

## Final September Opening Plans

25<sup>th</sup> August 2020

Dear all,

I do hope you have all had a good summer, and enjoyed the lovely weather before the storms began. As promised in July, I would like to outline to you the specific plans for the full reopening of CFS in two weeks time, building on the information sent out before the summer holidays. Fundamentally not a huge amount has changed over the summer in the Government's guidance for the reopening of schools, and this has enabled us to spend time adding detail to our plans, testing our processes, developing risk assessments and preparing everyone for full reopening. That said, every day still brings an evolving picture – as we have seen this summer with the GCSE and A Level results, and with the current debates and altered guidance (just last night) about the use of masks in schools.

Our plans have been developed to ensure an effective balance between keeping pupils and staff safe, whilst enabling us to deliver our broad and ambitious curriculum on site. However, in order to do this we are inevitably having to make some **temporary** alterations to our normal practice at CFS. We have done everything in our power to minimise these changes and the impact they will have on you and your child, but we thank you in advance for your understanding and support.

On a personal note, I want you to know that I completely understand that there will be a huge mixture of emotions regarding next month's return. As parents, some of you may feel very content and relieved that your child is returning after so long away from normal school, whilst for others you may have continuing concerns about safety and the global situation. Pupils will also be feeling varying emotions – excited to return, or worried about returning because of the virus, or reluctant to return because they have enjoyed being at home. 2020 continues to test us all, but we will truly work as a community to navigate this next stage. What we must do is respect the situation we are in, respect social distancing measures and respect that some people are still very concerned about the health implications, whilst of course reassuring the children in our care and creating as normal an environment as possible. Whilst much of the detail below and in the risk assessment has to focus on the health and safety practicalities, please also know that the mental well-being of pupils has also been at the forefront of all of our decisions. Not only in governing how we will enforce the safety guidance effectively whilst at the same time limiting any detrimental emotional impact on the children, but we have also put in place enhanced pastoral support, transition lessons at the start of term, a revised curriculum and an altered PSHE programme.

Despite everything we need to think about and do, I know that staff share the same dominate feeling as me – excitement that CFS pupils will finally be returning to the School properly after over five months away.

With very best wishes

**Mrs Louise New**

**Principal**

## **Question List**

Due to the amount of information outlined in this document, if preferred please use the links below to navigate to specific questions.

### **Key Information**

- Will all year groups be returning to CFS full time at the start of term?
- What overriding health, safety and hygiene measures are in place, including the School's approach to masks?
- What will happen if there is a confirmed case of Covid-19 in the School?
- What are the start and end times of the day?
- If you haven't staggered the start and end times hugely, how will you ensure minimal mixing of bubbles at the start and end of the day?

### **Curriculum, Teaching and Support**

- Will my child be receiving the full curriculum with the publicised class teacher in Primary, and specialist subject teachers in Secondary?
- What about PE, forest school, sport, drama, music and dance?
- What if my child needs pastoral, SEN or behaviour support?

### **Practical Logistics**

- How will pupils be grouped? Are CFS using 'bubbles'?
- How have you zoned the School?
- How else will the School site look different?
- Will WAC and the Extended Day Programme work?
- What is my child allowed to bring into school?
- Will pupils have to wear full school uniform?
- Will assemblies still happen?
- What canteen provision will be on offer?
- Will parents and other external visitors be allowed on site? What processes will be in place at the gate?

### **Preparing Everyone for the Start of Term**

- How will my child be prepared for these changes?
- My child has an EHCP, will there be any extra support with their return to school?
- How are you preparing staff for these changes?
- What else do I need to read?

### **Attendance, Absences and Lockdown**

- Does my child have to attend? What will happen if they don't?
- If my child is absent because they have been asked to self-isolate temporarily, will remote learning be provided?
- What will happen if there is a need to fully or partially close the School due to a local lockdown or school specific outbreak?
- What should I do if my child has Covid-19 symptoms? What will happen if these develop at school?
- What will happen if a member of staff has Covid-19 symptoms?

### **Looking Ahead**

- How long will this all be in place for?
- What is happening with events on the Rhythm of the Year?

## Key Information

- **Will all year groups be returning to CFS full time at the start of term?**

Yes. Year 7 will have their transition afternoon on Monday 7<sup>th</sup> September from 2.00pm until 3.30pm as planned, with Years 1-6 and Years 8-13 returning at the normal start times on Tuesday 8<sup>th</sup> September. Separate communication has been sent to parents of our new Reception cohort, outlining the revised plans for the start of term for this year group.

[Back to Question List](#)

- **What overriding health, safety and hygiene measures are in place, including the School's approach to masks?**

**Our approach to masks is as follows:**

- **We are actively encouraging the wearing of masks in communal areas** (corridors, break time spaces) **by all staff, visitors and Secondary/Sixth Form pupils**, and request that this is complied with unless there is a medical need that prevents the wearing of a mask. At present we are not making this compulsory, but it is actively encouraged wherever possible and Secondary pupils will be prompted and reminded to wear masks throughout the day. There will be no disciplinary action, though, against a pupil who does not feel able to wear a mask. However, with how rapidly the situation around masks is changing, please be aware that this approach may change, but we will let you know in good time.
- Masks may also be worn by staff, visitors and Secondary/Sixth Form pupils in classrooms, although this is not actively encouraged. Staff will be provided with a face shield for use in the classrooms as an alternative, as this can provide suitable protection in a more static environment whilst still allowing pupils to see the teacher's mouth clearly and therefore not hinder learning.
- **The wearing of masks by Primary pupils in communal areas or classrooms is not being actively encouraged by the School, but also not prohibited.** If you wish for your child to wear a mask you will need to request permission from the School in writing. Permission will be granted if your child is able to put on and remove the mask correctly and independently.
- We will respond to any altered guidance in the case of a local lockdown, where it is likely that masks will become compulsory in communal spaces, certainly for Secondary pupils and staff.
- Masks must not contain inappropriate imagery and purposeful misuse will result in a warning and then sanction, in line with our behaviour policy. We will support pupils by guiding them on how best to use masks safely.
- **Enforcement of the 'catch it, kill it, bin it' approach.** Constant supply of tissues in all classrooms.
- **Increased cleaning procedures** – immediate cleaning of any room to be used by a different bubble; regular cleaning of door handles; continued daily cleaning of all rooms and offices; weekly deep clean; use of antiviral fogging machine for specialist rooms, libraries and assembly chairs; on call cleaner

throughout the day; increased regularity of toilet cleaning; antiviral spray in all classrooms (closely monitored by staff for safety).

- All pupils, staff or visitors to either **wash hands or use hand sanitiser** when entering the school building. Hand sanitiser stations on all doors and in all classrooms. Increased accessibility to hand washing in Primary classrooms.
- **Social distancing measures in place.** This is mainly through the bubble and zoning systems – explained below – but even within these bubbles distancing will be enforced wherever possible and physical contact limited. Lessons have been adapted to limit physical contact, classrooms reconfigured in rows, and teachers will maintain a 2 metre distance from pupils wherever possible, although not at the detriment of pupil safety or wellbeing. 2 metre social distancing between staff members will be strictly enforced, This is in corridors, offices, meetings and professional development sessions. Staff have allocated workspaces in smaller bubbles and the staff room is not available for general use. There will be active enforcement of social distancing at drop off and pick up, with both parents and pupils. On the occasions where Secondary pupils are coming out of their zones for lessons such as DT, Food Tech and Art, pupils will line up outside and teachers will ensure that there are no cross over of bubbles in the corridor at any one time.
- **Classroom resources regularly cleaned** and always immediately if being used for different bubbles, for example in the Art and Music classrooms. Support staff redeployed across the school to support with this cleaning need in all areas and phases.
- **Rigorous approach to suspected cases** in and out of school – as outlined below. Temperature testing available in school for any person with suspected fever.

[Back to Question List](#)

- **What will happen if there is a confirmed case of Covid-19 in the School?**

We will contact the relevant external agencies (formally Public Health England) immediately, who will advise us of the next steps. It is not automatic that the whole bubble will be contacted or need to isolate; we have been advised this is only likely if there are multiple cases. But we will follow advice and guidance to the letter and act accordingly. This will, without question, include even more intensive cleaning of any areas where the person with the confirmed case has been.

[Back to Question List](#)

- **What are the start and end times of the day?**

Staggered start and end times to the day for every year group have been suggested as one way to enable social distancing. We have thought carefully about this and do not feel that this is possible in our school context. The DfE guidance supports this - *'the way different schools implement the guidance will differ based on their individual circumstances.'* With so many of our pupils coming to school via public transport or car, limited walking and cycle routes and families with multiple children across the whole school, I am loathed to

put in place a significant stagger which will be unmanageable for many of you and potentially result in lower attendance and an affected curriculum.

**Whilst we are not creating extra year group staggers, we will need to continue to have different start and end times for the different phases of the school, with just some minor alterations to this year's timings.** Whilst there have always been different timings for the different phases, previously we have been very flexible in accommodating pupils on site earlier than their official start time, or later at the end of the day. We will now not be able to do this, **and will need to be stricter with the following timings please.** We have tried to ensure that, if you have children in different phases, there are as many cross over points as possible to ease drop off and collection for you.

- **Year R: Arrival between 8.45am and 9am for 9am start, departure at 3.00pm**
- **Year 1: Arrival between 8.30am and 8.45am for 8.45am start, departure at 3.10pm** (if not staying for the extended day)
- **Years 2-6: Arrival between 8.15am and 8.30am for 8.30am start, departure at 3.15pm** (if not staying for the extended day)
- **Years 7-13: Arrival between 7.45am and 8.15am for 8.20am start, departure at 3.30pm** (if not staying for the extended day)

**The key thing here is we will not be able accommodate Primary pupils on site until 8.15am for the 8.30am start. In Secondary, we will no longer be able to allow pupils into Secondary Dining first thing, as this will be mixing the bubbles.** Therefore please be aware that, if your Secondary child arrives at 7.45am, they will need to remain in their outside year zone before they will be allowed into their tutor bases. On wet days we will allow them in at 8am.

**I am politely asking that all parents adhere to these timings please; this is the only way we can execute our plan to minimise social mixing at the gate.** If we are unable to do this then we will need to go for a greater and far more formal stagger for each year group, which I would really like to avoid for everybody's sake.

[Back to Question List](#)

- **If you haven't staggered the start and end times hugely, how will you ensure minimal mixing of bubbles at the start and end of the day?**

We are putting in measures on the school gate to minimise the time pupils and parents are mixing, including Secondary pupils going straight to allocated year group zones on entrance and Primary pupils going into their classrooms on arrival. On exit, teachers will accompany all pupils to the gate to control the flow of pupils. Neither pupils or parents will be permitted to gather at the school gate, and we ask that social distancing ground markings and signage is respected at all times.

I politely ask that all parents and carers read the parent protocol carefully, regarding drop off and pick up.

[Back to Question List](#)

## Curriculum, Teaching and Support

- **Will my child be receiving the full curriculum with the publicised class teacher in Primary, and specialist subject teachers in Secondary?**

Yes. Primary pupils will be with the class teachers communicated to you last term, in their classes of 30, with different teachers for some lessons such as PE as usual. Teachers are able to move across classes in Secondary – with other measures such as social distancing in place – so Secondary and Sixth Form pupils will receive specialist teaching in all areas of the curriculum. The key change for Secondary and Sixth Form pupils is that they will be in zoned areas of the school for most of their lessons, although we have ensured that subjects that need specialist classrooms – like Food Technology – are still housed in these areas with comprehensive entering, exiting and cleaning procedures in place between lessons.

[Back to Question List](#)

- **What about PE, forest school, sport, drama, music and dance?**

These lessons will still continue, but with adaptations to continue social distancing measures. In Secondary and Key Stage 2, pupils will need to bring in kit to change into as normal, and changing areas will be thoroughly cleaned between bubble use. Key Stage 1 pupils should come to school in their PE Kit on PE and Forest School days – these days will be communicated at the start of term, but will not be on the first day back.

Current guidance states that there may be an additional risk of infection in environments where people are singing, chanting or playing wind or brass instruments. This applies even if individuals are at a distance. In music lessons and clubs, we are therefore adopting the recommended measures of: distancing and playing outside wherever possible; limiting group sizes to no more than 15; positioning pupils back-to-back or side-to-side; avoiding sharing of instruments; ensuring good ventilation. Peri lessons will continue, respecting these regulations and the procedures for external visitors on site – details below.

PE and Dance will take place in the consistent bubble groups and sports equipment will be thoroughly cleaned between each use by different individual groups. Contact sports will be avoided. Outdoor sports will be prioritised where possible, and large indoor spaces – the Sports Hall, Performance Studio or Carmelite Hall - used where it is not, maximising distancing between pupils.

Physical contact will also be limited in all Drama lessons.

[Back to Question List](#)

- **What if my child needs pastoral, SEN or behaviour support?**

In the main, this will continue as previously in terms of the actual support provided. However, staff themselves will ensure interventions and support - academic or pastoral - take place in areas of the School that respect

the bubble and zoning approach. External agencies will still be able to come into school, and LSAs will still be working as previously in both Primary and Secondary, but of course with social distancing being respected where possible.

Our reward and sanction system will continue as last year, with regular communication home. In fact, we have improved our praise system still further this year with not only weekly successes being celebrated, but also long-term success across the year. More on our new Inspire and Challenge Leagues to follow in the new term. We continue to expect and enforce a high standard of behaviour throughout the School, and this is no less important in these strange circumstances. In fact, more than ever it is vital that pupils are respectful of their teachers, their peers and themselves, by following the school rules and new procedures in place. I would ask that you ensure that your child has an appropriate understanding of the pupil section of the home school agreement before returning to school in September.

As mentioned at the start, we have increased our pastoral support of pupils in response to the situation we find ourselves in. This includes:

- Increasing the Pastoral Officer team, with a member of staff now dedicated to pastoral support in Primary.
- Increasing the number of Heads of Year in Secondary, with now a dedicated Year lead for every year group.
- Increasing our access to external counselling and supervision for both staff and pupils.
- The PSHE programme, under the leadership of Mr Angell, has been adapted to respond to the current situation whilst still addressing the usual curriculum and responding to arising matters such as the Black Lives Matter movement. PSHE will now be taught as part of the main curriculum timetable in both phases.
- We have rejuvenated the Secondary tutor programme to include more time for one to one mentoring, reflection on current events and academic support from the tutor.

There is a separate section below answering the question about preparing children with an EHCP in their return to school.

[Back to Question List](#)



## Practical Logistics

- **How will pupils be grouped? Are CFS using 'bubbles'?**

Primary pupils will be in class bubbles of 30 whenever indoors. During recreational time outside, assemblies and the extended day programme, these bubbles will be extended to two classes – a full year group.

Secondary pupils will be divided into three core bubbles – Years 7 and 8; Years 9 and 10; Years 11 and 13. At any one time pupils in the same bubble may be in the same corridor, toilets, club, the canteen queue or inclusion space. However, wherever possible we will break these bubbles down further, with each individual year group not mixing with other year groups in classrooms, assemblies, outdoor recreational spaces and indoor eating spaces.

[Back to Question List](#)

- **How have you zoned the School?**

The overriding principle to keep the bubbles separate is through zoning the School site - pupils will have most of their lessons in the same classroom (Primary) or the same area of the School (Secondary). In Secondary, where pupils have usually moved between subject areas for each subject, teaching staff will now move to year group areas. The only exception to this is for lessons that require a specialist room – like PE in both phases. In these instances, teaching staff will meet pupils at their classroom (Primary) or outside (Secondary) to control the flow in corridors, and ensure that no bubbles cross. Secondary tutor bases will also be in the appropriate zones of the School. This will all be outlined on your Secondary child's timetable at the start of term, in the same way as they would usually find out which room to go to each lesson. Different/staggered entrances to the building use of staircases will be used to separate bubbles. Each bubble will also be limited to specific zones at breaktime and lunchtime.



**PRIMARY (How have you zoned the School? continued)**

Year Group	Lessons (except those requiring specialist rooms where other measures are in place)	Entrance and stairs	Outdoor break and lunchtime space	Indoor break and lunchtime space	Toilets
<b>R</b>	Own classrooms and external learning space (two classes kept separate)	Reception gate and external classroom doors. No stairs.	Chapel multisurface playground	Primary Dining for food – staggered times with other bubbles – and separate classrooms in case of wet break.	Reception classroom toilets
<b>1</b>	Own classrooms and external learning space (two classes kept separate)	Reception gate and external classroom doors. No stairs.	Half of main playground		Toilets in Key Stage 1 corridor – staggered use
<b>2</b>	Own classrooms (two classes kept separate)	End of corridor external door. No stairs.	Half of main playground		Toilets in Key Stage 1 corridor – staggered use
<b>3</b>	Own classrooms (two classes kept separate)	Primary entrance and middle stairs - staggered	Area at the end of DT block	Own classrooms (two classes kept separate)	Toilets in Key Stage 2 corridor – staggered use
<b>4</b>	Own classrooms (two classes kept separate)	Primary entrance and middle stairs - staggered	Half of Food Tech playground	Own classrooms (two classes kept separate)	Toilets in Key Stage 2 corridor – staggered use
<b>5</b>	Own classrooms (two classes kept separate)	Primary entrance and stairs near Hall - staggered	Half of Food Tech playground	Own classrooms (two classes kept separate)	Toilets in Key Stage 2 corridor – staggered use
<b>6</b>	Own classrooms (two classes kept separate)	Primary entrance and stairs near Hall - staggered	Primary Astro near Forest School	Own classrooms (two classes kept separate)	Toilets in Key Stage 2 corridor – staggered use

**SECONDARY (How have you zoned the School? continued)**

Year Group	Tutor Time and Lessons (except those requiring specialist rooms where other measures are in place)	Entrance and stairs	Outdoor break and lunchtime space	Indoor break and lunchtime space	Canteen access	Toilets
<b>7</b>	MFL, Humanities and PE classrooms	Main Secondary Pupil entrance and main stairs	Area of main playground and astro	Half of Primary Dining	Through courtyard, from either break area, through external door near tills	Lower floor toilets near main Secondary entrance
<b>8</b>			Area of main playground and astro	Half of Primary Dining		
<b>9</b>	English and Maths classrooms	External door between Food Tech and ICT room, middle stairs	Half of playground behind Food Tech classrooms	Half of Sports Hall	Through Sports Hall, out of internal exit, through PE corridor to former canteen entrance	Middle floor toilets on Maths and English corridor
<b>10</b>			Half of playground behind Food Tech classrooms	Half of Sports Hall		
<b>11</b>	Science classrooms	External door at end of DT corridor, end stairs	Area of playground along DT classrooms – with benches	Separated section of Secondary Dining – away from canteen itself	Through courtyard, through external door near tills	Top floor toilets on Science corridor
<b>13</b>			TBC	Sixth Form Common Room		

[Back to Question List](#)

- **How else will the School site look different?**

Whilst we want to make your child's return to school feel as normal as possible, it is important they are prepared for the visible differences to the School site. We will provide time on the first day of term to get used to their new 'zones', but as soon as they arrive on the first day they will notice the following:

- Barriers in place to mark out the external zones
- Hand sanitiser stations on all external doors
- Signage throughout the School reminding everyone about social distancing and good hygiene routines
- Classrooms laid out in rows
- Floor markings to remind staff and pupils of social distancing
- Reduced access to certain areas, such as the library
- Altered layout of the Secondary canteen to allow for different entrances for different bubbles and a separated area for the Year 11 internal recreational zone.

[Back to Question List](#)

- **Will WAC and the Extended Day Programme work?**

Yes, WAC and our Extended Day Programme will be running as usual. WAC can be booked directly with Energy Kidz as normal, as outlined on our website and in the Parent Information Pack. The extended day programme has been released to parents, with booking underway.

As you will have seen on the Extended Day Programme, the only difference is that the bubble system has resulted in a far greater restriction on the activities that your child can choose. We will endeavour to get the full selection of clubs back as soon as possible.

**Academic interventions, including GCSE support for Year 11, are still being organised – these will be on an invite basis in the first term and will be communicated to parents and pupils in September.**

[Back to Question List](#)

- **What is my child allowed to bring into school?**

The general approach is that we want pupils to bring as little with them as possible.

Key Stage 1 will need their book bag, packed lunch (if not having hot meal) and coat when needed. No pencil cases are needed, as all stationery will be provided in individual packs so that resources are not shared between pupils. As mentioned above, on days where pupils have PE or Forest School, we ask that pupils come to school in their PE kit to help with changing procedures.

Key Stage 2 will need their book bag, book bag, PE kit and coat (on appropriate days) and packed lunch (if not getting one from the canteen). No pencil cases are needed, as all stationery will be provided in individual packs so that resources are not shared between pupils.

For Secondary pupils and Sixth Form we ask that pupils only bring in what they need for that day. It is vital that they have a full set of stationery, as we want to limit the amount of stationery that is used by multiple pupils – even though this will be in the same bubble. Pupils will have access to a locker in their zone, if they wish and bring in a padlock as usual, but will not be able to access lockers at break and lunchtimes. Unlike last term, they will be able to take books home with them where essential, but teachers will limit the resources that are going to and from school wherever possible.

Our mobile phone policy has not changed.

[Back to Question List](#)

- **Will pupils have to wear full school uniform?**

Yes, full school uniform is expected. A reminder please that our uniform policy is changing from September. [Here is link to the new policy.](#) We have already seen several of the new black skirts being worn in school and they look extremely smart. It is essential, however, that the guidance is followed regarding style as pupils will not be permitted to wear a skirt that does not comply with the policy, including those made out of stretchy material. The same goes for shoes – we saw an increase in trainers last year, including Air Force Ones. These are not permitted as part of the normal school uniform.

A reminder of which aspects of the policy should be actioned from September, and which we have allowed a two-year transition period for:

- **Over the next two years:**
  - Movement from the bespoke CFS skirt to a plain black skirt
  - Black trousers instead of grey in both Primary and Secondary
  - Blazers no longer worn in Years 3 and 4
  - Years 5 and 6 to wear the dark blazer
- **With effect from September:**
  - A new coloured braid specific to the year group to be worn on the blazer for Years 3-11 – braids will be distributed by the School in September.
  - Girls from Year 3 upwards to wear a tie (*if pupils are collecting these from school, we understand that they may not be wearing one in the first week*)
  - Clip on ties available in all year groups, as an option.

Obviously when these changes were first considered and announced we did not know what was about to happen. We believe, however, that these changes are still appropriate at this time – the CFS skirt is no longer in stock and many parents have already purchased new aspects of the uniform. Also, the staggered approach

means that expensive items such as skirts, trousers and blazers do not need to be purchased if existing items still fit but, conversely, where children have outgrown their uniform there is now more flexibility to purchase cheaper items from a broader range of stockists; more important than ever at this difficult time. However, if there are individual and unavoidable concerns regarding uniform in general next year due to the current situation please do contact your child's tutor or class teacher. We are aware that some blazer sizes have been out of stock recently, but have been assured that these will be back in stock in time for the start of term.

[Back to Question List](#)

- **Will assemblies still happen?**

Yes.

In Primary, assemblies for Years 2- 6 will happen in the Carmelite Hall, with one year group each day to avoid any mixing of bubbles. Year R and 1 will have assemblies in classrooms delivered by the class teacher. Where we want to convey a message to all of Primary at the same time, a live feed from myself or Mr Hanna will be used in classrooms.

In Secondary, assemblies will continue with one year group each day; Years 7-11 in the Carmelite Hall and Year 13 in the Sixth Form area. We have altered the internal shape of the Secondary day to support timetabling and curriculum delivery – the exact times will be outlined in the pupil guide before the start of term and when pupils receive their timetables. Assemblies are now first thing in the morning – on their given day pupils will not go to tutor time but will line up in the courtyard and be registered there before entering the Hall for assembly. Pupils will sit on chairs as last year, and these chairs will be thoroughly cleaned using our antiviral fogging machine to enable the next year group to use them 24 hours later.

[Back to Question List](#)

- **What canteen provision will be on offer?**

EYFS and Key Stage 1 will receive their lunch as normal, on a stagger through the Primary dining hall so that only one year is in there at any one time. Thorough cleaning will take place between each year group. *(NB. The Years 7 and 8 bubble will also be using Primary dining during their break and lunch time – again thorough cleaning will take place before and afterwards).*

Key Stage 2 will have their lunch in their classrooms – before going outside for play – and will be able to eat a home packed lunch or a packed lunch purchased from the canteen. Unfortunately, due to the staggers needed, we are unable to provide hot food for Key Stage 2.

For Year 13 and Secondary pupils the canteen will be open at both breaks, but will only be providing cold food, like sandwiches and salad, and the hot snack food such as paninis, wraps, jacket potatoes and pasta pots. The daily hot meal menu will be suspended to enable us to provide staggered times for year groups in the canteen.

The year groups will be able to buy food from the canteen at the following times, but can eat their own food throughout break and lunchtime in the designated areas:

Year Groups	Break	Lunch
Years 7* and 8	11.00am -11.10am	1.20pm - 1.35pm
Years 9 and 10	10.50am - 11.00am	1.10pm - 1.20pm
Years 11 and 13	10.40am - 10.50am	1.00pm - 1.10pm

*\*NB. For the first few weeks Year 7 will be able to use the canteen early, before normal lunchtime, at 12.45pm, as they settle in.*

[Back to Question List](#)

- **Will parents and other external visitors be allowed on site? What processes will be in place at the gate?**

Where possible, we ask that as few parents gather near the school gate as possible, and this will be aided by the staggered Primary and Secondary timings. Markings will be on the floor to encourage social distancing, and duty staff will disperse any groups of parents or pupils – I ask for your politeness and understanding in responding to these requests. Year R and 1 parents will enter via the pupil gate at the designated time, and drop pupils at the external doors but will not be allowed in classrooms.

The Main Office will be open, but signage will indicate how many people are allowed in at any given time, and we ask that you please respect this. Parents will not be able to enter the Primary Office without an appointment. Other than the main office, no parents will be allowed on site without a prior appointment, and where possible we will conduct meetings via the phone or video calls. However, where it is important that we meet you face to face, meetings will be placed outside of the zoned areas and in places where there will be minimal travel through the School. Guidance will also be provided to all parents on entrance to the site regarding health and safety procedures in place. This will include ensuring that you do not enter the site if you have any Covid-19 symptoms.

A similar approach will be adopted with all other external visitors. As Principal, I have given advanced permission for supply teachers, peripatetic music teachers and external pastoral workers to come onto site – all will have received strict guidance and training. Any other external visitors will only be permitted with advance notice, on a case by case basis.

[Back to Question List](#)

## Preparing Everyone for the Start of Term

- **How will my child be prepared for these changes?**

Initially we ask that you share this information with your child, in a manner appropriate to their age. However, we will also be providing (far shorter!) pupil guides on Friday 4<sup>th</sup> September, to be read over the weekend before pupils return to school. There will be separate guides for Primary and Secondary, with a short video introducing the class teachers accompanying the Primary Guide. The guides will take the form of 'a day in the life of' to help the pupils envisage their return. Class teachers and tutors will also use these guides on the first morning, at the same time that pupils are physically shown the practicalities of navigating their zones. In the end, nothing can beat actually being on site and seeing all of this in action, and we will ensure plenty of time is dedicated to this, not only on the first day but also repeated throughout the first week. On that first morning, time will also be dedicated to transition work, reflection on the lockdown experience and hearing pupils' experiences, concerns and – hopefully – what they are looking forward to on their return. This will continue through the tutor and PSHE programme throughout the term.

It is important that we also get back to curriculum lessons, and this will happen on the first day. Teachers have been working hard to adapt the curriculum, taking into account the differing experiences of lockdown and the need for pupils to progress.

[Back to Question List](#)

- **My child has an EHCP, will there be any extra support with their return to school?**

If your child has an EHCP, a member of the SEND team will be in touch before the start of term to discuss ways in which we can support your child in their transition back to school. This may include an early visit to site, individual risk assessment and/or use of social stories. We are also providing a separate guide for SEND pupils on Friday 4<sup>th</sup> September.

[Back to Question List](#)

- **How are you preparing staff for these changes?**

Multiple meetings have already taken place with staff and Governors and plans have been discussed with external partners such as WSCC. Staff are returning to school a day earlier than planned, on 2<sup>nd</sup> September, to enable us to conduct rigorous risk assessment training as well as important 'normal' start of term plans and continued professional development before the pupils arrive.

[Back to Question List](#)



- **What else do I need to read?**

As well as this document, it is also very important that you read the home school agreement/parent protocol, and risk assessment also attached to the email. As mentioned above, we would encourage you to talk through all of these plans with your child, but will also be sending the further pupil friendly guides before term officially starts. I also encourage you to be aware of both the Government's '[Back to School' campaign](#) and their [guidance for parents](#) on the autumn return.

[Back to Question List](#)

## **Attendance, Absences and Lockdown**

- **Does my child have to attend? What will happen if they don't?**

The Government have stated that attendance will be compulsory for all pupils from September, except for the usual reasons of illness, a medical need for continued shielding, 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.'*

However, as always, we will consider each circumstance on an individual basis.

[Back to Question List](#)

- **If my child is absent because they have been asked to self-isolate temporarily, will remote learning be provided?**

Remote Learning will continue to be provided on Satchel One (formally called SMHW) for pupils in the following situations:

- Unable to return to school for a serious medical need which means they need to continue to shield, which has been confirmed, in writing, by the child's doctor.
- Absent due to being requested by NHS Track and Trace to self-isolate, having been exposed to someone testing positive with Covid-19, or who is awaiting a test result having displayed symptoms.
- Absent due to contracting Covid-19 but feeling well enough to return to school in terms of symptoms and recovery and unable to do so because of self-isolation guidance.

We cannot provide remote learning for children who parents have decided to not send back at present, unless the need for this is confirmed by a doctor. Whilst we will not automatically issue work for pupils who are off

school for other illnesses – in the end if a child is ill then rest is needed - the use of Satchel One does allow us to support children more effectively through absences than previously, where appropriate. Work will not be issued for children who are absent due to unauthorised holidays or similar.

Please contact absence@ in the usual way for any absence, Covid-19 related or not. Where remote work is needed, we ask that for the first day you access the supporting websites outlined on our website, which Ms Garner (our Attendance Officer) will remind you of in receipt of your absence notification. This will then give us up to 24 hours to arrange for more specific work to be made available for your child.

[Back to Question List](#)

- **What will happen if there is a need to fully or partially close the School due to a local lockdown or school specific outbreak?**

Very rapidly, as we did in March, we will initiate a full programme of remote learning via Satchel One (SMHW). It is important to note that we will only close or partially close the school on the advice of external agencies.

[Back to Question List](#)

- **What should I do if my child has Covid-19 symptoms? What will happen if these develop at school?**

It is vital that, if your child displays Covid-19 symptoms at home, that you keep them off school until you have received the results of a Covid-19 test, which we ask you to get completed as soon as possible. Please keep us informed of the test result, positive or negative.

If your child displays symptoms in school, they will be isolated in school (most likely in the Medial Room as our Medical Officer will have full PPE), whilst we contact you to come and collect your child, as we would do with any sickness. The difference is that, for obvious reasons, we need to isolate the child as quickly as possible away from their bubble.

We will then ask you to get your child tested. Whilst waiting for the results - even if symptoms subside - we ask that the child remains at home, but tests are only taking about 24 hours to come back now. If the test is negative then the child is welcome back to school as soon as they are well enough, if positive then we will, in correspondence with you, follow the guidance in terms of self isolation and next steps.

[Back to Question List](#)

- **What will happen if a member of staff has Covid-19 symptoms?**

The same approach is being adopted for staff – if a member of staff displays symptoms, they will either remain at home or be sent home immediately. We have altered our staff absence and sickness policy to outline that it is then expected that a member of staff takes a test as soon as possible. The results of this test will determine the next steps in regard to their attendance.

[Back to Question List](#)

## **Looking Ahead**

- **How long will this all be in place for?**

Unfortunately, this is a question I simply cannot answer at present. We will continue to follow national guidance at all times.

[Back to Question List](#)

- **What is happening with events on the Rhythm of the Year?**

I am loathed to look too far ahead with this at present, in case the situation changes. We will therefore ensure we communicate with you in good time if events are to be postponed or changed, via the weekly briefing emails. At least to begin with, there are some events that it is highly likely will need to be conducted virtually, like any parents' events in the first half term and Year 6 Open Evening. Sadly, this also means that the first Primary Open Afternoons are unlikely to be possible at all, but we will confirm nearer the time. Please do keep an eye out for the weekly briefing emails to provide you with these ROY updates.

[Back to Question List](#)

**L. New**

**August 2020**