

# Court Fields School

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Mantle Street  
WELLINGTON  
Somerset  
TA21 8SW



Tel: 01823 664201  
Fax: 01823 660812  
sch.552@educ.somerset.gov.uk  
www.courtfields.net  
<https://twitter.com/CourtFieldsSch>

Acting Head of School: Mrs P Matthews

Executive Head: Mrs S Watson

Ref: Update Letter to Parents 110620 V1

12<sup>th</sup> June 2020

Dear Parents & Carers,

I hope this letter finds you and your family safe and well. Thank you once again for your ongoing support as we continue supporting our students via the **Learning@Home** programme, which will help to prepare our students to be able to return positively once school is able to start fully once more.

I wanted to update you on some information specific to individual year groups, as well as to respond to the ongoing announcements and guidance from the Government. I know that this is a long letter, but please do keep going through to the end, particularly with reference to the sections for your child/children's year group(s).

As you will know from my recent letters, next week we will begin to offer some face-to-face learning for Year 10 students. We are also planning for what learning will look like once we are able to widen our opening, and ensuring that we are able to have appropriate support in place for our new Year 7s, so that they are ready to join our Court Fields community in September.

The most recent announcements from the Government provided the following information:

- Year 10 students are still on course to have 'some face-to-face' contact from 15<sup>th</sup> June.
- Any provision for Year 10 students can only involve a maximum of a quarter of the year group at any one time.
- Currently the only other students allowed in school are those children of key workers, and most vulnerable students, who cannot safely be at home. We will continue to provide care for these students.
- All other students in years 7 to 10 should continue their Learning@Home.
- At present we are not allowed to have Year 6 students on our school site. We hope that this may change, but at present we can only plan for a remote transition before the summer holidays.
- The Government currently intends for all students to return in September. It is not yet clear how this will be implemented.
- There will be a further announcement next week regarding the Government's 'catch-up' plans for students.

Of course, the information above is subject to ongoing Government guidance and our own risk assessments. As a result it may develop over the coming weeks. Please be reassured that the safety of our community is our highest priority.

As always, I will keep you updated as and when we have additional information or clarification from the Government. In the meantime, please continue to support your child's Learning@Home, as you have been since the start of lockdown. Please do not underestimate our gratitude for your support and recognition of your efforts. Everything you can do to help your child learn at home will help prepare them for next year, and will make a difference to their long term outcomes.

## Year 6 Transition Update:

Our year 6 Transition is fully underway and we are excited to be sharing with the students and parents lots of information about the school and the educational journey the students will take with us. We have our Court



Fields Year 6 Transition Facebook page where we will post any information regarding transition, along with virtual introductions to staff and a tour of the school. All information will also be shared on our website, [www.courtfields.net](http://www.courtfields.net) as well. Please do follow our Transition and Court Fields Facebook pages for all our latest information.

We have launched our 'Go Big, Be Awesome' transition project that the primary schools will be completing with students in school and sharing with any students who have not returned so they can complete at home. Our local Primary schools are very excited to be working with us on this fantastic project, and we look forward to seeing the students' work over the coming weeks.

Parents/Carers will be informed of the tutor group and house to which students have been allocated by Monday 22nd June. As always, if you have any questions regarding transition, please do contact us using the email address [transition@courtfields.net](mailto:transition@courtfields.net).

### **Year 7 Update:**

To support our Year 6 transition we have recruited over 50 Transition Leaders from our current Year 7 cohort to support the Year 6 students prior to joining the school. Our Year 7s had completed their applications before lockdown, so we undertook a shortlisting process and wrote personally to all the applicants. Our new Transition Leaders will also continue to support our new Year 7 students throughout Year 7, which will be especially important at this time. Congratulations to everyone who has successfully secured a place on the team and we look forward to working with you all! Please keep an eye out for the Transition Leader welcome videos being posted to our social media in the next two weeks.

In light of the ongoing developments in Government guidance, we have reviewed the date of our Year 7 Celebration, which was rescheduled from July, and due to take place in September. In consultation with the Ultimate Adventure Centre, where the celebration will be based, we have taken the decision to reschedule this event for June 2021. This is as a result of the ongoing COVID-19 situation, and the likelihood that large non-household groups, especially including overnight stays, are highly likely to be prohibited by Government advice. We also felt, with significant experience in risk-assessing such activities, that it would not be safe to undertake the celebration camp at this time.

As we have said to parents, carers and families before, we are absolutely committed to ensuring that our current Year 7 students are able to have this celebration, which will be part of their rite of passage at Court Fields. We know what a fantastic opportunity this will be for our students to spend time together, with school staff, celebrating what will then be the end of Year 8, and time back together again.

All monies paid to date will be transferred to the new date, and a new instalment plan will be put in place. I will contact you early in the Autumn Term to confirm the exact dates for this trip and to outline the new instalment plan.

We are very sorry for the delay in this trip, but the safety of our students and staff is our utmost priority. We see this event as an essential rite of passage for our Year 7 into Year 8 students, and so will prioritise ensuring that this goes ahead.

### **Key Stage 3 Revision & Assessment Weeks:**

All students, in Years 7, 8 & 9, will undertake a Key Stage 3 Assessment Week during the week of the 29<sup>th</sup> June, with a revision week beforehand during the week commencing 22<sup>nd</sup> June. All students will be informed via ClassCharts of their assessment topics/focus and will be provided with a revision, consolidation and preparation week before their Assessment Week.

This is vital to allow us to evaluate your child's progress whilst learning at home, identify and address gaps, and further tailor our Learning@Home programme to your child's needs. A letter with more detailed information about the Assessment Week has been emailed home today to all parents of students in Key Stage 3.

The focus for the assessments/exams will be mainly the work set during Home Learning and some interleaving/recapping of topics from the rest of the year. We do not want students being anxious about having to revise the content from the whole year, and so they should focus on the topics covered in their Learning@Home. The timetable and details will be posted in advance of Assessment Week, so that students are able to be fully prepared.

### Year 7 & 8 Timetable for Assessment Week

Monday 29 <sup>th</sup> June	Tuesday 30 <sup>th</sup> June	Wednesday 1 <sup>st</sup> July	Thursday 2 <sup>nd</sup> July	Friday 3 <sup>rd</sup> July
English	Maths	Science	Geography	History
French	Spanish	Philosophy & Beliefs	Art	Music
Drama	Design Tech	Food	Computer Science	

\* Please note that Year 8 students only need to do the assessment for the language they will be continuing in Year 9.

### Year 9 Timetable for Assessment Week

Monday 29 <sup>th</sup> June	Tuesday 30 <sup>th</sup> June	Wednesday 1 <sup>st</sup> July	Thursday 2 <sup>nd</sup> July	Friday 3 <sup>rd</sup> July
Revision	Option 1	English	Maths	Philosophy & Beliefs
	Option 2	Science: Biology	Science: Chemistry	Science: Physics
	Option 3			

### Year 10 Update:

We have developed a 4 strand graduated approach to support face-to-face contact for our Year 10s. We have planned this carefully to ensure that it is meaningful and has a positive impact on their learning and wellbeing. The programme includes:

- Year 10 Tutorials and linked Year 10 Assessment Week to support progress
- Increase in 'Live' lessons
- In-school lessons in English & Maths for all students, in separate quarter year groups
- Face to Face Support Sessions for specific options subjects for highlighted students

We have posted a video for our Year 10 students to prepare them for their Tutorial on site, and what will be required when they attend sessions at school. This can be found on our social media channels and on our website here: <https://courtfields.net/coronavirus-guidance/>.

On the morning of any in-school sessions for your child, please assess their fitness to come into school. If you answer YES to any of the following questions, please keep them at home, follow the NHS guidance and notify us using the school's normal absence procedures (by text or phone call to the main school number).

- Does your child have a new continuous cough?
- Does your child have a high temperature?
- Does your child have a loss of, or change in, their normal sense of taste or smell (anosmia)?
- Is anyone in your household suffering from any of the above?
- Has your household been in contact with anyone suffering from the above in the last 14 days?

We are very much looking forward to seeing our Year 10s in school for their Tutorials. Please ensure that they have completed the relevant pages of their Tutorial Workbook (pages 3-6) and have emailed photos of the completed pages to the teacher with whom they are meeting, at least 24 hours in advance of the meeting.

We have sent you a specific letter regarding our on-site English and Maths lessons for Year 10, which will take place during the week of the 22nd June and 6th July. Please email us on the main school email if your child is shielding and so unable to attend these lessons. Parents of specific students may be contacted directly by the SEN Team if their child is following a bespoke programme and is not expected to attend these sessions.

### Year 11 Update:

Our students are able to access preparation work for their post-16 courses, the EtonX activities, careers activities, or the HPQ qualification via the website, ClassCharts and through contact with their teachers. I would encourage all our Year 11 students to keep their brains active with something, whether this is one of the resources that we provide, or something of their own choice. We have also emailed a Careers Support Guide to all Year 11 parents/carers, which includes a range of useful information. Our social media channels

also contain links to support from local post 16 colleges, which will be very useful for students in preparation for their next steps.

The Yearbook is kindly being created by some of our Year 11 students and Mr Williams. This is a task that needs to be produced remotely, in order to support this, all Year 11 students have been sent a form to complete via their courtfields.net email that allows them to include their memories and quotes in the final edition. Please can all students complete these forms and send them to their tutor to ensure it is included by Friday 19th June.

We have been closely monitoring and following the government guidance over the past weeks with regard to our plans for our re-scheduled Year 11 Prom. As you know we are committed to celebrating the end of their secondary education with our Year 11s and ensuring that, despite the COVID pandemic, our students do not miss out on this important rite of passage.

We have been considering the following aspects:

- It appears that it is extremely unlikely we will be able to hold large social gatherings in the near future.
- We must prioritise the safety of all our students, staff and parents and balance this alongside holding Prom as soon as possible.
- We would prefer to hold Prom on a Friday evening if at all possible.
- Oake Manor are not able to hold Prom events between October and April, due to daylight restrictions on arrival.

With all of the above in mind, we have taken the decision to move Prom for our current Year 11 students to Friday 7th May 2021.

We understand the new date may seem far away but we want to ensure we provide our Year 11 students with the Prom they deserve. We have secured a Friday evening which we know will also be more favourable to students and families. The evening would be light enough to ensure that families can watch students arrive, which we know is a big part of the evening and really valued by all involved. Hopefully we would be lucky enough to also have warmer weather by early May, which again, adds to a lovely evening.

Any tickets brought, or monies paid towards tickets to date will be transferred over to the new date. We will advise of new instalment dates for part or full payment in the near future. You can of course continue to purchase tickets currently via our ScoPay system, or choose to pay at a later date.

Thank you as always for your support and understanding at this difficult time. As a staff team we have felt very emotional about the premature end to our Year 11 students' time with us. We are thrilled that we will be celebrating at their Prom in the spring, and hope to see all our Year 11s there.

We have been working incredibly hard over the past months to complete the Centre Assessment Grades for all Year 11 students as per the Government Guidance. This process will be finalised next week and we look forward to students being awarded their GCSEs in August. We have been closely monitoring and following the government guidance over the past weeks with regards our preparations for GCSE Results day 2020. At present we have made no decisions on whether students will be able to collect their results from school or whether this will need to be online due to social distancing measures. We will send out further information as soon as it is available and look forward to celebrating our students' achievements with you.

### **Learning@Home Update:**

We will also 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 in line with Government guidance. Further details will be posted via ClassCharts by your child's class teachers.

We are updating our Parent Guide to Learning@Home to support you and your child, and this will be emailed to all parents/carers on Monday. The Government has also published guidance for parents/carers to support their child's learning during school closure. This can be found on our website here:

<https://courtfields.net/coronavirus-guidance/>.

Please note there is a change to the Year 7 & 8 Learning @Home timetable that starts next week as follows. This allows students to have additional time for Languages and Art. This is to ensure that we continue to offer Learning@Home that is as broad and balanced as possible across the curriculum.

Week 1 (Y7&8)					Week 2 (Y7&8)				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
English	English	English	Food	Science	English	English	English	Tech	Science
Maths	Maths	Science	Maths	<b>Art</b>	Maths	Maths	Science	Maths	<b>Art</b>
Science	<b>French /Spanish</b>	History	RE	<b>Geography</b>	Science	<b>French /Spanish</b>	Music	Computing	Drama

### Behaviour Update:

In line with Government guidance we have reviewed our school behaviour policy and added an appendix to respond to the COVID-19 situation. This will be sent with this letter to all parents. The purpose of this COVID appendix is to ensure that all our students, staff and families are safe at this difficult time. Please discuss this with your child and ensure that they are clear on our expectations. As always we will support our students to meet our expectations, use positive praise, and help them to adapt to what will be, at least for a while, 'the new normal'. Of course, this currently only applies to the Year 10, key worker and vulnerable students, who will be on site, or travelling to and from school. The appendix will continue to apply to all students who are attending school and will be in place until further notice.

### Risk Assessment:

We have also posted our risk assessment document on our website for your information. This can be found here: <https://courtfields.net/coronavirus-guidance/>.

Our risk assessment will be reviewed regularly as national risk levels develop and/or circumstances or official guidance changes.

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)
- For Year 6 transition enquiries, please use the dedicated email address: [transition@courtfields.net](mailto:transition@courtfields.net)
- For Year 10 specific concerns or questions, please contact Mr Seaton, Head of Year 10 by email
- If you 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 on our website as well as via the link here:

<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.

Thank you once again for your support. We really do appreciate the many positive comments and the supportive feedback that we have received. My very best wishes go out to you and your families. Please do keep safe and keep in touch.

Yours sincerely,



Mrs Polly Matthews  
Acting Headteacher