



COURT FIELDS SCHOOL

Parent & Student Guide November 2021 (Amber Measures)

(School Amber Staff & Parent Guide November 2021 V2 - 01/10/2021)



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2 INTRODUCTION

This Guide is for Staff, Parents and students, and is intended to give as full guidance as possible regarding school procedures for Term 2 whilst we are in Amber Measures.

We will continue to highlight additions/amendments in yellow in future versions.

Please see below for communication from Public Health Somerset, which will be in place until further notice.

Covid-19 Advice from the Director of Public Health for Somerset

As you will know, the Covid infection rate in Somerset is now climbing sharply and is currently at 810.9/100,000 population. The majority of our cases are in school and college age children, with the highest rates of cases among 10-14 year olds. The half term break will reduce mixing within the school setting but is likely to bring about more mixing in a social setting, so community infection rates become even more important in the risk assessment.

As you will have seen in the media, the South West has experienced problems of false negative test results from one of the national laboratories. Some of the sharp rise in cases we are seeing now are as a result of people being retested and now coming back as positive. In addition to this, there will also be some infection caused by people who thought they were negative, mixing with others. With several different factors influencing infection rates currently, it is difficult to predict what position we will be in after the half term, particularly as many children will probably not continue testing during this time.

With rising levels of infection rates, Directors of Public Health in the South West and regional colleagues, have agreed a statement which we hope will be supportive to schools. I have enclosed the statement with this letter; it recommends that schools review their contingency plans within the national contingency framework.

*To help Somerset schools with reviewing their plans, we have undertaken an individual risk assessment for every school in Somerset, considering current school rates of infection and the local community infection rates. Based on these rates, we would advise you reopen in **Amber** escalation. In order for infection rates to stabilise, we would recommend that these measures are kept in place for two weeks following the half term break, unless there is a significant outbreak that requires increased measures.*

Thank you for all your ongoing support. 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, as a parent, you have any questions about plans for reopening, which are not answered by our Parent Guide, please contact sch.552@educ.somerset.gov.uk. Staff should consult with SLT or their Line Manager if they have any questions.

Do take care and keep safe.

Polly

Mrs Polly Matthews
Headteacher

3 Start of Term Information

3.1 Start of Term Dates (Term 2)

All students should return in full uniform on Monday 1st November 2021.

3.2 Testing Schedule (Term 2)

All staff and students will need to continue to take 2 lateral flow tests at home each week. All staff and students should take a test on Sunday 31st October, prior to their return on Monday 1st November. Following that, staff and students should test twice weekly.

Student lateral flow test results should be reported as follows:

- Via the NHS website following the details on the test guidance
- On ClassCharts by parents/carers, using the Covid + / Covid – buttons

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 99% 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 Updates for Term 2

There are several changes for Term 2 due to the notification from Public Health that schools in Somerset are in 'Amber' status. The main areas from the guidance as part of the escalation to 'Amber' status are:

- Start and finish times should be staggered to reduce mixing between students. Therefore, the day will start for KS3 at 8.30am, and for KS4 at 8.40am. The school day will end at 3pm for KS3, and for KS4 at 3.10am. For full details see the 'School Day Timings' section.
- Face coverings will once again be required in corridors and communal areas until further notice. Parents and carers must ensure that students attend school with 2 face coverings each day so that they are able to follow the guidance. Any children with exemptions previously advised by parents/carers should ensure they carry their exemption card at all times. Students may also wear face coverings in classrooms if they wish to do so.
- Enhanced cleaning routines will be in place. Students should also ensure that they undertake enhanced hygiene routines, washing or sanitizing hands regularly. Please ensure that your child brings a small bottle of hand sanitizer with them for their personal use.
- Enrichment activities will continue to take place, but arranged by Year Groups.
- Trips, Residentials, Presentation/Celebration Events etc are suspended until further notice. We will advise on whether the planned trips to Frozen and Blood Brothers will be able to continue in the next two weeks once we have discussed with Public Health. Assemblies will take place online.
- Measures previously in place to reduce mixing:
 - o Line-Up for Lessons
 - o Separate food serving areas/catering points, social areas for Year Groups
 - o Allocated toilets and gates for Year Groups
 - o One-way systems in corridors
 - o No face to face Parent/Subject Evenings

3.4 Year 11 Updates

Following the Government guidance, we are planning for our Year 11 students to prepare for and undertake their PPE exams, alongside their work in lessons. This will give them the best opportunity to gain the results of which they are capable in their exams in the Summer 2022, or in Teacher Assessments, should they be required by the Government.

Year 11 students must ensure that they attend each day, work to their very best of their ability, challenge themselves to strive for their best results, and revise for their PPEs with focus and determination.

We have written to all parents/carers with details of the range of support in place, including mentoring, intervention, revision, study support, in class intervention and revision workshops etc. Please ensure that your child takes advantage of all these opportunities to support them towards getting their best results.

4 Amber Measures A to Z Guidance for Parents & Students

4.1 After School Clubs

Our students' opportunities for enrichment have been significantly impacted by Covid. We will continue to offer a full enrichment programme, however this will be arranged in Year Groups. Full details will follow in the next week. We are thrilled to be able to continue this vital part of our curriculum, and we know that students will be keen to get back to a range of exciting new clubs.

4.2 Homework Club / KS4 Study Group

If your child wishes to attend Homework Club after school, they should simply go to the following locations:

- Key Stage 3 in the LRC
- Key Stage 4 in B1

4.3 Arrival Information

Students should use their designated gate as follows:

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.

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.

4.4 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.

If your child has been a close contact, they should undertake a PCR test and LFT test daily until they receive the result of that PCR test. If your child has a positive LFT result, they should undertake a PCR test urgently and we recommend that they self-isolate until they receive the PCR result.

4.5 Behaviour

The same expectations of behaviour apply as last Term. Our students responded with maturity and common sense to the various Covid guidance over the last 18 months. We expect them to do the same on they return from the 1st November. 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.

4.6 Break & Lunch Times

Break and lunch times for students will be spent in an allocated social area with minimal mixing between Year Groups.

4.7 'Catch-Up'

Our experienced Heads of Faculty and subject teachers have adapted the curriculum to take account of 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, remember more, or do more as a result.

The Government's 'Catch Up' Programme

The Government assigned each school funding 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 visits in February and June 2021. They validated the plans that we have put in place as appropriate to support the progress of our students. We will continue to review, evaluate and plan for further support as appropriate over the coming months.

If you have any questions regarding Catch-Up funding please contact your child's Head of Year in the first instance.

4.8 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 the previously issued staff or parent guides.

4.9 Contingency Planning

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.

4.10 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 communal areas where social distancing cannot be maintained

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.

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.

What face covering will students need?

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 the student's 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.

How should students use their face covering?

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 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

4.11 First Aid

We will be running **emergency First Aid support only** from the Hub during the school day, and as for last Term, have allocated a First Aid room (the Hub) and COVID Isolation space. **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 that it is not an emergency, this advice may be that they should wait until break or lunchtime.**

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.

In the event of a student displaying COVID-19 symptoms they will be isolated, and parents/carers informed to come and collect. Once a student arrives, they must wait outside the Hub and the first aider will ask if they are displaying COVID-19 symptoms, if they are, they will be immediately directed to the isolation area. The first aider will put on full PPE and access the isolation area 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.**

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.

4.12 Health, Safety & Hygiene

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 continue to be available on the website.

All rooms being used will be cleaned during the day in between use, and then thoroughly at the end of the school day. 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.

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.

If any pupil displays COVID-19 symptoms during their time in school, they will be isolated in the COVID-19 Isolation area, adjacent to the Hub, 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 and will continue to liaise with parents/carers as last term.

In order to support the Amber guidance, non-practical classrooms will be arranged with rows of desks facing the teacher, who should maintain a social distance from the students where possible. Each Year Group has been allocated their own toilets to prevent students from different Year Groups mixing, and these will be cleaned on a regular basis throughout the day.

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.

4.13 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.

4.14 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.

4.15 Lockers

Students who wish to have access to a locker should contact their Tutor. The vast majority of lockers have been allocated already this year, with a small number yet to be allocated. If you have ordered a locker, and this has not yet been allocated, please contact your child's Tutor.

4.16 Lost Property

In the that event equipment or uniform is left, it will be returned to the Hub. This will be checked daily, and all named items returned directly to the student. If an item is unnamed it will remain in the Hub for two weeks to be claimed. Any unclaimed items may be disposed of/sent to charity.

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

4.17 Learning Resource Centre (LRC)

Students are able to continue using the LRC. After school use is arranged with KS3 in zoned areas of the LRC and KS4 in B1. Break and lunch will be arranged in zones in the LRC.

Students can still use the LRC to return and borrow books. We will employ enhanced sanitising routines and a quarantine system for returned books.

4.18 Lunchtime Serving Areas

Meals will continue to be available from the same areas as last term as follows:

4.19 Movement around School

One-way systems are in operation in B Block, C Block and E Block.

Students will line up for lessons outside. They should ensure that they are prompt and calmly lined up ready for learning.

4.20 Parents' Evenings

These will continue using the phone call format that we have successfully used through the Academic Year to date. We will advise with further information as we receive it from Public Health on larger scale events later this term.

4.21 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.

4.22 Shielding Work

In the event that students need to shield during the Autumn Term, work will be set on Class Charts. To access this work, students should search by due date and should scroll through to the 17th of December. All Shielding work will be set with the code 'SHLD' at the start. i.e. English work will be set as 'SHLD English' Work completed can be emailed to class teachers or uploaded to Class Charts.

4.23 Student Access to the Hub

No student should go the Hub during lesson time except in a medical emergency. We need to encourage a focus on learning and encourage students to use the 'drop-in' at the Hub at break and lunch for support if they need it.

4.24 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.

4.25 Student Zones

Student Zones remain unchanged from last Term.

4.26 Social Time Spaces

Year	Break/lunch area	Wet Break	Toilet
Year 7	E Block playground. Grass areas between D & E block and in front of E Block	Sports Hall (E Block end)	Sports hall—rear entrance E block (for emergencies)
Year 8	Nugget area and the front of C Block	Sports Hall—B block end	C Block toilets (Art side)
Year 9	Nugget area and the front of C Block	Gym	C Block toilets (Nugget side)
Year 10	Outside B block hall end Hall	Hall	B block
Year 11	Common room. Outside B block—drama end only	Common Room / B18	B block

Students will be permitted on the tennis courts and field area as follows (weather permitting)

- **Year 7 -10** on the tennis courts (ball games only)
- **Year 11** on the field (weather permitting)

4.27 Timings of the School Day

The slight change to timings of the day for Covid whilst we remain in 'Amber'. We continue with the slightly reduced lunch, and stagger the start and end times for KS3 and KS4 tutorial. The times of the day will be as follows:

Key Stage 3		Key Stage 4	
Arrival at School	8.25am	Arrival at School	8.35am
Warning Bell	8.30am	Warning Bell	8.40am
Registration & Start of Tutor Time	8.35am	Registration & Start of Tutor Time	8.45am
Tutorial Ends/Lesson 1 Begins	9.10am	Tutorial Ends/Lesson 1 Begins	9.10am
Lesson 2 Begins	10.10am	Lesson 2 Begins	10.10am
Break	11.10am	Break	11.10am
Lesson 3 Begins	11.30am	Lesson 3 Begins	11.30am
Lesson 4 Begins	12.30pm	Lesson 4 Begins	12.30pm
Lunch	13.30pm	Lunch	13.30pm
Lesson 5 Begins	14.00pm	Lesson 5 Begins	14.00pm
End of Day	15.00pm	End of Day	15.10pm

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.

4.28 Toilets

- Year 7 will use the Sports Hall toilets (break/lunch only) and E Block toilets (between lessons only in an emergency)
- Year 8 will use the C Block toilets (Art side)
- Year 9 will use the C Block toilets (Nugget side)
- Year 10/11 will use the toilets in B Block (Science Corridor).

4.29 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. **Please do not park in the spaces outside the Youth Centre (which are not allocated to our school) or block access to parents collecting from the Court Fields Pre-School.**

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.

4.30 Uniform

Once again, 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 white t-shirt under their uniform.

Thank you for your support in reducing the number of short stretchy jersey type skirts, which are too short and inappropriate for school. Please continue to support us by ensuring that your child wears an appropriate tailored skirt or school trousers.

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. Thank you for your support in reducing the number of students with inappropriate piercings or jewellery. Please continue to monitor this with your child.

School shoes must be plain black and polishable. Canvas, suede, material trainers, those with obvious air bubbles or including any colours other than black are not allowed in any form. Boots, 'dolly', platform, or block-heeled 'Mary Jane' type shoes are not allowed. Socks must be black.

Thank you for your continued support.

4.31 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 white sleeved T-Shirt under their school shirt. They should also have their school jumper to provide an additional layer in colder weather.

4.32 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.

Appointments or meetings will continue to be undertaken where possible 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.

4.33 Wellbeing & Support

Students' Tutors, Heads of Year and our Pastoral Support Team will continue to support all our students. 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

Of course, some worry or anxiety is 'normal' given all that has happened over the last year. The key is to help our students normalise their feelings and be able to develop strategies to overcome those worries. This has been covered in Tutor activities and PSHCE sessions, and also through advice from our staff in the Hub. If you have any concerns please contact your Tutor who can signpost support, or please do visit the following websites/apps for support:

- Young Minds (<https://youngminds.org.uk/>)
- Kooth (<https://www.kooth.com/>)