



Dear Parent/Carer,

As of Monday 15th June, the Year 10 Tutor sessions will start to commence. Each pupil will receive in total 3 x 2 hour tutorials over the 5-week period remaining of the summer term. The aim of these sessions is to support pupils with their online/remote learning and to address any concerns pupils have academically and/or pastorally that may have arisen since the COVID 19 lockdown.

The St Patrick's staff are very much looking forward to welcoming back our Year 10s to school and supporting them through these difficult times.

We have in excess of 130 pupils participating in the tutor sessions on a rolling 8-day rota. Pupils have been placed into tutor groups of 6 pupils. The sessions will take place in one of 3 rooms. G15, F5 and F8. These are all computer equipped rooms that can accommodate 6 pupils comfortably whilst obeying social distancing protocols. These rooms and the computers that the pupils will use will be thoroughly cleaned before every session has commenced.

Under no circumstances should any pupil arrive at school if they are exhibiting any symptoms of COVID 19. They should be self-isolating and await testing

Therefore, each day, 18 Year 10s will be on site at slightly staggered start times in the morning. You will be/have been contacted by your son/daughters Form Tutor to inform you of when your son/daughter is to attend. It is crucial for the smooth and safe running of the sessions that pupils arrive at the allotted times which is 15 minutes prior to the session start time.

The session dates for each group and starting times are highlighted in the tables below:

Group Number	Dates pupils will attend		
1	15 th June	25 th June	7th July
2	16 th June	26 th June	8th July
3	17 th June	29 th June	9 th July
4	18 th June	30 th June	10 th July
5	19 th June	1 st July	13 th July
6	22 nd June	2 nd July	14 th July
7	23 rd June	3 rd July	15 th July
8	24 th June	6 th July	16 th July

Group	Session room	Tutor session time	Arrival at school time
A	G15	10.00am - 12pm	9.45am
B	F5	10.15am - 12.15pm	10.00am
C	F8	10.30am - 12.30pm	10.15am

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So using the two tables above, as an example, if your son/daughter is in group 5B, they will attend on 19th June, 1st July and the 13th July and their arrival time to school will be 10.00am. They must arrive at the arrival time in order for the tutor to facilitate the pupils' handwashing prior to the 10.15am session start.

Our number one priority will always be the safety of all pupils and staff. Therefore, can you please read the following bullet points and ensure that you discuss them with your son/daughter prior to attending a session.

- Food is not available on-site so pupils will need to have had breakfast and/or a snack prior to attending school. No food is to be brought onto site unless it remains in the pupil's bag and it is eaten off site, after the session has concluded
- Pupils are to arrive to school in full freshly washed school uniform for each session. The standards of uniform are exactly the same as a "normal" school day. School shoes are compulsory. A jumper is optional as normal per summer term.
- Pupils are to arrive with a) Knowledge organisers b) Equipment (Pen/pencil/ ruler) c) a water bottle (full)
- Pupils should obey the social distancing protocols the government has put into place
i.e. 2 metre minimum distance to other pupils/members of the public whilst travelling to and from school. Of course, these measures are essential and compulsory at all times whilst in the school building.
- It is absolutely imperative that pupils recognise the importance of excellent behaviour at all times. This includes whilst being in school and travelling to and from school. Wearing the uniform of St Patricks, they are ambassadors for the school and their families
- Pupils are to arrive 15 minutes prior to their allocated sessions (see below). Please do not arrive to school before your allotted arrival time.
- Pupils should not enter the school until their allocated session tutor has collected them from outside the school buildings main reception.
- Pupils are to line up using the social distancing markers that are outside the school reception by the main entrance, ensuring that they are a minimum of 2 metres apart. The school's main entrance will be the single point of entry and exit for the school.

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- Pupils will be collected at their arrival time by their tutor and escorted into the building where they will then be given the opportunity to use the toilet (1 pupil at a time) and then instructed on correct handwashing procedures. Pupils will wash their hands thoroughly and will then be escorted to the tutor room for the session to commence.
- If a pupil starts to develop and displays symptoms of COVID 19 whilst on site during a session, this will be immediately referred to the Senior Leader in charge on site for that day. The pupil will be collected from the class and isolated. Parents will be contacted about arrangements for collection. The pupil should then self-isolate and parents/carers should arrange for testing for them
- Pupils will be allocated a particular table/desk/computer to sit at and it is essential that they remain in this place for the duration of the session. Pupils should not move around the classroom or pass anything physically to other pupils.
- Pupils who have a medical issue which means they need access to the toilet will be allowed to visit an allocated toilet just as they would during a normal school day. They must return to the session ASAP and not attempt to go anywhere else in the school
- At the end of the tutor session pupils will be escorted back to the toilets/handwashing facilities and must thoroughly wash their hands. Pupils will do this 1 at a time. The other pupils must remain 2 metres apart as a minimum whilst waiting to wash their own hands.
- Once a pupil has washed their hands they must leave the building immediately via the school's main entrance

Pupils' attendance at sessions will be recorded and is reported to the local authority, therefore if you have indicated either by text, email or by conversation with a member of staff that your son/daughter will be attending then please ensure that they attend on the dates provided.

If your son/daughter cannot attend a session for health reasons and you are aware in advance can you please contact the school and inform us at the earliest opportunity,.

Unfortunately, there is no flexibility regards changing days as we are only accommodating 18 x Year 10 pupils each day and staffing has been arranged to support this model.

As always if you are in any doubt about the arrangements or you have any questions please direct these to your son/daughters Form Tutor.

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Finally, I am acutely aware of the additional stresses and pressures placed on yourself and on your son/daughter due to missing vital time in Year 10. I can assure you that these tutor sessions are just the start of what will be a substantial support programme that Year 10/11 will receive to ensure they are best equipped to be highly successful in next year's examinations. Do not worry you are in "safe hands".

Thanks in advance for your support and we look forward to welcoming back Year 10 over the next few weeks.

Yours faithfully

Alison Byrne

Headteacher

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