

# Court Fields School

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Acting Head of School: Mrs P Matthews

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Ref: Update Letter to Parents re CV 150520 V1  
15<sup>th</sup> May 2020

Dear Parents & Carers,

## Update on Coronavirus (COVID-19) for Parents and Staff

Once again, I would like to thank you for your support as we continue with lockdown and school closure. Your positive feedback, kind and thoughtful communications with our staff, and your support for your child's **Learning@Home**, have ensured that we all continue to respond effectively in these difficult times.

I wrote to you on Monday, following the Prime Minister's 'roadmap' announcement, and since then there has been a steady stream of further detail published by the Government. This guidance has outlined a range of directions for primary and secondary schools, regarding the recovery strategy for COVID-19. The documents can be read in detail on our website here: [courtfields.net/coronavirus-guidance](https://courtfields.net/coronavirus-guidance)

The relevant sections of the guidance for secondary schools are detailed below:

### **Step 1: Schools**

*The rate of infection remains too high to allow the reopening of schools for all pupils yet. However, it is important that vulnerable children (including children in need, those with an Education, Health and Care plan and those assessed as otherwise vulnerable by educational providers or local authorities) and the children of critical workers are able to attend school, as is currently permitted.*

### **Step 2: A phased return for schools**

*Secondary schools should prepare to begin some face to face contact with Year 10 pupils who have key exams next year, in support of their continued remote home learning.*

As you can imagine, we have spent a significant amount of time this week developing a plan to respond to this guidance. This has included:

- ensuring that we prioritise student and staff safety, and the safety of their families.
- providing 'some face to face contact' for our Year 10 students.
- ensuring that any contact between students and staff in school has impact, and a clear benefit.
- supporting all our students via our **Learning@Home** programme.
- maintaining our provision in school to care for our most vulnerable students, and for the children of key workers, who cannot safely be cared for at home.
- continuing to do what we can to prevent the spread of the COVID-19 virus.

The key message from the Government guidance is that for the present time we continue to operate as we have since 20<sup>th</sup> March. In line with Government guidance our school will remain closed and all students will continue their **Learning@Home**. However, we have developed an additional programme of support for our Year 10 students.

If your child is in Year 7, 8, 9 or 11, please skip to Section B of this letter.

## **Section A – Year 10 only**

**The details of our provision for Year 10 only are as follows:**

- Each Year 10 student will have two, 30 minute, face-to-face 'Tutorials' during the second half of the Summer Term. This will include academic and pastoral mentoring for each student. It will enable us



to ensure Year 10 students are on track with their learning for September and their GCSE courses, and to support their wellbeing and progress.

- All Year 10 students will receive a personalised Tutorial Pack via post and student/parent email. This will outline the details of their tutorials, and provide preparation work. This will ensure that students gain the most from their time with our staff.
- Staff will record details of the Tutorial and email these to parents and students following the meeting. This will enable students to undertake follow-up planning in their Tutorial Pack, discuss their meeting with parents/carers, and have a clear action plan for their learning. This will also mean that they do not have to bring a bag to their Tutorial, reducing the risk of the spread of the virus.
- The Tutorials will take place in 2 separate weeks: the week of the 8<sup>th</sup> June, and the week of the 6<sup>th</sup> July. This will allow staff to plan for and undertake these high quality meetings in an effective and consistent manner.
- Year 10 students will also undertake an Assessment Week during the week of the 8<sup>th</sup> June, so that outside their first tutorial appointment, they can complete assessments to allow their teachers to identify progress and gaps in knowledge. This will then feed into their second tutorial, and allow students to clearly plan to address any areas for development.
- Full social distancing measures will be in place for these Tutorials. Each teacher will meet only 5 students per day, and each teacher will be in a separate classroom with 2 metre distancing and allocated seats for each student. All appropriate precautions will be taken regarding infection control between meetings, in line with Public Health guidance and our risk assessment. This will ensure the safety of students and staff is our highest priority.
- We will continue our daily 'check-in' for Year 10 students. This information, along with records of work submitted, and the Year 10 Assessments, will feed into the discussions in the Tutorial meetings.
- During the week of the 13<sup>th</sup> July we will offer additional face to face appointments to a specific number of students, if we are concerned regarding their ongoing engagement with learning.
- We will continue to develop our **Learning@Home** provision for all students, including the use of 'live' or pre-recorded lessons where appropriate, to enhance learning. Year 10 students will be prioritised in the development of this provision.

The planning above is, of course, subject to ongoing Government guidance, and our own risk assessments. As a result it may be subject to development over the coming weeks, including with reference to the Government's 5 conditions for easing the lockdown further, being met by 28<sup>th</sup> May. Please be reassured that the safety of our community is our highest priority.

## **Section B – All Year Groups**

As indicated above, all students will continue their **Learning@Home**, accessed via ClassCharts, as outlined in our Parent Guide to Learning at Home (attached once again for your reference).

We will continue to support the children of key workers and our vulnerable students, and in this the Government guidance remains clear:

*Many parents working in critical sectors will be able to ensure their child is kept at home. And every child who can be safely cared for at home should be, to limit the chance of the virus spreading.*

Once again please ensure that your child follows our **Learning@Home** programme, so that they will be effectively prepared to return to school when we re-open. This is of course absolutely vital for our Year 10 students, whose outcomes will be significantly impacted next year, if they do not follow the **Learning@Home** set for them.

As always please do not hesitate to contact the school if you have any other questions/queries. Please note that phone lines are set to an answer service as we have a limited staff team in school so we keep as many staff safe and at home. It may, therefore, be easier for you to email us as follows:

- For safeguarding concerns, please use the following email address: [safeguarding@courtfields.net](mailto:safeguarding@courtfields.net)
- For ClassCharts or other IT technical enquiries, please use the following dedicated email address: [classcharts@courtfields.net](mailto:classcharts@courtfields.net)

- If your child has a query with their **Learning@Home**, they should simply email their class teacher in the format [initialsurname@courtfields.net](mailto:initialsurname@courtfields.net)
- If you are struggling to ensure that your child completes their **Learning@Home** and would like support, please contact your child's Tutor by email (using the format [initialsurname@courtfields.net](mailto:initialsurname@courtfields.net))
- To notify us that you may have key worker status, please use the dedicated email address: [keyworker@courtfields.net](mailto:keyworker@courtfields.net)
- For general enquiries, please use the main email address: [sch.552@educ.somerset.gov.uk](mailto:sch.552@educ.somerset.gov.uk)

The latest guidance from the Government regarding school closure and COVID19 can be viewed here as well as on our website: <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>. Our website also has a wide range of information and support for families and students.

We will, as always, keep you informed via our Parent Bulletin, ClassCharts, the school website, email, texts and social media accounts. Please do check that you are receiving our communications, and contact us with any issues. This is also important for our Year 11 parents/carers, as we will continue to contact you with regard to essential Year 11 information over the coming months.

Thank you once again for your support, which is very much appreciated. Please do keep safe and keep in touch. We will continue to do all we can to support our community over the coming weeks.

My very best wishes go out to you and your families.

Yours sincerely,



Mrs Polly Matthews  
Acting Headteacher