

**Executive Headteacher** Mr D Gurney B.A. Hons / NPQH / NLE  
**Head of School** Mrs S Roberts BSC. Hons / PGCE / NPQH

2nd March 2020

Dear Parent/Carer,

**Re: Week commencing 8th March Return to School Arrangements**

We are delighted to confirm the details of your child’s return to the academy on **Tuesday 9<sup>th</sup> March**. Monday 8<sup>th</sup> March will be taken as a Professional Development Day and we will carry out COVID testing on this day. Students from the critical worker/vulnerable groups who have been learning in school will not be in class on this day. In preparation for all students’ return, we have put in place the recommendations advised by the Government’s Department of Education to reduce the risk of infection transmission in the academy as far as possible. These measures include COVID-19 tests for staff and students, staggered start and finish times, staggered break and lunch times, regular hand sanitising and operating year group ‘bubbles’ whereby, wherever possible, year groups will not come into contact with each other during the academy day.

**Attendance**

Attendance will be mandatory from Tuesday 9<sup>th</sup> March, as stipulated in Government guidance and it is the legal duty of the parent/carer to send their child to school. It is essential that all students get back into the routine of coming to school and we will be recording attendance, following up on any absences and keeping you regularly informed of your child’s attendance. Holidays will not be authorised during school time and, if taken, will result in the issue of legal proceedings in line with government policy.

If your child is currently shielding, please be aware that Government shielding guidance will pause on 31<sup>st</sup> March and therefore, until that time they will continue with remote education. If you receive further clinical or public health advice that your child should still remain at home, please inform us and we can continue to offer remote education for your child.

**March Start Dates for Year Groups**

In order to carry out the COVID-19 testing we are operating a phased return to school. Please note that after your child has had their first test, they will go home. They will not be required to wear academy uniform for this first test but must wear face coverings unless they are exempt. The key dates that each year group is required to attend are as follows:

- Friday 5<sup>th</sup> March:** COVID-19 testing for Years 7 & 8 (Online live lessons for all other students)
- Monday 8<sup>th</sup> March:** COVID-19 testing for Years 9, 10 & 11 - Professional Development Day (No online live lessons)
- Tuesday 9<sup>th</sup> March:** Full return to the academy for ALL students at their staggered times per year group. Please note some changes to start and end times for some year groups.

**Updated Staggered Arrival and Finishing Times**

In order to extend learning time, some year groups have earlier start times or later finish times than in the autumn term. It is essential that students arrive by their allocated time for their year group (students will not be able to enter the academy earlier than the time indicated below). If you intend to drop off your child on the academy site, please ensure that you use car park C at the rear of the John Charles Sports Centre site. Using these parking facilities will allow your child to safely enter the academy site and not cause an obstruction on the small roundabout outside the main academy entrance. This will also be the most appropriate place to collect your child at the end of the academy day. In order to minimise risk, parents/carers are not permitted to collect students within the school grounds, including from the reception unless a prior appointment has been made.

	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>*Year 11</b>
Start Time	8.15am Student Entrance	8.35am Student Entrance	8.25am OA Corridor Entrance	8.30am MUGA Entrance	8.20am MUGA Entrance
Finish Time	2.35pm	2.45pm	2.30pm	2.50pm	Mon, Fri 3.00pm Tues, Wed, Thurs 3.40pm

\*Year 11 students will continue to have a compulsory later finish time on Tuesday, Wednesday and Thursday as a mandatory lesson 7 will be in place for English, Maths and Science. This is an additional lesson to support all Year 11 students catch up missed curriculum content in their examination year and achieve their targeted grades.

**COVID-19 ‘lateral flow tests’**

We are grateful to parents and carers who have given consent for your children to be tested. The first test will take place either on Friday 5<sup>th</sup> March or Monday 8<sup>th</sup> March. **We will write again this week with full details of when your child will take their first test and on which day.** The government confirmed that students who have had consent provided will have three tests initially whilst in the academy on site and then will be provided with two home test kits to use each week. We will update parents/carers on how home test kits can be collected/delivered in due

course.

### **Face Coverings/Hand Hygiene**

The Government has recommended the use of face coverings indoors and that this will now include classrooms. We strongly advise students to wear face coverings in classrooms but this will be the choice of individual students. For students, staff and visitors (including parents/carers) the wearing of face coverings in communal areas will continue to be compulsory, except for those that are exempt.

Please ensure that your child has a suitable number of face coverings ready for the week commencing 8th March. If you need any support with this then please contact the academy.

On entry to the school, your child will be instructed to sanitise their hands before moving to their first lesson and students will sanitise their hands before every lesson during the academy day. Anti-bacterial wipes/spray will be used at the start of every lesson for desks and equipment.

### **Behaviour**

Any behaviour that does not meet our academy's Values and Expectations will be strictly sanctioned in line with the academy updated behaviour policy with Government advice. Detentions will resume and should your child be placed in detention, this will be for one hour starting from the year group finish time of your child. Students will be kept in their year group 'bubble' for detention. Students must follow the Values and Expectations and be respectful and responsible at all times to ensure that sanctions are not necessary.

### **Staggered Break and Lunch Arrangements**

Students will have a 15-minute break and a 25-minute lunch. However, this will be at staggered times, reducing the amount of students using social spaces. Food served in the academy will be carefully prepared by the catering team and, wherever possible, will be wrapped or boxed. Students wishing to bring a packed lunch may do so but should ensure this is also wrapped or boxed. We ask that parents/carers ensure student accounts are topped up using Parent Pay as they will have limited access to top up machines in the academy.

### **Mobile Phones**

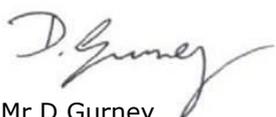
Mobile phones and other similar devices, such as smartwatches, tablets etc are brought in at students' own risk and are to be switched off and **not to be seen** at all in the academy. If any student has a mobile phone or similar device out or it is heard or seen it will be confiscated.

### **Uniform, PE Kit and Equipment**

As a reminder, all students must wear full academy uniform from their return in March. Parents/carers can purchase uniform via the online shop on the school website. The link to the online shop, alongside sizing guides, can be found via our website <https://cockburnjohncharles.org/parents-carers/uniform-kit/>. We politely remind parents/carers that the uniform policy is non-negotiable and academy uniform should not reflect changing fashion trends i.e. skinny trousers, kicker boots, piercings or acrylic/painted nails. On the first day back for your child, it is essential that they attend in full academy uniform, with all equipment including their PE kit. A list of uniform, PE kit and equipment can be found on the academy website via the link above.

We will continue to share reminders and any updates using our SIMS Parent app, academy website and text/email/social media. We would like to thank you, once again, for your continuous support and patience during this unprecedented time and look forward to welcoming your child back to the academy next week.

Yours sincerely,



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Executive Headteacher



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