

13 July 2020

Dear parents / carers

Re: Year 7 students returning to school

We are very pleased to confirm that we will be welcoming back all students in September, following government guidelines. Our guiding principles for this are:

- a) to provide the best teaching experience when students return and ensure expectations of behaviour for learning remain high
- b) to continue to provide high quality professional development
- c) for staff to have a dedicated teaching space where possible
- d) for staff to have a demarcated and respected personal space within the classroom
- e) that relationships between students and staff are important and we will continue to nurture this
- f) to operate social distancing for all staff
- g) to continue to support staff well-being
- h) to grow from our experiences and use the skills we have developed to enhance our progress, particularly with blended learning
- i) for students to feel well supported in terms of their well-being
- j) to target resources to support our vulnerable students who have missed learning and are underachieving
- k) to offer our broad and balanced curriculum with some adaptations to meet need
- l) to minimise contact and maintain distance through implementing strict movement controls for students
- m) to keep year groups separate, particularly during unstructured time through zoning 'social areas'
- n) to work with our community to help the recovery plan see success
- o) to operate safe hygiene practices for all throughout the building and the school day
- p) to reduce flow throughout the school by staggering start and finish times for students
- q) to minimise queuing for break, lunch and toilets

We hope that you are all safe and well and are excited about joining the Caludon family in September. We are really looking forward to meeting the new students in person and making them feel at ease in the new environment. We have enjoyed meeting some of the children virtually in their primary school classrooms and hope they have benefitted from doing some of the taster lessons on the transition website as preparation for September.

On their first day at Caludon the new Year 7 students will have a special day where they will meet their tutor, the Year 7 team, and enjoy a range of taster lessons. We will ensure that children have a tour of the school so they can be shown all the important things they need to know, ranging from their classrooms, lunch arrangements and which toilets they will use!

In this letter, we aim to give you a sense of how the school will operate in order to be safe for everyone. We are in the process of compiling a parents' handbook which will give you full details regarding the measures that will be in place. In the meantime, please find below the information you will need in order to prepare your child for returning to school.

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Headteacher
Mrs M Marr



National Teaching School
designated by
National College for
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- New **Year 7** will return on **Thursday 3 September**. This is to allow for two days of full staff training in the first week, and to give the whole of the new Year 7 and 12, and selected Year 11, the opportunity to experience school.
- Start and finish times will vary by year, in order to maintain separation between year groups, as per government guidelines. **Year 7 will start every day at 8:40am and will finish at 3:00pm.**
- Different year groups will also enter and leave the school by different entrances for the same reason. **Year 7 will always use reception entrance for entering and exiting the school.**
- Students should wear full uniform, in line with our usual expectations.
- Students need to ensure that they have all the equipment they will need with them, as teachers will not be able to hand out equipment, such as pens. As a school we will, in the first instance, provide a pencil case with the basic equipment of pen, pencil, eraser and ruler, for every student. Please ensure that your child has a suitable school bag for all items that he/she will need to bring to school.
- Students should also bring enough to drink, tissues and, if possible, personal hand sanitiser, with them for the day. Students will sanitise their hands at the beginning and end of every lesson. They will wash them, as per guidelines, every time they use the toilets. Please note that for hygiene reasons, water fountains will not be accessible upon our return.
- Lunch will be at different times, or in different areas for each year group. For **Year 7, break will be at 9:40am in the dining room** in order to allow for the flow of other students before they move at **9:55am to their second lesson**. There will be no extended break in the morning and **lunch time will be at 11:35am until 12.05pm where they will access the canteen and then go on to the astro pitch, or the sports hall** if there is inclement weather. Please be aware that there will be no food served/or available to purchase, except at lunchtime. Students will also have separately designated areas of the building/site for break and lunch. **Year 7 will have their tutor time with their tutor every day at 12:35pm to 13:05pm.**
- In order to allow the full curriculum to be delivered, arrangements for more controlled and staggered movement around the school will be in place.
- Our enhanced site cleaning regime will continue. The toilets are cleaned frequently and monitored to ensure a constant supply of soap. Hand driers are available, but paper towels are supplied where not, and bins are emptied regularly. Inspections of the site take place at regular intervals. Day cleaners frequently clean toilet/hygiene areas and will also focus on door handles, push pads and pull handles. A reporting system is in place if additional areas need cleaning.
- The PE department have designed a lesson model that will halve the number of students using the changing facilities at any one time.
- Complying with safe behaviours at all times will be vital, in order to keep all students and staff safe, and will be tied to our behaviour policy

There is an expectation that all children will return to school, unless there are extreme health circumstances, as defined by government guidelines. Please consult the gov.uk website for further details. If you feel that your child falls into this category, please contact us as soon as possible on stobertsr@caludoncastle.co.uk.



There will be lots of support available for students who may find the return to school difficult. The Year 7 team next year will be:

Miss Oldham – Associate Assistant Headteacher
Mr Holland – Year 7 Leader
Mr Evans – Year 7 student mentor
Miss Roberts – Deputy Headteacher and Head of KS3

There will also be your child's tutor who will support your child throughout the year and will see them every day. Please have a look at the new Year 7 transition website where all of your questions should be answered. However, if you, or your child, are feeling particularly anxious about the return to school, and would benefit from talking to someone in advance of the start date, please contact strobertsr@caludoncastle.co.uk.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M Marr'.

Mrs M Marr
Headteacher