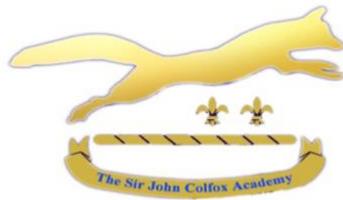


The Sir John Colfox Academy



Inspiring Learning, Achieving Excellence

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

16 July 2020

Dear Parents

As we approach the end of the school year which has been difficult and challenging in the last few months, I would like to thank all the staff, parents and students who have worked so hard to ensure that the learning has not stopped. We now look forward to September, where we will be able to get back to a bit more normal schooling. I wanted to outline a few changes to the school day and some of the measures we are putting into place to keep everyone safe.

On Friday, I joined an online West Dorset Headteacher meeting to look at the early considerations for reopening fully in September. It is clear that the uniqueness of each of our schools will require a different approach to meeting as much of the guidance as is possible. It is not possible for a single model to be adopted and, therefore, schools will need to find their own solutions to ensuring they can reopen fully in September.

A joint statement was prepared by those present which can be read below:

'This is our school. There are many like us, but we are unique, and our context has shaped the decisions taken and the provisions made. There can be no single model for reopening and therefore, what we provide is likely to vary from that provided by other schools, both local and national. Our decisions have been driven by the needs of our students, staff and community, they reflect our educational approach and our desire to do what is best for our stakeholders within the confines of the current national situation, our local context and the flexibility of our physical resources. We continue to use our funding and available resources to the best of our ability, ensuring that we provide the best education possible to the students in our care.'

Information at the end of the letter shows tutor rooms and other key information and we will spend the first day going through this in detail with your child.

The first change will be that we are staggering year groups on the first few days. This is so we can go over the routines and expectations, which will be different during these times. Therefore only **Year 7 and the Sixth Form will start on Monday 7 September 2020. All other year groups will start on Tuesday 8 September 2020.**

Students will not be allowed on site before 8.30am in the morning and we cannot offer breakfast club at this time. Students will enter the Academy at different entrances and they must use the hand washing facilities on entry, there will be a member of SLT to help them.

For the first day Year 7 will come to the hall but all other year groups must enter via the following doors.

Year 7-8 A block

Year 9-10 B block

Year 11 C block

Sixth Form – Sixth Form fire escape

The reason that they will enter through these doors is because we have changed the location of the tutor rooms, as soon as they arrive they need to head straight for their rooms. These rooms are now located in Year group areas and these will be their bases as well for break time and lunchtime. We have also allocated outside zones for these times so they can be outside if the weather is fine.

I have taken this measure to keep year groups in 'bubbles' and this is important to ensure that if we were to have a case of Covid we could quickly identify who we might need to ask to self-isolate, this could be a particular group or the whole bubble. The aim is to keep everyone safe so we will be adapting our behaviour policy to include consequences for deliberately breaking these bubbles.

Students will meet other year groups as they move between lessons but this brief passing in corridors or outside is allowed.

While inside the academy students will move around in a one way system. The bottom floor corridor will be for moving from C block in the direction of A block and the top floor will be for moving from A block in the direction of C block. In each block one of the staircases will be for going up and the other for going down.

Students will be encouraged to enter classrooms on the ground floor via classroom fire exits.

Lesson 3 will now be shorter. Year groups will have set times for use of the canteen and will be in their indoor and outdoor zones for the lunch break. Food will not be available at break and all food will need to be eaten in their tutor rooms. The exception to this is Year 11 who will be the last group to use the canteen and can eat in there. In order that we can stagger the lunch time and to all start lesson 4 at the same time an additional tutorial session has been created. In this we will run the tutorial programme as the morning tutor time will be shorted and focused on helping students plan their day. From 12.15-12.40pm Key Stage 4 (Years 10 and 11) will have a tutorial session this will be in their tutor group zones. From 1.00-1.20pm Key Stage 3 (Years 7, 8 and 9) will have their session. This will mean that Lesson four begins at 1.25pm.

Lesson 5 will also be staggered so that students do not leave the academy on mass. Exiting the school will be done, where possible, through the fire exits. Initially we will not be running any extra curricular clubs but will review after a few weeks, therefore, once your child leaves their room they should leave the site. If they are meeting siblings or are catching a bus then they will stay in lesson 5 with their teacher until 3.30pm.

Finishing times for September:

Year 7: 3.15pm

Year 8: 3.20pm

Year 9: 3.25pm

Year 10: 3.30pm

Year 11: 3.30pm

Sixth Form: 3.30pm

From September we will not be issuing lockers and we expect all students to carry their bag around. At break and lunch these can be left in their tutor rooms. We expect all students to be well equipped in September with all the equipment they need for each lesson. Full school uniform must be worn.

The water fountains will not be in use so students will need to bring in a bottle of water in. Jugs of water will be available in tutor rooms for them to fill up their bottles during the day.

Classrooms will be set up in a different way than normal. Each classroom will have a taped off area where the teacher will be located. Teachers will not be able to move around the classrooms as easily and if they

leave their area they will use a face mask and or visor. All teaching assistants will wear these as they will be working more closely with students. Students will be in rows and as they are in their bubbles they do not need to be distanced from each other.

Students will enter the room without lining up and their teacher will have an activity for them to start while everyone arrives. As they enter the room they will wash their hands and also spray and clean their desk area. Some teachers in more practical subjects might be wearing visors and gloves and not have a zoned off area this is because they will be working more closely with students. Each room will have the doors and windows open (for as long as we can in the autumn) to keep a breeze flowing through the rooms.

Parents will not be able to access the building and should wait outside the gates when picking up their children so that we can maintain the bubbles. If you are picking up your child by car please can you wait in your car for your child to come out. Any parents wishing to talk to a member of staff should telephone the office and make an appointment.

Year 10 extra info:

A number of parents have asked about work for year 10 students over the summer holidays, and I am pleased to say that we are able to provide some work for students to complete during this time. I am aware that not all parents will want their children to carry on working through the holiday, but others will want their children to continue to 'keep in touch' with their GCSE subjects. The work that students are set will give them a chance to consolidate the content that they covered in each subject during the lockdown. As such, whilst it is recommended that students complete this work, it is not compulsory. Work for students can be accessed via Microsoft Teams and via the school website: <https://www.colfox.org/summer-bridging-work/>.

The main thing we need to remember is good hand hygiene as well as regular cleaning to prevent the virus spreading, we will clean between lessons and hands will be washed on entry to the building and as they enter each classroom area. We also need all students to move between lessons as quickly and as sensibly as possible.

School will be different but once students get used to this routine we can start adding activities and try to get back to some sort of normal but we must remember that the virus is still out there and safety of the school community is key, by us all working together we can ensure we can provide good quality learning in a safe environment.

This year we say goodbye to:

Mr Tom Neill – Deputy Headteacher. Tom has worked in Colfox for the past four years and is an outstanding senior leader, he took on the role in January as Acting Deputy Headteacher and has risen to that challenge. He will be moving to the position of Vice Principal at Wey Valley school in Weymouth, I am sure he will be outstanding and a Headteacher very soon. We wish him luck and will watch his career with interest.

Miss Jenny Attwell – PE Teacher. Jenny is a fantastic teacher and we will miss her enthusiasm.

Miss Rebecca Parsons – Second in Science – Rebecca has been an excellent second in the Science Department and is an outstanding teacher. She takes up a new position of Head of Science and she will be fantastic.

Mrs Deborah Harding – Science Teacher – Deborah is relinquishing her Cover Supervisor post and taking on a full time Science position in September and we wish her luck.

Miss Kirsty Moore – Geography Teacher – Kirsty leaves us and teaching for a bit, but we hope we can incise her back at some point!

Mrs Jackie Connelly – Teaching Assistant in MFL – Jackie leaves us to retire and we wish her a very restful and enjoyable time.



I am delighted that we are welcoming some new staff to our school team:

Laura Webb – Deputy Headteacher

Matthew Bell – Geography Teacher

Paul Hilder – Maths Teacher

Kirsteen Hall – MFL Teacher

Arnikah Brown – Temporary PE Teacher

Tom Haigh, Connor Porter and Carrie-Anne Sharma – Science Teachers

Alison Spear – Temporary Textiles Teacher

Richard Jacobs and Tracey Phillips – Teaching Assistants

Calendar and Proposed Trips and Visits

Attached to this letter is our Parents Calendar 2020-2021 and proposed Trips and Visits. I hope you find this helpful.

Thank you for all your support all the staff at the school appreciate it and we are all looking forward to welcoming all students back in September. I hope that you all have a good break and that the students are looking forward to getting back in September.

Yours sincerely



Adam Shelley
Headteacher

The following will provide you with some more information about September opening.

Timetable:

	Year 7	Year 8	Year 9	Year 10	Year 11	6th Form	
Tutor	8.40-9.00	8.40-9.00	8.40-9.00	8.40-9.00	8.40-9.00		In Zone
1	9.05-10.05	9.05-10.05	9.05-10.05	9.05-10.05	9.05-10.05	9.10-10.10	
2	10.10-11.10	10.10-11.10	10.10-11.10	10.10-11.10	10.10-11.10	10.15-11.15	
Break	11.10-11.25	11.10-11.25	11.10-11.25	11.10-11.25	11.10-11.25	11.15-11.35	In Zone
3	11.30-12.15	11.30-12.15	11.30-12.15	11.30-12.15	11.30-12.15	11.35-12.35	
Lunch	12.15-1.00	12.15-1.00	12.15-1.00	12.40-1.30	12.40-1.30	12.35-1.20	In Zone
Canteen Time	12.15-12.30	12.30-12.45	12.45-1.00	1.00-1.15	1.15-1.30		
Tutor Time	1.00-1.20	1.00-1.20	1.00-1.20	12.20-12.40	12.20-12.40		In Zone
4	1.25-2.25	1.25-2.25	1.25-2.25	1.30-2.30	1.30-2.30	1.25-2.25	
5	2.30-3.15	2.30-3.20	2.30-3.25	2.35-3.30	2.35-3.30	2.30-3.30	

Tutor Bubble Zones:

Zone	Inside	Outside Space	Zone Toilets	Entry and Exit
Year 7	Humanities	Half Tennis Courts and Checker board outside Maths	A lower	Humanities Fire exits or A block doors
Year 8	Maths	Half Astro Turf and Outside area by Preschool	A Upper	Maths Fire exits or A block doors
Year 9	English	Field behind Tennis courts and Area between Library and board room	B Upper	English Fire exits or B block doors
Year 10	MFL	Half of Tennis courts and amphitheatre	B Lower	MFL Fire exits or B block doors
Year 11	Art/Textiles/C101	Half of the Astro turf and space leading to C door into building	C Upper	Art/Textiles/C101 Art room Fire exit or C block doors

Tutor Group Rooms:

Year 7	Year 8	Year 9	Year 10	Year 11
T7MAB - A102	A8JCC - A113	A9JP – B208	A10LTB- B219	A11JS-C206
A7PJH - A103	T8AJN - A112	F9NA – B210	A10LC- B216	F11TP-C205
F7CP - A104	H8NLB - A114	HPH- B211	F10CFB- B215	F11KEH-C204
H7RFP - A105	H8CAS - A111	T9EMA-B212	H10KFM- B217	H11SW-C101
F7KSH - A106	F8JG - A110	T9JW-B213	T10BWH- B218	T11AU- C203

Movement:

Movement	
Top Floor	A - C (direction)
Bottom Floor	C – A (direction)
Nearest fire exit for entry and exit to ground floor rooms	

A Block
Near A block entry Stairs UP
Near B Block entry Stairs DOWN

B Block
MFL Stairs DOWN
English Stairs UP

C block
Near PE changing rooms Stairs DOWN
Near B Block entry Stairs UP