

Court Fields School

Achieve | Belong | Participate

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Acting Head of School: Mrs P Matthews

Executive Head: Mrs S Watson

Ref: September Re-opening Details Letter 170720
17th July 2020

Re-opening of the school from September 2020

Dear Parents & Carers,

I hope this letter finds you and your family well and keeping safe at this time.

Following the Government guidance released on the 3rd July 2020, regarding school re-opening for all students in September we have been developing our plans for school returning. We are now in a position to give you the following important information.

As you can imagine, ensuring that student and staff safety is a priority, whilst responding to the requirements of the guidance has been a complex task. We have worked with all our staff to ensure that we have an effective, robust and safe plan for September, which will ensure that our students return to their learning, and are supported pastorally and academically.

Of course, these plans may be subject to change in line with further Government guidance, or local/national lockdown arrangements, but unless this is the case, the plans below will be in place for Term 1, up until October Half Term. This will ensure that students, parents and staff have clarity and routine for the initial 7 weeks of the 2020/21 Academic Year. Given the uncertainty of the last few months, we felt that this was key in supporting an effective return to school.

I do apologise for the length and detail of this letter. **Please do read all sections, as plans are different for the various Year Groups.** If you do have any questions please contact us using the details at the end of the letter. Thank you for your understanding and support as we adapt to this new 'normal'. Please also discuss the details below with your child, as well as underlining the absolute importance of all students adhering to our guidelines and expectations, which are in place for the safety of our students, staff and families.

Timings

In order to reduce the number of students arriving and leaving site at the same time, we will stagger the timings of the school day as follows.

Key Stage 3 (Years 7-9):

Arrive between 8:30 and 8:40am ready for Registration & Tutor Time at 8:45am.

Lunch will be 1:30pm to 2:00pm

Depart at 2:50pm

Key Stage 4 (Years 10 & 11):

Arrive between 8:55 and 9:00, ready for Registration at 9:05am in their Period 1 classroom.

Lunch will be 1:30pm to 2:00pm

Tutor Time for Key Stage 4 will be 2:50pm to 3:20pm in Period 5 rooms with their Tutor, depart at 3:15pm

Guidance on limiting the number of contacts students have each day, particularly between Year Groups means that we will not be able to run after school activities. This will mean that there will be no after school clubs for Term 1. If your child wishes to attend Breakfast Club, or the Opportunities Homework Club after school, please book this by emailing the school on reopening@courtfields.net before 1st September 2020.



Start of Term Dates

- 1st September – Individual Year 7 students by invitation, plus key students in other Year Groups. Parents will be notified by Mrs Westwood by 24th August 2020.
- 2nd September – All Year 7 students Transition Day, 8:40am to 1:30pm
- 3rd September – Year 7 Transition lessons (Maths, MFL, Science, PE, Technology)
- 4th September – Year 7 Transition lessons (English, Humanities, Creative & Performing Arts, Computer Science)
- 7th September – Year 7 in timetabled lessons for full school day, Year 11 return (Y11 finish at 1:30pm)
- 8th September – Year 7 & 11 in timetabled lessons for full school day, Year 10 return (Y10 finish at 1:30pm)
- 9th September – Year 7, 10 & 11 in timetabled lessons for full school day, Year 8 return (Y8 finish at 1:30pm)
- 10th September – Year 7, 8, 10 & 11 in timetabled lessons for full school day, Year 9 return (Y9 finish at 1:30pm)
- 11th September – All students in Years 7-11 in timetabled lessons for full school day.

In line with Government guidance, all students will be required to wear school uniform from the start of term.

Transport

We would encourage all students, where possible, to travel to school on foot, or by bike. We have limited drop-off facilities at the front of school, and only students with mobility issues will be able to be dropped-off/collected at the front Reception car park. If parents do need to drop-off/collect their children, they should do so by the Youth Centre as close to the students' arrival time as possible. Cars will not be permitted on site for the purposes of dropping off students from 1st September (unless this has been agreed beforehand) to limit the number of people coming on site.

Students on dedicated school bus services have been/will be contacted directly by these providers. Transport providers may insist on grouping students by Year Group whilst on the bus, and may ask students to wear face coverings. This is not the responsibility of the school, and any questions regarding transport should be directed to the provider or the local authority. If your child uses a dedicated school bus service, please ensure that you have checked the detail of their arrangements with the provider directly. Students using public transport should refer to the safer travel guidance for passengers.

Arrival Information

There will be three entry points only for students:

- The Side Gate, on the footpath through school, for Year 9 and 11
- The Top Gate, nearest to the Park/Beech Grove, for Years 7 and 10
- The Back Gate, on the path leading to Mantle Street, for Year 8

Students are not able to enter via the Main Gate for any reason.

Students should come on site no more than 10 minutes before the start of their Registration time, and move directly to their Year Group Zone as follows:

- Year 7 - playground behind E block
- Year 8/9 - Nugget and outside Sports Hall/Hall
- Year 10/11 - Outside B Block/hall/Common Room

Students will be supervised in these areas and directed to their Registration location by staff to minimize mixing around the site. Hand sanitisers will be available on entry and exit and should be used routinely by all students.

Wellbeing & Support

We understand that students will have all had different lockdown experiences, with some experiencing a variety of emotions, such as anxiety and stress. Others may not have experienced any challenges and will be looking forward to returning to school. Students' Tutors, Heads of Year and our Pastoral Support Team will be ready to support all our students as they return to school life. We will be highlighting strategies that students can use to help themselves with their physical and mental health during tutor times and lessons. We are requesting students and parents/carers complete a survey so we can assess where our students are with their wellbeing and tailor support upon their return. Please follow the link that will be emailed to you next week. The closing date is the 1st August to allow us time to prepare for September.

All students in Years 8-11 will take part in a half-day 'phased return' to school to support their emotional wellbeing as part of our 'recovery curriculum' (please see Start of Term Dates section).

Attendance

We will be welcoming all our students back to school in September and have planned in detail to support their return, from an emotional and academic perspective. We will expect, as per the Government guidance, all students to attend, and we will be required to follow our Attendance Policy. This includes the duty of parents to ensure that their children regularly attend school. Our school will, once again, be expected to follow up absences, and where appropriate issue sanctions on behalf of the Local Authority. In the event that your child is unwell, we request you call school by 8am on each day of absence, and leave a detailed message regarding the reasons for your child's absence. Should your child or anyone in your household display COVID symptoms you must inform us, so we can implement actions within our school risk assessments as well as provide support for the student(s) affected where appropriate.

First Aid

We will be running emergency First Aid support during the school day. We have allocated a First Aid room and COVID Isolation room. Students should only attend First Aid if they are persistently unwell, having informed their teacher who will give guidance on when they should go to First Aid. In the event of an accident or emergency, we have a number of first aiders on site who will be alerted and will provide medical attention. In the event of a student displaying COVID symptoms they will be isolated and parents/carers informed to come and collect. Regular cleaning will take place of the First Aid area.

Behaviour

It will be more important than ever for us all to maintain positive behaviour in lessons and around the school site. Some students will, naturally, be anxious about the return in September and what is the 'new normal'. It is essential that students and staff feel and keep safe and secure. Students will be supported to make positive behaviour choices, but we will expect them to show maturity and take responsibility for their own behaviour. I fully expect that students will rise to the challenge of this new situation, with mature and sensible behaviour. Regrettably, any student, whose behaviour puts the safety of other students or staff at risk, by not following the Government guidelines, may be removed from lessons, and parents contacted to collect. All students will be briefed on the new expectations in September, including information regarding detentions. We have put together a Covid-19 behaviour addendum to support our usual behaviour policy, which we encourage you to read via our website. Thank you in advance for your support with this vital part of keeping our school safe.

Uniform

The Government has issued guidance that all students should return in full school uniform. This will include the school blazer. Year 11 students, as one of their senior student privileges, no longer need to wear the blazer, they are permitted to wear the black school logo jumper or a plain back V-neck or round jumper (sweatshirts are not allowed).

Full PE kit is expected for every PE lesson, we are unable to lend kit and the failure to bring kit may result in being sent home. Many PE lessons will be outside so students need to bring weather appropriate kit. Please see our website for the updated uniform guidance. All uniform is available via Taunton Uniforms. Hair colour must be natural, we do not accept non-natural colours. Only one set of stud earrings is permitted, all other ear and facial piercings must be removed during school hours. We do not allow clear retainers for piercings. School shoes must be plain black and polishable. Trainers such as Nike, Adidas, Reebok, or Converse are not allowed in any form. Please see the school website for more details. Thank you for your support.

The School Day

The structure of the school day has had to be adapted to allow for the staged start for Key Stage 3 & Key Stage 4. This means that school finishes for Key Stage 3 at 2:50pm. For students in Key Stage 3 who access school transport, there will be a supervised homework club whilst they wait for their transport at 3:15pm. Lunch will be from 1:30pm to 2:00pm for all Year Groups.

Structured tutor time activities, including Personal, Social, Health & Careers Education (PSHCE – formerly PD) will apply for all Year Groups, including live assemblies via video link.

Lessons

In order to maintain social distancing lessons and social time will be conducted within Year Group 'bubbles'. These Year Group 'bubbles' will be taught in discrete areas of the school, which will avoid mixing with any other Year Groups. The Year Group areas will be as follows:

- Year 7 - E & D Block
- Year 8 - C1, C3 to C7
- Year 9 - B13 to 17 & LRC
- Year 10 A2 to A4, B11, B12, B18
- Year 11 B2 to B9

Within these areas the normal timetable will apply as closely as possible with students able to move between the rooms in their 'bubble'. Teachers will move around the school site to ensure subject specialists are delivering lessons according to the timetable. Students will be issued with new timetables in September. Due to the amount of staff movement students will be expected to keep their exercise books with them, unless they have been requested for marking.

To support our risk assessments, recovery curriculum and student wellbeing, Year 7 will be taught in their Tutor Groups for all subjects in the first Half Term. We will review these groups on an ongoing basis, and students will be allocated to their final teaching groups for the second half term. This will include setting as appropriate for subjects such as Maths.

At Key Stage 4 we have allocated specific classrooms for practical subjects, so that groups of students in Years 10 and 11 have access to these rooms when timetabled as directed by and under the supervision of specialist staff. Regrettably, this will limit the amount of practical work we can deliver in Key Stage 3, but we must prioritise student safety, and our Faculties have developed schemes of learning to ensure that high quality non-practical lessons can be delivered to our Year 7 to 9 students.

Our students have coped with the challenge of Learning@Home with commendable maturity, and this will be reflected in their progress when they return. Staff have already adapted schemes of learning and lesson planning to include essential knowledge, skills and greater depth of learning, as well as revisiting, recalling and interleaving learning from before and during lockdown. We are confident that this will ensure that our students are very well equipped to make good progress over the coming year and beyond.

Hygiene

Hand sanitisers will be available outside every teaching room for use when students enter and exit. Cleaning equipment will also be available in each classroom for use during the day. In order to follow the Government guidance, classrooms will be arranged with rows of desks facing the teacher, who must remain at the front of the class and at least 2m from the students at all times. PE is currently on the timetable for September, however, to minimise mixing and close contact between students we will be tailoring the curriculum to appropriate activities. Each Year Group 'bubble' will be allocated their own toilets to prevent students from different Year Groups mixing, and these will be cleaned on a regular basis throughout the day. Each Year Group will also be allocated a social space for break and lunch time (see break and lunchtimes below). Students will not be allowed out of these areas, other than in exceptional circumstances. Students in receipt of SEND support may be authorised to work in the AFA Faculty, and the SENCO will contact those parents directly with regard to those specific 'bubble' arrangements.

Break & Lunch Times

Break and lunch times for students will be spent in an allocated social area for each Year Group 'bubble' as detailed earlier. No food or drink will be available from the canteen during morning break (students will be expected to bring their own water and snacks), but water will be available in each of the teaching zones throughout the day.

We would encourage as many students as possible to bring a packed lunch to alleviate pressure on the Canteen. The lunch on sale via the Canteen will be in the form of a packed lunch and will need to be ordered from the Canteen for Term 1 by 4th September using the dedicated email canteen@courtfields.net. Students in receipt of Free School Meals will each be allocated a packed lunch daily. Pre-ordered packed lunches will be prepared and named ready for delivery to the social areas or collected from the Canteen, as directed, at lunch time. To remove the need for finger scanning, parents should top-up their children's Canteen account online.

End of the Day

At the end of the last lesson of the day students will be dismissed by staff to ensure an orderly exit from classrooms and the school site. Students should exit the site using their designated entry gates as outlined at the start of this letter (see Arrivals section).

Parents' Evenings

Under the current social distancing guidelines, it will not be possible to run Parents' or Tutor Evenings in the usual way from September. We are currently developing a plan to utilise online methods so that meetings can take place over the course of a week, rather than on one specific evening. More details on this will be released in the autumn term.

Public Examinations

Currently the Government has scheduled GCSE examinations to take place in Summer 2021. The Examinations Body, Ofqual, has launched a consultation on proposed adaptations to exams, and we will inform students and

parents once the guidance following this consultation is issued to schools. What we would say, is that students should be aware that their performance throughout their forthcoming year may be taken into account in their final GCSE grades (as has been the case for this year's Year 11 students). With that in mind it is essential that in September, Year 10 and 11 students in particular, are especially focussed on their studies, as this could impact on their final grades.

Health and Safety

The school recognises that the return to school for all students could be a worrying experience for some. Ensuring the Health and Safety of students is of paramount importance and our full risk assessment has been prepared to respond to the range of risks and controls in the school environment. This will be made available on the website before the start of term. All rooms being used will be cleaned during the day in between use and then thoroughly at the end of the school day. Every classroom will have a bottle of hand sanitiser for use on entry and exit and a cleaning spray & cloth for intermittent cleaning as appropriate. Students will be encouraged to wash hands regularly and specifically before and after eating. Signage will be displayed around the school to enforce this approach. Each classroom will have a bin for the disposal of tissues or waste during the day, and this will be emptied regularly. If any pupil displays COVID-19 symptoms during their time in school, they will be isolated in the COVID Isolation Room, adjacent to the Old Student Services, prior to collection by parents. Children must be kept at home if they or any member of the household has COVID-19 symptoms. Please follow government guidance if you are unsure. We also, in line with Government guidance, will expect all staff and families to engage with the NHS Track & Trace process.

In line with Public Health England guidance, we have a plan in place in the event of confirmed COVID cases with the Year Group 'bubbles', and will advise parents/carers of full details before the start of the Autumn Term.

Currently, the Public Health and Government guidance does not recommend the use of masks or face coverings in school by staff or students. We will, of course, continue to monitor this advice and confirm before the start of the new term should this change.

Frequently Asked Questions

We are preparing a 'Frequently Asked Questions' document for Parents, Carers & Students, which we will add to our website in the next week. Please check this document with regard to any questions, and, if you do not find the answer there, please contact us via the methods below. We will also keep you updated with any other changes that are relevant to the return to school in September.

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 the school is now closed. Please, therefore, email us as follows:

- For safeguarding concerns, please use the following email address: safeguarding@courtfields.net
- For ClassCharts or other IT technical enquiries, please use the following dedicated email address: classcharts@courtfields.net
- If your child requires a packed lunch in Term 1, please email canteen@courtfields.net
- If you have any questions about school return or if you wish to book your child into Breakfast/Opportunities Club, please email reopening@courtfields.net
- For general enquiries, please use the main email address: sch.552@educ.somerset.gov.uk

I will write to you in the week commencing the 24th August to give you final confirmation of our re-opening plans, once we have sight of any further Government guidance published in the meantime.

Thank you once again for your support over the last year. As a school we are in a strong position to build on our improvements and really move forward in 2020-21. Parents, students, staff and the community have all played a central role in that development, and I would like to extend to you the thanks of all the staff. My very best wishes go out to you and your families. Have a lovely summer, see you in September.

Keep safe and keep in touch.

Yours sincerely,



Mrs Polly Matthews
Acting Headteacher