



25<sup>th</sup> February 2021

Dear Parents and Carers,

Following the announcement from our Prime Minister and the subsequent guidance released this week, I am absolutely delighted to be able to share our "Return to School" plan for the week of the 8<sup>th</sup> March 2021.

Our updated risk assessment will continue to be published on the school website and this will be regularly reviewed, in line with any further government updates. All staff and students will have a full induction explaining any new procedures on their first substantive day back at school, in addition to having time to re-engage with their friends and the timetable we have followed when on site this year.

### **Friday 5<sup>th</sup> March 2021**

On Friday 5<sup>th</sup> March, there will be a Staff Inset Day. The school and our reception area **will be closed to all students for the entire day**. All students will be set work/activities by their tutor and class teacher to undertake independently for the day. This may be linked to our "100 Challenge", reflection work or House related activities. Teachers will not be taking registers during lessons or tutor time on this day.

### **Plan for Week Commencing 8<sup>th</sup> March and 15<sup>th</sup> March 2021**

Please note that our start of term arrangements for all students are led by the government testing requirements. Students who have consented to Covid testing will receive an invitation to book a time to come to school for their first test. Three tests will be undertaken in the first 2 weeks of school. Students will return to school after the first negative test, the 2<sup>nd</sup> and 3<sup>rd</sup> tests will be done during the school day. Students may wear their own clothes for their first test and will return home once the test is complete. Students will then be required to attend online learning until their year group fully return as detailed in the plan below.

All students who have been onsite over lockdown will continue to attend full time.

### **Plan for W/C 8<sup>th</sup> March**

Date	Monday 8th				Tuesday 9th				Wednesday 10th				Thursday 11th		Friday 12th	
Testing am (as per booking)	Y12	Y13	Y10				Y8				Y12	Y13	Y10			
Testing pm (as per booking)	Y11				Y9				Y7				Y11		Y9	
Face to Face Learning (at School)	KW				KW	Y11	Y12	Y13	KW	Y9	Y10	Y11	Y12	Y13	All Years	All Years
On Line Learning (on Teams)	Y7	Y8	Y9	Y10	Y7	Y8	Y7 (am)		Y8 (pm)		CEV students		CEV students			

CEV students = clinically extremely vulnerable students KW= keyworker children who have been attending site over lockdown

### **Testing Plan for W/C 15<sup>th</sup> March 2021**

Date	Monday 15th		Tuesday 16th		Wednesday 17th		Thursday 18th		Friday 19th
Testing	Y8		Y12	Y13	Y10		Y8		Any missed tests
	Y7		Y11		Y9		Y7		

To ensure we adhere to the government guidance, we will revert to our staggered start and finish times to the school day, alternative entrance and exit points, and the timetable that was introduced in September. This will be in place until further notice. It is essential that students arrive and leave at the correct time so please can you ensure your son/daughter does not arrive early or late.

Please do remind your child about the importance of safe social distancing on their way to and from school and whilst in the local community. Please ensure your son/daughter does not congregate at the local shops or playgrounds prior to or after school and ensure that they have the food and drink they need for the day in advance of arriving at school, or they use our onsite catering facilities.

**A reminder of our staggered start/end arrangements which will commence in full for all year groups from Thursday 11<sup>th</sup> March 2021:**

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	9.05am	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.

**Masks**

Unless exempt, **face coverings** are to be worn by staff and pupils when moving around the premises, outside of classrooms, such as corridors and communal areas where social distancing cannot be easily maintained. Masks must now be worn **in classrooms or during all activities** unless social distancing can be maintained. Students may remove masks when outdoors. Masks will not be required for PE as wearing a face covering would impact on the ability to take part in exercise or strenuous activity.

**School Uniform**

Students should wear full school uniform on their first full day back on site. On the day’s students have PE timetabled, they will be required to attend school in their full PE kit, 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**

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 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. There will be no cash payments.

Students will be required to bring an adequate supply of water each day in a **named water bottle**, as we have no water fountains in operation. When a student is not eating or drinking they will be required to now wear a mask.

### **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.

### **Classrooms**

To reduce the number of contacts students have, they will remain in their 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 continue 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.**

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

We are looking to restart after school clubs and activities after Easter, dependent on guidance, and will keep you updated accordingly. Parent/carer 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 when the school returns (as above). Normal rules such as fixed penalty notices will be issued by the local authority if required. The only exception to this is for any students self-isolating, or students who have been formally identified as clinically extremely vulnerable and who have passed the appropriate documentation on to the attendance officer Ms Cottington [g.cottington@coxgreen.com](mailto:g.cottington@coxgreen.com). Please continue to contact the school in the normal way if your child is unwell and will be absent from school.

### **Symptomatic Students On School Site**

Should a student become unwell with coronavirus symptoms whilst on the school site, 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.

### **Medication**

If your child requires medication whilst on the school site please email our Student Services Officer [e.doyle@coxgreen.com](mailto:e.doyle@coxgreen.com).

### **Wellbeing and positive behaviour**

Despite this unusual time, we have every confidence that our students will return with really positive and safe attitudes to learning and each other. Our students continually epitomise our values of 'being kind to self and others' and 'trying their very best' and we know that this will continue with our strong partnership with our parents/carers.

We are committed to continuing to support all aspects of our students' wellbeing. All staff will be available to support your child: 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 Tiffany Smith ([SENCO@coxgreen.com](mailto:SENCO@coxgreen.com)) to discuss any queries you may have.

I trust these arrangements provide you with the information and 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 and extremely kind.

We are really looking forward to welcoming all of our students back to school.

With very best wishes.

Yours sincerely

**Cathrin Thomas**  
**Headteacher**