

VJJ/HEV

14 July 2020

Dear Parents and Carers

September 2020 – Return to School Plans

As you will be aware, the Government has announced that all children will be returning to school full time in September 2020. We have looked carefully at the guidance that has been published by the Government in developing our plan for September and I am writing to explain the plan to you. The Government has also published guidance for parents and carers, and this can be found using the following link:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

The Government guidance says that schools must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures. Essential measures include: a requirement that people who are ill stay at home

- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

A detailed risk assessment has been written that sets out the measures we will take to minimise the risk of COVID-19 being spread within our school. This risk assessment can be found on our website. The safety of our students and staff is paramount. Please support us in ensuring our school is safe by making sure your child follows the government guidance on social distancing and handwashing outside of school. It would also be helpful if you could discuss with your child the need for regular handwashing and other guidance to help prevent the transmission of the virus. The guidance can be found by following this link:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

In developing our plan we have prioritised the safety of students and staff and this does mean that there have had to be some compromises and changes to the way the school operates. We have also taken into account our students' learning needs and we will be delivering the full curriculum to all year groups. This means they will study all their usual subjects. I have attached to this letter some guidance that you will need to read and share with your child so that they are prepared for school. This will also hopefully answer any questions that you may have.

Each year group will be in separate, designated areas of the school and the different year groups will not be able to mix with each other. Each year group will be in rooms in the same area of the school. At breaks and lunchtimes each year group will have a set area to go to.

In Years 7, 8 and 9, students will be taught in the same class and in the same room every day. Teachers will move between rooms to enable the full curriculum to be delivered. Unfortunately, this does mean that KS3 students will not have access to specialist facilities. This reduces the number of

students that are mixing together, minimises the movement around the school and avoids crowded corridors.

In Years 10 and 11, students will be taught the core subjects (English, Maths, Science, Citizenship and PE) in the same sets and the same rooms to minimise movement around the school site and to reduce the mixing of students. They will still study their option subjects and there will be a small amount of managed movement within the year group area to allow this to happen.

In Years 12 and 13, students will study their option subjects in rooms only used by Sixth Form and will have access to the Common Room.

Students are encouraged to walk or cycle to school and to avoid the use of public transport if possible. Students who use public transport must wear face coverings. On the school buses students will be required to sit in their year groups and wear face coverings. School buses will not be dropping off students at school before 8.25am. We are currently liaising with School Transport over the arrangements for the school buses and these will be communicated to you as soon as possible.

PE will be on the curriculum for Years 7-11 but we will not be able to use the changing rooms so we are asking students to come to school dressed in PE kit on the days that they have PE. PE lessons will take place outside. If the weather is wet, each group has a classroom that will be used.

In order to get our students used to the different routines there will be a staggered start to the school year. This means that each year group will attend on the days given below:

Y7 and 12 only	Wednesday 2 nd Sept
Y7, 8, 11 and 13 only	Thursday 3 rd Sept
Y7, 9, 10 and 12 only	Friday 4 th Sept
Whole school	Monday 7 th Sept

I am very pleased with the way the school has reopened over the past few weeks. Students have coped well with the new routines and have followed the new rules. This puts us in a good position for September. It has been lovely to have students back at Caldew and I am looking forward to seeing all of our students back in September.

We will keep our plan under review over the summer and adapt them if there are any changes to guidance, the local or national situation and I will keep you updated on any changes.

I am very conscious that the school will be different for your child to the one they left in March. We will do all that we can to support them and help them to cope during this anxious time. We will be providing hand washing and hand sanitising facilities which students and staff will be required to use as routine within the school. We will regularly remind students of this and we value your support in reinforcing this message with your child. Together, we can be safe as we take these steps forward. If you have any questions, please do not hesitate to contact myself, a member of the school's leadership team or your child's Head of Year and we will do our best to answer any queries.

Yours sincerely



Vicki Jackson
Headteacher

Guidance for Students and Parents

This guidance should be read in conjunction with the Risk Assessment for Students which is on the school website. The risk assessment gives further details on the safety measures we are taking.

Symptoms to look out for

If your child has any of the following symptoms they should not attend school:

- A new, persistent cough
- A high temperature of over 37.8C
- Loss or change of sense of smell or taste

If your child has these symptoms or has a positive test for COVID-19 please inform the Headteacher.

All children and staff will be monitored in school. If we suspect, they are displaying any of these symptoms, they will be isolated and you will be called to come and collect them. If your child does have symptoms, they can get tested for COVID-19, we will advise you of how to arrange this.

Handwashing and hygiene

Please discuss the importance of handwashing and hygiene in reducing the risk of transmitting the virus with your child. It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

The latest guidance and video on hand washing can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Good hygiene is also very important and students will be encouraged to “catch it, bin it, kill it” if they cough or sneeze. Tissues will be available in all classrooms along with lidded pedal bins. Please discuss the importance of this is minimising the spread of corona virus.

Getting to School

Students are encouraged to walk or cycle if possible and to avoid using public transport. If students are walking or cycling, please ensure that they arrive at 8.40am and no earlier.

School transport will be running. Students who travel on the school buses will have to sit in their year groups and wear face coverings. School transport will be asked to arrange buses to drop off from 8.20am

Students using public transport must wear face coverings.

Face Coverings

Students who are traveling to school on public transport and school transport must wear face coverings. At the current time there is no requirement to wear them in school but students can wear them if they wish too.

Students should not to touch their face covering during use or when removing them. Face coverings should be taken off in a safe way. Students must to wash their hands on arrival and dispose of any face coverings into a lidded bin or place them into a plastic bag to take home with them. They will then need to wash their hands again after removing the face covering.

Arrival at School

School will start at the normal time and students should be here by 8.40am. Students will not be able to enter the school building before 8.30am and any students arriving before 8.30 will have to wait outside their designated entrance which will be marked for social distancing.

- Y7 Performing Arts entrance
- Y8 Through the Sports Hall carpark, onto the back yard and in through the doors on the Street

- Y9 PE entrance from the Sports Hall car park
- Y10 Fire doors in science from the staff car park
- Y11 Through the Sports Hall carpark, onto the back yard and in through the doors on the Curve

- Y12/13 Doors bottom 6Form stairs on the front of school

When they come into school students must wash or sanitise their hands and they will then go straight to their classrooms. Staff will be on duty at entrance points.

Students must not go into the village before school.

Student Groups

In Years 7, 8 and 9, students will be taught in the same class and in the same room every day. Teachers will move between rooms to enable the full curriculum to be delivered. Each year group will be in a roomed in the same area of the school. This reduces the number of students that are mixing together, minimises movement around the school and avoids crowded corridors.

In Years 10 and 11, students will be taught the core subjects (English, Maths, Science, Citizenship and PE) in the same sets and the same rooms to minimise movement around the school site and to reduce the mixing of students. They will still study their option subjects and there will be a small amount of managed movement within the year group area to allow this to happen.

In year 12 and 13, students will study their option subjects in rooms only used by Sixth Form and will have access to the Common Room.

Measures within classrooms

Students will be seated in rows facing the front. Students desks will be set up so students are as far as part as possible. Staff will maintain 2m distancing from students.

All the classrooms used have fresh air ventilation. Either through external windows or manual fresh air ventilation in line with the guidance from the HSE.

Classrooms will be cleaned thoroughly at the end of each day.

Uniform

Students will be expected to wear full school uniform

PE

We will not be able to use the changing rooms so we are asking students to come to school dressed in PE kit on the days that they have PE. They should wear the following:

- School PE top
- Black or blue hoodie (Caldew one if possible) or a Caldew jumper
- Black or blue jogging/track suit bottoms(Caldew one if possible)
- Trainers

PE lessons will take place outside and students will be socially distanced. If the weather is wet each group has a classroom that will be used.

Mobile Phones

These are a potential source for transmitting the virus. Mobile phones should not be taken out in any part of the school at any time. If they are seen they may be confiscated. Please talk to your child about the importance of this.

Equipment

Students should bring their own basic equipment e.g. pen, pencil, coloured pencils, ruler etc. for their own use and these must not be shared with others. Students can bring a pencil case and bag. It is still recommended that students and staff limit the amount of equipment they bring into school each day to reduce the chance of transmitting the virus. Students can take books home. Staff will be advised that books and student work should be left for at least 48 hours before they handle it.

Classroom based resources, such as text books can be used and shared within the year group bubble. These will be cleaned regularly. Any resources that are shared between bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Breaks and Lunchtime

The school day has been altered to allow staggered breaks and lunchtimes and each year group will be in a designated area so they cannot mix with others. We have set up temporary dining facilities to enable us to keep each year group separate. This does mean that some year groups have an early lunch and that we are not able to provide food at break. With this in mind you may want to send your child to school with a snack.

Y7	10.45-11.30 Lunch Theatre/Courtyard/Lib	12.30-1 Break Theatre/Courtyard/Lib
Y8	11-11.30 Break Sports hall/Basketball court	12.15-1 Lunch Gym
Y9	10.45-11.30 Lunch Gym	12.30-1 Break Sports hall/Basketball court
Y10	10.45-11.30 Lunch Dining Room	12.30-1 Break Yard/Street
Y11	11-11.30 Break Yard/Street	12.15-1 Lunch Dining Room
Y12/13	11-11.30 Break Common Room	12.20-1 Lunch Common Room
Y13	11-11.30 Break Common Room	12.20-1 Lunch Common Room

Each year group will have a defined route to move to and from their social areas so that the different year groups do not mix

Please make sure that your child brings a coat to school as students will be outside if it is dry. This is because being outside minimises the risk of spreading the virus. If it is wet, students will be able to use the large spaces in the school which will allow for distancing.

Year 12 and 13 will not be able to go into the village at lunchtime

Catering

It would be very helpful to us if you could send your child to school with a healthy packed lunch.

We will only be able to offer a reduced catering facility of cold food. There will be a flat fee of £2.50 for a school meal. Finger print machines will not be in use and parents should pay via iPay in advance or send a cheque into school in a sealed envelope at the start of each week.

If students want to buy a drink, they should bring cash. Drinks will cost 50p each.

Dining areas will be cleaned in between being used by different year groups.

Drinks

Please send your child with a full water bottle for their own use as the water dispensers have been turned off. Please remember that energy drinks and fizzy drinks are not allowed in school.

Curriculum

A broad and balanced curriculum will be taught to all year groups. We are planning to increase the opportunities at Key Stage 3 to deliver literacy and numeracy activities to help students practice basic skills in all subjects. At Key Stage 4 students will get additional English and Maths lessons during the Autumn term.

Distancing

The school site is marked out with 2m social distancing. Students will be encouraged to keep distanced from other people whilst walking around the school site. Please discuss the importance of this with your child.

Toilets

There will be a limit to the number of students allowed in to the toilets at any one time. Students will have to queue up outside toilets. This will be supervised by staff. Hand dryers will be turned off.

Ventilation

Good ventilation is a key measure in reducing the risk of the virus spreading. All rooms being used have fresh air ventilation. Doors and windows will be propped open where possible to aid ventilation.

Leaving school

School will finish at 3.10pm. Students must wash or sanitise hands before leaving school. Students will leave the building by designated year group exits.

Y7	Performing Arts/Courtyard exit
Y8	Street doors onto back Yard
Y9	PE exit
Y10	Fire doors staff car park
Y11	Curve doors onto back yard
Y12/13	Doors bottom 6Form stairs

For the first 2 weeks, at the end of the day, there will be a staggered exit.

Y7	2.50
Y8	2.55
Y9	3.00
Y10	3.05
Y11	3.10

This will then be reviewed to see if it needs to be continued for the rest of the term.

Students will then be seated on school buses in year group bubbles.

Special Educational Needs

The Learning Centre will still operate and year group bubbles will be maintained. Teaching Assistants will support students with Education Health Care Plans but they will have to maintain 2m social distancing. If you have any concerns about your child's provision please contact the SENCO, Miss Howson.

Attendance

If your child is unable to attend school, please follow the normal procedures and inform the school. If your child is due to attend and does not arrive we will contact you.

The Government guidance states that School attendance will again be mandatory from September. Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See the [guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for the current advice.

Where children are not able to attend school as parents are following clinical and/or public health advice, the absence will not be penalised.

If you have concerns about your child returning to school because you consider they may have other risk factors, please contact your child's Head of Year.

Behaviour

Our normal high expectations of student behaviour still apply both inside school and in the local community. We will be following our normal behaviour management policies and procedures. If there are any issues, we will of course let you know. Students will be expected to comply with the rules put in place for their own and others safety at all times. There will be no tolerance of students who break social distancing or other rules that could in anyway put staff or fellow students at risk. If students put others at risk then this could result in exclusions

Normal sanctions will be used including detentions and seclusion. These will operate within year group bubbles.

Pastoral Support/Student Services

Student Services will be staffed and will be there to support students. If you are concerned about your child, please contact student services or your child's Head of Year to discuss the support that we can put in place.

Visiting School/Contacting Staff

Parents are not allowed on the school site unless they have been invited in for a meeting. Please do not just come to school. If you have to pick up your child during the school day please come to reception doors and your child will come out to meet you.

If you need to contact a member of staff please phone or email. We will do our best to contact you within 48 hours of receiving your message. Please be patient as staff are very busy.

Extra Curricular Clubs

Any after school clubs will be for individual year groups and there will be no mixing of year groups.

School Events

We will not be able to hold any large event at school. This means our usual evening events in the Autumn Term e.g. Awards Evening, Tutor Evenings, School Musical are unlikely to happen. We will advise you in September on our alternative arrangements for these events.

First Aid

A first aider will be on site each day. PPE is available for first aiders.

Cleaning

Bulloughs Cleaners are following all relevant guidance. The number of cleaners on site during the school day will be increased to allow the increased measures to take place. The cleaning team supervisor is in close communication with the site team

Response to any Infection

The school will engage with the NHS Test and Trace process.

The school is using the Local Authority procedure for managing suspected cases in school. The school community will be informed by letter if we have a suspected case in school.

A procedure is in place to manage any confirmed cases of coronavirus (COVID-19) amongst the school community. The school will take advice from Public Health on what measures need to be implemented to contain any outbreak. A letter will be sent informing the school community with advice on what they need to do will be sent.