



COURT FIELDS SCHOOL

Parent & Student Guide March 2021 Reopening

(School Reopening Parent Guide March V1 - 04/03/2021)



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2 INTRODUCTION

This Guide is for Students & Parents, and is intended to give all parents and students as full guidance as possible regarding our return to school from 8th March 2021.

This edition of the guide replaces the previous versions (V1-11) published since September 2020, and has been produced in line with the Government Guidance on School Reopening.

Please note that in this version we have re-formatted the information so that:

- Previous information, related to all areas have been updated in this version, so we would ask all parents/carers to read fully, and discuss with their child. As we all know, the more informed we are, the easier things are! This information has been moved to the Appendices at the back.
- New information is at the front in an A to Z format, so you can easily see what has recently had to be put in place.

In future versions we will highlight additions/amendments in yellow.

Welcome Back

Once again, I would like to take this opportunity to thank you.

Thank you for your support during this Academic Year, both in with our students' work in school and via Online Learning. By working together, we have ensured that our children have been impacted as little as possible by the events of the last year. We have made significant progress as a school in challenging times, and this is testament to what can be achieved when we work together as one community to support our children, and we will continue to do this over the coming months and years. As our students return from 8th March, we will continue our work to support their learning and their wellbeing, so that they continue to develop as successful learners with a bright future.

As with the September return to school, our focus continues to be on rebuilding relationships in school, supporting our students' emotional and academic development, and our wellbeing as a community. This is alongside our consistent focus on improving the quality of teaching and learning across the school, building on the significant progress in this area over the last 18 months. You will, of course, have questions and concerns about the plans for Term 2, and this handbook seeks to address these fully. All of our planning for reopening follows current government guidelines and has been done in conjunction with our Trust partners, Teaching Unions and our Staff Working Group. We have published relevant documents on our website and have included in this guide a 'Frequently Asked Questions' document, which we will continue to update, and which will be available both on our website and via social media.

Our best protection as a community against Covid, remains keeping socially distanced where possible, washing/sanitising hands regularly, and wearing masks as directed. Even in school, within their bubbles, students should always try to stay 1m+ away from others where possible. Although our students will be mixing in Year Group bubbles in school, they should not be within 1m of others outside school, even if they are in the same Year Group. In line with the current Lockdown guidance students should not associate with others outside of school, and only leave the home where necessary to go to school, or for vital shopping or appointments. If all our students follow the guidance, we will be better placed to reduce to impact of the virus on our community.

Please remember that as a school, we are here to support you and your family. We have achieved so much in the last 2 years, and a key factor in that improvement has been our open and honest communication, and we would encourage you to speak to us with any concerns, queries, compliments or suggestions that you have. If you have any questions about plans for reopening, which are not answered by our Parent Guide, please contact [**reopening@courtfields.net**](mailto:reopening@courtfields.net). Thank you for your part in creating the positive culture that was recognised in our recent Ofsted visit. We are building something very special here in our community and I look forward to our development over the coming weeks, months and years.

Do take care and keep safe.

Polly

Mrs Polly Matthews
Headteacher

3 Start of Term Information

3.1 Start of Term Dates (Term 2)

The details on the start dates are as follows. Students should return in full uniform (including on Testing Days):

- 8th March – Year 11 Testing Day
- 9th March – Year 8 Testing Day, Year 11 Return to School Sessions
- 10th March – Year 10 Testing Day, Year 11 Face-to-face Lessons, Year 8 Return to School Sessions
- 11th March – Year 7 Testing, Year 8/11 Face-to-face Lessons, Year 10 Return to School Sessions
- 12th March – Year 9 Testing, Year 8/10/11 Face-to-face Lessons, Year 7 Return to School Sessions
- 15th March - Year 7/8/10/11 Face-to-face Lessons, Year 9 Return to School Sessions
- 16th March – All Year Groups in Face-to-face Lessons as per normal timetable.

Please note that on Testing Days, students should attend for their test only, as per allocated appointment time.

On their Return to School Sessions students should arrive at 8.35am for 8.40am start (Key Stage 3) and 9.05am for 9.10am start (Key Stage 4).

The Return to School Sessions finish at 1.30pm and students should return home at that time.

Students returning for their first day of Face-to-face Lessons, and on all subsequent days, should arrive at 8.35am for 8.40am start (Key Stage 3) and 9.05am for 9.10am start (Key Stage 4).

From the first day of Face-to-face lessons students will finish at their usual Covid-adjusted time (3.00pm for Key Stage 3 and 3.20pm for Key Stage 4)

3.2 Testing and Re-Opening Schedule March 2021

All staff and students will need to have 3 lateral flow tests in school over the course of the first 2 – 3 weeks. Following this, staff and students will be issued with a pack of lateral flow tests which they will need to use at home at regular intervals before coming to school.

In line with Government Guidance, neither staff nor students will be denied access to school if they do not consent to having the lateral flow tests. We do have over 97% of students and all staff having responded to consent to taking part in the tests. Students must not challenge their peers if they do not take a test.

3.3 Timetable for Re-Opening

Monday 8th March	Tuesday 9th March	Wednesday 10th March	Thursday 11th March	Friday 12th March	Monday 15th March
Year 11 Test 1 (P.1 – 3)	Year 11 Tutorial (P1 – 4)	Year 11 Face to Face Learning	Year 11 and 8 Face to Face Learning	Year 8, 10, 11 Face to Face Learning	Years 7, 8, 10, 11 Face to Face Learning
All other year groups online learning	Year 8 Test 1 (P1 – 3)	Year 10 Test 1 (P1 – 3)	Year 10 Tutorial (P1 – 4)	Year 7 Tutorial (P1 – 4)	Year 9 Tutorial (P1 – 4)
	All other year groups online learning	Year 8 Tutorial (P1 – 4)	Year 7 Test 1 (P1 – 3)	Year 9 Test 1 (P1 – 3)	

For details of staffing and cover implications for extended tutorials, please see appendix 14.1

3.4 Student Testing Schedule

The purpose of in school testing is to act as an early warning of any potential school outbreaks, to identify outbreaks and intervene early.

For test one students will be invited into school for an appointment and will leave immediately after the test has been done.

For tests 2 and 3, students should be escorted down to the gym at the appropriate time. Teachers should wait with their students and then walk them back to the classroom and continue with the lesson.

4 New A to Z Guidance for Parents & Students

4.1 After School Clubs

Our students' opportunities for enrichment have been significantly impacted by Covid, and in response we will be investigating the reintroduction of after school clubs with a new improved offer, particularly for Key Stage 3. This will start from after the Easter Break and will follow full safety guidance and keep our 'bubbles' intact. Details to follow in the next few weeks. We are thrilled to be able to restart this vital part of our curriculum, and we know that students will be keen to get back to a range of exciting new clubs.

If your child wishes to attend Breakfast Club, or the Opportunities Homework Club after school, please book this by emailing the school on reopening@courtfields.net before 8th March 2021.

4.2 Arrival Information

On their first testing day students should arrive 5 minutes before their appointment time at the Side Gate. On subsequent days, they should use their designated gate as in the Autumn Term:

Students should come on site no more than 10 minutes before the start of their Registration time, and move directly to their Year Group Zone. Hand sanitisers will be available on entry and exit and should be used routinely by all students.

4.3 Attendance

We will expect, as per the Government guidance, all students to attend, and we will be required to follow our Attendance Policy. This includes the duty of parents to ensure that their children regularly attend school. Our school will, once again, be expected to follow up absences, and where appropriate issue sanctions on behalf of the Local Authority. In the event that your child is unwell, we request you call school by 8am on each day of absence, and leave a detailed message regarding the reasons for your child's absence. Should your child or anyone in your household display COVID symptoms you must inform us, so we can implement actions within our school risk assessments as well as provide support for the student(s) affected where appropriate.

4.4 Behaviour

The same expectations of behaviour apply as in the Autumn Term. Our students responded with maturity and common sense to the Covid guidance. We expect them to do the same on they return from the 8th March. It is vital that they follow all guidance on social distancing, hygiene and the wearing of face coverings, as well as those regarding safety, kindness, and good manners. As always, we expect lessons to be about focussing on learning, and the highest standards of behaviour. Thank you for being clear with your child regarding this. We will also remind them of our expectations on their return to school.

4.5 Break & Lunch Times

Break and lunch times for students will be spent in an allocated social area for each Year Group 'bubble'. We will have to make some changes prior to Easter, due to the Hall having to be used for Testing. Full details will be in the Parent & Student Guide.

4.6 'Catch-Up'

Of course, following time out of school, due to school closure, there will be some learning that students have missed. However, this has been mitigated by our live lessons and online learning. Our experienced Heads of Faculty and subject teachers have adapted the curriculum to take account of the time in and out of school.

This might, for example, include changing the order in which knowledge is taught (sequencing) or including more opportunities to go back over work learned last year or during the lockdowns (retrieval practice). This process will continue, to ensure that your child has the best opportunity to develop the knowledge and skills that they need, and to enable them to know more or do more as a result.

We will not focus on using the language of 'gaps' or 'catching-up' when students return. This language would not be helpful in supporting our students to have the confidence in their learning as we return to school. Instead their teachers will focus on the following to support their progress:

We will use the Map, Master, Move Forward approach to discussing catching up. This will help to reduce anxiety and ensure students can see a way forward and don't give up or feel overwhelmed.

- Map where the learning is now
- Master the prior learning and content covered during lockdown
- Move Forward to the new content

A consistent approach across school, using positive and developmental language will support student's mental health and ensure positive mind-set and increased motivation.

The Government's 'Catch Up' Programme

The Government has pledged funding for each pupil to assist with the cost of interventions designed to ensure no student suffers underachievement as a result of Coronavirus school closures. Full accountability for all funding and the impact of its use will be required by OFSTED. We have already discussed our plans with them as part of our recent Ofsted visit in February 2021. They validated the plans that we have put in place as appropriate to support the progress of our students on their return and over the coming months and years.

In **Years 10 & 11**, in order to effectively target interventions, profiles of each student have been built into all GCSE subjects in the first term of the 2020/21 Academic Year. These measure student knowledge and skills against GCSE criteria and a PLC (Personalised Learning Checklist) is created. Additionally, PPE exams for

Year 11 students have been completed in December and PLCs are updated to show knowledge and skills in exam conditions. These are used to ensure staff can identify what students need to revisit and the best method for doing so. Year 11 students will undertake further PPEs after Easter to enable them to have the best opportunity to demonstrate their progress, and this will feed into the Centre Assessed Grades that our teachers will produce in line with Government guidance.

In **Years 8 & 9**, in order to effectively target interventions student profiles in core subjects have been built into the first half term of the 2020/21 Academic Year. These measure student knowledge and skills against a set of core criteria in each subject and create a PLC. Heads of Faculty and class teachers have put in place bespoke plans for students who need additional support following ongoing evaluation and collection of data throughout the year.

In **Year 7**, in order to effectively target interventions, students have been tested at the end of October 2020 and equivalent KS2 test results have been produced. Student interventions will continue to be delivered in line with identification from this data, including using Grammar for Writing, Accelerated Reader, Corrective Reader, Sumdog, and small group guided reading interventions to support numeracy and literacy.

In addition we have employed 2 x specialist HLTAs linked to our English and Maths faculties. To support targeted interventions across all Year Groups.

4.7 Classroom Routines

Classroom routines around sanitising both hands and workspaces and utilising silent or settled starter activities remain as per the autumn term. For further information, please see Appendix 4 section 16.4.

4.8 Face Masks and Face Coverings

New guidance from the DfE recommends that staff and students in Year 7 and above wear face coverings when:

- Moving around school premises inside (i.e. corridors)

- In classrooms and during indoor activities where social distancing cannot be maintained (this is in place until the Easter Holiday in the first instance)

School policy is that face coverings must be worn by everyone in communal areas such as corridors and in practical spaces such as DT unless a student or staff member is exempt. Face coverings should be worn in lessons where students are in rows facing the front when staff are not able to social distance.

If staff are able to maintain social distancing in a classroom, they may remove their mask.

Students who are exempt from wearing a face mask will be issued with an exemption card. All staff will be issued with a regularly updated list of exempt students. However if staff see a student without a mask, they will challenge the student in a non-confrontational way and ask to see their exemption card. Students not wearing masks without an exemption card will be logged on class charts using the 'no face mask' button. Students will be given a refresher in how to care for face coverings in a safe manner.

This advice is taken from the DfE advice regarding face masks:

Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.

Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).

*Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned **appropriately**.*

Exemptions

Some individuals are exempt from wearing face coverings. This applies to those who: • cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate 13 *The same exemptions will apply in education and childcare settings and you should be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.*

When will students need to wear a face covering at school?

- When they move through shared indoor areas of the school where it's difficult to stick to social distancing. This includes corridors and collective spaces, such as the Hall.
- Until the Easter Holiday, in their classrooms where they are not able to social distance.

What will students need if a face mask is required?

Students need to come to school with:

- A face covering. We'd recommend a reusable one so that they can use it more than once, as they'll need to take it on and off several times during the school day. If this isn't an option, they will need to bring in

several single-use face coverings each day. Their face covering should be secured to students head using ear loops only

- A sealable plastic bag to keep their face covering in when student's not using it so that it doesn't contaminate (or get contaminated by) other surfaces in school

Students may wish to bring more than one face covering to school each day until Easter, when they will be required to wear face coverings in the classroom.

Where can parents/students get a face covering?

- Reusable and single-use face coverings are available to buy in shops or online. Reusable, especially washable ones are the most practical. We've attached instructions from the government on how to make a cloth face covering for parents' reference. Parents are advised to supervise their child if they'll be making it themselves

How should students use their face covering?

We have advised parents/carers to do the following:

- Watch the video from the World Health Organisation with students so they know how to wear their face covering safely. We'll watch this in class too
- The face covering needs to cover students nose and mouth when they're wearing it
- Students shouldn't touch the front of the face covering or the part that's touched their mouth or nose
- Students should wash their hands before and after touching the face covering, including to take it off or put it on. They should store it in an individual, sealable plastic bag between uses
- If it becomes damp, they shouldn't wear it, and they should replace it carefully
- Single-use face coverings should be disposed of after use (not in a recycling bin). Use 'Catch it, Bin it, Kill it' guidelines.

How often will it need to be washed?

- Reusable face coverings will need to be washed at the end of each day, ready for your child to wear the next day
- If a student has taken a spare reusable mask from school, this will also need to be washed before they use it again
- Students can wash and dry reusable face coverings with normal laundry – follow the washing instructions for the fabric and use normal detergent

What if a student is exempt from wearing a face covering?

- In this event we have requested parents to let us know, by contacting your child's Tutor on email, or via our main email sch.552@educ.somerset.gov.uk if a child is exempt so that we don't ask them to wear a face covering

What if a student forgets their face covering?

- We'll have a small supply of spares available at school, but these will be for emergencies only.
- To be safe in the knowledge that everyone has one, parents must make sure their child has their own, so that we can keep our supply of spares for emergencies.

References:

Face coverings in education, GOV.UK – DfE

Face coverings: when to wear one and how to make your own, GOV.UK – DfE

4.9 First Aid

We will be running emergency First Aid support during the school day, and as in the Autumn Term, have allocated a First Aid room and COVID Isolation room. Students should only attend First Aid if they are persistently unwell, having informed their teacher who will give guidance on when they should go to First Aid. In the event of an accident or emergency, we have a number of first aiders on site who will be alerted and will provide medical attention. In the event of a student displaying COVID symptoms they will be isolated and parents/carers informed to come and collect. Regular cleaning will take place of the First Aid area.

4.10 Hygiene

We would ask all students to bring hand sanitiser with them to school. Although, as last term, hand sanitisers will be available outside every teaching room, and around the site, the wearing of masks in class will mean

that students must have their own sanitiser to use, for example if they touch their mask. All other hygiene aspects will remain as they were last term.

4.11 Illness in School

In line with the Government Covid guidance regarding attendance, students can only be sent home for Covid reasons, if they display one of the main COVID symptoms:

- a high temperature – this means the student feels hot to touch on their chest or back
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more extended coughing episodes in 24 hours
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If a student is displaying any of these symptoms they will be sent to First Aid immediately.

Please note that First Aid is for emergencies only, and that students should not be allowed out of a lesson to access First Aid unless for the reasons above, or an emergency.

Please see the First Aid section in the Appendix for full First Aid details.

4.12 Lockers

Students will not have access to a locker until May Half Term at least. Students will need to carry all belongings with them. We do appreciate that this is not easy, especially for Year 7 students, but if necessary, for example due to their additional needs, they may be able to leave their Food ingredients in a pre-arranged location. Please email your child's Tutor if this is required.

4.13 Lunchtime Serving Areas

Due to the Hall being used for testing we will not be able to serve hot meals to all year groups for the first 2 weeks back.

During that time, Years 10 and 11 will be asked to bring packed lunch. Free school meal students will be issues with vouchers. Catering service in the Hall will resume on Monday 22nd March.

Year 7 and 9 meals will continue to be available from the same areas as last term, served from the sports hall foyer. They will have different times for accessing this service. As these year groups are not back in the first week, FSM eligible students will be sent Asda vouchers.

Year 8 meals will be served in the wider area of the corridor in C block, from break time on their first day back.

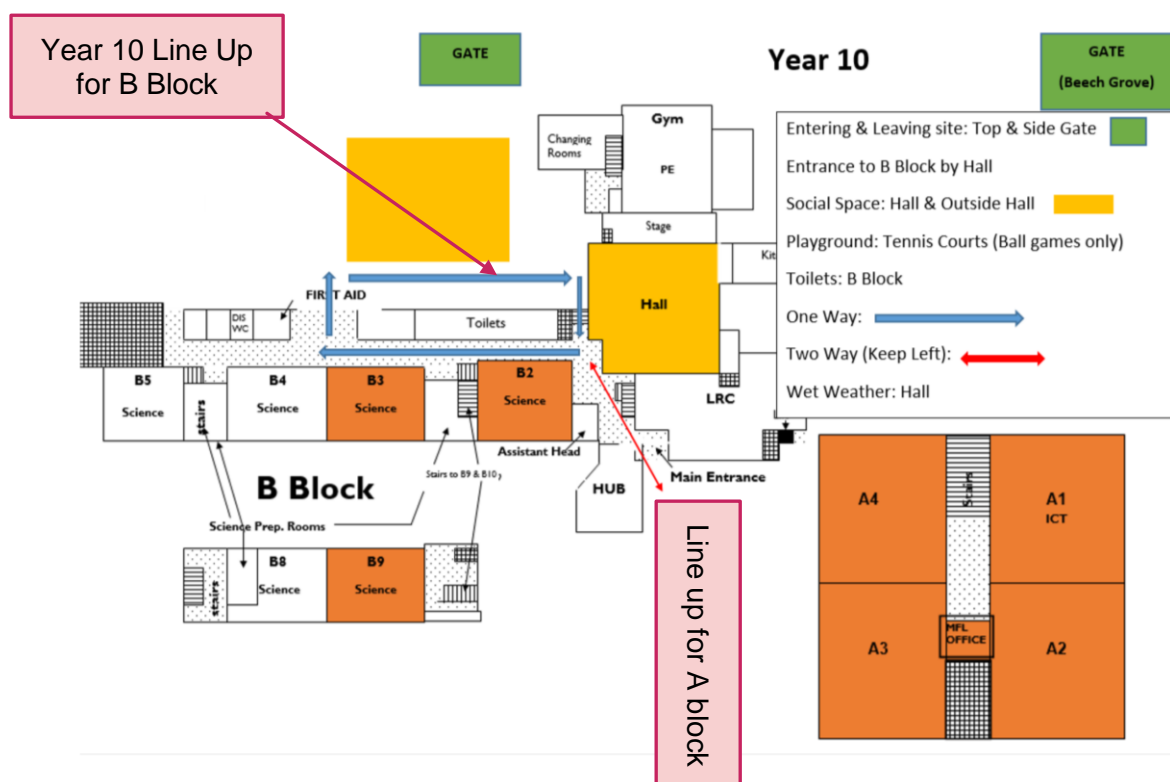
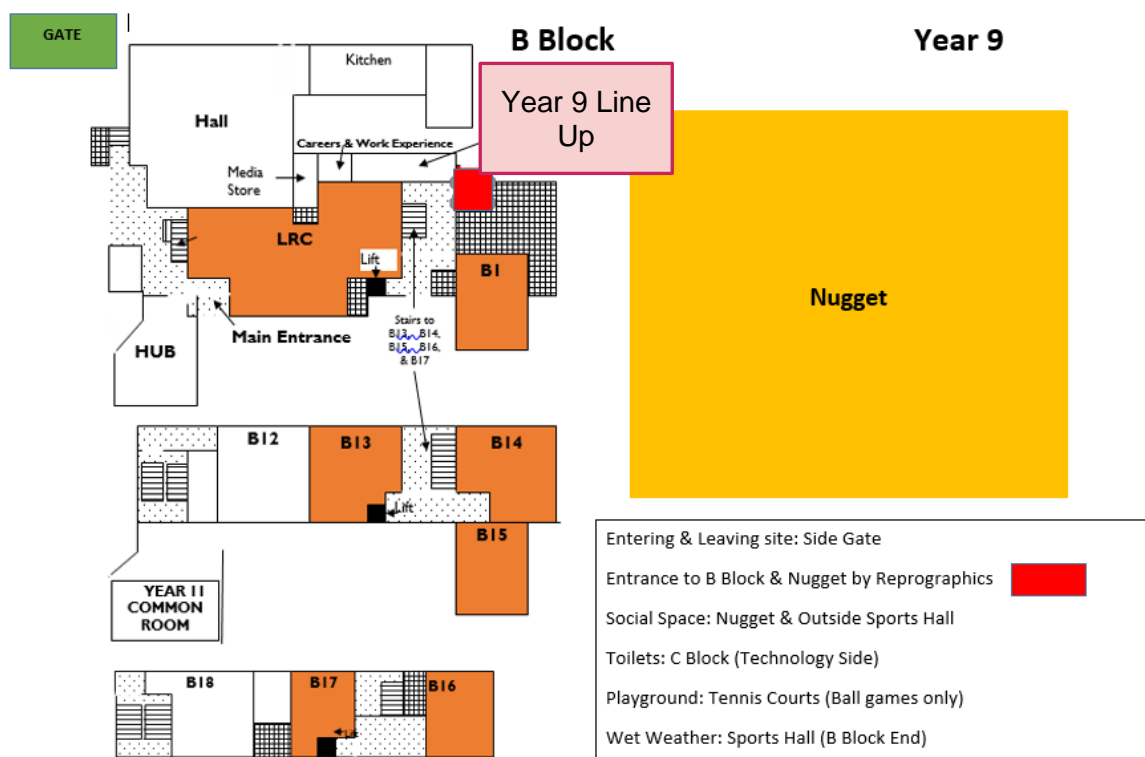
4.14 Movement around School

Student Zones remain unchanged from the Autumn Term. There are a few minor alterations as follows:

- In order to ensure the safety of staff and students and minimise we will be introducing the requirement for students to line up between lessons 1/2 and 3/4 if they are based in B block.
- Year 9 students using B block maths and humanities rooms should line up by the Nugget (Room numbers have be painted on the floor to identify where to line up for each room).
- Year 10 students using B block science rooms should line up outside behind B Block (Room numbers have be painted on the floor to identify where to line up for each room).
- In the Year 8 zone, entry and exit to C6 will now be through the fire exit. Students should follow the one way system and exit C block through the toilets and then line up outside the fire exit of C6.

- Year 11 students in B block should ensure they move to their classroom in a swift and orderly fashion to minimise congestion on the stairs and in the corridor.

Students will be informed of these procedures during the extended tutor time on the first day back. Please can all staff support this by ensuring that lessons end at the correct time (using the time on the computer) and by ensuring they arrive to lessons as promptly as possible.



4.15 Parents' Evenings

These will continue using the phone call format that we have successfully used through the Academic Year to date. Our next Parents' Evening is Year 8 on the 11th March. Information will be sent to all Year 8 parents/carers in the next few days.

4.16 Risk Assessment

Since March 2020, we have been assessing all risks and implementing strict control measures in order to limit the transmission of coronavirus (COVID-19). We have revisited and updated our risk assessments as we return to full capacity and we will continue to review and update these in line with Government guidance.

4.17 School Day & Zones

The structure of the school day will remain the same as in the Autumn Term. In order to maintain social distancing lessons and social time will be conducted within Year Group 'bubbles'. Students will continue to move to selected areas for practical lessons, as before Christmas.

4.18 Social Time Spaces - changes until the Easter Holidays 2021

Due to the Testing Facility in the Hall, social time and wet spaces for Y10 & 11 are as follows until Easter:

Year	Learning Area	Break area	Wet Break	Toilet	Additional Info
Year 10	A2-4, B2, B3, B9	Outside B block hall end	A2, A3	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 / B18	B block	A1/B1 for computer access

4.19 Transport

As always, we would encourage all students, where possible, to travel to school on foot, or by bike. We have limited drop-off facilities at the front of school, and only students with mobility issues will be able to be dropped-off/collected at the front Reception car park. If parents do need to drop-off/collect their children, they should do so by the Youth Centre as close to the students' arrival time as possible.

Students on dedicated school bus services must wear face coverings on transport, and follow any other guidance communicated directly by these providers. If your child uses a dedicated school bus service, please ensure that you have checked the detail of their arrangements with the provider directly. Students using public transport should refer to the safer travel guidance for passengers.

4.20 Tutor Time Support Day

There will be an extended tutor time for all students on their first day back (following Test 1). The tutor time will focus on 3 R's – Reconnecting, Recovery and Re-establishing relationships.

This tutor time will cover:

- Looking ahead to being back
- Talk about the positives of coming back
- Reinforcing routines.
- Reconnecting with friends
- Reminding student of support including HOY , HUB and tutors
- New skills learned and the positives of these.
- Return to school

4.21 Uniform

As in September, the Government has issued guidance that all students should return in full school uniform. This will include the school blazer. To reduce the risk of aerosol transmission of the virus we will keep the classrooms well ventilated. With this in mind students may wish to wear a long-sleeved plain t-shirt under their uniform.

Full PE kit is expected for every PE lesson. We are unable to lend kit and the failure to bring kit may result in being sent home. Please see our website for the full uniform guidance. All uniform is available via Taunton Uniforms.

As always, hair colour must be natural, we do not accept non-natural colours. Only one set of stud earrings is permitted, all other ear and facial piercings must be removed during school hours. We do not allow clear retainers for piercings.

School shoes must be plain black and polishable. Trainers such as Nike, Adidas, Reebok, or Converse are not allowed in any form. Please note that jersey-type stretchy skirts are not acceptable or appropriate for school wear. Thank you for your support.

4.22 Ventilation

Research has indicated that ventilation plays a key part in reducing the risk of the transmission of Covid in indoor spaces, such as classrooms. The Health & Safety Executive are clear that 'adequate ventilation reduces how much virus is in the air, and therefore reduces the risk from aerosol transmission for people in that area'.

In order for us to reduce the risk of this 'aerosol transmission' we will put in place the following measures:

- Windows will be kept open at all times in classrooms and communal indoor areas (such as the Hall). During these spring months this will involve windows being partially open, or if colder, just open a crack.
- For 10 minutes every 30 minutes windows will be opened more fully to provide a 'flushing' of the air in the room, which research suggests plays a significant role in reducing transmission.
- Staff will also ensure that they take steps to achieve the most effective ventilation, for example opening blinds fully, opening top windows and leaving the classroom door open (unless this is a Fire Door. Staff will, of course, balance this ventilation against the comfort of students in the room, and ensure that if the weather is cold, windows remain open only a small amount.

Please do discuss with your child the necessity for this ventilation, particularly in classrooms, and ensure that they are appropriately prepared if the weather is a little colder, for example with a vest or plain long sleeved T-Shirt under their school shirt. They should also have their school jumper to provide an additional layer in colder weather.

4.23 Visitors

We will continue to minimise the number of visitors onsite, so please continue to call or email the office if you have any queries to avoid unnecessary visits to the school premises.

4.24 Wellbeing & Support

All students in Years 7-11 will take part in a half-day 'phased return' to school to support their emotional wellbeing as part of our 'recovery curriculum'. We understand that students will have all had different lockdown experiences, with some experiencing a variety of emotions, such as anxiety and stress. Others may not have experienced any challenges and will be looking forward to returning to school. Students' Tutors, Heads of Year and our Pastoral Support Team will be ready to support all our students as they return to school life.

If you have any concerns about your child's wellbeing please do contact your child's Tutor, who will be able to advise and help support. If necessary they will escalate to the Head of Year or Pastoral Team

If you have a safeguarding concern regarding your child, or another student, please do contact us on our dedicated email: safeguarding@courtfields.net

5 Appendix 1 – Guidance Issued Previously to Parents/Carers

5.1 All Student Information

There are three entry points only for students:

- The Side Gate, on the footpath through school, for Year 9 and 11
- The Top Beech Grove Gate, nearest to the Park/Beech Grove, for Years 7 and 10
- The Top Mantle Street Gate, on the path leading to Mantle Street, for Year 8

Students are not able to enter via the Main Gate for any reason.

Students must not congregate in the Park or paths around the site before their entry time. They may, if they are early (which we would ask students/parents to avoid if possible, wait on the path onto our school field.

They should also not meet or wait in groups of more than 6 (as per the Government ‘Rule of 6’). Please can parents/carers also remind students that the paths by the Side Gate and at the top of the site are Public Footpaths, and as such are used by other members of the public. Students should take care not to block paths, or to appear to be congregating in large groups.

Thank you for your support with this. Whilst we know that our students are lovely young people, when in groups, they could appear intimidating to members of the public who aren’t used to being around numbers of young people.

Students should come on site no more than 5 minutes before the start of their Registration time, and move directly to their Tutor Room (or Period 1 lesson for Key Stage 4). Tutor Rooms are listed on the Pastoral Organisation sheet at the end of this Guide. Students will be supervised in these areas and directed to their Registration location by staff to minimise mixing around the site. Hand sanitisers will be available on entry and exit and should be used routinely by all students.

Students must not congregate anywhere before, after or during school time, and social distancing must be maintained.

Students should arrive on time for Registration to go straight to their tutor rooms. If they arrive slightly beforehand, they must go to the designated spaces listed above.

Students cannot come onto site before 8.25 for Key Stage 3 and 9am for Key Stage 4, unless they have been booked into Breakfast Club by prior arrangement.

5.2 Timings of the School Day

The slight change to timings of the day for Covid remains for the remainder of this Term, and for Term 5. 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 start and end times of lessons 1 to 4 remain the same for all students. Lesson 5 starts and ends 15 minutes earlier than normal.

The times of the day will be as follows:

Key Stage 3		Key Stage 4	
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

For students in Key Stage 3 who access school transport, there will be a supervised homework club whilst they wait for their transport at 3:15pm. Lunch will be from 1:30pm to 2:00pm for all Year Groups. School transport students in Key Stage 4 will be released from Tutorial in time to ensure they can access their transport.

Structured tutor time activities, including Personal, Social, Health & Careers Education (PSHCE – formerly PD) will apply for all Year Groups, including live assemblies via video link.

5.3 Organisation during the School Day

We have staggered start times in order to maintain social distancing as much as possible and to avoid mixing tutor groups, and break and lunch spaces have been allocated to Year Groups. Please look at this alongside your child's timetable which has been emailed to you before the start of term (for Years 8-11) and will be handed out to students on the Transition Days, as well as emailed (for Year 7).

Students must use hand sanitizer on entry to any room and there are hand sanitizer stations at the entrance to each building. Desks have been rearranged where possible to ensure distancing.

Year groups will continue to be taught mainly in one area in the School and will have practical lessons such as Computing, Technology etc in their specialist rooms. This will continue with staff moving between lessons, rather than students accessing all areas of the site.

5.4 After School Arrangements

The end of the school day has been staggered to reduce the number of students gathering at the same time and to ensure that we maintain effective social distancing.

Parents/carers must not come on to the school site at the end of the day to collect children. Please arrange to meet your child off site but please do not congregate at the school gates or by the Youth Centre/Pre-School, and allow children to maintain social distance.

5.5 School Transport

If your child uses school transport, Somerset County Council will be in touch regarding your child's place and collection times. These should be as normal. Students will be expected to conform to all Transport guidance regarding Covid regulations, including wearing masks when on transport.

At present, the buses/taxis are unable to complete two journeys, so KS4 students starting later in the morning will be dropped off at the normal time. Space in the main school hall will be provided for them to wait until 9:10am when the day starts.

In the afternoon, KS3 students will finish school at 2:50pm, the buses will depart as close to 3:15pm as possible. We will provide KS3 students with a place to wait prior to the bus departing in the School Hall.

5.6 One-Way Route around the School

The school has implemented **a clear one-way route** around areas of the site. This is in place to keep your child and our staff safe.

It is vital that students follow staff instructions and the clear signage to make their way safely around the premises.

We would appreciate the support of parents in discussing with their children the importance of adhering to all one-way, no entry and specific year group signs/guidance.

5.7 Break & Lunch Times

Students will have access to hot food at break and lunch time. Food will be served in different places for each year group to support year group bubbles. The table below shows location and timings for each year group.

	Location	Break	Lunch
Year 7	Rear of sports hall foyer	11.10-11.20	1.30-1.45
Year 8	Front of sports hall foyer	11.20-11.30	1.45-2.00
Year 9	Hall - side entrance	11.10-11.20	1.30-1.45
Year 10	Hall – enter from B Block	11.10-11.20	1.30-1.45
Year 11	Hall – enter next to gym	11.20-11.30	1.45-2.00

5.8 Student Resources

Please can we remind all parents and students that they are responsible for ensuring that they have a full set of equipment. This includes a suitable number of pens and pencils, a ruler, a calculator, maths equipment such as protractors and compasses and colouring pencils. We will not be able to lend equipment easily due to difficulties around equipment sharing. Pens can be loaned in exceptional circumstances, however, due to restrictions around equipment sharing and the need for sanitising of loaned items, this is problematic and should be avoided if possible. Additional specialist equipment will, of course, be provided as normal and sanitised in line with our risk assessment.

Year 7 students have all been provided with a stocked pencil case as part of their Induction Goody Bag. This should simply be kept stocked and brought to school each day. All other Year Groups should provide their own equipment and bring this with them to each lesson. Tutors will run full equipment and uniform checks each morning to ensure students are prepared for the day. Pencil cases with a set of basic equipment will be on sale at a cost of £1.50.

Unless they have been requested for marking, students will be responsible for their own exercise books, to limit cross contamination through handing books in and out. As students will be moving around school substantially less than normal and the need for specialist equipment has been reduced, they should be able to carry all books needed for each lesson. It is vital that students check their timetable each day (or ideally the day before) and ensure they have the correct books in their bags. The handing out of paper is problematic and should be avoided if possible. For Year 7, as students will initially be staying in tutor group classes, they can keep books in their classrooms.

5.9 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 main area of the school for lessons, visiting specialist spaces when required via designated movement channels and entrances. At break and lunch they will remain in their designated social 'zone'. 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, with some staff teaching in specialist spaces from October Half Term.** 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, whilst not impacting on learning time.

Within these areas the normal timetable will apply as closely as possible with students able to move between the rooms in their 'bubble'. Teachers will move around the school site to ensure subject specialists are

delivering lessons according to the timetable. Due to the amount of staff movement students will be expected to keep their exercise books with them, unless they have been requested for marking.

Following October half term, we reintroduced specialist teaching spaces for practical subjects. Art, Drama, Music, Design and Technology, Food Technology and Computing will now go ahead in specialist spaces. The reason for this is clear – students need to experience full access to the curriculum, including high quality teaching, by specialist staff, in specialist rooms. We have balanced the need for this against the restrictions placed on schools by Covid, and have full, robust risk assessments in place to allow this to happen safely. We followed the DfE Guidance and consulted with Public Health England when planning these changes for Term 2, and they have agreed that we have taken all possible measures to ensure safety and high quality learning. PHE continue to be fully supportive of our plans for Terms 4&5.

Students will move between rooms, and access these rooms predominately using outside areas. They will be social distancing from other year groups. Movement channels have been introduced around the school site to provide a clear route for students and staff (indicated by a hatched yellow area). All equipment and desks will be cleaned by students and staff before then being used by the next group. We have also employed an additional full time member of our cleaning staff, who will rotate throughout these areas during the school day.

For Art, Design Technology and Food Technology, students will be required to bring their own apron and a facemask for practical lessons. Due to the nature of practical work students will not be able to face forward at all times and so this will reduce the risk of contamination when working in close proximity with others face to face. Aprons and facemasks should be taken home and cleaned between practical lessons. Students should bring a sealable plastic bag in which to store their facemask after use, and should follow the Government Guidance with regard to hand and mask hygiene.

Year 7 students will continue to be taught in their teaching groups for each of their subjects. Year 7 have made a smooth transition to secondary school, supported by teaching in tutor group classes for the first half term, and are now in a good place to move into teaching groups, which is vital for effective teaching. We followed the DfE Guidance and consulted with Public Health England when planning, and they have agreed that we have taken all possible measures to ensure safety and high quality learning.

Our students have coped with the challenge of Learning@Home and school reopening with commendable maturity, and this will have been reflected in their progress this term. Staff have already adapted schemes of learning and lesson planning to include essential knowledge, skills and greater depth of learning, as well as revisiting, recalling and interleaving learning from before and during lockdown. We are confident that this will ensure that our students are very well equipped to make good progress over the coming year and beyond.

Student Zones – Overview (please see the A to Z Section for details to Easter 2021)

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	No ICT access. Taught in tutor groups in 1 st 1/2 term
Year 8	C1—7	Outside C block	Sports Hall—E block end	C block—humanities	C1 for computer science
Year 9	B13 – 17 and LRC	Nugget and outside sports hall	Sports Hall—B block end	C block—technology	B1 for computer science
Year 10	A2-4, B2, 3, 9	Outside B block hall end	Hall	B block	A1/B1 for computer access
Year 11	B4, 5, 8 B11,12,18	Common room. Outside B block—drama end only	Common Room / Gym	B block	A1/B1 for computer access

Student Zones – Rooming for non-specialist lessons

Zones - Year Groups				
Year 7	Year 8	Year 9	Year 10	Year 11
Miss Martin	Mr Dudley	Mrs Westwood	Mrs Matthews	Mr Dudley
D1	C1	B13	A2	B11
D2	C2	B14	A3	B12
D3	C3	B15	A4	B18
E1	C4	B16	B2	B4
E2	C5	B17	B3	B5
E3	C6	LRC	B9	B8
	C7	B1	A1	A1
	C9		B1	B1

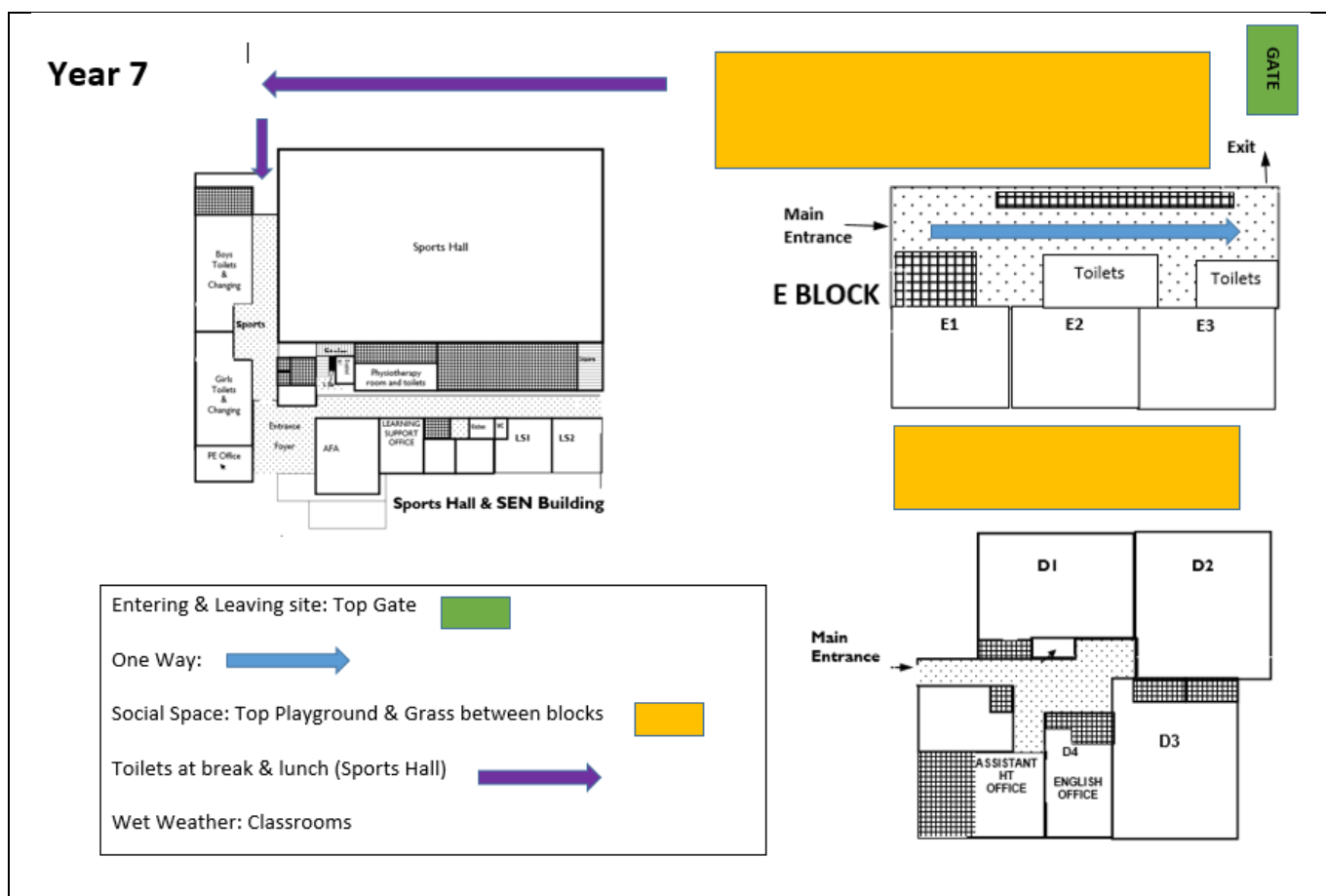
Please note that Year 10 & Year 11 students have separate areas for break and lunch on the playground area at the back of B Block. It is imperative that students maintain this distance to keep the bubbles separate, and use the movement channel to walk between zones.

Nurture Students / Achievement for All

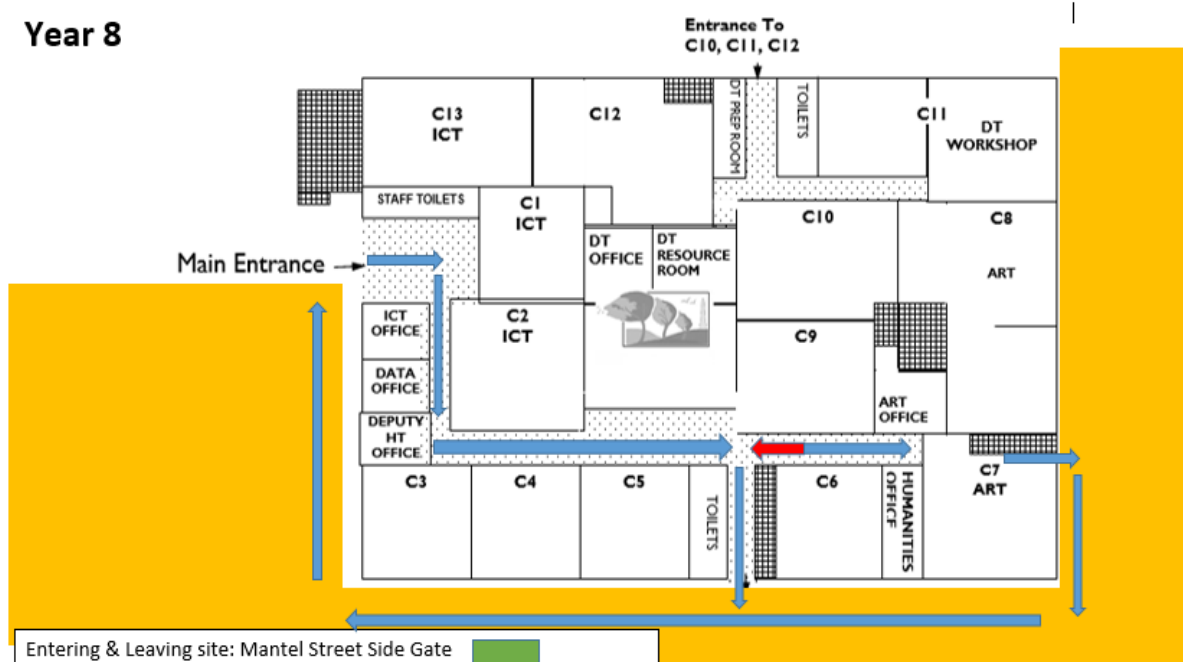
A small group of students will continue to be educated primarily in the AFA and nurture groups.

For AFA Bubble students, this will become their bubble and they will be separate from the rest of their Year group. Nurture students will move between their Year Group bubble and their allocated Nurture Group.

Nurture Groups may involve small numbers (usually between 2 and 5) of students from more than one Year Group, but if this is the case, full social distancing will be in place.



Year 8



Entering & Leaving site: Mantel Street Side Gate

One Way: From C6 only

Social Space: Around the outside of C Block (Not nugget)

Playground: Tennis Courts (Ball games only)

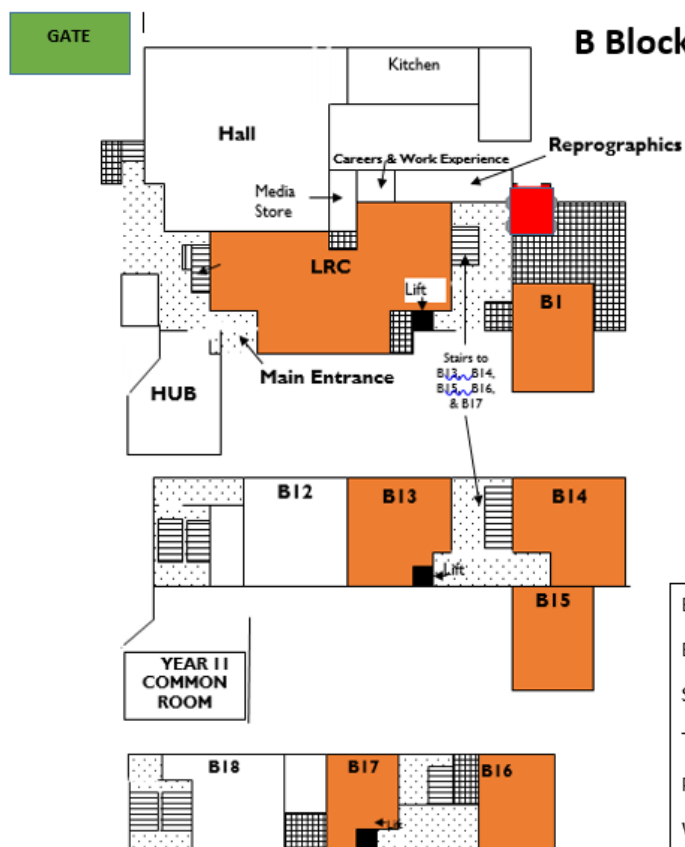
Toilets: C block (Art Side)

Wet Weather: Sports Hall (E Block End)

GATE

B Block

Year 9



Nugget

Entering & Leaving site: Side Gate

Entrance to B Block & Nugget by Reprographics

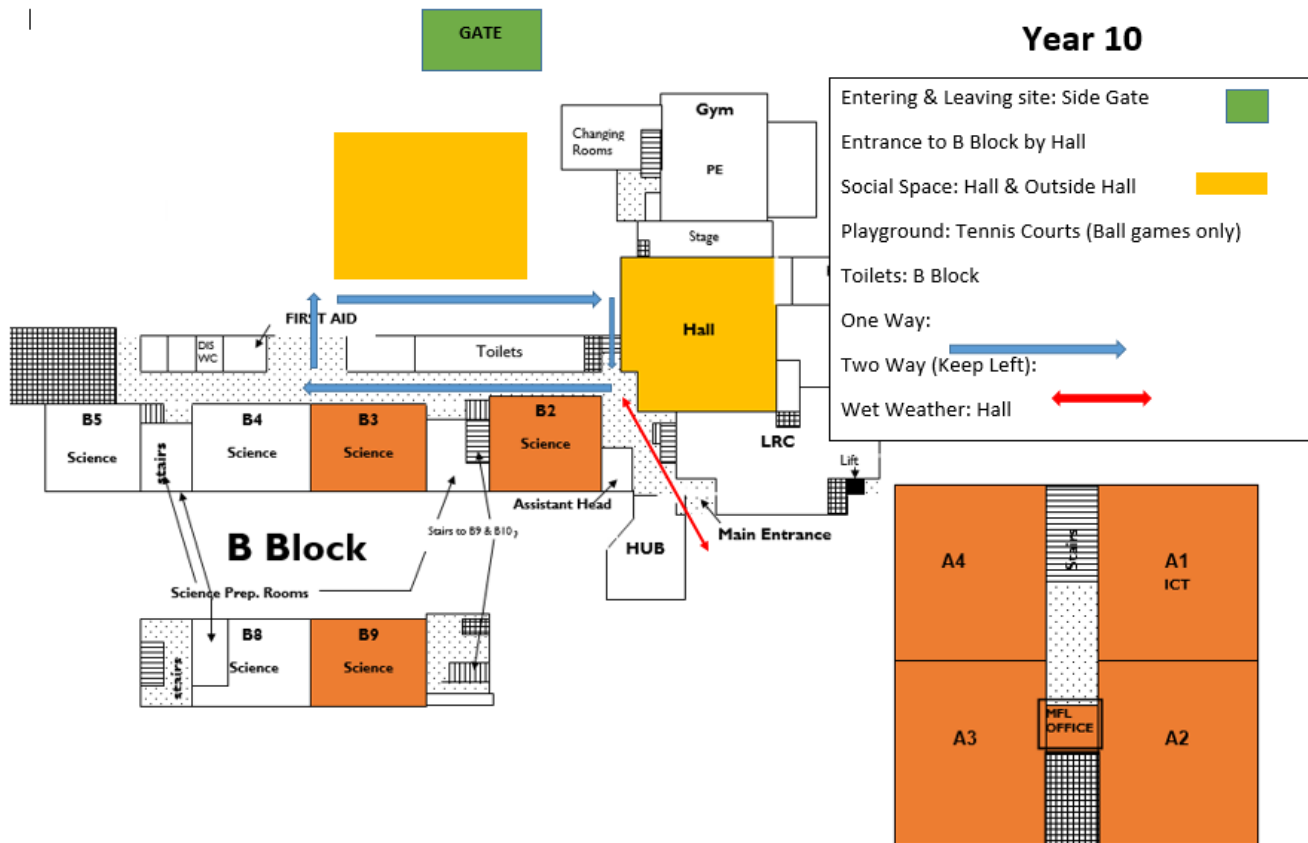
Social Space: Nugget & Outside Sports Hall

Toilets: C Block (Technology Side)

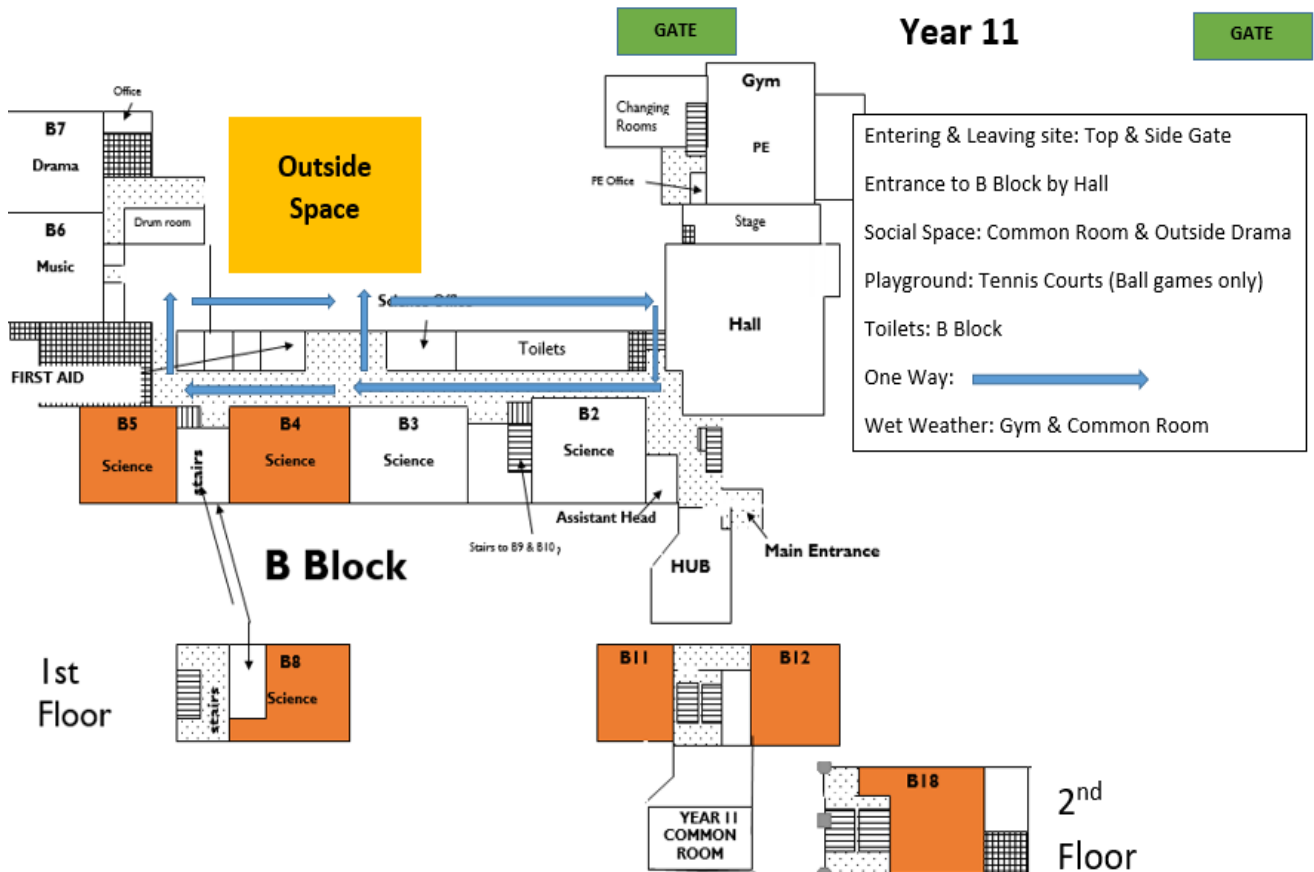
Playground: Tennis Courts (Ball games only)

Wet Weather: Sports Hall (B Block End)

Year 10



Year 11



5.10 Parents and Visitors

Reception is closed and no visitors are allowed in school. Sadly, this does include parents. Please email or phone the school if you need to contact us or get a message to your child. Appointments or meetings will be by phone or online via Microsoft TEAMS. Please do not come onto site to meet your child unless they are ill and need collecting. In the event a forgotten essential item needs to be brought to school, for example PE kit or lunch, we will request you come to the main entrance and place the item in the drop off zone and call 01823 664201 to inform staff the item has arrived, we will then arrange for the student to collect. Please do not enter the school building.

6 Appendix 2 – Previous Guidance on Student Wellbeing

We understand that students will have all had different lockdown experiences, with some experiencing a variety of emotions, such as anxiety and stress. Others may not have experienced any challenges and will be looking forward to returning to school. Students' Tutors, Heads of Year and our Pastoral Support Team will be ready to support all our students as they return to school life. We will be highlighting strategies that students can use to help themselves with their physical and mental health during tutor times and lessons. We are also responding to data collected in February via students and parents/carers feedback where we assessed where our students were with their wellbeing. This has enabled us to tailor support upon their return.

All students in will take part in a half-day 'phased return' to school to support their emotional wellbeing as part of our 'recovery curriculum' (please see Start of Term Dates section) and the recovery curriculum is built into our schemes of learning for all subjects, and through Tutor activities, assemblies and PSHCE lessons, to support students' return to school and learning throughout this academic year.

6.1 Available Support for Student Wellbeing

Thank you for all your feedback last term and during lockdown, letting us know if your child has had a difficult time during lockdown or is anxious, or if your family has had a bereavement. If anything has happened since then, please do let us know, **by emailing reopening@courtfields.net**.

Your child's teachers will all have this information so they can support your child. We have again introduced an extended tutorial time on return to give students time to process the experience of lockdown and the return to School with their tutors. We have liaised with the Educational Psychology in Somerset, as well as a wide range of external agencies to develop a very good set of resources to support students and to identify individuals and groups of students who need more help. All staff are very well aware that children will have had very different experiences. Please do reassure your child no one is going to blame them if they have not been able to do the work, or make them feel anything but welcome and reassured.

Key school staff are available as needed on return to school, so your child's tutor or Head of Year should be contacted if there is an issue or something of which you need to inform us. Unfortunately, parents and carers will not be able to come into school and meet with staff, but we are still making appointments and can 'meet' online or by phone. If there is a safeguarding issue to report or discuss, please contact Mrs Westwood (Assistant Headteacher).

As a school, we have and will continue to invest INSET (teacher training) time in considering how best to support students throughout this year, with a particular emphasis on rebuilding trust and feelings of safety and security in order to support students learning and wellbeing. We are committed to ensuring that students have the emotional security to learn effectively. Additional teacher training based around the use of trauma informed approaches, emotion coaching and PACE will continue.

6.2 Pastoral Support and the Hub

The Pastoral Support Team will continue to work out of the Hub to monitor the wellbeing of our students; please be aware that students will not be able to access the Hub without an appointment. This is to limit the number of students moving around school and to ensure bubbles do not mix. This does not, however, mean

that the student support team is unavailable or is not working to ensure the wellbeing of students at all times. If a student feels the need to speak to a member of the Hub team, they should ask to make an appointment via their Tutor in the first instance. We have restructured some support and Mrs Lowe will be pastoral link for KS3 and Mrs Hartnell for KS4. They will be visiting zones at break and lunch for students to speak to should an issue arise that needs immediate attention. Students can also email their tutors or Mrs Westwood via the courtfields.net email.

6.3 Tutorial and PSHCE Session to support Recovery

Tutor time continues to be structured to allow students time with their Tutor, take part in 'recovery curriculum' activities as well as redeveloping relationships with their peers. PD has been replaced with PSHCE. We have a statutory duty to provide, Personal, Social, Health and Citizenship Education. Taking on board feedback from students and parents, this part of the curriculum will be taught by your child's Tutor every Wednesday during tutor time. We are very excited about the changes and allowing students to explore a wide range of topics over their five years at Court Fields. Full curriculum details can be found on our website.

Term 2	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	Learning Skills	Shared Reading	PSHCE	Virtual Assembly	Quiz
Year 8	Resilience	Virtual Assembly	PSHCE	Reading	Quiz
Year 9	Careers	Reading	PSHCE	Virtual Assembly	Quiz
Year 10	Mindfulness	PSHCE	PSHCE	Quiz	Virtual Assembly
Year 11	Virtual Assembly	Careers	PSHCE	PSHCE	Quiz

7 Appendix 3 – Previous Guidance on Behaviour

7.1 Changes to Behaviour Policy

It continues to be more important than ever for us all to maintain positive behaviour in lessons and around the school site. Some students were naturally anxious about the return in September, but our feedback from students is that they have felt safe and supported since their return. It is essential that students and staff continue to feel and keep safe and secure.

Our Covid behaviour expectations continue as in the Autumn Term. These simple expectations are based on keeping our students and staff safe. Please ensure that your child is clear that they must follow the expectations.

Students will, as always, be supported to make positive behaviour choices, but we will expect them to show maturity and take responsibility for their own behaviour. I fully expect that students will rise to the challenge of this new situation, with mature and sensible behaviour. Regrettably, any student, whose behaviour puts the safety of other students or staff at risk, by not following the Government guidelines, may be removed from lessons, and parents contacted to collect.

All students will be briefed on the expectations on their return, including information regarding detentions. We have put together a COVID-19 behaviour addendum to support our usual behaviour policy, which we encourage you to read via our website. Thank you in advance for your support with this vital part of keeping our school safe.

All staff, students, families and visitors will be required to support social distancing and appropriate behaviour at school during this period. As a result, changes have been made to the school's behaviour policy as detailed in the annex below.

Some behaviour concerns referred to in this annex may previously have been deemed less serious, however if an action now results in the potential compromising of a person's ability to socially distance and stay safe, it will now hold a more serious sanction.

Please note that there will be no faculty parking rota in place. Students who are deemed not 'ready to learn' and able to stay in their classroom will therefore be removed by a member of SLT.

Sanction	Pre COVID-19 Consequence	September 2020 Consequence	Follow Up
Warning	Teacher discussion	Teacher discussion	Clear use of emotion coaching language and take-up time
S1	15-minute teacher detention	15-minute lunch zone detention	Log on ClassCharts 3x - Teacher to follow up with phone call home
S2	30 mins lunch detention	Removal by SLT to Withdrawal Room for remainder of lesson. 30 minute after school detention	Escalate to S3 by SLT if required. Meeting with HOY or tutor the next morning
S3	1 hour after school detention	A half day fixed term exclusion	Reintegration Meeting with HOY before return to lessons. Risk Assessment completed.
S4	Internal Exclusion	A full day fixed term exclusion	Reintegration Meeting with HOY or SLT before return to lessons
S5	Fixed Term Exclusion	Fixed Term Exclusion	Reintegration Meeting with HOY & SLT before return to lessons
S6	Permanent Exclusion	Permanent Exclusion	

7.2 Court Fields Expectations

These expectations allow students to be very clear on the expectations for the start of each lesson.

Our students have acquitted themselves very well since their return in September, but, as you know, we do not apologise for pursuing the highest standards of good manners and behaviour, so please do remind your child of the importance of these expectations each day.

Once again, thank you for your support ensuring that your child is equipped to learn and ready to focus on their studies each lesson.



7.3 Clarification on Warnings, S1 and S2s

We would hope that your child will not receive any of the following sanctions, but wanted you to be fully aware of the system, so that you can go through with your child to ensure that we are all working together to ensure high quality teaching and learning.

The Warning

This will be (at a minimum) the 2nd time that a member of staff has had to speak to a student in a lesson about their behaviour. The first is the reminder about our expectations, which staff will underline on their entry to the room (see above).

The warning will be clear, but it may be delivered in a low-key way, rather than across the classroom. This means that students must be quiet and focussing on their learning.

The warning is a clear indication to the student to prevent further disruptions to the lesson. All our staff have received training to support their use of emotion coaching responses to students, and will use these techniques to encourage positive behaviour following the warning.

Please note that for Covid breaches outside the classroom, no warning is needed, as all students will have a general warning at the start of term via Tutors. An immediate S1 or S2 can be given for breaching regulations in line with the Covid Behaviour Policy.

S1 Sanctions

This will, in a lesson, be issued for (at a minimum) the 3rd time that a student has disrupted the learning of others. It is a clear signal that the students' behaviour is disruptive, and a line in the sand to allow a student to choose to change their attitude to learning.

S1s can also be issued without a warning for behaviour of a significant level, which warrants an immediate higher sanction (such as swearing).

Students cannot 'work off' an S1, and it will be logged on ClassCharts. It will trigger an S1 lunch detention, which will remain in the same locations: Year 7 = D3 / Year 8 = C4 / Year 9 = B13 / Year 10 & 11 = B2.

Staff are not expected to call home for S1 detentions, as the detention will be visible to parents on ClassCharts, and students are expected to be able to explain to parents/carers what went wrong in that lesson.

S2 Sanctions

This will, in a lesson, be issued for (at a minimum) the 4th and final time that a student has disrupted the learning of others. It is a clear signal that the students' behaviour has been persistently at a level that stops other students learning. We cannot allow that to happen in a classroom.

Students will be asked to wait outside the classroom, with their belongings, and collected by our 'On Call' staff. The student and the teacher will be given the opportunity to have a quiet/private conversation about the issue. This will allow On Call to assess if the student is placed in 'Withdrawal' or escalated to an S3.

The S2 will be recorded on ClassCharts, and the teacher who originally issued will call home to discuss that day. If the member of staff is unable to make contact by phone, they will send an email.

For all S2s issued, a follow up text is sent the next day to confirm the date, time and location of the detention. KS3 Detentions will be held in C11. KS4 Detentions will be held in B10.

8 Appendix 4 – Previous Guidance on Attendance

Since September we have expected, as per the Government guidance, all students to attend, and we will be required to follow our Attendance Policy. This includes the duty of parents to ensure that their children regularly attend school. Our school will, once again, be expected to follow up absences, and where appropriate issue sanctions on behalf of the Local Authority.

Thank you for your support in ensuring that your child has good school attendance, whilst taking steps to ensure our community keeps Covid-safe. Following the announcement of the return to school, it has been made clear by the DfE that schools must remain open and students should attend fully.

As per our Attendance Policy, and Government guidelines, term time holidays should not be taken. Please consider the impact of any potential quarantine regulations, which may impact on return to school, when booking holidays further into 2021 and 2022.

If your child has returned recently from abroad, you must comply with quarantine arrangements. Please inform us if this is the case, or also if you have returned from abroad more than two weeks ago so that we can monitor carefully our families who have been abroad recently.

Illness: In the event that your child is unwell, we request you call school by 8am on each day of absence and leave a detailed message regarding the reasons for your child's absence.

If your child has any symptoms of COVID-19, you **must not** send them into school. If a child shows COVID-19 symptoms in school, they will be immediately isolated, we will contact you urgently and you must come and collect them immediately. They will be isolated until you do so.

Should your child or anyone in your household display COVID-19 symptoms you must inform us, so we can implement actions within our school risk assessments as well as provide support for the student(s) affected where appropriate. Please see our Attendance Addendum on the school website with full details of scenarios, actions and when safe to return to school.

The DfE guidance is as follows:

Do not send your child to their nursery, childminder, school or college if:

- they are showing [coronavirus \(COVID-19\) symptoms](#)
- someone in their household is showing symptoms

[Arrange a test](#) if you or your child develops symptoms. Inform your nursery, childminder, school or college of the results.

If the test is positive, follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), and engage with the NHS Test and Trace process.

It is important that you help nurseries, childminders, schools and colleges to implement these actions by following the advice set out here and wider public health advice and guidance.

If you are concerned that your child may be displaying symptoms, which you cannot immediately identify as the main Covid symptoms, please do keep them at home and under observation for 24 hours. If they do show any of the main symptoms then please book a test and follow the information above. If not, and the symptoms continue to be just that of a common cold etc, then please do send them back into school, when fit enough to return.

8.1 Lost Property

At the end of each lesson and when students are vacating the room teachers will allow time to pack away. Students must ensure they have all their belongings with them. In the event equipment or uniform is left, it will be placed in a lost property box in the zone and sealed. This will be checked daily and all named items returned directly to the student. If an item is unnamed it will remain in quarantine for one week to be claimed. Any unclaimed items may be disposed of.

Please ask your child to ensure they look after their belongings and ensure that all items of equipment and uniform are clearly labelled.

9 Appendix 5 – Previous Guidance on Health, Safety & First Aid

9.1 First Aid

We will only be running emergency First Aid support during the school day. I'm sure that you will understand that this means that we cannot support students with, for example, a 2 day old muscle sprain, or a mild headache. Students should only access First Aid in an emergency, which would include Covid symptoms, and this should be before school, at break or lunch. Students should not be accessing First Aid in lessons unless they are displaying clear Covid symptoms (which they were not displaying before school, at break or at lunch). Students accessing First Aid for reasons other than emergencies, places themselves at risk, as they may be more likely to be exposed to infections.

We have allocated a First Aid room and COVID-19 Isolation room. Students should only attend First Aid if they are persistently unwell, having informed their teacher who will give guidance on when they should go to First Aid. In the event of an accident or emergency, we have a number of first aiders on site who will be alerted and will provide medical attention. In the event of a student displaying COVID-19 symptoms they will be isolated, and parents/carers informed to come and collect. Regular cleaning will take place of the First Aid area.

Any student displaying COVID-19 symptoms in class or at break and lunch must report directly to first aid. Students in Year 7, 8 and 9 must leave their teaching block or zone out of the nearest exit and continue via the outside route and in via the automatic doors on the back-playground side of B block. Students in Year 10 and 11 take the most direct route from their classroom or outside area.

Once a student arrives, they must wait outside the room and the first aider will ask if they are displaying COVID-19 symptoms, if they are, they will be immediately directed to the next door down into the isolation room. The first aider will put on full PPE and access the isolation room to assess.

If a student requires non COVID-19 treatment they can only attend during break and lunch on their own. Students should only leave lessons if they display COVID-19 symptoms or in an emergency.

9.2 Hygiene

Hand sanitisers will be available outside every teaching room for use when students enter and exit. Cleaning equipment will also be available in each classroom for use during the day. In order to follow the Government guidance, classrooms will be arranged with rows of desks facing the teacher, who must always remain at the front of the class and at least 2m from the students. PE is currently on the timetable for September, however, to minimise mixing and close contact between students we will be tailoring the curriculum to appropriate activities. Each Year Group 'bubble' will be allocated their own toilets to prevent students from different Year Groups mixing, and these will be cleaned on a regular basis throughout the day. Each Year Group will also

be allocated a social space for break and lunch time (see break and lunchtimes below). Students will not be allowed out of these areas, other than in exceptional circumstances. Students in receipt of SEND support may be authorised to work in the AFA Faculty, and the SENCO will contact those parents directly regarding those specific 'bubble' arrangements.

The use of additional hand washing or hand sanitising is a key element of the Government's published prevention strategy for Covid-19. In line with this we would expect students to clean their hands throughout the day. There will be students who may experience skin irritation or cannot use specific products due to medical reasons, and if this is the case we would request that you contact your child's Tutor by email directly or via the main school email.

We have taken further measures to isolate close contacts between the Year 10 & Year 11 Bubbles, by allocating separate toilet facilities in B Block. The Boys' Toilets are completely separate and clearly marked as Year 10 and Year 11. The Girls' Toilets are in the same location, but Year 11 use the toilets and basins on the left, and Year 10 use the toilets and basins on the right. There is a Perspex screen between the basins to prevent face-to-face contact.

9.3 Litter

In response to government guidance and 'Catch It, Bin It, Kill It' we have ensured that all classrooms and communal areas have plenty of bins provided. It is vital that all students put rubbish directly into the bins to prevent any cross contamination. We need to ensure we have a clean and tidy site at all times. Should students not be able to locate a bin within their zone they must let a member of staff know immediately. In a lesson, students should put up their hand to ask the teacher's permission to put litter in the classroom bin, as is normal courteous practice.

9.4 Health and Safety

The school recognises that the return to school for all students could be a worrying experience for some. Ensuring the Health and Safety of students is of paramount importance and our full risk assessment has been prepared to respond to the range of risks and controls in the school environment. This will be made available on the website before the start of term.

All rooms being used will be cleaned during the day in between use, and then thoroughly at the end of the school day. Every classroom will have a bottle of hand sanitiser for use on entry and exit and a cleaning spray & cloth for intermittent cleaning as appropriate. Students will be encouraged to wash hands regularly and specifically before and after eating. Signage will be displayed around the school to enforce this approach. Each classroom will have a bin for the disposal of tissues or waste during the day, and this will be emptied regularly.





If any pupil displays COVID-19 symptoms during their time in school, they will be isolated in the COVID-19 Isolation Room, adjacent to the Old Student Services, prior to collection by parents. Children must be kept at home if they or any member of the household has COVID-19 symptoms. Please follow government guidance if you are unsure.

We also, in line with Government guidance, will expect all staff and families to engage with the NHS Track & Trace process. In line with Public Health England guidance, we have a plan in place in the event of confirmed COVID-19 cases with the Year Group 'bubbles' and will advise parents/carers of full details before the start of the Autumn Term.

9.5 'What if' questions regarding Coronavirus

COVID-19 (coronavirus) testing: A quick guide



What to do if...	Action needed	Back to school...
 <p>...my child has COVID-19 (coronavirus) symptoms*</p>	<ul style="list-style-type: none"> Child shouldn't attend school Child should get a test Whole household self-isolates while waiting for test result Inform school immediately about test results 	<p>...when child's test comes back negative (if child no longer has symptoms and is well)</p>
 <p>...my child tests positive for COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> Child shouldn't attend school Child self-isolates for at least 10 days from when symptoms* started (or from day of test if no symptoms) Inform school immediately about test results Whole household self-isolates for 14 days from day when symptoms* started (or from day of test if no symptoms) - even if someone else tests negative during those 14 days 	<p>After 10 days isolation, if child feels better and has been without a fever for at least 48 hours</p> <p>They can return to school after 10 days even if they have a cough or loss of smell / taste. These symptoms can last for several weeks once the infection is gone.</p>
 <p>...somebody in my household has COVID-19 (coronavirus) symptoms*</p>	<ul style="list-style-type: none"> Child shouldn't attend school Household member with symptoms should get a test Whole household self-isolates while waiting for test result Inform school immediately about test results 	<p>...when household member test is negative, and child does not have COVID-19 symptoms*</p>
 <p>...somebody in my household has tested positive for COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> Child shouldn't attend school Whole household self-isolates for 14 days from day when symptoms* started (or from day of test if no symptoms) - even if someone else tests negative during those 14 days 	<p>...when child has completed 14 days of self-isolation, even if they test negative during the 14 days</p>

* Symptoms include at least one of a high temperature; a new continuous cough; a loss of or change to your sense of smell or taste. See more at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

What to do if...	Action needed	Back to school...
 <p>...NHS Test and Trace has identified my child as a 'close contact' of somebody with symptoms* or confirmed COVID-19 (coronavirus)</p>	<ul style="list-style-type: none"> Child shouldn't attend school Child self-isolates for 14 days (as advised by NHS Test and Trace) – even if they test negative during those 14 days Rest of household does not need to self-isolate, unless they are a 'close contact' too 	<p>...when the child has completed 14 days of self-isolation, even if they test negative during those 14 days</p>
 <p>...we / my child has travelled and has to self-isolate as part of a period of quarantine</p>	<ul style="list-style-type: none"> Do not take unauthorised leave in term time Consider quarantine requirements and FCO advice when booking travel Provide information to school as per attendance policy <p>Returning from a destination where quarantine is needed:</p> <ul style="list-style-type: none"> Child shouldn't attend school Whole household self-isolates for 14 days – even if they test negative during those 14 days 	<p>...when the quarantine period of 14 days has been completed for the child, even if they test negative during those 14 days</p>
 <p>...we have received advice from a medical / official source that my child must resume shielding</p>	<ul style="list-style-type: none"> Child shouldn't attend school Contact school as advised by attendance officer / pastoral team Child should shield until you are informed that restrictions are lifted and shielding is paused again 	<p>...when school / other agencies inform you that restrictions have been lifted and your child can return to school again</p>
 <p>...I am not sure who should get a test for COVID - 19 (coronavirus)</p>	<ul style="list-style-type: none"> Only people with symptoms* need to get a test People without symptoms are not advised to get a test, even if they are a 'close contact' of someone who tests positive 	<p>...when conditions above, as matching your situation, are met</p>

For further information:

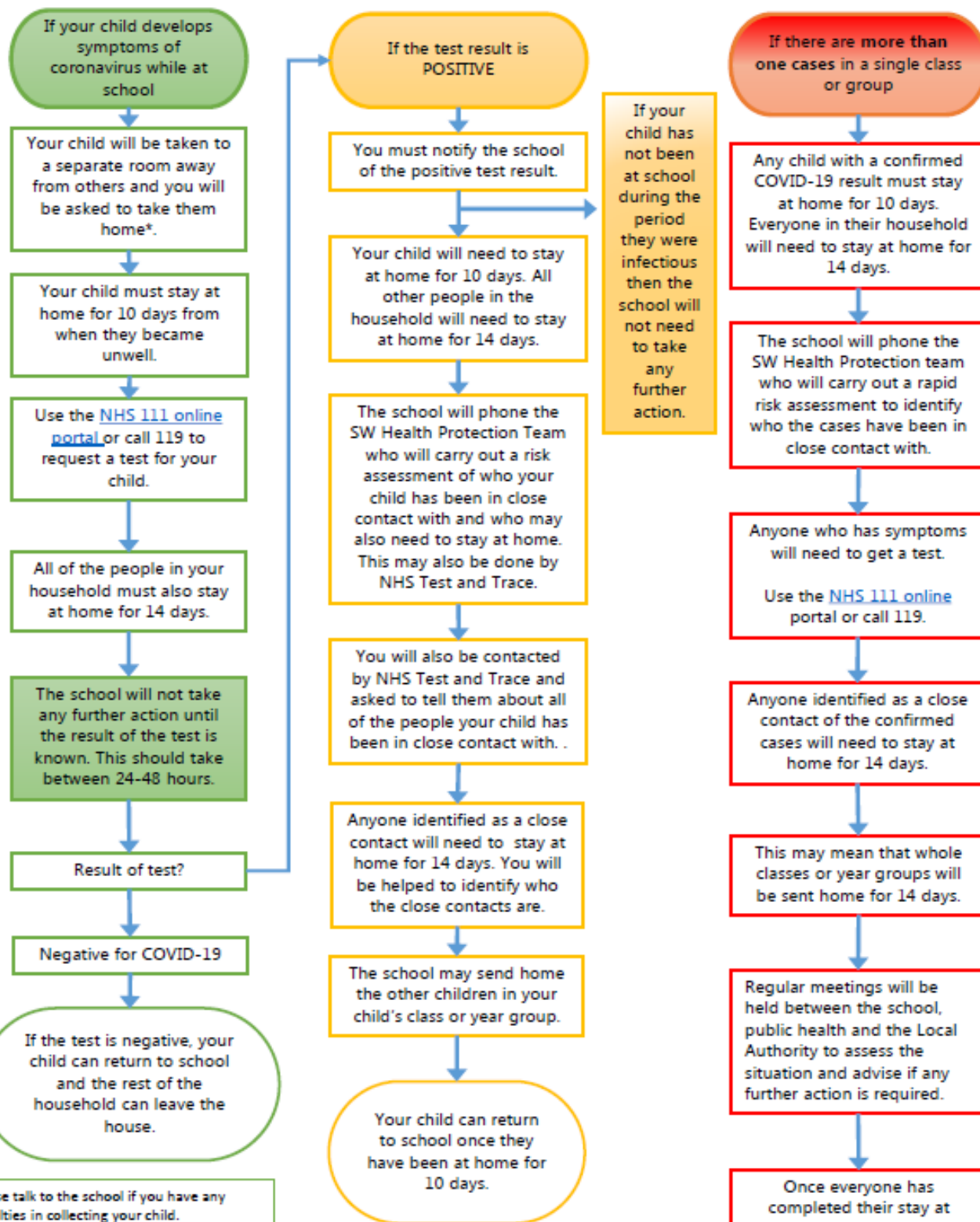
gov.uk/backtoschool

With thanks to Greater Manchester for sharing this template

Management of COVID-19 in school-age children

Actions for parents/carers

If your child has any of the symptoms of coronavirus: a high temperature, a new, continuous cough, and a loss of or change to taste or smell; do not send them to school



*Please talk to the school if you have any difficulties in collecting your child.

Further information:

Guidance: [gov.uk/coronavirus](https://www.gov.uk/coronavirus)

Testing: nhs.uk/ask-for-a-coronavirus-test

Somerset Children and Young People: <https://www.cypsomersethealth.org/>

10 Appendix 6 – Previous Frequently Asked Questions Guidance

Hopefully all the information that you require is contained in this document. At the end of this handbook is a 'Frequently Asked Questions' document for Parents, Carers & Students, which we will continue to add to, and which will be published on our website before the start of term, as well as being posted on social media.

Please check this document regarding any questions, and, if you do not find the answer there, please contact us via your child's Tutor.

We will also keep you updated with any other changes that are relevant to the return to school in September and in the coming months.

How will you keep my child be distanced from other students?

Students will be educated in year group bubbles in a specified zone of the school. Rather than leave their zone throughout the school day, specialist teachers will move to the students. In this way we can minimise mixing of students outside of their year group bubble while maintaining high standards of learning across the curriculum.

Is attendance compulsory?

In line with Government guidance attendance will be statutory

I think my child may have COVID-19, what should I do?

Each morning, please assess their fitness to come into school. If you answer YES to any of the following questions, please keep them at home, follow the NHS guidance and notify us using the school's normal absence procedures (by text or phone call to the main school number).

- Does your child have a new continuous cough?
- Does your child have a high temperature?
- Does your child have a loss of, or change in, their normal sense of taste or smell (anosmia)?
- Is anyone in your household suffering from any of the above?
- Has your household been in contact with anyone suffering from the above in the last 14 days?

Please follow the Somerset County Council Advice Flowchart in this document.

My child is sick with non-COVID-19 related illness.

Please use the school's normal absence procedure.

Will Opportunities Club be on after school?

Opportunities club will be running in a reduced format. We will require advanced notice of students who wish to attend in order to ensure social distancing measures and staffing are in place. Please email the school to book.

Do children need school uniform?

Government advice states that students should be in school uniform. Uniforms should not require washing any more frequently than normal. School uniform can be purchased via Taunton Uniforms. Please ensure your child is in full correct uniform each day.

What happens on days when my child has PE?

Students should bring PE kit as normal the day they have PE. If a student comes to school without their PE kit, we will phone you and ask you to drop it in to school, labelled with their name, and leave it at a dropping point.

Because of constraints on staffing and social distancing, we are unable to accommodate students who do not bring their kit in other lessons and cannot lend spare kit. Students who are able will do some PE in their normal uniform. Students who persistently fail to bring PE kit may be sent home in line with our Behaviour Policy, and a meeting with parents arranged.

Will the canteen be open?

The canteen will be operating a hot and cold service on a 'grab and go' basis from 22nd March. Each year group will have an allocated time slot and location to collect their meals. Students will not be able to eat their lunch in the canteen but will take it back to their zone.

My child gets free school meals – will this continue?

Free school meals will continue to be provided as above from 22nd March. We recognise that due to changing circumstances some parents may wish to apply for free school meals. If this is the case, please contact us for further details.

11 Appendix 7 – Previous Guidance on Teaching and Learning

11.1 Feedback and Marking

As a school, we recognise that it is vital for both consistency and academic progress that we continue with our policy of providing high quality, regular feedback for students in all subjects. We have made rapid progress in improving the quality of feedback given to our students, something which has been noted by students and adults alike as having a significant impact on progress, and we do not intend to reduce this impact at this stage. However, some changes may need to be made to the way in which we give feedback to ensure staff and students safety.

All faculty marking policies are currently underpinned by the following principles:

- There is clear identification of misconceptions, errors and areas for improvement
- Students are able to identify at least one action which will improve their work
- Feedback is linked to success criteria or exam criteria
- Students are expected to respond to feedback and are given sufficient time for this

These principles will remain in place, as will the school policy of giving students detailed feedback for every 6 hours or learning per subject. Teachers may, however, find it difficult to mark books in a traditional manner without risking cross contamination. Current government advice states that the virus can remain active on paper and card for up to 24 hours, so any marking of books would require a 24 hour gap between students handing books in and teachers marking them, and then a further 24 hours before students could have them back. Therefore, it is likely some of the following feedback strategies may be employed:

- Online quizzing and testing
- Whole class feedback
- Self and peer assessment
- Verbal feedback
- Uploading written work to ClassCharts for online feedback

Following any form of feedback, students will be expected to record areas where improvements can be made (if this has not been done for them) and respond accordingly. This is to aid student's retention and help with revision.

11.2 Work for Shielding and Isolating Students

Some students may need to shield or self-isolate over the course of the first term and perhaps beyond. If this is the case, we are committed to ensuring these students can keep up with their classmates and do not fall behind.

Subject teachers have set 2 weeks' worth of classwork on Class Charts that students can access immediately when they begin shielding. This work is of the same high quality as their normal classwork, and students will receive feedback at the same time and in the same depth as their classmates. The work is intended to complement what is being done at the same stage in school and will ensure that students access the same level of knowledge and skills as they would in school; it is not, however, identical to the work done in school and teachers may ask students, particularly those in years 10 and 11, to complete some additional work when they return to school and can complete this with teacher input. If a student is shielding, it is vital that they do engage with the work set and make every effort to complete it, in order to avoid falling behind.

Some subject teachers may decide it is more valuable to set work each day for shielding students. Students should check Class Charts each day for work which has been set, and again should aim to complete and upload the work the day they would normally have a lesson in that subject.

The classwork for each lesson has been or will be uploaded to Class Charts and students can find this in the class which begins 'SHLD.' It is advised that students complete work following their normal timetable each day, at the same time as the lesson is happening. So, for example, if they have Maths period 2 on a Monday they should aim to complete one maths session from Class Charts at 10.00 – 11.00 on a Monday. Students who are isolating will be expected to upload any work produced to Class Charts by the end of the day so that their teacher can check it.

If a student is in school and is not shielding, they should ignore any work put into the class titled 'SHLD'

If a student is isolating for an extended period, it is likely they will wish to contact their teachers. Contact with teachers should be via the school's Gmail which can be accessed via the school website. All students have access to their Gmail accounts and can look up teacher email addresses by searching their last names.

If a student is shielding and does not have ICT access that will allow them to access Class Charts, please contact the school urgently. Any students who were gifted laptops during school closure will retain these for the foreseeable future.

11.3 In the Event of Full or Partial Closure

The Government has advised that it is unlikely that we will go back to a full closure of the school. Before this happens, a partial closure may be put in place, although again this is unlikely. In order to ensure a contingency is in place for either of these eventualities we have planned for either full or partial closure as follows:

- We will follow the process as in the January Lockdown with predominantly live lessons, complemented by online work.
- All work will be set via Class Charts and students will be expected to upload completed work here as well
- The school's feedback policy will remain in place, and feedback will be given at least every 6 lessons

To ensure students do not fall behind, the work set will follow the normal schemes of learning that the school has in place and will take place at the same time.

The times of live lessons will be shared with students in advance via Class Charts along with instructions for joining the lesson. Live lessons may not last for the entire lesson time. In these cases, follow up work will be set and students will be asked to upload this to Class Charts.

It is vital that students follow their normal timetable in the event of another lockdown in order to avoid falling behind. Work will be set and live lessons scheduled during the normal slot for that subjects lesson.

In order to protect the privacy of our students, live lessons must not be recorded. Parents and other adults should not be present (i.e. in the same room) for the Live lesson.

There are 4 tiers of restrictions for education settings. Where there are no local restrictions in place, education provision should continue to remain fully open to all, and these tiers do not apply. We only enter tier 1 when we are considered an area of 'national intervention'. This is a very important point to make to schools as this is not something that will happen overnight. We are not currently in an area of intervention.

- *Tier 1: In education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils outside of the classroom, in communal areas. No other restrictions to other educational settings, nurseries or childminders.*
- *Tier 2: Early years, primary schools, alternative provision and special schools continue to allow all pupils to attend. Secondary schools to move to a rota model of face to face and remote learning. Full-time attendance for key worker and vulnerable children should continue. Face coverings will continue to be required in communal areas.*
- *Tier 3: Early years, primary schools, alternative provision and special schools continue to allow all pupils to attend. Secondary schools, FE colleges and other sites would allow full time on site provision for key worker and vulnerable children – and selected year groups (to be identified by*

DfE). Remote education for all other pupils. Face coverings in communal areas.

- *Tier 4: All nurseries, childminders, mainstream schools, colleges and other establishments should allow full time attendance only to priority groups – key worker and vulnerable children. AP, special schools and other specialist settings will allow full time on site for all pupils. Remote education for all other pupils. Face coverings in communal areas.*

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction>

12 Appendix 8 – Previous Guidance on Student Progress and Interventions

It is inevitable that some students will feel they have missed learning or have gaps in their knowledge or skills that we would not normally anticipate at this stage in their education, however, students should be reassured that they have learned a great deal over the period of school closure and have gained skills in independence, resilience and self-regulation that they may not have developed so rapidly in school.

Students should not be worried about anything they may have missed and should certainly not be concerned that teachers or the school will blame them. The school has a detailed and reliable plan in place to map where learning is now, ensure all students have mastered all content, and move forward to the next stage of learning, and students do not need to become concerned or worried about this.

Teachers will spend the first half term of this academic year mapping out where students are now and planning to revisit any learning necessary. Following half term, if it is felt certain students would benefit from additional input, this will be put in place. There are a variety of ways we may put interventions in place, these include:

- Extraction from tutor time for additional tuition in a subject
- Extraction from certain lessons for one to one tuition in English or Maths
- Additional revision sessions – particularly for Years 10 and 11
- Placement on a medium-term tuition programme outside school (via National Tutoring Programme)

We have a wide range of support in place to enable students to make good progress, including our Elevate programme, Year 11 intervention and Revision programme and Year 7 to 9 Catch-Up. Details of these programmes will, as always be sent to parents and carers of those students identified to take part.