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A Colfe's Associate School

Monday 1st March 2021

Dear Parents/Carers

Return to school site for all students

I hope that you and your families are all well. We are eagerly anticipating the return to on site learning for all our students from Monday 8th March. This will be a phased return, and in this letter, we will be providing information on how we are planning to do this. We are keen for everyone, students and staff, to return in the safest possible way, confident and with as little risk as possible.

On this occasion and unlike our return last September, we have the added requirement to test all our students as they return on the first day they are in school. You may have seen from the media coverage of schools return, that all students will be tested 3 times in their first 2 weeks on site. This is to enable us to show and train all our young people how to carry out these simple and straight forward tests which are called Lateral Flow Device Tests (LFDTs). After this initial 2-week period, all students will be provided with a testing kit and enough tests for the remaining weeks of the Spring Term up until the Easter school holiday.

At present, as far as we know, this testing routine will continue after the Easter holiday. At some point in the future, we will be told when this can stop, however, it is dependent on there being no spikes in the transmission of the virus and that the decline in infection rates continues. We all need to do our bit together and individually to make a positive difference.

We will be talking through in detail what this means and how it will work with all our students in their assemblies this week and there will in addition, be a Parents' Information Briefing for each year group Monday to Wednesday this week as well. Details are included in this letter for you. This enables us to speak to all students as well as to all of our parents/carers. This will allow for a full understanding of what is happening, why and how it will all be carried out.

Assemblies this week are as follows:

Year 11: Monday at their usual time into Period 1

Years 7 – 10: will be on Tuesday during the day.

Parents' Information Meetings will be as follows:

Year 11: Monday 1st March 6.00pm

Year 10: Tuesday 2nd March at 5.00pm

Year 9: Tuesday 2nd March at 6.15pm

Year 8: Wednesday 3rd March at 5.00pm

Year 7: Wednesday 3rd March at 6.15pm

If you are unable to attend at these times, there is a final session for parents of any year group on **Thursday 4th March at 5.00pm.**

Zoom Links will be sent out to all parents in each year group for these meetings. Below is a full overview for all year groups of how the phased return and testing will work.

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Date	Timetable A Years 7, 9 and 11	Timetable B Years 8 and 10
Monday 8th March	<p>Year 11 Normal Lessons. Arrive at Forster Park Gate for 8.20am Testing Day 1</p> <p>Years 7 and 9 Online learning following usual timetable with their teachers.</p>	<p>Resource Base Arrive on school site at 11.30am. Testing Day 1</p> <p>Years 8 and 10 Online learning following usual timetable with their teachers.</p>
Tuesday 9th March	<p>Year 11 Normal Lessons</p> <p>Year 9 Normal lessons. Arrive at Forster Park Gate for 8.10am Testing Day 1</p> <p>Year 7 Online learning following usual timetable with their teachers.</p>	<p>Resource Base Normal Lessons</p> <p>Years 8 and 10 Online learning following usual timetable with their teachers.</p>
Wednesday 10th March	<p>Year 11 and Year 9 Normal Lessons</p> <p>Year 7 Online learning following usual timetable with their teachers</p>	<p>Year 10 in school in normal lessons. Arrive at Forster Park Gate for 8.45am Testing Day 1</p> <p>Resource Base Normal Lessons</p> <p>Year 8 Online learning following usual timetable with their teachers.</p>
Thursday 11th March	<p>Year 11 Normal Lessons</p> <p>Year 7 in school in normal lessons. Arrive at Front Gate for 8.15am Testing Day 1</p> <p>Year 9 Online learning following usual timetable with their teachers.</p>	<p>Year 10 Normal Lessons</p> <p>Resource Base Normal Lessons</p> <p>Year 8 Online learning following usual timetable with their teachers.</p>
Friday 12th March	<p>Year 11 Normal lessons Test Day 2</p> <p>Years 9 and Year 7 Normal Lessons</p>	<p>Year 10 Normal Lessons</p> <p>Resource Base Normal Lessons Testing Day 2</p> <p>Year 8 Online learning following usual timetable with their teachers.</p>

On Monday 15th March everyone will be on site for the first time and for **Year 8** it will be their **1st Testing Day**. **Year 8** arrive at the **Front Gate at 8.45am**. We have had to phase our return this way to get the second day of tests for Year 11 and the Resource Base who started back on Monday. Tests 2 and 3 will continue during the week beginning 15th March whilst all students are in normal lessons. For **Year 8** the **3rd Test Day** will be on **Monday 22nd March**.

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Week 2: Week Beginning 15th – 19th March – All students in school and testing continues

Date	Timetable A Year 7, 9 and 11	Timetable B – Years 8 and 10
Monday 15 th March	Years 7, 9 and 11 Normal Lessons	Year 10 Normal Lessons Year 8 Arrive 8.45am Normal Lessons Testing Day 1 Resource Base Normal Lessons
Tuesday 16 th March	Year 7 Testing Normal Lessons Testing Day 2 Years 9 and 11 Normal Lessons	Year 10 Normal Lessons Testing Day 2 Year 8 Normal Lessons Resource Base Normal Lessons
Wednesday 17 th March	Year 9 Normal Lessons Testing Day 2 Years 7 and 11 Normal Lessons	Year 8 Normal Lessons Testing Day 2 Year 10 Normal Lessons Resource Base Normal Lessons
Thursday 18 th March	Year 11 Normal Lessons Testing Day 3 Years 7 and 9 Normal Lessons	Year 10 Normal Lessons Testing Day 3 Year 8 Normal Lessons Resource Base Normal Lessons Testing Day 3
Friday 19 th March	Year 11 Normal Lessons Year 9 Normal Lessons Testing Day 3 Year 7 Normal Lessons Testing Day 3	Year 10 Normal Lessons Year 8 Normal Lessons Resource Base Normal Lessons
Monday 22 nd March	Years 7, 9 and 11 Normal Lessons	Year 8 Normal Lessons Testing Day 3 Year 10 Normal Lessons Resource Base Normal Lessons

To be ready for the return to site, please use this as a starter check list:

1. Check your child's uniform is ready and fits, especially shoes, trousers, skirts and blazer.
2. All students must return in the new school tie we issued in September. These were given to all students in Years 8 – 11 and we do not expect to see any old ties now.
3. Please make sure that your child/children know where their lanyard is. This is a compulsory part of the school uniform. If you cannot find it, please contact school immediately this week and arrange for a replacement lanyard which is £1 and a replacement cashless catering card which all students must have in their lanyard even if they do not use it. This will cost £2. The cost of a replacement lanyard and card is £3 in total. All students have been issued with these before. The lanyard and the card are part of the Corona Virus prevention here on site.
4. Please check that there are funds on the Cashless Catering Card and top it up, if necessary, before the first day back on site.
5. Please set your alarms in the morning so that your child/children are not late for their arrival time to school. They must be here on time please.
6. Please make sure that your child has a proper face covering with them for use in school. If they are going to use a face mask, they will need at least 3 for the day as they will be wearing them for longer periods of time now. A face covering has become part of our normal everyday behaviours now. If the face mask/s used are washable this needs to be done each evening please. New ones will be needed each day if they are disposable masks. Please stock up now ahead of next week.
7. If your child/children use public transport, please check the timetables and schedules as these may have changed.
8. Please check that they have a school bag, their school water bottle and their Student Planner in it ready for their first day back on site and their books for that day. If they have PE, they will need their proper school PE kit which they wear to school that day as before.

Current onsite provision for vulnerable students and children of key workers

From Monday 8th March, the on-site provision we have had in place since the beginning of January, will no longer be available as we return the full school to the site. This on-site provision will continue as normal until Friday 5th March.

On-site conduct and behaviour.

As you can appreciate it is very important that all students always follow the directions given straight away in order to make sure that everyone remains safe.

Face coverings

When students return, they will be expected to wear a face covering when they arrive at the school gates and while they are in any setting where social distancing cannot be guaranteed. This means that face coverings will be worn at line ups, in any queues and the corridors as before. From Monday 8th March this also includes the classroom in accordance with the directions we must work to.

As before face coverings worn should be proper ones designed for the purpose. Face masks should be a single block colour. Bandanas or scarves are not to be used as face coverings. All students must attend school with their own supply of face coverings. This has been the case since we returned to school last September. Most students were very good with this and we thank you for your support; however, we ask that all parents ensure that their child attends with a proper face covering.

Used disposable face coverings are to be disposed of properly and not thrown on the ground inside or outside of school. We have bins with lids in every classroom and around the school for this. Please encourage your child not to throw them on the ground in school or public places for all the hygiene reasons as well as making litter.

Hands – Face – Space

We will continue with our regular use of hand sanitiser, face coverings worn correctly with the nose and mouth covered, as well as keeping 1m social distancing.

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On-site Testing

Thank you to all our families who have already returned the Testing Consent Forms. If you haven't already done this, please do so by the end of Friday 5th March. We do very strongly recommend that all our students have the onsite tests.

Throughout this period of the site being open, staff have been tested twice a week and all students on site have been tested at least once a week. With all our arrangements in place and the confidence and reassurance that the testing has provided, we have not had any cases of the virus being transmitted on site since our return in January. We want this to continue as it does give everyone a feeling of safety and well-being when they come on site knowing that we continue to do everything we can to prevent the transmission of the virus.

Please do not send your child into school if they have symptoms. The on-site tests are to identify anyone who does not show symptoms. It is possible to have the virus and not show any symptoms.

We will be writing to you again with more details nearer the time about the home testing routine and how we will be issuing the kits to you and your child/children.

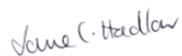
Attendance

From Monday 8th March, all students are expected to be in school or attending their last sessions of face-to face remote learning as we phase the school back on site. Returning to site for our young people is going to come with many mixed feelings. For most this will be good news, however, there will be some of our young people who will be anxious about this. This is natural. We do need to be kind to each other, and we will try and provide the support and help which as a family you may need for a smooth and safe return to site. So much fantastic work has been done by many of our students and this has been shared with staff, governors and the Ofsted inspection team who visited the school in January.

However, we are not out of the woods yet. As a school community we want to see a return to a normal life and to see the virus reduced to the point that we can do so. This will only be possible if we all pull together, follow the guidance and keep to the rules. We do not want to see a spike in infection again and we do not want to see students working at home because the class has had to follow 10 more days of self-isolation. We do want to see our young people back on site, learning and our Year 11 students preparing for their exam success. We want a safe working and learning environment for everyone which means that we all need to do our bit in making it happen. Please do talk through with your child/children what this means, and we will be going through this in the assemblies and Parent Information Briefings this week as well.

See you on screen later this week and thank you for your continued support.

Kind regards



Mrs J Hadlow
Headteacher