

Derby Cathedral School
Midland House
Nelson Street
Derby
DE1 2SA
Tel: 01332 325710
info@derbycathedralschool.org.uk
www.derbycathedralschool.org.uk

16th July 2020

Dear Parent(s)/Carer(s),

This letter contains detailed information about how we are applying the guidance for schools opening in September. Please take time to read this information yourself and with your child.

The full government guidance can be found at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The guidance asks for each school to plan for their own individual situations. Our planning must focus on:

- proportionate protective measures for children and staff
- ensuring that all pupils receive a high quality education that enables them to thrive and progress
- minimise the number of contacts that a pupil has during the school day.
- how education will continue if there is a local lockdown

We are fortunate in many ways at Midland House that our newly re-furbished side will be for the use of year 7 only. Whilst years 8 and 9 share the other side of the building, they have different break and lunch times. These current structures all help to minimise contact. Please read all of the sections below for the full detail of all of our planning. We have also condensed this into a shorter leaflet which states the key points only. The leaflet will hopefully be useful as a quick guide after you have read this, more detailed, document.

Our risk assessment will also be available on our school website. It can be found on the new 'September Opening' page under the Home tab.

I hope that you find this information useful. If you have any further questions, please do get in touch via info@derbycathedralschool.org.uk Please be aware that this will be monitored less frequently over the summer break so it may take a little longer than normal for a response.

I know that this information document mainly focuses on the practicalities of our return to school. I would though, like to add that we are very much looking forward to our students returning in September and to welcoming our new year 7 cohort. It will be great to be back learning together again.

Yours faithfully

A handwritten signature in black ink, appearing to read "J. Brown".

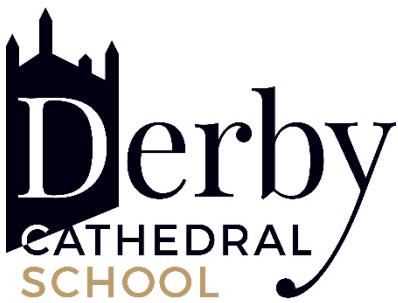
Mrs J. Brown

Headteacher: Mrs J Brown

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Attendance to school

Attendance to school in September is compulsory for all students.

This means the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

All students can attend school even if they have a family member who is shielding. We know that some families may feel at increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. For any students, parents/carers with these concerns, or any other worries about returning to school we ask that you contact us to have a further conversation if are still worried after reading this document.

We will be happy to discuss your concerns and provide reassurance of the measures we are putting in place to reduce the risk in school. It will still remain the case though, that students of compulsory school age must be in school unless a statutory reason applies (for example, a granted a leave of absence, sickness, a necessary religious observance or medical evidence etc.).

How the students will be organised

Each year group will operate as a 'bubble'. This means that students can mix within their year group but not between different year groups.

Students will be taught in their normal teaching groups. For most lessons they will be in their tutor groups; in PE and DT they may be mixed with one other tutor group in the same year group. During the course of the Autumn term we may change the groupings slightly in certain subjects. This will be to help provide more targeted support with certain topics.

The health and safety measures in place in school

Each classroom will have their desks arranged facing forwards so that students do not have close face-to-face contact. They must remain seated, side-by-side and facing forwards. The teacher will stay at the front of the room as staff must socially distance from students and each other.

Students are expected to wash their hands very frequently during the day and always at the following times: when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Notices reminding students about this will be on all student desks. Each room and all toilets will have handwashing facilities and/or hand gel. Hand gel stations are also placed in each corridor.

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If students cough or sneeze they must follow the 'catch it, bin it, kill it' advice. Tissues and a bin are in every classroom. Posters displaying these key health messages will be in every room.

We have changed the rooming of our timetable for years 8 and 9 so that students are not moving around the school as much as normal. They will stay in some classrooms for a few lessons at a time and teachers will move between rooms more frequently. Students will still access the specialist classrooms when they need them e.g. music, food, science, DT etc.

Classroom doors will be open so they do not have to touch any door handles. If students go to the toilet they will be reminded to wash their hands on entry to the toilet area and after using the toilets.

Current government guidelines state that: 'wearing a face covering or face mask in schools or other education settings is not recommended'. If a student is seen wearing a face mask in school they will be asked to remove it. However, a face covering must be worn on public transport. Please see the section on 'Uniform and Equipment' for more details.

Arriving and leaving school. Breakfast club and Enrichment

Each year group bubble will have a specific start and finish time and a different entrance in order to minimise contact. The government advice is to stagger start and end times in order to minimize contact. We are able to do this by altering some times and some entrances.

We ask that students arrive from the times shown in the table below. We understand that this may not always be straightforward but we ask that you help your child to plan their route and transport to school in order to stick to these timings. We are unable to supervise students earlier than this in the school as we cannot mix the year groups.

For the start of the Autumn term, we will not be running breakfast club or the normal enrichment activities. This is to keep the year group bubbles separate and to provide catch-up intervention time for key subjects. This intervention will be organised by the senior and middle leaders. Parents of those students expected to attend intervention will be informed. Homework club will be available for each year group once a week. Breakfast club and enrichment activity provision will be reviewed as the term progresses and we will inform parents if we are in a position to offer these again at any point.

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All students are welcome to attend the homework club for their year group. They do not have to book in advance but will have to stay for the full time and leave at 4.15pm.

Homework club and intervention sessions will not run in the first week of term. This is so we have time to reflect on the organisation of each day and make any necessary changes. The after school sessions will begin on Tuesday 15th September. We will publish a timetable for the subject intervention sessions which will be by invitation only.

Year	Entrance	Arrival into school from	Tutor starts	Finish Time	Homework Club From Tuesday 15 th September
7	Rear courtyard entrance to year 7 block	8.35am	8.45 am	3.15pm	Every Thursday
8	Main front entrance courtyard into hall through new fire door	8.50am	9 am	3.30pm	Every Tuesday
9	Rear courtyard entrance to year 8/9 block	8.35am	8.45 am	3.15pm	Every Wednesday

Parents/carers cannot gather at entrance gates or doors, or enter the school site unless you have made an appointment to see a member of staff. Any parents who turn up to school site without an appointment will be asked to leave and given the opportunity to make an appointment to see a member of staff. For any emergencies we ask that you ring school. You can also email to book an appointment. If you need emergency safeguarding support, please inform reception.

If you are dropping off or picking up your child from school we ask that you do this at a little distance from the school entrances. This is to give all students arriving space and the ability to be as socially distanced as possible.

First day back

We are providing each year group with some induction time that introduces them to all of the new guidance. This will include their timetable, movement around the building and behavior expectations. We appreciate that it may not be ideal for families having a staggered start to the year and so have tried to minimise the disruption as much as possible whilst still making it safe for each year group to learn the rules.

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The information below shows the timings for each year group on their first days.

Year 7

Year 7 have an induction day on Friday 4 September. They need to arrive at the back courtyard entrance by 8.45am. School staff will be out ready to meet them. They will spend the day with their tutor group on some induction activities. All students will need to bring a packed lunch on this day. They will be set up on the system ready for the normal school meal service on Monday 7th September. Any students in receipt of free school meals will have received a voucher over the summer break which covers Friday 4th September.

Year 8

Year 8 will have an induction session on Monday 7th September. They need to be in school by 12.45pm and will leave at 3.30pm. This will include a lunch break. Tuesday 8th September is a normal full day: they will need to arrive by 9am and will finish at 3.30pm. Please see the table in the section above for details of where to enter school.

Year 9

Year 9 will have an induction session on Monday 7th September. They need to be in school by 8.45am and will leave at 12.10pm. This will include a lunch break. Tuesday 8th September is a normal full day: they will need to arrive by 8.45am and will finish at 3.15pm. Please see the table in the section above for details of where to enter school.

Behaviour expectations

We expect all students to follow our high expectations of behaviour at all times.

As we have new rules in school relating to the government guidelines, our behavior policy has been updated accordingly. The section relating to the new rules will include the following:

We expect all students to follow both our existing and new rules with respect and maturity. Students must listen to and follow the guidance of staff first time to ensure a safe and calm atmosphere.

Our existing sanctions and rewards will operate as normal. Parents/carers will be informed of any after school detentions by text message.

The following behaviours are unacceptable and are likely to result in a sanction:

- any type of physical contact with a student who is not part of your household
- deliberate coughing or spitting
- sharing food or drink items
- sharing equipment
- any other action that could be harmful to others in the context of COVID-19

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Pastoral and Welfare Support

Any students who feel that they need additional support with their welfare, mental health or well-being are welcome to speak to their tutor or any member of the safeguarding/pastoral team.

Uniform and Equipment

All students have to wear full school uniform at all times.

To avoid using changing room spaces, students must wear their PE kit to school on the day that they have PE. They can wear the navy leggings/jogging bottoms that are part of the PE kit.

Outdoor coats must be kept in a plastic bag. Students will not have access to a locker. They do not have to take books home, will not have a PE kit to carry and will not be moving around the school building as much as normal so will not require a locker as they may have done previously. Locker areas are also shared spaces which do not help to minimise contact. In the first week back, year 8 & 9 students will be given the opportunity to access any of their belongings that they may have left in their locker. After this they will not have access until the guidelines change.

As regularly used equipment cannot be shared all students must bring the following items everyday:

- their own water bottle
- their bag
- a pencil case with the following equipment:
 - pens (blue, black and purple – we will give them a purple pen on the first day)
 - pencils (x2)
 - rubber
 - pencil sharpener
 - ruler
 - some pencil crayons

The equipment above cannot be shared with other students and cannot be lent out by staff, therefore it is really important that, every night before school, all students check they have this equipment packed ready for the next day. Tutors will do an equipment check every morning. Other equipment used in school can be shared within each year group bubble and will be cleaned on a regular basis. If equipment is shared between year group bubbles then it will be cleaned in between use.

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As mentioned, students and staff are not to wear face masks or gloves in school. However, wearing a face covering is compulsory on public transport. These students must remove face coverings on arrival at school. Reusable ones must be placed in a sealed bag/container and kept in their school bag, disposables should be placed in the bin by each entrance and the student must wash their hands immediately.

Covid-19 Symptoms

If your child has any Covid-19 symptoms, **they must not attend** and you must notify school. If they, or a member of staff develop symptoms at school (a new, continuous cough or a high temperature, or a loss of, or change in, their normal sense of taste or smell), they will be moved to a separate room in school and asked to leave school as soon as possible. The parents/carers of a student will be asked to collect them.

They must take a test to confirm if they have Coronavirus and remain at home while they wait for their results. Details of getting a test are found here: <https://www.nhs.uk/ask-for-a-coronavirus-test> If they test negative they must return to school.

If they test positive they will need to self-isolate for 7 days. We will also refer the case to Public Health who will start the 'Track and Trace' programme. Public Health will inform the school what further measures we may need to take and will provide a letter for us to send to all parents. We will not share any details of students or staff who test positive with any other parents unless instructed to do so by Public Health.

If any member of a household tests positive, then all members of the household will need to self-isolate for 14 days.

Curriculum changes

The vast majority of subjects and activities can take place as normal. There are a few exceptions to this. Music lessons cannot involve any singing or playing of wind instruments in groups of more than 15 students. PE lessons will take place outdoors as much as possible and contact sports are not allowed. At Derby Cathedral School, both of these subjects will continue but with some adjustments to accommodate the guidelines. For example, we have booked Moorways for the first part of the Autumn term to deliver athletics in PE lessons.

Students will not be able to participate in face-to-face group work but can work side by side. Residential trips are not currently allowed. Due to the cost of these and the planning time needed, including for payments, it is unlikely that we will be able to run any residential trips in the academic year. We may be able to take some day trips that enhance the curriculum during the course of the year. All of this will be reviewed if/when the guidance changes.

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Catching-up on any missed education

We know that students have had a large amount of time working independently at home. This will result in students having different levels of understanding of the work set at home and they may need to catch up.

All subject teachers will be checking understanding every lesson and planning to fill any gaps in knowledge. We may also rearrange the classes in some subjects a little in order to help with any catch up.

In the Autumn term, enrichment sessions after school will be focused on subject interventions. These will be by invitation only and students will get support from school staff or tutors in small groups or 1-to-1.

All students are welcome to attend homework club on the day allocated to their year group.

All students have been given access to 'MyMaths' an online maths resource over the summer break. Details are included in the letter posted home. Students can use this for any personal catch-up that they would like to do during this time.

School food, breaktime and lunchtime

Our canteen will be open as normal and serve food both at break and lunchtime. The timings of our breaks and lunchtime have changes slightly. They give a slightly longer morning break and shorter lunch. This is to help with sharing facilities and serving food during both breaks. There will be enough time for each year group to be served and eat. Students who bring a packed lunch will be able to eat in the same area. No food is to be eaten outside.

The main hall will be used for years 8 and 9 to eat in, and there will be time between their lunchbreaks for it to be cleaned.

The new timings of the school day will be uploaded to the school website.

Cash payments

We will not be accepting cash payments in school at all. This includes students paying money into the machine for their school dinner accounts. All payments will need to be made via Parent Pay. If you are not able to make online payments into this then various paypoints in the city are available. If you require any assistance or a duplicate copy of your login details, please contact info@derbycathedralschool.org.uk as soon as possible.

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Collective Worship

We will not gather together in the main hall for collective worship. Instead, collective worship will be delivered via Zoom live into tutor rooms.

Local Lockdown

All schools have been asked to prepare for the possibility of a local lockdown. This is where a rise in Coronavirus cases happens in the local area and the whole area goes into lockdown. It may also be if there are a number of cases in a school.

If this situation does happen then we will deliver education using Microsoft Teams. The majority of students will have been trained on this and we will continue to support and train students in September. We will have completed more detailed planning for this situation by the end of September.

How and Who to Contact

If you have any further questions relating to the information in this document, please email info@derbycathedralschool.org.uk

In September, the majority of enquiries relating to your child need to go to your child's tutor. They will either be able to answer your question directly or will ask another more relevant member of staff to reply. We aim to reply to all enquiries within 48 hours.

Emails to your child's tutor can either go to them directly or to info@derbycathedralschool.org.uk and labelled for attention of the relevant tutor.

If you need to update your contact details please inform main reception by telephone or the email address above.

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