



Initial Plans for the Full Reopening of CFS from 8th March 2021

26th February 2021

Dear all,

I am delighted to confirm that, in line with the Government's announcement at the start of this week, CFS will begin to reopen to all pupils from Monday 8th March 2021. Whilst we know that we are still not returning to a school exactly how we would wish it to be, myself and all the staff at CFS are so excited to have the pupils in front of us again; we all know how difficult this second school closure and period of remote learning has been.

I will reflect more on the experience of the last half term in my end of week message to you next week, but for now I wanted to give you some of the most important information you need about how things will work from 8th March. More information will be coming out next week, including our updated risk assessment, pupil guides (similar to those issued in September) and more detail about the Testing Centre. But I didn't want us to go into the weekend without you knowing the fundamentals. Please be assured that if something has not yet been covered, it will be over the next week.

As usual, I have presented this as a series of questions and answers, so you will be able to skim past areas not relevant to you. **At present, this information is for up until Easter, when the school guidance will be reviewed again.**

1. When will Primary pupils be returning?

In line with the Government guidance, we are delighted to say that **all Primary pupils will return on 8th March**, at the normal start time (see question 4). Class teachers will work hard that day to make your children feel comfortable on their return to school. For equipment that day, Primary pupils should bring normal stationery equipment with them. No Forest School or PE will take place on the first day, but will begin from Tuesday onwards as normal.

2. When will Secondary pupils be returning?

In line with the Government guidance, we are staggering the return for Secondary pupils over the week beginning 8th March, and the Department for Education have stated that Years 10-13 should be prioritised in this return. This stagger is vital to enable us to conduct the testing both safely and in a manner that helps pupils through this process. It is important for us to also have time for each year group to settle back into normal school after such a long time away. We want to ensure that all pupils feel safe, comfortable and happy returning to school, which is essential for an effective return to face to face academic learning.

Each year group will therefore have a **Transition Day** during the week, followed by normal school days thereafter. During the Transition Day, pupils will arrive at staggered times in order to be tested in small groups. (please see question 7). During the rest of the day they will then have time with their Head of Year, several subject teachers, normal lessons, time with their peers at lunchtime and a year group assembly with myself and other members of the Senior Leadership Team. **This is an extremely important day**, where a lot will be covered, ensuring that pupils are then ready to return to a complete timetable of six lessons on day two. **Attendance is compulsory on your child's Transition Day, and unavoidable absences must be reported in the usual way please.**

The timetable for the first week is below; as you can see we are staggering both the days and arrival times. We apologise for any inconvenience caused by this, but it is essential in order to support pupils properly through the testing process in small groups. Even if your child will not be having a Covid-19 test, they still need to arrive at the time stated please.

Please note that week beginning Monday 8th is the week two timetable. No PE kit will be needed on the Transition Day, but PE will begin as normal thereafter.

- **Monday 8th March – Year 11 Transition Day** (Year 13 in as normal)
Key Worker provision and Year 13 arrive at usual time via pupil gate.
Year 11 Noctua – arrive between **8.30am and 8.40am via the staff gate** near the Sports Hall.
Year 11 Aquila – arrive between **9.30am and 9.40am via the staff gate** near the Sports Hall.
Year 11 Pegasus – arrive between **10.45am and 11.00am via the staff gate** near the Sports Hall.
Year 11 Phoenix – arrive between **11.50am and 12.05pm via the staff gate** near the Sports Hall.
All pupils will depart at 3.30pm as normal, unless they have an extended day activity.
- **Tuesday 9th March – Year 10 Transition Day** (Years 11 and 13 in as normal)
Key Worker provision, Year 11 and Year 13 arrive at usual time via pupil gate.
Year 10 Noctua – arrive between **8.30am and 8.40am via the staff gate** near the Sports Hall.
Year 10 Aquila – arrive between **9.30am and 9.40am via the staff gate** near the Sports Hall.
Year 10 Pegasus – arrive between **10.45am and 11.00am via the staff gate** near the Sports Hall.
Year 10 Phoenix – arrive between **11.50am and 12.05pm via the staff gate** near the Sports Hall.
All pupils will depart at 3.30pm as normal, unless they have an extended day activity.
- **Wednesday 10th March – Year 7 Transition Day** (Years 10, 11 and 13 in as normal)
Key Worker provision, Year 11, Year 10 and Year 13 arrive at usual time via pupil gate.
Year 7 Noctua – arrive between **8.30am and 8.40am via the staff gate** near the Sports Hall.
Year 7 Aquila – arrive between **9.30am and 9.40am via the staff gate** near the Sports Hall.
Year 7 Pegasus – arrive between **10.45am and 11.00am via the staff gate** near the Sports Hall.
Year 7 Phoenix – arrive between **11.50am and 12.05pm via the staff gate** near the Sports Hall.
All pupils will depart at 3.30pm as normal, unless they have an extended day activity.
- **Thursday 11th March – Year 8 Transition Day** (Years 7, 10, 11 and 13 in as normal)
Key Worker provision, Year 11, Year 10, Year 7 and Year 13 arrive at usual time via pupil gate.
Year 8 Noctua – arrive between **8.30am and 8.40am via the staff gate** near the Sports Hall.
Year 8 Aquila – arrive between **9.30am and 9.40am via the staff gate** near the Sports Hall.
Year 8 Pegasus – arrive between **10.45am and 11.00am via the staff gate** near the Sports Hall.
Year 8 Phoenix – arrive between **11.50am and 12.05pm via the staff gate** near the Sports Hall.
All pupils will depart at 3.30pm as normal, unless they have an extended day activity.
- **Friday 12th March – Year 9 Transition Day** (Years 7, 8, 10, 11 and 13 in as normal)
Year 11, Year 10, Year 7, Year 8 and Year 13 arrive at usual time via pupil gate.
Year 9 Noctua – arrive between **8.30am and 8.40am via the staff gate** near the Sports Hall.
Year 9 Aquila – arrive between **9.30am and 9.40am via the staff gate** near the Sports Hall.
Year 9 Pegasus – arrive between **10.45am and 11.00am via the staff gate** near the Sports Hall.
Year 9 Phoenix – arrive between **11.50am and 12.05pm via the staff gate** near the Sports Hall.
All pupils will depart at 3.30pm as normal, unless they have an extended day activity.

From Monday 15th March (week one timetable), all year groups will be in normal times every day.

3. When will Sixth Form students be returning?

Sixth Form students are invited in for their first test (see question 6) on **Friday 5th March between 1.30-3.30pm**, where Mr Angell will be there to meet them, welcome them back, and reassure them of any concerns they may have about returning. The Department for Education have said that testing can occur before the weekend where necessary. More information to follow about Sixth Form testing next week. **Year 13 will then return to normal in school teaching from first thing on Monday 8th March.**

4. What will happen with Remote Learning over the next two weeks?

Remote learning will continue as normal from Monday 1st March till Thursday 4th, including our World Book Day activities on Thursday. On Friday 5th March, there will be no live lessons or feedback provided on that day; recorded tuition will be on Satchel One as normal for the day, and teachers will feed back on the work completed when pupils are back in school. The reason there will be no live lessons or on the day feedback, however, is to allow staff to focus on being in school that day to ensure that the site is ready for a full reopening.

During week beginning 8th March, Secondary remote learning will continue for each year group up to and including the day before their transition day. Again, there will no live lessons that week as staff may be in the testing centre at times, but teachers will be available for the instant feedback throughout.

5. What will the timings of the school day be this half term?

We are making no changes to the timings in place last term. However, it is absolutely vital that the slight stagger is adhered to please. We have created as many cross over times as possible to support with this. As we approached Christmas, we noticed an increase in Primary children who were arriving before 8.15am. Unfortunately if this continues we may need to enforce a more significant stagger which we are still desperate to avoid.

Here is a reminder of the start and end timings of the day (unless of course your child is staying for the extended day):

- **Year R:** Arrival at 8.45am, departure at 3.00pm (gates open at 2.55pm).
- **Year 1:** Arrival between 8.30am and 8.45am, departure at 3.05pm.
- **Years 2-6:** Arrival between 8.15am and 8.30am, departure at 3.15pm.
- **Years 7-13:** Arrival between 7.45am and 8.15am for an 8.20am start, departure at 3.30pm.

A reminder that Secondary pupils are not able to use Secondary Dining before school, as we did last academic year, due to the bubbles. They will have access to their tutor rooms from 8.15am, or 8am if it is a wet morning.

6. What will life in school be like for my child? What safety measures are in place?

In one sense I am sad to say that nothing much will have changed from last term. Bubbles, zones, social distancing, masks, hand sanitiser, hand washing etc will still very much be in place. However, I am relieved that there aren't many significant changes being asked of schools; however strange, we are so proud of how the pupils adapted to this new (but still temporary) way of school life last term, and I am sure they will be relieved that they won't need to get used to many new procedures or zones when they return. But, perhaps most importantly, we saw that from a safety point of view our measures worked last term and we continue to be confident in the safety measures and systems of control that we have in place. As mentioned, next week I will be issuing to you our reviewed risk assessment, and the pupil guides to help pupils remind themselves of the procedures in school. Primary class teachers will also go through all of this with their classes on 8th March, and I

will be holding assemblies with each Secondary year group on their first day back to remind them of the zones etc.

There are only really three key changes to the national school guidance, and therefore our own risk assessment and systems of the control – testing (see question 7), masks wearing (see question 8) and trips (see question 15).

7. How will the testing centre work?

I will be sending out detailed information about the testing centre and subsequent home testing for Secondary pupils early next week, including a consent form for parents to complete. In the meantime, I thought it would be useful to just outline the following key points:

- Secondary pupils will be tested three times across the course of the first two weeks in school, with the first test taking place on their transition day (except those in the Key Worker provision who will also be tested on Monday 8th March).
- After this two week period, pupils will be provided with home testing kits to enable them to test twice weekly at home.
- Our testing centre will be in the Sports Hall, and will be staffed by a range of school staff and parental volunteers, all of whom will be fully trained. A member of SLT and pastoral staff will always be in support.
- At all times we will stagger the testing periods, to have a maximum of 30 pupils in any hour – not only for safety but also to create a more comfortable and less public environment for the testing to take place.
- Testing is not compulsory, and parents may wish their child to opt out, but they will still be able to return to school from their Transition Day.

I appreciate there is still a lot to outline to you regarding how testing will work, as I imagine it will perhaps be one of the main anxieties for Secondary pupils in returning to school. Hopefully these points have given you some of the answers to the main questions now, but more detail about how it will work will be with you, and your child, next week.

8. What is happening with mask wearing?

There has been some minor changes to the mask guidance, and CFS will be actioning this as follows:

- **Secondary and Sixth Form pupils** will wear masks indoors at all times, including classrooms now, except in break time food spaces and during activities such as PE or Dance. Masks need to be worn outside on arriving and leaving school, as pupils move to and from their bubble zones, but masks no longer need to be worn outside when pupils are in their bubble zones.
- **Primary pupils** are not encouraged to wear masks. As before, where parents would like Primary children to wear masks, please contact Mr Hanna to discuss this. Any previous permission will continue; this is for anyone else who would want their child to start wearing a mask at school from 8th March.
- **Secondary teachers** will wear masks in corridors and in the classroom when they are not able to socially distance from pupils.
- **Primary teachers** will wear masks in corridors, and may wear masks in classrooms where appropriate.
- **Visitors** – whilst visitors on site will be kept to an absolute minimum at all times, where this is essential masks must be worn.
- **Parents** – we continue to ask that masks are worn at the School gate please.
- Visitors are no longer considered a suitable face covering, and will only be permitted for those unable to wear a mask for medical reasons.
- Of course, all of this is except where a person has medical exemption. For Secondary pupils, if we are not already aware of this please ensure that you contact your child's tutor so that we can ensure that this is supported in school.

9. Is pupil attendance compulsory this half term?

The Government have stated that attendance will continue to be compulsory for all pupils, except for the usual reasons of illness, or if they have to self isolate due to exposure to the Covid-19 virus. As a school we are required to follow this guidance:

'The usual rules on school attendance will apply, including a) parents' duty to secure that their child attends regularly at school where the child is a registered pupil and b) the schools' responsibilities to record attendance and follow up absence.'

The only exception will be if a child themselves is considered Clinically Extremely Vulnerable and has received a shielding letter, and we would need a copy of this shielding letter as evidence for our attendance monitoring with West Sussex.

If you have concerns please do reach out to us. Whilst attendance is mandatory and we have to follow this directive, we are also keen to work with families to try and ensure that you and your children feel comfortable returning to the school site.

10. Will remote learning still be offered if my child has to self isolate because of Covid-19?

Yes, we will be returning to the two scenario approach as outlined in the remote learning guidance we have sent to parents previously. For individual absences due to Covid, the normal class work will be uploaded onto Satchel One for pupils to access. Of course it will not be possible, in these circumstances, to continue with the recorded tuition or live lessons, as staff will be teaching in school. In the event of a bubble needing to isolate, we will action Scenario 2 where more comprehensive remote learning will be offered for the isolation period, including recorded tuition and live feedback.

11. Will pupils be expected to wear full school uniform when they return?

Yes. It is important, even in these unusual times, that we maintain our high standards and create consistency for our pupils. Obviously pupils were expecting to return in January, so we expect all pupils to have uniform ready for their return in March. However, in exceptional circumstances where there are any issues, please do contact your child's class teacher or tutor in the first instance.

Just before the Christmas holiday we contacted a small number of Secondary pupils who were wearing incorrect uniform in the final week, including trainers and/or an incorrect style of skirt. Whilst we were not able to do this in January as planned, we will be continuing these checks on their return and will contact you if there are any ongoing concerns.

As a reminder, here is a link to our uniform policy on the School website.

<https://www.chichesterfreeschool.org.uk/about-us/school-shop-and-uniform/>

12. Will pupils be able to have a school lunch?

Yes. Key Stage 1 hot lunches will be provided from the first day back. The Secondary canteen will be open from 8th March, so your child will be able to access it on the first day they are back in school. Key Stage 2 hot lunches will begin on the 15th March.

For Primary Parents in particular – a message from our Finance Officer:

Further to our correspondence to Primary pupils on 11th December 2020, we are now using an online pre-order system for **ALL PRIMARY** meals. Meals will continue to be free to all of Year R to Year 2 children (UIFSM) and those entitled to Free School Meals (FSM), but you **must** pre-order a meal. For children in Primary we sent out individual emails on 16th December detailing what you need to do in order to activate a new ParentPay account to allow pre-ordering of meals. This email included personal activation details. Once you have activated your NEW ParentPay meal account you will be able to 'make bookings' for meals. Meals can be ordered up to 8am on the day that you require a meal. More information on ordering meals can be found on the CFS Culinera website: <https://www.cfs.culinera.co.uk/menu> If you have any problems with activation of your individual ParentPay account, please contact finance@chichesterfreeschool.org.uk

13. Are clubs, supervised study and Wrap Around Care happening?

Yes. I am pleased to say that our extended day provision will resume as we had planned for January. Mrs Moon will confirm club allocation next week with all pupils, and Wrap Around Care will be available in the usual way via our external Provider – Energy Kidz.

14. What about the key worker provision over the next two weeks?

The Key Worker provision is continuing as normal next week, and bookings have already been confirmed by Mrs Wilson.

From Monday 8th March, we will obviously only be providing key worker provision for the Secondary phase. You may book a place for your child up to and including the morning of their Transition Day (if they are in one of the tutor groups arriving later, they are able to come into the key worker provision first thing, and then join their tutor group when they arrive). **As usual, please email Mrs Wilson by Wednesday 3rd at 3pm, to book your places;** if you need a place on the morning of your child's Transition Day please mention this clearly in the email. As always, we would ask that this provision is only used where essential, especially as staff will now all be in school working with year groups as they return. The Key Worker provision will be kept in a separate bubble until pupils gradually move into their year groups. A pupil will not be eligible for a space in this provision after their year group has returned.

15. Which events on the Rhythm of the Year will be happening this half term?

Unfortunately we are still very restricted on the events that can occur this half term, and one of the saddest aspects of this is that trips are no longer permitted and the Years 3 and 4 production has had to be cancelled. This is, at present, until Easter, and we keep our fingers crossed that more events will be able to occur as normal in Courage Term. Where events are continuing, many of these will be virtual.

You will receive an updated version of the Parental Rhythm of the Year – for the rest of this half term only in the first instance – next week. Two key things to note are the changes in date of the Primary and Year 7 PPCs which will be outlined in this document next week.

16. What is happening with the Catch Up Fund that the Government has announced? Will the term be extended or the school day lengthened?

We are still awaiting exact details of CFS's allocation of the national Catch Up Fund – an extension of which has just been announced. Once we have this, we will need time to plan an effective use of this fund across both Primary and Secondary. We will inform parents as soon as possible once our plans are in place. However, the suggestion that schools will have to formally lengthen their days or shorten holidays has not materialised. You

have possibly seen suggestions that schools can offer Summer School provision – this is something we are exploring and will be in touch as soon as possible.

17. What is happening with GCSE and A Level grades?

It was confirmed yesterday that GCSE and A Level grades would be based entirely on centre assessed grades, with external examination papers being provided as an **optional** assessment opportunity for schools to help them gather their evidence in order to make their final judgements. The guidance is still being released, and I am not yet in a position to give specifics about how CFS will approach things like: dates of any further mock examinations; use of the externally set papers; end of term dates etc, but I assure you that this information will be forthcoming in the next few weeks. For now, I thought it was useful to provide you with this summary that one of the exam boards has helpfully issued:

- *Teachers need to assess their students' performance - based only on what has been taught - to determine the grade each student should receive.*
- *Teachers can use evidence of a student's performance from throughout the course to inform their judgement.*
- *Schools and colleges should use a broad range of evidence for each student, for each subject studied, to determine their individual grades before submitting them to us.*
- *Teachers should determine the grades as late in the academic year as possible, and not confined to a defined window, to enable teaching to continue for as long as possible. The deadline for submitting grades will be 18 June 2021.*
- *Heads of centres will have to confirm that students have been taught sufficient content to allow progression to the next stage of their education in the subjects to be studied. Without this declaration it won't be possible to award a grade. They'll also need to declare that the requirements for internal quality assurance have been met.*
- *Students should continue to work on their non-exam assessment (NEA), including for Project qualifications. NEA will be marked by teachers and will contribute to the overall grade, whether or not it's been completed. We won't need to moderate it.*
- *The Government has decided that results days will be on 10 August 2021 for AS and A-level, and 12 August 2021 for GCSE results.*
- *Students will be able to appeal their grade.*
 - *A student who is unhappy with their grade should first ask their school or college to check whether there's been an administrative or procedural error.*
 - *If your school or college does find an error in the grade submitted to us, you can submit a revised grade and a rationale for us to consider. If we're satisfied with the rationale, we'll issue a revised grade.*
 - *If your school or college doesn't believe an error had been made, a student can then ask you submit an appeal to us on their behalf. This will include the evidence on which the judgement had been made; we'll then consider whether, in our view, the grade reflected a reasonable and appropriate exercise of academic judgement. If we feel it didn't, we'll determine the grade that the evidence would support.*

We will let Year 11 and 13 know of any future internal examinations as soon as possible, but these definitely will not occur before Easter. With the confirmation about grading this week, it is absolutely imperative that our Year 11s and Year 13s keep the hard work going over the next few months, so that we have enough evidence to award them the grades they deserve. I will be meeting with both year groups during their first week back, to try and reassure them, but also to keep their motivation and determination going – we have been so impressed with their continued hard work during lockdown; long may it continue!



18. I still have some unanswered questions; what other information will we receive before 8th March?

As mentioned at the start, further information will be coming out to you over the next week. This includes:

- Confirmation of club allocation.
- Revised risk assessment.
- Any other further logistical information about the return to school, including pupil friendly guides for both Primary and Secondary pupils.
- Separate correspondence to Secondary parents regarding the testing centre – this will be sent early next week.
- Parental Rhythm of the Year (for the rest of this half term only, in the first instance).

I do hope you have a lovely weekend, may the sunshine continue!

With very best wishes,

Mrs Louise New

Principal