



**Breakspeare School**  
Gallows Hill Lane  
Abbots Langley  
Hertfordshire  
WD5 0BU

**Tel:** 01923 263645  
**Fax:** 01923 260087

**Meadow Wood School**  
Coldharbour Lane  
Bushey  
Hertfordshire  
WD23 4NN

**Tel:** 020 8 4204720  
**Fax:** 020 8 4205497

admin@breakspeare.herts.sch.uk

admin@meadowwood.herts.sch.uk

21<sup>st</sup> May 2020

Dear Parents and Carers,

I'm writing to inform you about our plans for after May half term. We have based our plans on the DfE framework and guidance for "schools' wider opening" in June and on HCC guidance on special schools phased return of an increased number of students from June 1<sup>st</sup>. The schools have been given the right to make their own judgement on how to plan for the safe opening of their setting based on their knowledge of their school community and premises.

We have planned an increase of our student intake in three phases.

Rationale

- a) The demolition of the Portakabin at Breakspeare School (C5 and C9) will start during the May half term and will continue during the first week of June. The crane will be on site on Thursday 4<sup>th</sup> June to remove the building.
- b) We want to base our wider opening on the most up-to-date reassessment of the national COVID-19 situation during the May half term and the first week of June. There are a few concerns that by lifting some restrictions of lock down it may result in a new peak of the virus transmission. This would consequently impact on any guidance that will be given to the schools after May half term.
- c) We know that there will be a new updated risk assessment and guidance from both DfE and HCC in regard to special schools' opening. We have been waiting for this all week. Unfortunately we haven't received this essential information at this present time – this has made it difficult to plan for the first week of June.

### Phase 1

Week commencing 1<sup>st</sup> June (one week)

- **We will keep the provision and the number of the students the same as before** half term in both schools
- However Breakspeare needs to be closed for the students on Thursday 4<sup>th</sup> June when the crane is onsite. We really hope that no further closures will be necessary. We apologise for the inconvenience.

### Phase 2

Week commencing 8<sup>th</sup> June till 3<sup>rd</sup> July (4 weeks)

- The priority is to continue delivering sustainable provision for children of **key workers as well as those who have been identified as being exceptionally vulnerable.**
- In addition we endeavour to offer a placement for **all children and young people whose parents have requested this by 15<sup>th</sup> May**, in both of our schools.

We aim

- To secure provision for priority groups e.g. keyworkers / exceptionally vulnerable
- To provide equal support for our families.
- To give the opportunity to access school provision for the maximum number of students that we can safely cater for in our schools, in line with given health and safety guidance during COVID-19.
- To provide consistency of provision for 4 weeks

Therefore

- School provision will be part time for the vast majority of the students: this maximises our operational efforts to manage risks of virus transmission and to follow the social distancing guidance.

- It may be needed to reduce provision of some current full time students to a part time provision.
- A small group of Breakspeare students will be temporarily located at Meadow Wood School, this is to minimise the number of people in the Breakspeare School environment and to maximise the risk management of virus transmission. This action is possible because of the relatively low number of Meadow Wood parents that have requested a placement for their child in June.

### Phase 3

Week commencing 6<sup>th</sup> July till end of the academic year 21<sup>st</sup> July (2 and ½ weeks)

#### Aspiration

- We would like to extend our provision for the students in both schools. This would also mean bringing back those students who have been temporarily placed at Meadow Wood School.
- Further information at the end of June.

**The biggest challenge** that may impact on our '3 – phase plan' to increase our students' numbers is our staffing situation. Under the current situation it is impossible to anticipate the number of staff absences.

Please note that we have a significant number of staff shielding till the end of June and it may be possible that some/none of them will return back to work before the end of the academic year. Obviously increased testing of COVID-19 may help some members of staff return to work earlier after an illness. It may be that the staffing situation will temporarily impact on our provision in phase 2 /June and we would therefore need to withdraw the provision temporarily from a group of students.

#### Some points to note

- If a child/ young person is absent from school because of parents concerns due to the COVID-19 pandemic their child's absence is recorded as authorised.
- If the child/young person has received a shielding letter e.g. they are medically vulnerable, we are not able to offer them a school placement.
- We do our utmost to organise staffing so that the students are supported by some of their familiar members of staff.
- Grouping of students may be comprised of students from different class groups. We group the students in new groups that are age appropriate and cater for their learning, medical, communication and behaviour support needs.

#### Next steps

- **We will contact all parents whose child will be provided with a school placement at the latest by Thursday 4<sup>th</sup> June informing them about their child's school days.**
- **We will call Breakspeare School's parents whose child will be offered a placement at Meadow Wood School at the beginning of the week after half term.**

#### Home schooling

- We continue familiar home schooling arrangements via regular contact form your child's class teacher

I hope that you will find this information helpful. Please don't hesitate to contact myself or Darren if you have any questions or concerns about our plan for June or the welfare of your child.

We are here to help and support you.

On a completely different note, I need to share with you some exciting news from our deputy, Caroline Day-Lewis. Caroline has been appointed as the Head teacher at Woodside School, Harrow. Woodside School is a similar special school to Breakspeare. We are extremely proud of her successful appointment but also very sad to say 'good bye' to her at the end of this academic year. During her years at Breakspeare, Meadow Wood and The Sunflower Federation she has made a significant positive impact on the quality of our provision. We wish her all the best in her new career.

I wish you all a peaceful half term. I would especially like to wish 'Happy Eid' to many of our families who will be celebrating this important time in a very different way than they have before.

Thank you for your continued support.  
Keep safe with very best wishes,  
Merja

**Actions** <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

**Cleaning** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

