

The Sir John Colfox Academy



Inspiring Learning, Achieving Excellence

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

September 2020

Dear Parents

I hope you have all had a safe and relaxing summer. I am writing to you to outline the Year 7 only day on Monday 7 September and to update you about some Covid guidelines. I know that many of the normal transition events have not taken place but I hope you have been able to read the letters from your child's tutor and watch the many fantastic videos put together by Mr Farrow to support your child's transition to Secondary School. All of these can be found on the school website.

On Monday your child's tutor will go through the Coronavirus expectations to ensure your child understands how the school will run. I should add that these may be subject to change in response to government guidelines on school opening and health precautions. Mr Shelley wrote to all parents this week with updates and the latest guidance.

On Monday school will be open from **8.15am** and **staff will be waiting at the Main Reception to welcome your child and direct them to the Main Hall. Due to social distancing it is important that parents do not enter the school building and you encourage your child to enter the building quickly. We expect to see your child in full school uniform.** It is important that everyone is in the hall by **8.40am** for the Welcome Assembly.

From 9.05am until lunchtime your child will be with their tutor. During this time they will complete many introductory tasks that include, completing the fingerprint set up for the canteen; tutor group 'getting to know you' tasks; a Covid 19 expectations presentation; a tour of the school; a tutor group photograph and an introduction to their secondary school timetable. Throughout this day we will be following the adjusted school timings that Mr Shelley has put in place due to Covid 19 and your child will have their break and lunch at the allotted times in their zoned areas. After lunch, your child will attend their first lesson at Colfox which could be Drama, French, Music or Technology.

They will have the final period of the day with their tutor to reflect on what they have learnt before finishing at **3.15pm**. This finishing time will be in place until further notice to support social distancing. If your child cycles or walks to school it will be important that they leave the site promptly. If you are going to be picking your child up from school it is important you remain in your vehicle to ensure social distancing. If your child catches a bus, they will remain supervised in their class until 3.30pm when they will be allowed to go and get on their bus. Senior staff will be present to support social distancing measures when your child gets on the bus.

The following day they will spend most of the morning with their tutor to continue learning the school expectations and routines before continuing with lessons from period 3 onwards.



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The Registered office is at: **The Sir John Colfox Academy, The Ridgeway, Bridport, Dorset DT6 3DT**
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Other Covid Information:

The information below corresponds with the letter Mr Shelley sent out earlier this week.

Opening time:

The school will be open to students at **8.15am** to allow them 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 incase we have to go into another lockdown or partial lockdown.

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. Year 7 students will complete the set up process for the biometric system on Monday morning. Please see Mr Farrow's transition videos on the school website for more information about this.

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 Mr Shelley will be monitoring closely as he hopes once we are back into the routine we will be able to offer some of our usual activities in year group bubbles.

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.



Students will find out when they have PE lessons when they receive their timetable on Monday. They will have to carry these bags around with them on PE days.

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.

I am really looking forward to meeting your children and yourselves as the year progresses. I hope you have a safe and restful summer.

Yours sincerely

Nathan Bartlett
Head of Lower School

