

# The Sir John Colfox Academy



**Inspiring Learning, Achieving Excellence**

Headteacher: Mr Adam Shelley MEd, BSc Hons, PGCE, NPQH

June 2020

Dear Parents

**RE: Return to school for students in Year 10**

**Enc: Timetable and Home-school Agreement**

## **Introduction**

I hope that you and your families had a relaxing and enjoyable half-term. I am pleased to say that following the release of Government guidance<sup>1</sup> about the re-opening of schools from June 15 2020, I can now confirm the timeline that Colfox will follow in order to enable students in Year 10 to receive some face-to-face support at school before the end of the academic year. This support is designed to supplement the online learning since schools were closed to the majority of students on March 20 2020. Please note that online learning will still continue to be the predominant form of learning until further notice. Students in Year 10 have been prioritised because there is an expectation that they will sit public exams (GCSE / BTEC) in the summer of 2021. There is a significant amount of detail in this letter because we want to ensure that families are able to make an informed decision about whether or not each child will return to school. Before I begin to outline the arrangements, I would like to thank you for the responses we received to the survey sent to parents on Monday 1 June 2020; we aim to address any questions that were raised in the guidance below, but please contact the school if you want to discuss our plans in more detail. I would also like to make it clear that the decision to send your child back to school is very much yours. We will respect the decision that you make either way. There will be no action taken against any student or family that decides not to return to school at this time.

## **Questionnaire confirming intention to return to school**

**Please remember to complete the linked questionnaire at the end of the letter. The questionnaire should be completed by midday on Monday 8 June 2020.** This survey follows our initial set of questions to parents and will ask you to confirm whether or not you intend your child to return to school later this month. It is important that you complete the questionnaire because even if you choose not to send your child back to school for face-to-face contact, we need to know your intentions so that we can finalise our student groups. If you confirm that your child or children will return to school, you will receive additional correspondence about the specific lessons that your child should attend, and the arrangements that we have made for them to do so.

<sup>1</sup> <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

## **Safety Measures**

You may have seen in the initial guidance released to the public about school re-opening a reference to 'bubbles' of students in primary schools, who receive tuition from the same teacher every day, and who will remain in the same group throughout their time at school for the foreseeable future. The secondary school guidance released on May 25 2020 removed this requirement as there is a recognition that if schools are to provide high-quality subject teaching then they will need to be taught in different groups. Therefore we will form a different 'bubble' of students each day, and students will remain in their 'bubble' whilst on site. Some of the key measures that we are taking to minimise risk to students, parents and staff include:

- Staggered arrival and departure times for students, with specific entrance and exit plans for each group of students.
- Students and teachers will not move between groups on the same day.
- Sanitizing procedures in place on arrival, before and after breaks, and at the end of each day. Students will be asked to sanitize their hands using anti-viral gel and will have their temperature taken each morning as they enter the building.
- Class sizes capped at 15 in classrooms, to maintain 2-metre social distancing.
- Students remaining in the same classroom for the duration of each day.
- Breaks being taken with students in the same teaching group in a designated area and supervised by a member of staff to ensure social distancing.
- One-way walking systems in the building and around the school site.
- Professional anti-viral cleaning taking place after each group has used a classroom.
- Students will be asked to bring their own food onto the site. Students may bring drinks onto the site but as usual, drinks should not be fizzy or caffeinated. Students will not be able to use the water fountains to fill up their bottles. They will not be able to use the vending machines and will not be able to use the canteen.
- Students may bring their own facemasks and gloves to school, although the government have said that this is not required due to the safety measures listed above.

Students do not need to wear uniform on site until further notice. It is good practice to wash clothes each day when students return home from school and we feel that if we ask students to wear uniform at this time then this will be more difficult for parents. We advise students to wear light, comfortable clothing which minimises contact between their skin and any classroom furniture.

I would also like to clarify some expectations about journeys to and from school, which will help to keep students, their families and their teachers safe:

- Students should not travel to school in a car with members of different households. If this is the case then they will not be permitted to attend school that day.
- If students arrive on site in groups which are not socially distanced, then they will not be allowed into school.
- If students are found to be breaking other aspects of national guidance outside of school e.g. socialising in groups of greater than six, then they would not be permitted to attend until they have completed a period of quarantine to make sure they are not infectious.

## **Covid 19 Home School Agreement**

A 'Covid-19 Home-School Agreement' has been attached with this letter. Please read this with the young people in your household if they are returning to school later this month. The document outlines how Colfox students can keep themselves, their families and their teachers safe as they return to school. We have produced this document because we recognise that public restrictions have been eased in recent weeks and that the phased return of students to school is occurring in a

context of rapidly changing and evolving national circumstances. Consequently, we want every student to understand exactly what they need to do each day to minimise risks to themselves and others. **By confirming that your child will return to school you are confirming that you will adhere to the terms of the Home School Agreement.** We are not asking parents to sign and return forms at this time to minimise the risk of spreading infection.

### **Lesson Structure and Content**

Year 10 - We have planned our Year 10 curriculum from 15 June 2020 so that, where possible, students are taught by their usual classroom teachers. This has involved dividing most groups into two halves in order to maintain social distancing. We will be able to offer students in Year 10 three hours of teaching in each subject before the end of the academic year on 17 July 2020. The lessons will broadly be designed to consolidate and expand upon the curriculum content that has been covered since 20 March 2020, and to prepare students for future learning tasks which will include content to be covered over the summer holidays. Teachers will continue to use Microsoft Teams to set lessons for those students who will not be returning to school.

### **Students already accessing school provision**

A small number of students are already accessing provision on-site each day. These include students whose parents are key workers, students whose families are receiving support from Dorset Children's Services, and students who have additional educational needs (those with Education, Health and Care Plans). These students will continue to be able to access on-site provision in their group.

### **What the school day will look like**

The timetable attached to this letter will give parents and students an idea of how teaching time will be organised between 15 June 2020 until 17 July 2020. The aim of this timetable is to ensure that students are given an opportunity to experience some face-to-face learning with their class teachers before the end of the academic year. We will be in a position to send out more detail next week about which lessons your child should attend, and the specific routines that we will follow during the day (e.g. entrance/exit points and which classrooms will be used). The Government has been clear that schools should minimise movement and mixing between groups as much as possible, and that entrance and exit times to buildings and classrooms should be adjusted accordingly. The Government has also asked schools to avoid split day rotas within the same day, i.e. they have asked schools to ensure that students and staff do not move between multiple groups on the same day. The teaching blocks that we have timetabled will minimise the risk of infection by reducing movement around the building and staggering lesson times through the day. Students will only be allowed on site for their lessons and will be monitored at all times by teaching staff once they are on site, and when they are leaving the site.

We are conscious that school will look and feel different to students when they return, and that some students will have had less, or maybe no experience, of the kinds of social distancing practices we adults have become more used to when going to work or shopping. All expectations and procedures will be explained very clearly to students each day, as we want to create a safe but enjoyable atmosphere to support learning and build confidence.

### **Symptomatic Individuals - Information provided from Public Health Dorset.**

***If one child or adult shows symptoms what is the next action for the school?***

#### **Send home**

- When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days.



- Their fellow household members should self-isolate for 14 days.
- Parents should continue to be encouraged to look out for symptoms including: a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours, a high temperature (above 37.8 degrees centigrade) loss of taste or smell.

### Testing

- All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

### Class/small groups in contact with a positive child/member of staff to self-isolate.

- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.
- The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

### Questions and Answers from the June 1<sup>st</sup> Parent Survey

1. What would be the advantages of my child returning to school before the summer holidays?  
*The lessons that we have timetabled will consolidate the content that has been covered in GCSE subjects during the lockdown period. Each lesson will give students and teachers a chance to fill any gaps in knowledge and to explore some topics in greater depth. Teachers in some subjects will also use the time to set up the summer learning tasks for Year 10 which will be set before the end of term in July.*
2. Will the staff and students wear masks or other PPE (personal protective equipment)?  
*Students and staff will have PPE (including facemasks and gloves) available to them for each lesson. We will not require any student or teacher to wear PPE because we will be maintaining social distancing to minimise any risk of infection spreading. However, if students and staff would like to use the PPE we provide as an extra protective measure then they are welcome to do so.*
3. If my child does not return before September 2020 will there still be support with remote learning?  
*Yes. Teachers will continue to set work via Microsoft Teams, and work will continue to be sent home for students who do not have reliable access to the internet.*
4. What safety measures and rules will be in place?  
*Please see the section above headed 'Safety Measures'.*
5. Will it be normal school hours?  
*No. Once we have confirmation of which students are returning, we will contact you with specific timetables for your child(ren).*
6. Will transport be operating?  
*No. School transport will not be operating unless the transport companies are able to maintain social distancing practices. Public transport will continue to operate.*
7. Will there be coverage of all GCSE subjects?  
*Yes, with one or two exceptions due to the personal circumstances of Colfox staff.*
8. How will you manage social distancing?  
*Classrooms will be set up with desks at least two metres apart. Entrance and exit routines have been developed to ensure that social distancing is maintained. Break times will be supervised. When students need to use the toilet they will be given anti-viral hand gel*

*before and after entering the toilets, and the number of students using the toilet at any one time will be restricted in order to maintain social distancing.*

9. What mental health support will there be for children who are anxious?

*The pastoral team have continued their work since the school was closed on March 20 2020. If you have any concerns about anxiety or mental health please contact the school office ([office@colfox.dorset.sch.uk](mailto:office@colfox.dorset.sch.uk)) and we will direct your query to the appropriate colleague.*

10. Will there be school meals?

*No. Students should bring their own food onto the site. Students may bring drinks onto the site but as usual, drinks should not be fizzy or caffeinated. Students will not be able to use the water fountains to fill up their bottles.*

11. Will Sixth Form students travel to Beaminster for lessons and vice versa?

*No. Colfox Sixth Form students will only be taught at Colfox for the foreseeable future.*

12. Will normal school rules apply?

*The Home School agreement lays out expectations of student conduct, with a focus on safety as students move around the building. We cannot outline exactly which school rules will apply and which will not, but if students are jeopardising their own safety and the safety of others by failing to observe social distancing, or disrupting the learning that is taking place in the taught lessons, then they will be asked to return home. We do not want to ask any student to leave the site but we must prioritise the safety and learning of those who have decided to return to school.*

13. Can my child use a phone in school?

*We understand that students may wish to bring their phones to school. Students will not be able to store their phones in their lockers. We will ask students to ensure that phones are not used anywhere in the school building.*

## **Conclusion**

**Firstly, after you finish reading this letter, please remember to complete the linked questionnaire, confirming your decision about students in your household returning to school from June 15 2020:**

**([https://forms.office.com/Pages/ResponsePage.aspx?id=\\_kyQ5oCzYEWtMU-piuzRcn7A1mGzwohDiGUYrQGKs01UM1E2SjBFMFNBVURXRTVHVDZKUzQ2M0i1Ui4u](https://forms.office.com/Pages/ResponsePage.aspx?id=_kyQ5oCzYEWtMU-piuzRcn7A1mGzwohDiGUYrQGKs01UM1E2SjBFMFNBVURXRTVHVDZKUzQ2M0i1Ui4u))**

I do hope that you have found this letter to be informative. Thank you for the support and feedback we have had since the school was closed to the majority of our students on March 20 2020. We want to support as many Year 10 and Year 12 students as possible in school; it will be nice to see more students back in the building and we are sure that the face-to-face lessons with subject teachers will be valuable. The teachers are all hoping that this is the beginning of a return to the busy, happy learning community that students at Colfox are used to.

If you have any specific questions or queries, please contact the school office ([office@colfox.dorset.sch.uk](mailto:office@colfox.dorset.sch.uk)) who will direct your email to the appropriate colleague. Alternatively, you can contact the office by phone on 01308 422291.

Yours faithfully,



Thomas Neill  
Deputy Headteacher KS4  
[neillt@colfox.dorset.sch.uk](mailto:neillt@colfox.dorset.sch.uk)

## **Sir John Colfox Academy COVID 19 Home-School Agreement**

In order to protect students, staff and parents/carers during the current pandemic, we have created some additional expectations for students and parents/carers of our academy. These will apply in addition to our normal expectations, until we have official advice that the virus is no longer a risk to the country's health.

- Students displaying symptoms of COVID 19 or who live in a household where someone is displaying symptoms **MUST NOT** attend the Academy. In these circumstances, national guidance must be followed in terms of self-isolating. Individuals displaying symptoms must self-isolate for 7 days and everyone else in the household for 14 days. Symptoms of being unwell include showing signs of a raised temperature, fever or a new continuous cough, loss of sense/smell.
- To stop the spread of infection, parents/carers will not be able to enter the Academy site. Should you wish to speak to a member of staff, please make an appointment by contacting reception (01308 422291) A telephone call will be arranged in order for you to speak to the member of staff.
- Students will not be expected to wear school uniform.
- Students do not have to wear facial coverings, however they can, if they wish to, wear a facemask.

Arrival and leaving the Academy:

- Students must arrive on Academy site at their allotted time only. In line with Government guidance, students should not travel to and from school in groups of more than six and should make sure they are maintaining social distancing if they travel to school on foot with other students.
- Students should not share lifts with other families on the way to and from school. This is important if we are to minimise the risk of infection spreading in the community.
- Students should use the hand sanitizer provided at the start of each day and stand in the designated areas outside the entrance to the school.
- Every student will have their temperature taken on entry to the building by a member of staff. If a student's temperature is outside of the normal range, at least one further temperature check will take place in order to ensure that the reading is reliable. If a student's temperature is too high (above 37.8 degrees Celsius) then we will contact parents and ask them to collect the student. Any other student from the same family will also need to be collected at this time as well.

During the Day:

- On arrival and leaving the classroom, students must use hand sanitiser, and it can be used on a regular basis, at the member of staff's discretion.
- During lessons each student will have their own desk and will be distanced 2 metres from their nearest neighbour. They must not leave their desk without permission in order to maintain appropriate distancing.
- Students must sit in the appropriate seating plan as resources, books, work etc. will be set out prior to students entering the classroom.
- Students should bring their own stationary equipment. They will need to use a pencil case that can be wiped clean (i.e. no soft fabric or fluffy cases).

- Students will not mix with students from other groups whilst in the Academy.
- When moving around the Academy, students must follow the specifically designated routes and must remain 2 metres away from other students (supervised by staff to ensure this distance is observed).
- The expectation is that students will not leave their classrooms during lessons for toilet breaks. However, if a student needs the toilet during a lesson, they will be taken by a member of staff to use the toilet.
- Students should bring their own drinks on site. They will not be able to use the water fountains to fill up bottles. No fizzy or caffeinated drinks are allowed on site.
- If a student feels unwell during the school day, they will be accompanied to the medical area where a parent/carer will be contacted and asked to pick them up.

Break and lunch time:

- Students will be supervised during break times and will be expected to maintain social distancing of 2 metres.

Whilst in the Academy, normal expectations must be adhered to. Students must comply with staff expectations at all times so that staff can keep them safe. Any student who refuses to comply with the reasonable requests of staff, given the current extraordinary circumstances, will not be allowed to attend the Academy and will be expected to work from home with their parents/carers' supervision, until it has been agreed with the Deputy Headteacher KS4 (Tom Neill) or Head of Upper School (Nathan Bartlett) that they are able to return.

Students are expected to observe Government guidance regarding social distancing on the way to and from the Academy and outside of Academy hours. Where we have evidence that this guidance is not being followed, parents/carers will be contacted. In such instances the Academy will prioritise the safety of staff and students and students will not be able to enter the site.

The latest national guidance for parents and carers can be found here:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june#what-if-my-child-is-eligible-but-has-siblings-who-are-not>

Parents and carers agree to abide by the Headteacher's decision regarding expectations during this pandemic.

## Timetable

NB: These dates and times are indicative. Final timetables will be released in the w/b 8.6.20.

### Week Beginning 15 June 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Session 1</b>	Y10 English 1.1	Y10 Maths 4.1	Y10 Science L1.1	Y10 English L1.2	Y10 Maths 4.2
<b>Session 2</b>	Y10 English 2.1	Y10 Maths 3.1	Y10 Science L2.1	Y10 English L2.2	Y10 Maths 3.2
<b>Session 3</b>	Y10 English 3.1		Y10 Science R3.1	Y10 English R3.2	
<b>Session 4</b>					
<b>Session 5</b>					
<b>Session 6</b>					
<b>Session 7</b>					

### Week Beginning 22 June 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Session 1</b>	Y10 Science L1.2	Y10 English R2.1	Y10 Maths 1.1	Y10 Science R2.1	Y10 English R2.2
<b>Session 2</b>	Y10 Science L2.2	Y10 English R3.1	Y10 Maths 2.1	Y10 Science R3.1	Y10 English R3.2
<b>Session 3</b>	Y10 Science R1.2		Y10 Maths 5.1		
<b>Session 4</b>					
<b>Session 5</b>					
<b>Session 6</b>					
<b>Session 7</b>					

### Week Beginning 29 June 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Session 1</b>	Y10 Maths 1.2	Y10 Science R2.2	Y10 Geog A 1.1a	Y10 History A 1.1	Y10 Geog A 1.2a
<b>Session 2</b>	Y10 Maths 2.2	Y10 Science R3.2	Y10 French A 1.1	Y10 Geog A 1.1b	Y10 Geog A 1.2b
<b>Session 3</b>	Y10 Maths 5.2		Y10 Span A 1.2	Y10 Span A 1.1	Y10 History A 1.2
<b>Session 4</b>			Y10 Comp A 1.1		Y10 Comp A 1.2
<b>Session 5</b>					
<b>Session 6</b>					
<b>Session 7</b>					

### Week Beginning 6 July 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Session 1</b>	Y10 RM B 1.1	Y10 Art B 1.1	Y10 Eng. C 1.1	Y10 Txt B 1.1	Y10 Art B 1.1
<b>Session 2</b>	Y10 History B 1.1	Y10 Bus B 1.1	Y10 Geog C 1.1	Y10 RS D 1.1	Y10 Bus B 1.2
<b>Session 3</b>	Y10 PE B 1.1	Y10 History B 1.2	Y10 Drama C 1.1	Y10 Music D 1.1	Y10 Span D 1.1
<b>Session 4</b>					
<b>Session 5</b>					
<b>Session 6</b>					
<b>Session 7</b>					

**Week Beginning 13 July 2020**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Session 1</b>	Y10 Media C 1.1	Y10 PA D 1.1	Y10 PE C 1.1	Y10 Drama C 1.2	Y10 Art D 1.1
<b>Session 2</b>	Y10 PE C 1.1	Y10 Art D 1.2	Y10 Eng. C 1.2	Y10 Media C 1.2	Y10 Span D 1.2
<b>Session 3</b>		Y10 Art D 1.1	Y10 Geog C 1.2		Y10 PA D 1.2
<b>Session 4</b>					Y10 RS D 1.1
<b>Session 5</b>					
<b>Session 6</b>					
<b>Session 7</b>					