool.sch.uk">lharrison@hightunstall.hartlepool.sch.uk</a>

*All email contacts are on our website and are included in the parent handbook.*

We would like to politely request that parents do not come on to college site unless it is absolutely necessary as you will not be able to speak to a member of staff face to face without making an appointment in advance. Appointments will only be made in exceptional circumstances so we can ensure that you and our staff are kept safe.

### **Support for Students and Families**

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on students' emotional wellbeing as well as their return to learning. The following support is in place for students once they return to college:

- A. Tutor to be first point of contact for any issues
- B. Student Support Officer and Head of Year to support if cannot be resolved
- C. Emotional Health and Well Being Officer available for students who are struggling
- D. Special Educational Needs and Disability Coordinator to support those who need additional support

The College does have access to staff who are trained bereavement counsellors and if you would like support please contact the Head of Year as indicated above. Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged), or their free webchat is available at [https://england.shelter.org.uk/get\\_help/webchat](https://england.shelter.org.uk/get_help/webchat)