

The Sir John Colfox Academy



Inspiring Learning, Achieving Excellence

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

2 September 2020

Dear Parents

We are really looking forward to welcoming all our students back next week. I have put together the information from my end of term letter with some updates based on the latest government information and some feedback from you. I hope you find this information helpful.

We cannot wait to start teaching your daughters and sons again. We have made the academy as safe as we can and are ready for Monday.

I am aware that getting back into school routines might be hard for some. We recognise that many parents and students may be worried about coming back into school when we have all been avoiding large groups, but I can reassure you that the plans I have put in place will allow us to operate safely.

We all need to work together to ensure we follow the rules and guidance from the government, so please reinforce with your children the need to listen carefully when they come back to school and follow all the instructions from teachers as this will keep our school community safe.

I have made some short films to show you how to get around the academy and how the zones will work, which will be available on our school website by the end of this week. They are also already published on the Minerva Learning Trust's YouTube channel. School will be different, but all of our school staff will support your child through this difficult time until we can get back to normal.

Thank you for all your support throughout this pandemic over the last six months. By working together we will get through this next phase. We can't wait to see everyone back again and enjoying their education together.

Yours sincerely

Adam Shelley
Headteacher



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UPDATES:

Opening time:

I have taken the decision to open the doors at **8.15am** to allow students to come into the academy as soon as they arrive rather than waiting till 8.30am, however as soon as students are inside they need to head directly to their tutor rooms.

Face masks:

The latest guidance about face masks says that if we are in a local lock down these will become compulsory in communal areas. We are currently not near this phase, however if you or your child feel you would like to use one in the corridors and canteen then they may wear one. I do have some concerns about how students will be keeping these clean so we will be giving them guidance when they come to school. If they choose to wear one they need to bring in a plastic bag to store it in while they are in lessons. Facemasks will need to be worn on public buses.

Buses:

Dorset transport have said that all buses will run as usual and we are getting information about various routes. The latest is that C1 and C2 will be a closed service, this means that only Colfox students will be on these routes. When on the buses students must sit in their year group bubbles. Please pay attention to the drivers who will be requesting this. A member of SLT will be supervising students on to the buses at the end of the day in year group bubbles.

Marking and Homework:

We will not expect work in books to be marked by the teachers as they need to leave the books for 48-72 hours as a safety measure. The teacher will give feedback verbally in the classroom and students will mark tests themselves. Our main written feedback this year will be through homework and where possible homework will be set via Teams the online platform we have been using during lockdown. Year 7 will be shown how to use this. It is important that we use Teams not only for the homework, but also in case we have to go into another lockdown or partial lockdown.

Library:

The library will be closed to pupils and this space will become a staff work area. We have invested in an online library which students will be able to access and Mrs Dixon will be getting this up and running over the next few weeks.

Canteen:

The canteen will not be open at break but will be available at lunchtime for grab and go meals. These will be paid for using the biometric system which will be cleaned between uses.

End of school day and extracurricular activities:

We will not be able to offer extracurricular activities and all students must leave the building at the end of the day. This is so that the academy can be cleaned before the next day. This is a real change as extracurricular activities is a big part of Colfox as well as students being able to stay in school to do their homework until 5pm. This is one area that I will be monitoring closely as I hope once we are back into the routine we will be able to offer some of our usual activities in year group bubbles.

Heads of School:

I have made some changes to the Heads of School for next year. If you need to contact your child's Head of School they are:

Mr Bartlett – Head of Lower School (Year 7 and 8)
Mrs Chudley – Head of Middle School (Year 9 and 10)
Mr Farrow – Head of Upper School (Year 11)
Mr Teasdale – Head of Sixth Form

Start of term information:



Monday 7 September: Year 7 and Sixth Form only

On Monday 7 September **Year 7 will come to the hall via the main doors in reception and the Sixth Form will use the Sixth Form fire escape** leading into the Sixth Form work room.

Tuesday 8 September: All year groups

Entry and exit from the building:

Year 7-8 A block

Year 9-10 B block

Year 11 C block

Sixth Form – Sixth Form fire escape

Finishing times from Monday 7 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

Bags, equipment and uniform:

All students are to carry their bag around to each lesson and once they have got the equipment out for the lesson to place this under their table. At break and lunch these can be left in their tutor rooms.

We expect all students to be well equipped for each lesson.

Full school uniform must be worn.

Water:

The water fountains will not be able to be used so please bring a bottle of water in. Jugs of water will be available in tutor rooms for you to fill up your bottles during the day.

Entering classrooms:

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 if they are 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:

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 or have a telephone conversation.



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	HPTH- 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