



Tuesday 1st September 2020

Dear Families

Further information about our return to school

I hope that you all enjoyed the bank holiday weekend. As I said on Friday, I wanted to get in touch with you today with some further information about our re-opening. In this letter, I am specifically focusing upon areas we did not cover in our online session and letter in July. There is also a focus upon practical things which everyone will need to bear in mind.

I am conscious of the danger of putting too much information out to families in one go. To aid you in keeping up to date with the latest information, we will make available a link on our website to the complete guidance. This will be sent to you shortly.

If you missed Friday's letter about face coverings and the school day, you can find the content repeated at the end of this letter.

Arriving at and departing from school

- I understand that parents of new Year 7 students will want to see their children into school on their first day and we are happy to have you walk with your son or daughter into the front playground on Monday 7th September as long as social distancing from other families is kept. This is only possible because there will be far fewer students in attendance next Monday.
- Following this - from Tuesday 8th and beyond - we must regrettably ask that families say goodbye outside school and ideally on Parker's Piece before crossing, as distance can be kept there. The area outside the front gate can get very congested and we must bear in mind the traffic passing as well.
- Similarly, we regret to ask that families do not meet their children in the front playground or directly outside the gates after Monday 7th September. Parker's Piece is again the best meeting place.
- It would be very helpful indeed if all those who live in the local community could **walk to school if possible**. We are proud of the popularity of cycling here at Parkside but if we are able in any way to reduce congregation around bike parking, this would be great.
- School will start at 08:40 each day until further notice (the usual time is 08:30). We would really appreciate it if students could arrive in the ten minutes leading up to this time and not before if possible, to avoid congregating. If students arrive before this time, we will ask them



to line up in the playground. Some students have been known to arrive at 8 am and even earlier and we won't be able to accommodate this for the time being.

- A reminder that Years 7, 11 and 13 should start at 08:40 on Monday 7th September and Years 8, 9 and 10 should also come in from 08:40 on Tuesday 8th September. Details of the return for Year 12 will be shared directly.

Uniform and equipment

- We would like to remind everyone to come to school wearing the full school uniform introduced last year for some year groups. All year groups apart from the 6th Form should be wearing this uniform from next week.
- For PE and Dance lessons, students will be asked to come in **for the day** wearing their PE uniform. We ask this so that we do not need to use changing facilities. We will keep a close eye on this to see how it goes.
- No one will be expected to come in with their PE kit (either wearing it or in a bag) on their first day in. Once everyone has their timetable they will be able to see the first day on which they will need to come in wearing PE kit.
- As I explained in my letter at the end of last term, we will ask that students do not use lockers to begin with. We will be asking those students who already have lockers to empty these and then use a locker in a designated year 'zone' as soon as possible. We will then be able to allocate lockers to Year 7 students. In the meantime, students can keep any equipment they cannot carry in their 'home rooms'.
- Year 7 students will have their Chromebook issued to them on Monday 7th September. It will be important for all students with their own Chromebooks to bring these fully charged each day **and** to bring their charger with them just in case.
- We published the following list of equipment to Year 7 students in the starting school booklet, but it would be helpful if everyone were able to bring the following items in a pencil case:
 - Pens – green (2), black (2) , Pencils (2), Pencil Sharpener
 - Protractor
 - Highlighter (1 x green, 1 x yellow)
 - Eraser, Ruler (30cm clear plastic)
 - Scientific calculator
 - Glue stick
 - Whiteboard (dry-wipe) pen
 - Whiteboard rubber (foam)
- A calculator is particularly helpful as it helps us to avoid sharing equipment. **In addition to the above list**, it would be ideal if students could have a small set of colouring pencils to reduce the need to share equipment in Art.

Visitors

We will be limiting the number of visitors to school and ask that no one comes to school uninvited. Please contact us via telephone or email and we will arrange either an online meeting or if needed a face to face meeting outside school hours.

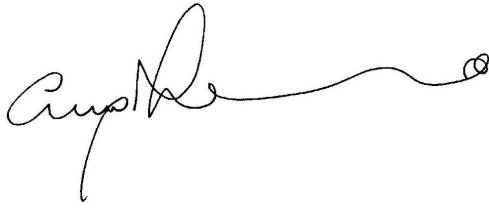
At the start of any school year we deal with situations where equipment has been left at home. Please call if this is an issue and we will advise you of what to do.

What can we expect next?

- You will have already received a separate letter about catering today.
- I will be back in touch with a video presentation talking through the content of this letter and more
- We will also share with you a link to read the most up to date information all in one place

- The information about face coverings and the school day shared on Friday is repeated below for your reference.

Yours sincerely



Craig Morrison
Executive Headteacher

Face coverings

I am conscious that this has been a topic of debate around school reopening and in society more widely in recent weeks and I have been holding off contacting you about this as I was confident that the guidance would be reviewed. As many of you know, it has now been reviewed.

We will always follow the advice provided by the government and Public Health England with regards to the steps we need to take to minimise the risk of COVID-19. The evidence is very clear that transmission within schools is minimal and the steps that we have taken over the summer to prepare for reopening cover everything that is required.

There is currently no requirement for students to wear face coverings within the school as we are not in an area of localised lockdown. Should students wish to wear them, however, **they will be allowed to do so in corridors and communal areas of the school**. We are very happy for students to wear such face coverings in communal areas and recognise that some students will feel more comfortable wearing a face covering as they move around the school.

However, this will require everyone to behave sensibly and responsibly and anyone who we feel is misusing a face covering will be required to take it off.

There is no need to wear them in classrooms or during lessons as the measures we already have in place with regards to social distancing, cleaning and personal hygiene already provide the greatest benefits against transmission of the virus. National guidelines from the Government make it clear that they should not be worn in lessons.

Should they wish to wear them, students are required to provide their own face coverings. Please note that face coverings must be plain in appearance, with no writing, logos or motifs. Students must keep their face covering with them at all times and not allow others access to it. Students should of course wear face coverings on public transport when travelling to and from school.

Do contact us should you need to raise any aspect of this communication around face coverings with us and we will reply after the weekend. Contact us via enquiries@cap.education and it will be passed on to the appropriate Head of Year or the Head of 6th Form.

Shape of the school day

When we wrote to you at the end of the summer term we advised you that we would be running the full school day and curriculum, but that we would be looking to stagger breaks and lunchtimes in order to minimise the chance of contact between year groups.

We did not share with you a model for this at the time because we were evaluating the merits of different solutions.

We now believe that we have a strong model for the school day once we restart and we share this with you below. I would stress however that this will be kept under review and if it does not work well with regard to managing social distancing we will of course look at alternatives.

	50 mins	70mins, includes 20 min break	50 mins	50mins	30 mins Lunch or Tutor	30mins Lunch or Tutor	50mins	50mins
	8:40 - 9:30	9:30 - 10:40	10:40-11:30	11.30-12:20	12.20-12.50	12.50-13.20	13.20-14:10	14:10-15.00
	P1	P2	P3	P4	Lunch A	Lunch B	P5	P6
Y7		Break 10:20-10:40 Hall/Quad			Lunch - Hall	Tutor		
Y8		Break 09:30 - 09:50 Hall/Quad			Tutor	Lunch - Hall		
Y9		Break 09:30 - 09:50 FP			Lunch - FP	Tutor		
Y10		Break 10:20 - 10:40 Parker's/FP			Tutor	Lunch - FP		
Y11		Break 10:20 - 10:40 Parker's/FP			Tutor	Lunch - FP		
Y12		Break 10:20 - 10:40 Eden			Lunch	Lunch		
Y13		Break 10:20 - 10:40 Eden			Lunch	Lunch		

Some of the key features of this model are as follows:

- There is a slightly later start of 08:40 and we ask that students try to arrive on time and not well before this as we will not be able to allow access to the building. Students who arrive before this will be asked to line up in the front playground (Years 7 - 9).
- Some of our staff have found their drop-off time at local nurseries made later and this is one reason for the slightly later start.
- Lessons are 50 minutes long as before and students will start the day straight into lesson 1 rather than going to tutor time as before.

- Initially, students will start by being lined up in the front playground (Years 7 - 11) and will be escorted in at the start of the day. On these days and subsequently, students will be supervised as they use the hand sanitiser stations on entry.
- Once we have got established in new routines we will ask all students to enter immediately, sanitise their hands and walk straight to their room and to their desk, with corridors supervised. A one-way system is in operation at the Melbourne Place site.
- Lesson 2 is 70 minutes long because it includes a twenty minute break either at the start or end of the period. Year groups will be separated from each other in different areas in each of these slots and some students will be able to access Parker's Piece, which will be supervised.
- Year 11 students will not be allowed to leave the site for the morning break.
- There will be a 60 minute period in the middle of the day where students will either be in tutor time or on lunch, for 30 minutes each. This reduces the numbers accessing a grab and go lunch at any one time and service will be from either the Hall or the kiosk in the Front Playground (FP) - please see the table above.
- 6th Form students will have a tutor time timetabled in a lesson slot within the working week, so they will have an hour for lunch, either at the Eden Centre or off-site.
- Year 11 students will be allowed to go off-site for lunch as before but this will be a privilege and will be withdrawn should anyone misbehave or return late. There will be a system for signing out at Mud Lane at the end of lesson 4.
- Year 7 students will be escorted to lunch 10 minutes early to give them 40 minutes to begin with and we will reduce this back to 30 minutes once we are confident they are used to the routines.
- The main day ends 10 minutes later at 15:00. For those students in Years 10 -13 who have additional lessons beyond this, they will also finish 10 minutes later, so lesson 7 will conclude at 15:50.