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Headteacher: Mr J Parr BA Hons

10th July 2020

Dear Parents/Carers,

We hope that you and your families are safe and well as we approach the end of term. At no point did I think that I would be writing to you following such a significant period of disruption to education, not only nationally but internationally. I would like to thank you for the support that you have provided throughout the period of school closure, both for your child/ren at home and our staff, who have all worked tirelessly to adapt to new ways of remote teaching and working.

On the note of remote learning, we have reviewed how well pupils have been progressing with their work over recent weeks and are pleased to see that the vast majority of our students have been working hard on the work set in all or most of their subjects. This contrasts with the national picture, where large numbers of students have done little work, as published recently in the press. The hard work of our pupils, parents and staff means that when we reopen fully, there may be some pupils in a class who have fallen behind, but most pupils will be well positioned to move on with their work.

For Year 11, we will be writing to students next week regarding their GCSE results and how we will make them available. We will, of course, make sure that we have the staff available to contact to help students with any queries and to be able to support if needed.

At this stage in the summer term, we would normally inform you of our plans for the new academic year. This year we have been uncertain what September might look like for schools, so have not been able to make firm decisions, although I am pleased to let you know that we are fully staffed for the new academic year. You will know that last week, the eagerly anticipated Government guidance was published, so we are grappling with some of the detail within the guidance, to make sure that we can best provide education whilst ensuring that risk has been mitigated. What we do know is that a return to 'normal' school life will not be possible in September and students (and staff) can expect to find some changes to their daily routines. Although we haven't finalised how we might do things, we would still like to share an overview of our current thinking with you now, along with some information about specific aspects of re-opening. I urge you, therefore, to carefully read the appendix overleaf - lots of information but very important.

Please rest assured that our prime focus, with such change and uncertainty, will be ensuring that our students are looked after and as best possible, not worried about their return to school. We appreciate that they may have concerns about any gaps that they may feel they have in their knowledge, understanding or skills, so we will work hard to make sure the support is there to help them. We understand the social aspect of school life has been missed too. Although we must keep year group 'bubbles' separated throughout the day, we hope that the opportunity to be in school, with others from their year group, will provide students with some much-needed contact with their peers.

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Above all, we are really looking forward to opening fully in September and welcoming all our students back, hopefully to a new form of normality!

With best wishes,

J Parr

John Parr
Headteacher

Appendix

Teaching, Learning & Assessment

We will need to meet the Government expectation that year group 'bubbles' are kept apart wherever possible. This has a notable impact on how students access lessons, especially the rooms with specialised resources, such as science labs, art, music, PE, DT, Computing and Drama rooms.

Each year group will be based in a zoned area of the school for most of their lessons, this is to avoid students mixing outside of their year groups, and staff will move from zone to zone as the timetable dictates. When students need to access specialist rooms, for example for practical subjects, there will still be some movement around the school and out of the year group zone. Using zones will mitigate the risk associated with moving every lesson. Movement between zone classrooms and specialist rooms will use the shortest route possible and where possible use routes outside of the building. There will be a one-way system in place inside the school for students. Adults in school may not always adhere to the one-way system to facilitate quicker movement between zones at lesson changeover times, to avoid classes waiting for the teacher to arrive. Some staff will be outside the building directing the movement of students between zones. It will be vital that students cooperate with the one-way system and follow the directions given to them in order to get to their teaching rooms. This may well differ from the route they previously used, and may not be the shortest route to their destination, but we must avoid year groups coming into contact with each other and remove congestion from the corridors, entrances and exits at lesson changeover times.

Within the classroom we will be unable to share equipment with students, this is to mitigate the risk of infection, so it is vital that they have their own pen, pencil, rubber, ruler, pencil sharpener, coloured pencil crayons, scissors, glue, protractor, pair of compasses and a scientific calculator. It would be a good idea to have a decent sized pencil case that holds all this equipment, including spare pens. This will mean a change of approach for some students who previously came to school with a limited set of equipment.

Teachers and Teaching assistants will have to maintain a 2m distance for most of the lesson, meaning the teacher will spend less time at student desks and teaching assistants will not be able to sit next to students as they may have in the past. Students will not be allowed to enter the area around the teacher's desk and should remain in their designated seat during the lesson (unless it is a practical lesson of course). Whilst teachers are able to collect in exercise books to look at work to mark, they will have to be in quarantine for 48-72 hours before they can be looked at, this could mean that the frequency of written feedback would be reduced. This is far from ideal and we are working on digital solutions to capture student work to mark and return electronically. This will reduce the need for books to be collected in and will mean feedback can be viewed whenever and wherever students wish to. This is likely to involve the 'Assignment' and 'electronic exercise book' areas of Microsoft Teams. This is a good thing and will ultimately lead to more timely feedback.

Some classrooms may be used by different classes within the same day. We have allocated an additional 5 minutes to each period and will be asking students in these class rooms to wipe down their desk with a fresh paper towel and place the towel in the bin on exit from the classroom, at the end of each lesson. Rooms will be cleaned at the end of each day by cleaning staff.

The above, whilst not perfect, will reduce movement of students around site and therefore the potential for year group bubbles to mix. Whilst we cannot guarantee that students will not mix at all at some time, for example if their paths cross outdoors when moving to specialist classrooms, we will try our best to limit opportunity for this to happen. Thank you for your understanding.

Key Stage 3 setting will remain the same at the start of the Autumn Term until we are able to carry out a robust assessment of each student's knowledge and understanding using the assessments that would have been completed in the Summer Term. In order to facilitate bridging any gaps for Year 11 students, some changes to setting may be made straight away in English/maths/science. Departments have been busy working on a revised curriculum for their subject areas, which will allow them to identify the gaps in students' knowledge and understanding of the work covered during the lockdown period, whilst also moving forward with the next stage of the curriculum. The revised curriculum documents will be shared on the curriculum area of the school website and will be clearly labelled as Revised Curriculum 20-21. Should you have any concerns about any subject then please contact the Head of Department (email addresses available on the school website).

Assessment will take place for all Year groups within the first half term and teaching groups may be adjusted as a result of these assessments in-line with our setting policy. It is vitally important that all students are provided with every opportunity in and out of lessons to bridge gaps in their own knowledge before we carry out these assessments and they will be given plenty of notice as to when these 'Summer assessments' will take place. No child will miss out as a result of the lockdown. Use of the knowledge organisers on the curriculum area of the school website is vital. These are available for all subjects.

Remote learning

We are continuing to prepare for any remote learning that may need to take place in the next academic year. We have overcome many barriers, particularly with IT equipment, as have many families. It has not always been easy to facilitate quality remote learning experiences and we are working on a lease/purchase scheme for school ready devices that will overcome many of the frustrations and issues experienced with working remotely. We will release details of this as soon as we can. We are also working hard to upgrade the IT infrastructure in school to improve the use of technologies in school too, all of which will have both short and long-term impact on teaching and learning. We are confident that, should the need arise, we will be able to provide a quality distance learning experience using the systems we have established during the lock down period.

SEND

From September the rules that govern SEND support and Education Health Care Plans (EHCPs) will return to normal. As a school we will continue to do our best to meet the needs of all of our SEND pupils. Although SEND provision may need to look different, pupils who have an EHCP should expect the provision that is outlined in their plan to resume as normal.

When we return in September, it is clear that some of the 'close 1-1' support that pupils will be used to will not be possible. Our Teaching Assistants remain committed to helping support our SEND pupils access the curriculum, however we must also ensure that all members of staff are able to work with pupils at a safe distance. With this in mind, it is likely that some SEND pupils will be supported using extraction work in smaller year group support bubbles. Mr Ward will liaise with parents if there is to be a change to your child's education provision. Parents are invited to contact Mr Ward directly if they have concerns about how SEND provision will look for their child.

Uniform

On returning to school in September and in line with government guidance, all students are required to be in correct uniform. School Shop Direct is currently open and all uniform is available to be purchased. Students will require a navy polo-shirt and v neck jumper (with their House name) and either black skirt or trousers. Please can you ensure that your son/daughter has the correct uniform, including school shoes, as trainers and boots are not allowed. PE will still take place where we can do so safely, so please also ensure your child has the correct PE kit. Can I bring your particular attention to jewellery, false nails, make-up and hair colour? We are aware that lockdown may have resulted in your child/ren taking the opportunity to try different things with their appearance. So, to avoid any upset or conflict in September, please note that where worn, only one pair of stud earrings and a wristwatch is permitted, but no other jewellery or piercings. Make-up and false nails are also not allowed and hair must be of a natural colour, as per our uniform policy. Thank you for helping us, by sending your child in to school in line with our appearance and dress code expectations.

Attendance

From September, attendance will once again be mandatory and we will be looking forward to welcoming all students back. You will know that it is the parents' duty to ensure that their child attends regularly and we will be working with the Education Access team at the Local Authority to secure full attendance. With this in mind, all students are required to attend on a daily basis unless unwell, or they/their parents are following clinical/public health advice to isolate / be tested. If your son/daughter show any symptoms of Covid-19 please do not send them in to school, but follow the Government guidance and inform the school office.

Vertical Tutoring / assemblies

As you will be aware, we need to keep year groups separate in school, which will have an impact on our vertical tutoring system. In September there will be no tutor time to begin with, as these are mixed age groups. Instead, students will be expected to go straight to period 1 at 8.50 and be registered in their teaching group. However, the tutor groups will still be set up 'in the background' in preparation for the return to vertical tutoring, when we can. The tutor will still be the first point of contact for parents who have any queries regarding their son/daughter at school.

Similarly, with assemblies, we are unable to mix year groups. So, to begin with, we will not be delivering assemblies. Where necessary, we may convene year groups in the hall, but students will be required to sit on the floor (it will be clean!) as we will be unable to set up free standing chairs or clean seats on the raked seating.

Clubs

With the proposed changes to lunch time, students getting used to a new structure and some staff teaching whilst students are on lunch, clubs will not run in the first instance. This will be reviewed as we progress through the term and we are looking at the possibility of some virtual clubs taking place.

Staggered break/lunch

Being a rural school, the vast majority of students arrive by Local Authority or school provided buses. We are therefore unable to stagger the arrival or departure of our students, as the Government have recommended. However, we are working hard to rearrange the day and timetable to accommodate both staggered break and lunch times. Again, this has significant knock on effect to how and where students are taught, but to best achieve a staggered system, we will need to reduce lunch time to 30 minutes. We will likely have three lunch sittings, with hygiene 'wipe down' of tables between sittings. With 5 year groups to feed, but keep separate, we will have two 30 minute lunch breaks, with 2 year groups eating at the same time, but in different rooms. We will then have a further 30 minute lunch break with the final year group eating, again after a hygiene 'wipe down' of surfaces. A similar

arrangement will take place with break time. This means that some students will be in lessons, whilst others are having their break or lunch.

Catering

We are very pleased that Shire Services will be re-opening the school canteen, providing refreshments at break time and food at lunch time for students to purchase. This will need to be through the cashless system, therefore all students whose parents/carers have provided consent, will be set up to utilise the cashless payment during the first week back in September. Please note that cash will not be accepted at all, so if your child is intending to purchase food, they must use the cashless system and have a Parent Pay account with funds available. Apologies for any inconvenience. Of course, students may still bring a packed lunch to eat in the dining hall. All students should bring their own water bottle, filled at home, as we may not be able to use the water dispenser or generation juice machine straight away.

Transport

We have now received the guidance from the Local Authority regarding school transport in September. This has applied the guidance issued by the Department for Education and the Department for Transport. From September, all buses (including our school provided buses), will be running as normal with 100% capacity and therefore no social distancing. If your child travels on school provided transport (at a cost to yourself), you will receive a separate letter in due course, detailing how to set up your standing order. Students travelling on LA transport must travel on the correct bus, according to the bus pass that they have. This must be shown to the driver.

Each bus will sit students in year group “bubbles” with the oldest (Year 11) students sat at the back of the bus, working through the year groups, with the Year 7’s sat at the front. Students **WILL** be required to wear a face covering whilst on the bus. This is a Local Authority and a school provided transport requirement. If your child does not have a face covering, they are unlikely to be allowed to travel on the bus, so please send them with one and maybe a spare, not forgetting that students will need to wear a covering to and from school, so if disposable, two masks per journey. Face coverings may not be possible for some SEND students (please contact Mr Ward to discuss this further if your child has a medical reason for not being able to wear a face covering). Once at school there will be designated bins for students to put disposable face masks in (black bin with PPE only label). If the coverings are not single use/disposable, they must be removed and stored in a sealed plastic bag during the school day. Students will be expected to use hand sanitizer whilst boarding the bus (provided by the bus company) and also on entering the school on arrival. Whilst queuing for buses students are expected to remain socially distanced and when on the bus students are expected to remain seated within their bubble, facing the front and refrain from raising their voices and shouting out. At the end of the school day it is likely that students will be dismissed in their year groups to ensure that they can safely get onto their bus and sit in their year group “bubble”.

For students using public transport, these are currently running at 50% capacity to allow for social distancing and again face coverings **MUST** be worn. A separate letter regarding public transport is being sent to parents, if you have not received this but your son/daughter does travel on public transport please email admin@csschool.co.uk

Further details of the guidance can be found using the links below.

<https://www.shropshire.gov.uk/school-transport/guidance-for-school-transport-provision-from-1-june-2020>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Drop off/pick up

Parents who drop off and pick up their son/daughter will need to ensure that they remain in their cars whilst in the school car park. Thank you.

Please contact us if you have queries regarding the above:

Teaching, Learning & Assessment – Dr Wood

Remote Learning – Mr Bird

SEND – Mr Ward

Pastoral / Transport / Other – Mr Longhurst