



Friday 10th July 2020

Dear Parents and Carers,

I am delighted to be able to share our “Return to School” plan for September 2020 following the release of government guidance last week. We have undertaken robust risk assessment (available [here](#)) to ensure a safe return. This will be continually reviewed, in line with government updates. All staff and students will have a full induction explaining all of these procedures on their first day back at school.

Arrangements For The Start And End Of The School Day

To ensure that all students maintain safe distances and meet the government guidance, we have implemented staggered start and finish times to the school day, alternative entrance and exit points, and some changes to our normal timetable. It is essential that students arrive and leave at the correct time so please ensure they do not arrive early or late. I ask that all parents and carers talk with their child about the importance of safe social distancing on their way to and from school and whilst in the community.

Please note that our start of term arrangements:

Date	Year Group In School	Time to Arrive on Site	Entrance to be Used	Time to Exit Site	Exit to be Used
Wednesday 2 nd Sept	Year 7	11.45am	Theatre	3.15pm	Theatre
Thursday 3 rd Sept	Year 7	8.45am	Main Gate	3.15pm	Main Gate
	Year 12	11.45am	Main Gate	3.05pm	Main Gate
Friday 4 th Sept	Year 7	8.45am	Main Gate	3.15pm	Main Gate
	Year 12	8.45am	Side Gate (by PE)	3.05pm	Side Gate (by PE)
	Year 11	11.45am	Main Gate	3.15pm	Side Gate (by PE)
Monday 7 th Sept	Year 10	8.45am	Theatre	3.05pm	Main Gate
	Year 11	8.45am	Side Gate (PE)	3.15pm	Main Gate
	Year 12	8.45am	Top Gate (by Science)	3.15pm	Top Gate (by Science)
	Year 7	8.45am	Main Gate	2.55pm	Main Gate
	Year 9	10.15am	Theatre	3.05pm	Side Gate (by PE)
	Year 8	11.45am	Theatre	2.45pm	Main Gate
	Year 13/14	1.15pm	Theatre	3.15pm	Top Gate (by Science)

From Tuesday 8th September, the whole school will be following this timetable below **until further notice**:

Year Group	Start Time	Entrance Via	End Time	Exit Via
7	8.45am	Main Gate	2.55pm	Main Gate
8	8.45am	Side Gate by PE	2.55pm	Side Gate by PE
9	8.55am	Main Gate	3.05pm	Main Gate
10	8.55am	Side Gate by PE	3.05pm	Side Gate by PE
11	9.05am	Main Gate	3.15pm	Main Gate
12/13/14	9.05am	Side Gate by PE	3.15pm	Side Gate by PE

Cleaning and Infection Control

Good infection control and hygiene practices will be essential. Cleaners will be working throughout the day to ensure an enhanced cleaning and disinfected environment. We have numerous hand sanitiser stations situated around the school and regular handwashing with soap for at least 20 seconds will be required:

- Before leaving home
- On arrival at school
- After using the toilet
- After breaks and sporting activities
- Before eating any food, including snacks
- Before leaving school

We will be ensuring good respiratory hygiene by encouraging students to practice the “catch it, bin it, kill it” approach. Please ensure your child brings adequate tissues with them each day.

School Uniform

Students should wear full school uniform on their first day back. On the days students have PE timetabled, they will be required to attend school in their PE kit for the day, as we are unable to provide changing room facilities. If incorrect items of uniform are worn a call will be made home and parents will be requested to bring the correct item in.

Food and Drink – Dine

It is essential for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, so we have made some adjustments to break and lunch times to ensure this can happen safely. Dine, the school canteen, will be operating a restricted menu from September and safety restrictions will be in place: staggered lunches, a reduced number of students permitted in the area at any one time, sQuid accounts will be charged at the tills and we are investigating an on line ordering App. There will be no cash payments. Students will be required to bring in adequate supply of water each day in a **named water bottle**, as we have no water fountains in operation.

School Transport/Public Transport

The government has recommended that all schools encourage staff and students to cycle or walk to school where possible. Our bike shed will be open as normal. Should you have no alternative but to drive your child to school please do follow the strict drop off rules and the follow the one-way system. Please move promptly and safely away once your child has exited the car. If your child travels to school with Apple Bus, White Bus or via public transport, please ensure you visit the relevant company website to appraise yourself of any changes to travel arrangements. Students using public transport must wear a face covering, which should be removed at the school gate. Disposable masks should be disposed of safely and students should store reusable masks safely in a plastic bag in their main school bag. Hands must be sanitised after this is done. Apple Bus will be in contact with parents directly, regarding routes and pick up times.

Classrooms

To reduce the number of contacts students have, students will be grouped together to form Year group “bubbles”. These bubbles will not mix in school. Students will sit in the classrooms side-by-side and facing forwards. Staff will be required to maintain a 2-metre distance from students. Designated routes will be set up in the school corridors to minimise contact. In addition, students will remain (as far as possible) in the same area for the duration of the day and a strict seating plan will be in operation. I ask that you please talk to your child about these safety expectations and the reasons for them.

Sixth Form Students

Will be encouraged to go home when they are not in timetabled lessons. A full sign in/out procedure will be in place. Consortium students will be required to wear a mask in taxis and maintain social distancing of 2 metres whilst at consortium schools. In addition, they will need to appraise themselves of the guidance issued from their consortium school.

Equipment

Students should limit the amount of equipment they bring in each day to essentials (lunch, stationery, water supply etc) and must not share equipment, so please ensure that they have a complete pencil case and calculator with them as the school stationery shop will not be open. **Lockers will not be available.**

Further outbreaks/Lockdown

Plans for virtual, online learning are in place in case there is local or national lockdown. Lessons would follow the normal school timetable.

Extra-Curricular Events, After School Activities, Clubs, Fixtures and Visitors

These will be postponed until further notice. Parent meetings will continue to take place on the phone or email. Visits to school site will be restricted and by invitation or appointment only.

Attendance

The government has stated that school attendance will be mandatory for students from the beginning of the Autumn term. This means from September, the usual rules on school attendance will apply.

Symptomatic Students On School Site

Should a student become unwell with coronavirus symptoms, they will be isolated in a designated room until they can be collected by a parent who should arrange for an immediate test. Please continue to follow the government guidance <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance> for advice on symptoms, testing, isolation and return to school. If your child tests positive then you must inform the school immediately, to ensure track and trace protocols can be carried out.

Positive Behaviour

We have every confidence that students will return with a positive and safe attitude to learning. Our behaviour policy must be strictly adhered to.

Medication

If your child requires medication from September whilst on the school site please email our Student Services Officer e.doyle@coxgreen.com who will be in contact with you to arrange for this.

Support for Students

We are extremely committed to continuing to support our students' emotional wellbeing. All staff will be available to support your child and our SAFE team and School Counsellor will be on hand for any students who may require additional support. For students with an EHC plan, you may wish to contact the SENCO, Mrs Helen Bunn (h.bunn@coxgreen.com) to discuss any concerns prior to the end of term. Information that has been gathered from students who have attended sessions on site will be integral to our curriculum and pastoral programme planning.

I trust these arrangements provide you with the information and any reassurance you need to support your child's return to school. I would like to take the opportunity to thank you for your continued support of the school and your support of our home learning and online provision. The messages of support we have received from parents/carers have been overwhelming.

We are looking forward to welcoming all our students back to school in September.

With very best wishes for a lovely weekend.

Yours sincerely

Cathrin Thomas
Headteacher (Acting)