

Our Ref: SHN/ADL/RHM/Update to Parents and Carers

Date: 10 July 2020

Dear Parents and Carers

As we move towards the end of term, I am writing to give you some initial details on how we are planning for a full return of students to Crofton School in September.

On Thursday last week, the government published guidance to support schools in planning for this. You can read their summary for parents [here](#). The guidance states that schools now need to minimise the points of contact that could allow infections to spread, no longer primarily relying on enforcing social distancing. It details a range of ways in which schools can achieve this, allowing a high degree of flexibility for schools to adapt these measures to their own context.

Since the release of this guidance, we have been working to shape the best approach for our school community and, whilst there remains some detailed planning to do, I want to share with you an outline of plans and also provide you with the essential details you will need to prepare you children for this over the summer break so that they are ready to return.

Our plans for September

Our main aim will be to reduce movement around the school site, minimising contacts that students have with different groups, by keeping students within their own year group for the vast majority of their time in school. To achieve this, we will:

- Adapt the school timetable so that teaching rooms are clustered by Year group 'Zones' wherever possible, with staff coming to the rooms. Some specialist teaching rooms will still need to sit outside of these 'Zones' but the vast majority of room changes will only require students to move small distances without mixing with other Year groups. Teaching groups will not change to minimise any disruption to the curriculum.
- Ensure students move directly to their Period 1 room on arrival at school. They will not be able to access the school site until 8:35am. Morning registration will take place at the start of Period 1 (8.45am).
- Use one-way systems to ensure areas do not become overcrowded when students do need to move.
- Restrict students to a Year group 'Zone' at break and lunchtimes. Every student will be provided with a colour coded lanyard to identify their Year group, to ensure these 'Zones' can be appropriately supervised. Lunchtime timings will be staggered to ensure students can access the catering facilities more easily.
- Stagger Key Stage 3 and 4 dismissal times at the end of the day between 3.00 p.m. and 3.10 p.m. to make leaving the site easier.

In addition, we will implement robust hygiene measures to minimise the risk of any spread of infection, including:

- All lessons ending with a 5 minute 'clean down and tidy up' routine, supported by all necessary hygiene products.
- A rolling cleaning programme in place across the school during the day.
- A full clean down at the end of each day.
- Changes will be made to the layout of teaching rooms to ensure they comply with the guidance.
- Students will need to use their own equipment, and not share this with others
- Hand sanitiser will be available in every room and will be routinely used by staff and students.

If a child in school has Covid symptoms, they will have to be taken home straight away, and staff waiting with them will have to wear protective equipment. All schools are being promised a small number of testing kits to give to parents where it will be difficult for them to access a testing site.

If there are two confirmed cases within 14 days, or a rise in absences because of Covid-like symptoms, this could be counted as an outbreak. Mobile testing units are likely to be sent to schools that have an outbreak. An outbreak could mean other students in a Year group being sent home. The guidance says whole-school closures "will not generally be necessary". We will have a plan in place for these eventualities and for the possibility of a local lockdown.

All of these measures will be supported by a Risk Assessment, to be approved by School Governors and available on the school website before the start of term. They will be reviewed regularly to ensure they are working for staff and students, and of course may need to change in response to any new government guidance. These measures are all temporary, and need to be in place whilst the government guidance remains in force. We do not have any date for how long this will be, but will keep parents updated as soon as we are aware of any changes.

Arrangements for the first days of term

In order to support the return of students in September, the arrangements will be as follows:

Thursday 3 September – INSET day

No students to attend. Staff will be using this time to ensure the school site is ready and that staff are fully prepared for timetable changes and the procedures required to support your children.

Friday 4 September – Year 7 induction Day

Only Year 7 students will be in school. Mr Playford will contact Year 7 students and parents separately with details on this activities and timings for this day. We believe it is essential to give our new students a chance to be in school ahead of all other year groups. They have been able to do 'virtual' induction activities in the summer term, but this will be their first chance to be together in school as a year group.

All other Year groups will have live Microsoft Teams activities scheduled on this day to help them prepare for the return to school, run by Heads of Year and tutors. Heads of Year will contact students and parents directly with more details on this.

We understand some students will be anxious about returning to school. Our activities on this day will be designed to build their confidence, understand new routines and address any concerns they may have.

Monday 7 September – All students in school

All students must arrive no earlier than 8.35am, ready for registration at 8.45am.

Attendance

All students should attend school from the start of next term, in line with the dates above. A small number of students may still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus. If this is the case for your child, please contact us as soon as possible so that we can provide the necessary support for their education. Of course, your child must not attend school if they have coronavirus symptoms.

Uniform

We expect all students to be in full school uniform for the start of term, so please can I ask that parents check that their child's uniform still fits and is in line with our school uniform rules, and ensure any replacement items are purchased over the summer break? These can be found on the school website [here](#). Please note government guidance states "Uniforms do not need to be cleaned any more often than usual, or in any different way to normal due to coronavirus".

I hope this information will reassure you that the school has strong plans in place to ensure your children can safely return to us in September. They will quickly get back into school routines, catch up on any work missed, and enjoy being with their friends. We are really looking forward to welcoming them back!

End of summer term arrangements

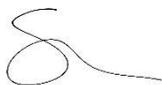
Remote learning, Critical worker provision and Year 11 face to face support will continue until the end of term as explained in previous communications. The last day of term for students will be Tuesday 21 July. We will be using our Wednesday 'shortened day' timings on this day, finishing at 2.05pm. Staff will not be setting work for students over the summer, however we will be in touch before the end of term with details about optional home learning activities for those students who would like to remain engaged with some subject learning over the summer break.

Sadly, we will be saying goodbye to some members of staff at the end of this term. Mrs Flint and Mrs Mount have already begun maternity leave, and Mrs Oppe will also begin her maternity leave at the end of this term. In addition Mrs Wedick, Mrs Neil, Mrs Taylor, Mrs Beach and Miss Dunning are moving on to new jobs, and Mrs Cooper and Mrs Downham will be retiring. I am sure you will all join me in thanking them for everything they have done for Crofton students, and wishing them the very best for the future. I am pleased to inform you replacements have been recruited for all of their posts and I will be introducing our new staff in September.

I will write to you again in the week commencing 31 August to provide you with the final details and confirmation of our plans. In the meantime do contact us before the end of term if you have any queries. Staff will be using the summer break to take some much-needed rest, and will only be able to address the most urgent enquiries during this period, which will need to be directed via school@croftonschool.co.uk.

You should be very proud of your children for the way they have met the challenges of this difficult period, and I also want to thank you for all the support you have provided at home for them. September will still present challenges, but I know we will all rise to them as we have with everything else this horrible virus has thrown our way. In the meantime, I do hope you and your family have a good break over the summer.

Yours faithfully



Mr S Harrison
Headteacher