



# **COURT FIELDS SCHOOL**

## **School Procedures Policy**

**November 2020**

Executive Headteacher: Sarah Watson  
Acting Headteacher at Court Fields School: Polly Matthews

Due for review: Autumn term 2021

## **Court Fields School**

### **BEFORE SCHOOL**

Students may use the dining hall from 8.00 am – 8.35 am and can purchase breakfast from the Canteen. Students may use the LRC from 7.30 am – 8.35 am (8.20am on Monday, Wednesday and Friday). Students may use any of our outdoor spaces. Students must not use the main front entrance to A Block.

When the warning bell rings for the beginning of school at 8.35 am, all students should make their way to their Tutor base promptly. A second bell will ring at 8.40am to signal the start of Registration.

### **MORNING BREAK**

Students must eat any food in the dining hall or outdoor seating area and put all litter in the bins. Year 11 students may eat in the Year 11 Common Room. During wet breaks a bell will ring and students/staff will go to their P3 classroom.

### **LUNCHTIME**

Students must eat any food in the dining hall or outdoor seating area and put all litter in the bins. There is to be no eating in classrooms, corridors, on the field or other outdoor spaces. There is a published lunchtime rota system in place. Year 11 students may eat in the Year 11 Common Room.

The following indoor areas are available for use by students at lunchtime:

Hall/Canteen	-	All years
Common Room	-	Year 11 students
LRC	-	Available for study
AFA	-	Pre-agreed students
Wellbeing Hub	-	Drop-in available for all students
B18	-	Year 11 Study Support
C2	-	ICT support/club (all years)

Clubs are provided at lunchtimes in various locations around the school which students are encouraged to participate in. Students are welcome to use the LRC and any other supervised indoor spaces.

During wet lunchtimes students may use the dining hall, gym or sports hall and the LRC or their tutor base if supervised by their tutor. A bell will ring to signify a wet lunchtime.

### **GENERAL**

Movement in corridors and on stairs is on the left hand side without headphones or any mobile device out.

If you need to leave school early, sign out at Reception and sign in there if late. If you arrive during the school day, please sign in at Reception.

Clear up after yourselves in the hall, canteen and other designated eating areas. There is to be no eating in classrooms, corridors, on the field or other outdoor spaces. There are general bins for waste as well as recycling bins for appropriate items.

Students must lock bicycles and scooters in the shed by the Sports Hall. Skateboards must be handed in to Tutors or Student Reception and are not allowed to be carried around school.

Students who come to school on motorbikes / scooters are to park them in the bays provided on the front drive. Helmets should be stored in the lockers provided and should not be carried around school.

You may play football on the courts, the field (conditions permitting) or behind E Block on the hard area. Students should not play on, or cut across the sloped grassed area between D Block and the Sports Hall.

### **Arrangements During Covid Pandemic**

There will be a slight change to timings of the day. Alongside a reduced lunch, KS4 tutorial will be moved to the end of the day in order to minimise the number of students arriving and leaving at the same time. The times of the day will be as follows:

<b>Key Stage 3</b>		<b>Key Stage 4</b>	
Arrival at School	8.35am	Arrival at School	9.05am
Warning Bell	8.35am	Lesson 1 Begins (Registration in lesson)	9.10am
Registration & Start of Tutor Time	8.40am	Lesson 2 Begins	10.10am
Tutorial Ends/Lesson 1 Begins	9.10am	Break	11.10am
Lesson 2 Begins	10.10am	Lesson 3 Begins	11.30am
Break	11.10am	Lesson 4 Begins	12.30pm
Lesson 3 Begins	11.30am	Lunch	13.30pm
Lesson 4 Begins	12.30pm	Lesson 5 Begins	14.00pm
Lunch	13.30pm	Tutorial Begins	15.00pm
Lesson 5 Begins	14.00pm	Tutorial Ends	15.20pm
End of Day	15.00pm	Leave site by	15.30pm

All students will be finished in time to catch school transport. KS3 students who use school transport will wait in an allocated area in the Hall between 3:00 and 3:15 (if necessary due to wet weather).

### **Student Zones**

Government guidelines on curriculum following reopening are founded upon the key principles below:

- Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.
- Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.

Additionally, it is our intention to ensure that students experience consistency of routines and expectations. In order to meet these principles whilst maintaining social distancing and ensuring the safety of staff and students, we will be making the following changes to the curriculum.

- Students will be in Year group bubbles, housed within their own area of the school for both lessons and break times. This will reduce movement and mixing of students across the site.

- Staff will move around the school to deliver lessons to classes as per their normal timetable. This will ensure consistency for staff and students and ensure high quality, specialist teaching across the curriculum.
- Start times will be staggered by moving KS4 tutor time to the end of the day. This will minimise students mixing outside of their bubble at the start and end of the day.
- Lunch time will be reduced to 30 minutes. This will enable staggered start and finish times and reduce opportunities for students mixing.

#### Student Zones:

Year	Learning Area	Break area	Wet Break	Toilet	Additional Info
Year 7	D and E Block	E Block playground	D/E Block classrooms	E block and Sports hall—rear entrance	C1/C2 for computer access
Year 8	C1—7	Outside C block	Sports Hall—E block end	C block—humanities	C1/C2 for computer access
Year 9	B13 – 17 and LRC	Nugget and outside sports hall	Sports Hall—B block end	C block—technology	B1/LRC for computer access
Year 10	A2-4, B2, B3, B9	Outside B block hall end	Hall	B block	A1/B1 for computer access
Year 11	B4, B5, B8 B11,12,18	Common room. Outside B block—drama end only	Common Room / Gym	B block	A1/B1 for computer access

For more information please see our Parent Guide at [courtfields.net](http://courtfields.net)