31 December 2020

Dear Parents and Carers

In light of the announcements from government late yesterday, we have to amend our plans for the opening of school accordingly. In my letter at the end of term we had hoped to welcome all Year 7 pupils back into school on Monday 4 January, as they can all be considered to be vulnerable due to their age. This is NOT now possible. The arrangements are as follows for Monday 4 January:

**Year 11:** all pupils remain at home and lessons will be provided online via Teams, with the teacher ‘present’ for consultation and, where appropriate, direct teaching.

**Year 10:** all pupils remain at home and lessons will be provided online via Teams, with the teacher ‘present’ for consultation and, where appropriate, direct teaching. The only exceptions are pupils who are ‘vulnerable’ and we shall contact those families directly. Those pupils only should attend school as normal.

**Years 7, 8 and 9:** all pupils remain at home and lessons will be provided online via Teams, with the teacher ‘present’ for consultation and, where appropriate, direct teaching. The only exceptions are pupils who are ‘vulnerable’ and pupils whose parents are Key Workers (as defined by the government prescribed listing). We shall contact families directly where we are aware of vulnerabilities which mean that the child should come into school. Those pupils only should attend school as normal.

Children who are told to come into school will follow their timetable as normal and will join their peers who will be connecting to the same lesson from home via Teams.

**‘Key Worker’ children:** unfortunately, **our records of such pupils must be updated** to ensure that we have accurate records for our new Year 7 pupils and can respond to changes in circumstances for other families. We must ask ALL of our families of **Year 7, 8 and 9 pupils, who are Key Workers**, to complete the online registration form which can be found on our Website by following the link:

[KEY WORKER LINK](https://www.olchs.lancs.sch.uk/application-for-childcare-provision-during-lockdown/)

**Transport and Meals:** we intend for school transport to run as normal and for our catering service to run as normal.

**Monday 11 January:** Year 11 pupils who have received two negative tests should return to school for face-to-face teaching. Vulnerable and Key Worker children from Years 7, 8 and 9 should attend as per the first week.

**Testing:** schools are expected to offer COVID 19 testing to both staff and pupils. The training and practical arrangements to provide this have to be put in place during the week commencing 4 January.

We need a team of 9 people to administer the testing and the aim is for every pupil to be tested before returning to school. We need to receive consent from parents/carers and also from pupils who are 16 years old. We shall make contact next week with specific arrangements which will begin with Year 11 pupils.

**Testing Volunteers:** we need your help please. Are you in a position to volunteer to be trained and to be part of our testing team? If you think you can please complete this very simple form which will collate your details. We will follow up with a conversation about availability and what is required. It is with your help that we will be able to make this work.

[TESTING VOLUNTEERS LINK](https://forms.office.com/Pages/ResponsePage.aspx?id=6CO0qhxDIk6BVwyK0mNjxWY65UwDBqNKvRZGAHIPGSNUOUg3N0xWRkNYQ0lGTUtERkVIN0VaOFJKUC4u)

All our teachers and support staff will be in school from 4 January as normal and will be planning and teaching their lessons. I am sure you will understand that we must keep overall numbers in school to a minimum or we will defeat the latest government strategy at the outset.

Please expect further communications to follow, either text or Schoolcomms. We do not have all of the details needed at present but are working hard to try to make our school operate as near to normal as we can. We also have to respond rapidly to what is a frequently changing situation, but we will continue to do our best to provide education and care for all of our families.

Yours sincerely

Nigel Ranson

Headteacher