

Dear Parent/Carer,

I hope that you are enjoying the summer holidays and have been able to make use of the good weather where we have had it.

As mentioned in my letter at the end of term, we will be providing regular updates to parents over the summer holiday period, given the ever-changing situation in relation to Covid-19 and education.

A lot of work is still going on in school to help us prepare for a safe reopening to all pupils in September and we are now able to share with you below more detail about how this will work, along with other communications we will shortly send to you and helpful information available on our website. Click here to go to the page. [Return to school Arrangements by Year Group](#)

Again, my apologies for the length of this letter but it contains lots of essential information.

### **The Corsham School September School Re-Opening Plan**

As you will be aware there has now been guidance issued for the **FULL** re-opening of schools in September and we cannot wait to welcome everyone back including those new to our school! As a school we have attempted to maintain a sense of normality, but with the recognition that things are different for us all. The first thing we ask of you, as parents, is to continue to communicate with us, and that, together, we follow the latest Government guidance summarised as follows:

***‘Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school***  
*Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).*

*All schools must follow this process and ensure all staff are aware of it.*

*If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)’, which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.*

*Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.’*

***Guidance for full opening: Schools (27<sup>th</sup> July 2020).***

We ask you to please work with us over the next few months as we get the school up to running at full capacity.

### **Attendance**

It is vital that children and young people return to school in September - for their educational progress, for their wellbeing, and for their wider development. The Government has stated that

school attendance will again be mandatory from the beginning of the new academic year and this means that the legal duty on you as a parent to send your child to school regularly will again apply.

A small number of pupils will 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 (COVID-19). If your child is unable to attend school or college for this reason, you should inform your child's tutor and Head of Year/House so arrangements can be confirmed with regards to support in place in the form of remote education.

Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See the [guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for the current advice.

Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).

Where children are not able to attend school as parents are following clinical and/or public health advice, the absence will not be penalised.

We totally recognise that for some children and adults, a return in September will be an anxious time. We will be doing our best to mitigate these issues. Being in a safe environment with friends, playing, laughing and returning to a more normal structured learning routine is often enough to reset the equilibrium for the majority of our children.

If you have concerns about your child returning to school or college you should contact their tutor to discuss your concerns.

### **Foreign Holidays and Quarantine**

Obviously, this is a very hot topic, and one that is likely to continue to develop in coming weeks. Our sympathies if you have been 'caught up' in the change of guidelines and had your holidays affected by it. We will work constructively and sensibly with parents based on government guidance as at the start of September. I'm not sure that it's worth second guessing any likely scenarios on this yet, but you have our reassurance that, whilst a 'clean' start to the Autumn Term is really important for students, we will not be penalising parents whose plans have been affected by the changes in government guidance regarding foreign travel.

### **How we are making the school as safe as possible**

As a school we are in the process of **carefully planning** for September for the reopening, ensuring that we do this as safely as possible, following the guidance that has been given to us by the DfE, Public Health England and also Wiltshire Council. **The safety of pupils and staff will be our primary concern in this planning process and will remain so throughout.**

We have formulated a plan for a safe return to school in September that is outlined below. Please take the time to read through it carefully with your child/children so that everyone feels prepared and knows what to expect in September.

First, here is a brief summary of the key messages from the DfE guidance that underpin our plan.

- If you are ill, stay at home
- Hand hygiene remains paramount along with good ventilation and “catch it, bin it, kill it” advice
- Continued enhanced cleaning regimen
- Compulsory engagement with NHS test and trace along with local PHE reporting
- Adults in school to continue social distancing
- Schools should consider pupil grouping arrangements that avoid contact from group to group
- Schools should consider “bubbles” whereby all pupils of the same year group for instance should remain within their year group and not mix with any others
- Schools should consider “zones” where bubbles of students physically remain and receive all of their tuition without mixing with other groups
- The use of bubbles and zones should aim to minimize contact between individuals
- Compulsory dynamic risk assessment process to be in place to test that measures are effective, working as planned and updated if required
- The home learning offer is both robust, matches the in-school curriculum and is ready and available for learners to pick up at home immediately in the event of absences, bubble isolation and closures

### **Bubbles and Zones**

Definitions:

A bubble is a year group where pupils can mix freely with any others within their bubble.

A zone is an area of the school uniquely reserved for one bubble of pupils only. A zone typically includes an entrance/exit gate, 7/8 classrooms, a food stand and a large recreation area.

By using bubbles and zones we can ensure y7 only have contact with y7, y8 only have contact with y8 and so on.

We have the room capacity to teach our current year groups (bubbles) in separate zones within the school. This means that fundamentally pupils will stay in the same zone for most, if not all of their lessons and teachers will break with tradition and go to teach in the room where their class is.

Each year group will remain in its own bubble all day and each bubble will have its own separate zone. This means we can run our normal full broad and balanced curriculum, with classes grouped in the way that we would group them normally. Time allocations for subjects will remain unaltered and all exam courses leading to GCSE and A level in Years 10-13 can continue unhindered.

The link below takes you to the curriculum pages of our school website if you require any further information about what children will learn.

<https://www.corsham.wilts.sch.uk/page/?title=Curriculum&pid=56>

Year Bubble	Zone	Notes	School Gate
Y7 -7 rooms required	R21-24 -H2-4	Y7 use H ground floor toilets only	Only enter/leave school by Springfield pedestrian gate
Y8 -7 rooms required	S block first and second floors	Only use s20 stairs, middle stairs for staff. Use S gym toilets only	Only enter/leave school by S block bike shed gate

Y9 -7 rooms required	S block ground floor and T12	Use T block toilets only	Only enter/leave school by Tynings alley pedestrian gate
Y10-8 rooms required	R block upstairs	Use back doors exclusively and upstairs toilets only	Only enter/leave school by H block car park gate
Y11-8 rooms required	R block downstairs	Use snack shack side doors exclusively and downstairs toilets only	Only enter/leave school by Astro pedestrian gate
Y12/13 -16 rooms required	H block	Use 6 <sup>th</sup> form build for study and toilets	Only enter/leave school by Paul Street pedestrian gate

The lessons for all year groups will be roomed within their zones. This means that a year group bubble can be maintained even if the teaching groups are different. So, a typical y10 student may go to R10 for set 2 Maths, then R12 for History, then R17 for set 3 English, all classes with their usual groupings and teachers but remaining within the year group bubble and Y10 zone.

### **Start Date**

Clearly, with such a host of new rules and requirements to ensure that all pupils are safe, we have to organise some induction sessions for pupils so they all fully understand what is expected of them in September and can get to grips with their zones, gates, routines and routes around school.

Therefore, we are changing slightly from published information to introduce these proper induction sessions.

### **On Thursday 3<sup>rd</sup> September**

New Year 7 will be in all day.

Year 8 will have a partial day from 8.25 to 10.40 and then return home, and

Year 9 will have their induction from 11-1pm after which they too can go home.

On **Friday 4<sup>th</sup> September**, there will be **no** Years 7, 8 and 9.

Instead it will be Years 10 and 11 from 8.20-10.15 only and

Year 12 from 8.20 onwards all day.

All year groups will be back to the normal times and full days from Monday 7<sup>th</sup> September onwards.

Induction for Y13 students will be online prior to a full start on Monday 7<sup>th</sup> September.

We have adapted the normal working day times slightly starting Monday 7<sup>th</sup> September. The start and finish times are the same, however the longer Tutor session is now first thing. This is important as it gives our Tutors the opportunity to discuss/monitor well-being appropriately at the start of each day.

Gates unlocked not before	8.25
Tutor rooms available	8.25
Tutor time	8.40
Lesson 1	9.00
Lesson 2	10.00
Break	11.00
Lesson 3	11.20
Lesson 4	12.20
Lunch	1.20

Tutor time	1.55
Lesson 5	2.00
School day finishes	3.00

### **Arriving/Leaving School, Transport and Face Mask Guidance**

As mentioned, above, as a result of being in the very fortunate position of being able to safely zone and bubble each year group within our school site we have been able to maintain our curriculum timetable with our normal start and finish times. This means, as long as we allocate each year group to a separate entry/exit point within the school we do not need to stagger or adjust start and finish times for different year groups.

The table above shows that the bubbles start upon entry to school with segregated gates. Pupils must use only their allocated gate to enter the school site, this way we can ensure that the bubbles start each day separated out and without mixing with students from other bubbles. For lunch and break times, again, pupils will have an allocated food stand to buy lunch/break items and dedicated recreation area within their zone, used exclusively by their bubble only.

### **Drop off and collection**

Please also see correspondence sent under a separate heading “School journey, Drop off and Collection advice for Parents”

Where possible, all children are encouraged to avoid public transport, particularly at peak times, and to walk or cycle to school.

Where your child relies on public transport to get to school or college, and cannot walk or cycle, the safer travel guidance for passengers will apply. This guidance can be found via the following link:

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

Where your child uses dedicated Wiltshire school transport services (that is transport that does not cater for the general public), the guidance for public transport will not apply. Your child may be asked to use a regular seating plan on this transport (to reflect where possible the bubbles that are being used within school), and measures will be put in place to ensure vehicles are cleaned regularly and boarding is managed. All those who cycle to school will securely lock their bike in either S or H block bike sheds before making their way to the correct gate.

School buses will be dropping off at the Springfield bus layby to enable students to walk to their appropriate gate without going through other year group zones. Bus collection at 3pm however will be within school.

Unfortunately, Wiltshire Council school transport services are not in a position to be able to offer school bus services for the Induction sessions on Thursday 3rd and Friday 4th September.

Current guidance states that face coverings are required at all times on public transport (for children over the age of 11). Most of our pupils who arrive by bus use dedicated school transport, so there will be no requirement for social distancing to be in place nor the requirement for children to wear facemasks on dedicated home to school transport, as:

- o the overall risk to children from coronavirus (COVID-19) is low,
- o they do not come into contact with the general public on home to school transport
- o home to school transport often carries the same group of children on a regular basis, and those children may also be together in school.

Some students travel to school by public bus (usually Faresaver x31). Where this is the case, pupils will need to wear face masks and socially distance at 1 metre for the foreseeable future.

If your child has been wearing a face covering before arriving at school or college, it will be important that they understand how to remove it. At each gate there will be bins provided for disposable masks. Students with non-disposable masks will be asked to put them in a clean container/sealable bag in their school bag where they will stay until the end of the school day. There will be sani-stations at each gate to ensure all people entering the site uses hand-sanitiser (after removing their face mask if they have one).

Although the government has recently changed its face mask guidance, changing the rules in relation to shops and other enclosed spaces, the guidance for education settings remains unchanged, with the government providing the following statement:

“Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

If a pupil or staff member wishes to wear a mask, then we will allow this provided all safety guidance is met.

However, we will keep a close eye on the government guidance over the coming weeks and will inform you if there is any change to the government or school position on this. If it is the case that the use of face coverings becomes recommended or compulsory in school, we are exploring how this would be most effectively and easily managed for all concerned.

### **Rooms and flow around school**

All rooms will be adapted with 2m floor markings around the teacher station as adults in school still have to socially distance from other adults and pupils. Rooms used are well ventilated with windows and doors systematically left open to allow for better ventilation, this is an important safety measure along with hand-sanitiser, cleaning materials, tissues, lidded bins and catch it bin it kill it posters.

After each lesson, students will go outside and wait in their designated area for the next teacher to tell them they are ready. This will certainly help rooms to ventilate and freshen along with overcoming the risks of unsupervised students in rooms. Each room has a sani-station with sanitiser gel and all students will be asked to clean their hands upon entry to any room in addition to when they arrive at school. Pupils may also be asked to spray clean any resources they have used.

Corridors will be marked as either one way, or single file with line markers. We will insist that all pupils respect these markings and walk quietly in single file in all corridors, keeping their distance from any adults in the corridor. Such new demands made on pupils are very important as they are part of the over-arching plan to keep all adults and pupils safe and well in school. These new requirements will be a key part of our amended behavior policy highlighted in another section of this letter.

### **Lunch Arrangements**

Our school kitchen and catering team will be open from the full start of the autumn term on Monday 7<sup>th</sup> September and they will provide free school meals as usual for those who are eligible.

During the recent summer term we had planned, in partnership with our catering provider, to introduce a Biometric cashless catering payment system. Unfortunately, due to the covid enforced school closure, the implementation of this cashless system has been delayed. We still endeavor to implement this system as soon as we can but, until then, we encourage children to bring the correct amount of money for the items available.

The full canteen will not be open for all. Instead the points of sale unique to each year group will have a range of hot and cold foods/snacks and drinks, but bringing in food/snacks may be helpful. If you do so please consider disposable food wrapping containers that each pupil must dispose of carefully in lidded bins or place in a sealable bag in their school bag until they get home. **Most important of all is water in named drinking bottles** as we have had to close our usual drinking fountains for enhanced hygiene reasons.

### Home Learning

The reason behind bubbles and zones is containment. This means that if there is a reported case of Covid in the school community, it is possible to shut down just one bubble and insist they remain at home. It also simplifies our engagement with NHS test and trace and is helpful when we engage with the local Public Health England office, which we are bound to do in any eventuality concerning Covid.

The obvious follow on from this is the requirement to have a robust parallel home learning system that will need to be started at the drop of a hat should a case occur in our community or a wider lockdown come into force. The DFE guidance indicates that quality home learning that matches the in-school curriculum should be instantly available for those who may have to isolate due to contact or illness.

### Uniform, Equipment and PE

#### Uniform

We would like students to return to school in full uniform this September. Current Government guidelines encourage all schools to return to their usual uniform policies in the autumn term. The guidance is clear that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using excessive daily methods which are different from normal, as this creates no extra risks for students or staff in terms of safety.

Our uniform plays a valuable role in contributing to the ethos of our school and setting an appropriate tone and will help with normalising routines and getting students back into school and their learning

- On days when students have PE, we will allow students to attend school in their school PE kit. There are significant risks associated with changing rooms, so whilst students will be required to wear uniform in September, the exception will be days when a child has PE and pupils will be permitted to wear PE kit/tracksuits all day to avoid the need for changing facilities.
- As we will be returning in our Autumn with changeable cooler temperatures we want students to be mindful that windows and doors will remain open to aid good ventilation
- We will take a mindful and considerate approach in relation to parents who have been unable to purchase new uniform during the lockdown period and, where this is the case, we encourage parents to contact their child's tutor in the first instance.

During this academic year we continued to waste vital learning time and have unwanted difficult conversations whilst dealing with those who let us down with their uniform by failing to meet our published uniform expectations. Your strong support for the school will help us to avoid problems in September when any student failing to meet these expectations during the day faces consequences which could result in them being removed from learning alongside their peers until the matter is resolved. This action would be necessary but extremely disappointing after months of school closure where we are keen to maximise all face to face learning opportunities for your child going forward. School uniform expectations of course include the usual rules covering extreme hair styles and piercings.

The vast majority of the students at The Corsham School get all of these expectations right all of the time and I thank you in advance for your support on all these issues. If you have any uniform related questions then please don't hesitate to contact your child's tutor in the first instance.

For some helpful visual guidance on uniform expectations, please see our updated website page Uniform Guidance. There is also updated visual guidance in the new Student Organiser that your child will receive when they return to school. [Uniform Guidance](#)

The DFE guidelines put restrictions on practical activities but at Corsham we consider it very desirable to have youngsters engaging in organised sport. The benefits of doing this far outweigh the difficulties. The specific restrictions and guidelines issued by both Sport England/sport governing bodies and the DFE will require PE staff to look carefully at these before planning activities. The DFE document states that PE can happen ideally outside.

### **Equipment**

As a result of the strict protocols in place restricting the sharing of equipment/required cleaning protocols, it is more important than ever that each student comes to school prepared with their own equipment and any books/materials required for the day. Please can you ensure your child has the following in their pencil case:

- Black or blue ball point pens.
- A green ball point pen. (Teachers ask students to use green pen to edit and improve work in class.)
- Pencil
- Rubber
- Pencil sharpener
- Ruler- preferably 30cm length
- Glue stick
- Casio fx-83GTX Scientific Calculator
- Highlighter pens
- Coloured pencils
- Pair of compasses
- Protractor

As well as a pencil case, students are expected to have their own reading book in their school bag and bring their organiser (which they are given on the first day of term) with them each day.

### **Practical Activities and Music**

Other practical activities that are permitted with caveats include Music, you can play an instrument apart from wind instruments which can only be played outside. It is clear that the rules for sharing

resources/equipment apply and as stated previously, pupils may be asked to spray clean resources for practical activities.

There are specific guidelines covering shared resources within school. For example, text books cannot move from bubble to bubble without appropriate cleaning or being left alone for a number of hours. Handing out resources or collecting in pieces of work or exercise books is problematic and we are still finding the best solutions to these challenges. There will of course be further explanatory communications as more and more of the preparations for September are completed.

### **Hand Sanitiser**

Children **DO NOT** need to bring in their own hand sanitiser.

As a school we have plenty of hand sanitiser in ALL classrooms as well as at stations around the school, including at food points of sale. We also have plentiful supplies of liquid soap in all our toilets. Children will be told to wash their hands and sanitise regularly throughout the day.

### **Visitors / Parents / Carers in School**

Due to restrictions in place we are limiting non-emergency visitor/parent/carer visits to school during the school day. If your enquiry cannot be dealt with via email or a telephone call, or you have a school arranged meeting with staff, please report to reception and observe social distancing/good hand hygiene at all times.

### **Behaviour Policy**

In preparation for welcoming pupils back under new circumstances and required routines, we are in the process of making changes to our behaviour policy in light of COVID 19. This includes changes to expectations of hygiene, social distancing and disruption free learning. A copy of the amended policy will be available on the school's website before the start of term 1.

### **Children falling ill in school and First Aid**

We have a more than adequate supply of trained first aiders in school. However, if your child needs first aid this may be one of the occasions when they will come into contact with a different adult. If the staff member administering First Aid needs to be within 2 metres of your child then they will wear appropriate PPE protection.

If a child falls ill at school, parents will be called to collect them. Student reception will be open and advice will be given concerning the need to get tested, engage with the NHS Track and Trace process and isolate.

Government guidance states that if anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

We will take swift action if/when we become aware that someone who has attended our school has tested positive for coronavirus (COVID-19) by contacting the Local Health Protection Team and seeking their advice about next steps. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace process.

We will not take children's temperatures with a non-contact thermometer if they appear hot or unwell because recent government advice to schools says "Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus."

### **Pupil Immunisation Jabs and Winter Flu Vaccinations**

Government guidance states that as normal, schools should continue to engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff. Once new dates have been confirmed with our providers we will write to parents of affected year groups.

The Department for Health and Social Care has recently announced an expansion to the winter flu vaccination programme to include students in Year 7. More details of this will be available during the Autumn term.

### **Cleaning**

All rooms, Year bubble toilets and corridors in school will be cleaned to a covid standard every day. In addition, extra cleaners have been hired to clean facilities and empty pedal bins during the school day as well as the usual cohort of cleaners who work from 3pm onwards. If a specialist room is to be used by more than one bubble, it will be covid cleaned in between bubble use to ensure the integrity of the bubble is maintained. If resources have to be shared between bubbles they will be cleaned or left dormant for the appropriate time. Pupils themselves may well be asked to spray clean items they have used.

### **Contact Numbers**

Please make sure we have your up-to-date contact numbers.

If they have changed over the closure period, please inform student reception before 3<sup>rd</sup> September [studentreception@corsham.wilts.sch.uk](mailto:studentreception@corsham.wilts.sch.uk)

### **Preparing your child for their return**

It is important to start talking to your child about their return to school. We are conscious that many of the children returning have not been in school since the end of March and for them, and us, the lockdown will have seemed a very long time. We understand that some children will be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood and we will do all we can to alleviate these fears on their return. We have slightly altered the structure of our day to ensure that all pupils spend the first 20 minutes of each day with their Tutors so any concerns can be raised and support from our pastoral care team organised. In addition, pupils will be working through the enhanced PSHE curriculum that explores issues that may be causing distress to youngsters upon returning to school after the covid enforced long break.

To further help your child return, we have prepared student guides tailored to each year group and to accompany these, we will prepare videos of the school as it will look when they return, explaining some of the new routines and organisation.

These materials are also available from the link below:

[Return to school arrangements](#)

We are continuing to prepare for the return of all students to school in September.

In the meantime, continued good wishes for the summer holidays.

Kind regards,

A handwritten signature in cursive script that reads "RBell". The letters are connected and fluid, with a prominent 'R' and 'B'.

Rod Bell  
Headteacher