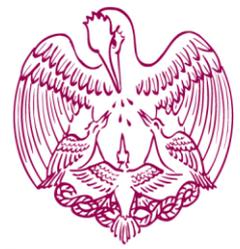


JRU/DFI

17 July 2020

To Parents/Carers



Sawston
Village College

Principal: Mr J P Russell

Dear Parents/Carers

September 2020 Re-opening Plans

Introduction

We are delighted to be re-opening the College to all pupils from September. In putting together our plans we have had to comply with the guidance as set out by the Department for Education. The full document can be accessed [here](#). To meet these rules and to satisfy other professional bodies, we have to make changes to the normal working school day. This letter serves to explain, in as much helpful detail as possible at this stage, what pupils and parents can expect.

We began this planning process with four core principles in mind, as explained below.

Pupils can expect a broad and balanced curriculum, accessing the full range of subjects taught by consistent and specialist teachers. Teachers will adapt aspects of the curriculum as necessary in order to secure understanding of core concepts and address any gaps, misconceptions or misunderstandings.

Teachers will build positive relationships with pupils recognising the different experiences and starting points of individuals. They will respond to pupils' needs and adapt teaching as necessary making explicit core concepts and key skills. They will support, motivate and invigorate pupils' learning, rebuilding pupils' confidence and positive attitudes towards learning.

Pupils will be actively supported and encouraged to reconnect with our values, our ethos and our principles. Through inclusive, kind and caring approaches, pupils will be met with politeness, empathy and understanding whilst challenged to adhere to the highest standards of conduct and set themselves ambitious goals.

Staff will invest in and restore positive and powerful community relationships. Through authentic care, pupils will be supported to rediscover themselves as learners within the classroom, celebrating each other's successes and fostering a renewed sense of belonging. Staff and pupils will feel connected, valued and supported, together meeting the challenges of mental health, disconnection and any sense of loss.

In devising our plans, we have also undertaken a thorough risk assessment which continues to be developed as a live document. Parents may access this on request. Please note that plans are subject to change should Covid19 circumstances change, DfE guidance change or amendments required through the risk assessment process.



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Overview

Pupils will remain in year group 'bubbles' throughout the school day. Each year group will have their own allocated **zone** comprising a suite of **base classrooms** where the majority of their lessons will take place. Pupils will be able to access specialist classrooms in some subjects such as DT, Science, PE and the Arts. In most cases, pupils will be allocated a seat at a desk in each class and will not be expected to move from their allocated seat. Teachers will move rooms, limiting pupil movement outside of zones as far as possible. Pupils will have staggered break and lunchtimes; all catering facilities will be open as usual but there will be no cash transactions allowed on site. Therefore, parents must top up accounts using WisePay. Pupils will have staggered start and end times. Buses will run as normal although all pupils will have to wear face masks on buses and seating plans will be in place. Pupils will follow their normal school timetable and wear full uniform. School rules and sanctions will apply as usual, although additional measures will be in place to support hygiene measures and social distancing.

First Week of Term

There will be a Staff Training Day on Wednesday 2 September. The College will be open for Year 7 and Year 11 only on Thursday 3 September. The College will be open for all years on Friday 4 September. Each pupil will be informed in advance which classroom they have been assigned for the first morning. On the first day, pupils will receive their full timetable. They will also be introduced to the new systems and procedures, shown their fire muster station and given clear instructions on how to keep themselves and others safe. There will be an opportunity on the first day, and in the first few weeks, for pupils to access additional wellbeing support as necessary.

School arrival and departure

In order to relieve congestion outside the school gates and on New Road, pupils are encouraged to walk and cycle to school. Parents dropping pupils off are encouraged to park away from the school and not on New Road. To enable social distancing and to protect the integrity of the year group bubble as far as possible on arrival, we ask pupils to arrive at slightly staggered times. Pupils are not allowed to congregate outside of the school site or anywhere on the school site and as soon as they arrive, whatever time that may be, they must make their way immediately to their base classroom in their allocated zone. Year 7 pupils will be expected to arrive between 8.25 am-8.30 am, Year 8 8.30 am-8.35 am, Year 9 8.35 am-8.40 am, Year 10 and Year 11 8.40 am-8.45 am. The new school gates will be closed promptly at 8.50 am (see 'site security'). Parents may not drive on site, unless disabled users.

We are similarly asking pupils to make their way home straight after school. Pupils must not congregate at school or in the local community. The Spicer Field is strictly out of bounds. Pupils will be released at five minute intervals. Year 7s will leave at 2.50 pm, Year 8 at 2.55 pm, Year 9 at 3.00 pm, Year 10 at 3.05 pm and Year 11 at 3.10 pm. Parents picking pupils up by car are encouraged to arrange a rendezvous point away from the main school entrances and off New Road.

School Transport

School buses will run a normal service. The bus times will be issued in a separate letter by the Local Authority. Pupils will be expected to wear a face mask on the bus. Seating plans will be in place for all pupils. We expect our pupils to respect the bus driver's authority and to keep each other safe by abiding by all code of conduct measures. To do otherwise could jeopardise their right to travel on school transport. Buses will arrive on the playground at the usual time. On leaving the bus, pupils should remove their face mask safely and carefully. They will be asked to make their

way immediately to their base classrooms in their allocated zones. Pupils travelling on public transport must also wear masks on the bus and should similarly make their way to their base classrooms in their allocated zone as soon as they are on site. When pupils arrive in the morning, at whatever time, having washed their hands or used sanitiser, they should sit at their allocated desk and wait for the member of staff leading the first session. Staff will be on duty supervising the zone.

At the end of the day, pupils will leave at the staggered times and for those catching the bus they should make their way to the playground. If the bus has arrived, pupils will be directed to board the bus immediately, heading straight for their allocated seat and reapplying their face covering. Each year group will arrive in turn and once Year 11 pupils have boarded from 3.10 pm the bus will leave. Pupils should not wait around after lessons as buses will leave promptly at the usual time.

Cycling to school

Pupils have been allocated cycle racks that are close to their zones as far as possible. On arrival on site, pupils must walk their bikes to their cycle rack, quickly lock their bike and immediately head to their base classroom. Year 8s and Year 10s cycle rack will be a new temporary rack outside the old OWL room which is near the Sports Centre and next to the cemetery. Years 7, 9 and 11 will have assigned cycle racks behind the Spicer Wing. At the end of the day, pupils should swiftly collect their bikes, walk them off site and head straight home. With the staggered start and end times pupils should have no need to meet other year groups when collecting or dropping off their bikes.

Structure of the School Day

The school day will stay the same with a slight change for Year 11 leaving 5 minutes later to enable staggered departures. All pupils will have a minimum of 300 minutes curriculum time, including form time which will cover PSHE elements for KS3.

		Year 7	Year 8	Year 9	Year 10	Year 11
	0825	Arrival				
Form Time	0830	Form Time	Arrival			
	0835		Form Time	Arrival		
	0840			Form Time	Arrival	Arrival
	0845				Form Time	Form Time
P1	0850	Period 1	Period 1	Period 1	Period 1	Period 1
P2	0950	Period 2	Break - 15 min	Period 2	Period 2	Period 2
	1005	Break - 15 min	Period 2			
	1020			Break - 15 min		
	1035				Break - 15 min	
	1050					Break - 15 min
P3	1105	Period 3	Period 3	Period 3	Period 3	Period 3
P4	1205	Zone C/Lunch 1205-1230	Period 4	Period 4	Zone A//Lunch 1235-1300*	Period 4
P5	1305		Zone C/Lunch 1305-1325	Zone B/Lunch 1325-1345		Zone A/Lunch 1345-1405*
P6	1405	Period 5	Period 5	Period 5	Period 5	Period 5
	1450	Departure				
	1455		Departure			
	1500			Departure		
	1505				Departure	
	1510					Departure
	1515	Buses Depart				

*Year 10s and Year 11 swap lunch period week A Friday and week B Tuesday.

Zones

Pupils will be allocated a base classroom within their year group zone. Most of their lessons will take place in these rooms – English, Maths, Science, Languages, and Humanities. Specialist classrooms will be used for many KS4 option classes and some or most KS3 subjects where necessary – DT, Food, Drama, Music, Art, PE. The zones will be clearly signposted and supervised with Year Leads based in the zone and link senior teachers attached to each area. An enhanced cleaning regime will be in place in those rooms that are used by more than one year group.

Year	Rooms	Toilets	Water
7	Spicer Wing • E1, E2, E3, E4, E5, E6, E7, H1	Spicer	Spicer
8	Languages • L1, L2, L3, L4, L5, L6, IT1 (+L7)	MFL	Stairwell foyer
9	Edinburgh Wing • M2, M3, M4, M5, M6, M7, SC2, IT4 (+M1)	Edinburgh	Edinburgh ground floor
10	Science & Spicer Wing • RS1, RS2, H2, H3, HSC, S7, S8, S9 (+S5, S6)	Science	Science corridor
11	Morris & Science • G1, G2, G4, G5, AD1, T2, S1, S2, (+S3, S4)	Morris	Morris
	Specialist Classrooms: HMH, D1, MU1, MU2, T1, T3, T4, T5, T6, T7, CS1, CS2, Hair, SC1, A1, A2, (S3-S6)		
	Spicer will be split into two with no access between the double doors between Year 10 and Year 8 zones. Science will be split into two with clear separation between Year 11 and Year 10 zones. External classroom doors will be used to aid access.		

Form Time

As we have been instructed by the DfE to keep the integrity of year group 'bubbles', we cannot operate our vertical mentoring system. Instead, we will keep KS3 classes in form groups likely based on their Humanities group. In Year 7, pupils will have a 20 minute form period. In Year 8, pupils will have a 15 minute form period. In Year 9, pupils will have a 10 minute form period. In this form period, pupils will be registered, read the daily bulletin, partake in virtual assemblies and engage in personal development and PSHE activities. Pupils will have two members of staff attached to their form period. These members of staff will be able to assist pupils with day to day queries and set them up for the day.

For pupils in Years 10 and 11, they will not have a form period. Instead, their first period will be extended by 5 minutes enabling them to be registered and be informed of key messages for the day.

During the autumn term, some lessons may be collapsed and given to extended form time or PSHE.

Pastoral Care and SEND

Although pupils will not physically be in their vertical mentoring groups, their existing mentors will continue to oversee their pastoral care, wellbeing and academic progress. Mentors and co-mentors can be contacted in the usual way and should continue to be the main contact for parental queries. Year Leads will continue to oversee year groups and can be contacted for more serious concerns. In this way, when normal school is able to resume, parents can be reassured by the continuity of care and do not need to establish new relationships with different staff members.

SEND pupils will have access to support in the usual ways with teaching assistants deployed in classrooms and access to nurture spaces and quiet areas. We are not able to mix year groups so we will create KS3 and KS4 spaces as safe places to be at lunch time. Staggered lunch times should enable us to keep pupils separate and we will use additional office spaces as necessary where pupils need individual support or care.

Parent meetings on site will be strictly restricted and by invitation only. We will conduct as many meetings as we can virtually or remotely. However, if parents do need to attend in person for key meetings then we will make the Walnut Gallery and Carnegie Rooms available for such purpose. These rooms are adjacent to reception and not used for pupils. No visitors will be allowed into the main body of the school.

Lessons

Pupils will follow their normal timetable, accessing the full range of subjects. Teachers will be delivering their planned curriculum. Pupils will be issued timetables which clearly indicate which room they should be in for each period.

KS3 pupils will remain in their base classrooms in their allocated zones for all non-set lessons. They will move classrooms within their zones for lessons that are set, i.e. English, Maths, Science and MFL in Years 8 and 9. Where teachers need to use specialist classrooms – Food, Science, DT, Art, Music, Drama and PE – pupils will be collected from their base classroom in their allocated zone and escorted to the appropriate learning space. There will be some lessons when these subjects can teach theory based lessons within the allocated zone. This will help minimise transition. By escorting pupils to and from specialist rooms, this will reduce the amount of teaching time but it will maintain the integrity of the year group bubble.

KS4 pupils will remain in their base classrooms in their allocated zones for most core subjects. However, they will follow their timetable and be taught option subjects in specialist rooms where necessary such as Food, Art, Drama, Music, Engineering, Design and Technology, Hairdressing, PE and Sport. KS4 pupils will independently move from lesson to lesson, following our one way systems and controlled entrance and exit systems which will be clearly signposted and supervised.

All pupils will be allocated fixed seating plans for all lessons. These will support any Track and Trace requests that may be necessary. Teachers and teaching assistants will be restricted in their movement within the classrooms. They will need to maintain social distancing and therefore will stay within marked zones at the front of the classroom. Pupils will be facing front and must remain seated or at their work station throughout the lesson. It will be challenging to adjust to this new way of working and pupils will need support to make sure that they respect the new rules which are in place to protect staff and pupils.

Movement around the site

KS3 pupils will not be allowed to move independently between lessons or during break. They will remain in their zone until escorted to or from alternative venues. Controls are in place to ensure that year groups will not meet during the school day.

KS4 pupils will be restricted in their movement around site. They will independently move between lessons but zoning should mean that they will not mix with other year groups during the school day.

There will be enhanced supervision and signage. Pupils will be given clear instructions on all of this when they start in September.

Catering

Our caterers, Chartwells, will provide a full catering service as normal. Menus may be slightly restricted but pupils will be able to buy food and drinks at break and lunch. We will be using all three venues for all year groups, with cleaning taking place between each service. Pupils will be issued with cards to replace biometric fingerprint payment. This will further reduce risk of transmission. We will have to operate a cashless system so there will be no opportunity for pupils to top up their accounts with cash. Parents should use WisePay to manage pupils' accounts. If there are any problems with this, please contact finance@sawstonvc.org.

Breaks and Lunchtime

All pupils will have a 15 minute break in the morning and one hour at lunch. Breaks and lunch will be staggered so that pupils from different year groups will not meet. Pupils will be escorted to their break during period 2 and to lunch. Pupils will have their own zoned space on the field or playground for their free time. They will have allocated toilets for break and lunch. For Years 8, 10 and 11, these will be the same as their zoned toilets. Toilets will be cleaned between sessions. Pupils will be actively encouraged to wash their hands before and after eating. Sanitiser stations are also based in all zones and classrooms.

Pupils will not be able to wander freely through the school during break or lunchtime. They must stay in their allocated spaces and access the catering facilities in the allotted time. Pupils will be supervised. We will maximise the use of the College field so that pupils can run off steam.

Clubs and enrichment activities

We have to keep the integrity of year bubbles as far as possible. This means that there will be few clubs running. However, where it is possible to run a lunchtime or after school club for pupils in the same year groups we will try to make this happen. No clubs or activities will take place until 14 September as this will allow us to establish routines and embed systems first.

We will not be able to offer any residential trips in the autumn term and we will assess the situation for the spring and summer terms once there is clear guidance and as circumstances dictate. It is possible that some enrichment day trips or activities may take place, but these will be dependent on risk assessments and will only be offered to a year group at a time.

After-school Study Support Club

We will be operating our after-school study support club but it will be treated as a separate bubble. Adhering to the DfE guidelines, we are able to have a small, consistent group accessing this provision which can include mixed years. To facilitate this, parents who wish to make use of this provision will need to apply each half-term and the number will be restricted to fifteen pupils per half-term. The support club will take place in the library between 3.10 pm and 4.50 pm. KS3 pupils attending the club will be supervised in their zones until the provision is open. Whilst we will accommodate pupils from different year groups, they will be spread out in the library, have a seating plan and follow the same social distancing and hygiene measures in place across the school.

Hygiene measures and Social Distancing

We will have several measures in place regarding social distancing:

- staggered arrival times, breaks, lunch and departures;
- controlled movement with clear signage and supervision;
- keep left principle with additional floor markings;
- pupils in class will face forward and be in consistent seating plans in classrooms in zoned areas;
- controlled and reduced queuing for break and lunchtime;
- restricted numbers using the toilets at any one time;
- staff will be required to stay 2 metres from pupils.

We aim to minimise the risk of infection further by:

- keeping rooms ventilated with open doors and windows;
- insisting on high levels of hand hygiene with increased sanitisers across the site and opportunities for handwashing in classrooms with sinks and in toilets;
- insisting on 'catch it, bin it, kill it' approaches across the College;
- regular cleaning of high contact surfaces;
- enhanced cleaning regimes throughout the day;
- staggered use of specialist classrooms where possible with enhanced cleaning.

At this stage, we are advised pupils should not wear face coverings or face masks other than on school or public transport. This is under constant review and parents will be informed should there be any change.

We recommend pupils bring their own hand sanitiser in a small bottle for their own personal use. We also recommend pupils should bring tissues and insist that they use these to 'catch it, bin it, kill it'.

Any person with any symptoms of Covid19 (currently a high temperature, continuous cough or loss of taste/smell) should not come into school. Any person exhibiting symptoms in school will be sent home. Clear protocols are in place for dealing with any pupil showing symptoms in school which include parents or carers immediately collecting their child.

Attendance

All pupils are expected to attend College. College begins for Year 7 and Year 11 pupils on Thursday 3 September and for all pupils from Friday 4 September. College attendance will be formally recorded and absence will be followed up in the normal way.

Uniform

Pupils must attend in full school uniform.

PE

Pupils will not be expected to change back into their school uniform if they have a PE lesson in the afternoon unless there is time to do so (e.g. Year 10/11).

Different routines will be in place to manage safe changing into PE kit and to maximise PE curriculum time. This will be explained to pupils in September. Some PE activity, which relies on the sharing of equipment or physical contact between pupils, may not be able to take place for all pupils.

Lockers

All lockers will be emptied over the summer holiday. Their contents will be stored in labelled bags which will be returned to pupils in the autumn term or, upon request, earlier. From September, pupils will be allocated temporary lockers in their allocated zones. Year 7 should be fully accommodated with lockers. However, this may be limited for other year groups and, therefore, we encourage pupils to bring in to school only what is necessary for the day.

Equipment

As we are not able to share equipment easily, we ask that pupils come fully equipped for school, including things that in the past teachers would have provided. We ask that parents please provide their children with the following equipment and ensure that this is kept up-to-date:

- several blue or black pens for routine handwriting
- green and red pens for annotations, corrections and improvements
- several pencils plus an enclosed sharpener for drawings, diagrams, graphs, etc.
- a 30 cm ruler
- a set of highlighters – at least 3 colours
- a Pritt-Stick style glue (this is vital for keeping books orderly)
- a small pair of scissors
- protractor
- compasses
- scientific calculator (ideally a Casio fx-83GTX)
- colouring crayons for diagrams and art work

Computers

During this pandemic, we have loaned a number of devices to pupils. We will continue with this scheme until at least Christmas. However, if families or pupils no longer need the devices we would be grateful of their return so that others may benefit from their use.

Mobile phones

Normal school rules will apply regarding mobile phones. Mobile phones may be brought into school but must be switched off and kept in pupils bags whilst on site between 8.00 pm and 3.30 pm. Pupils may not carry them in their pockets and if seen or heard the phone will be confiscated.

Site Security

Over the summer months, we will be installing gates and fencing at the three entrances to the school. This is not connected to Covid19 but rather is for safeguarding, security and traffic management purposes. It is also part of long term plans for the school which include building a new Dining Hall as the school is projected to grow in population by 2023. The gates will be open at the start and end of the school day but they will be closed during school hours. Pupils who are late to school will need to enter via the Main Drive.

Parents and visitors who wish to access the site on school business will need to enter through the Main Drive which will have pedestrian and vehicular access. However, visitors, other than disabled users, will need to park off the school site. For those using the Sports Centre during school hours, access will be via the entrance near the Music and Drama rooms (the Arts Centre). Members will be provided with a code for access during the school day. These gates will be open at the weekend, before and after school during Sports Centre opening hours only. The Marven Drive will be exit only and operated on an automatic release enabling vehicles to exit only. These improvements will enhance the safety of pupils and staff on site during school hours, reducing traffic on site and ensuring that all visitors have come via reception and read our safeguarding procedures. It will also reduce vandalism to the site and use of the site for anti-social purposes.

Improved site security will also help us better manage the school re-opening in September as we need to minimise the risk of transmission to the school community. It remains the case that parents and visitors are asked to attend the College in person only where absolutely necessary. First contact should be with reception via email or telephone where possible. The school gates will be closed from 8.50 am to 2.40 pm during this period.

Communication

We intend to release a short film for pupils to watch before we open in September. This will help pupils understand what to do upon arrival and explain how school will be different for them. The film will include reminders of social distancing and hygiene measures. Before we open, we will also inform parents of where pupils should go on their first day. You are likely to have this information in the last week of August or 1 September.

Should there be any significant changes to these plans, then we will communicate this over the summer holiday. As necessary, we will also update the website with any significant changes. We are likely to resume formal communication with a brief update via email to parents on 21 August. Although the school site will be open over the summer holidays, there will be skeletal staff in operation and reception will not be open. However, we will try to deal with queries sent in via email to office@sawstonvc.org.

Thank you for taking the time to read this letter. I appreciate this is a great deal of information to take in but all of it will be carefully explained to pupils in the first few days. Please be reassured that we are doing our best to return all pupils and staff in the safest possible way and in full accordance with the guidelines.

We have been enormously grateful to parents and carers for your tremendous support over the last four months. This has been a collective effort and you have had a huge part to play in making all of this possible. Therefore, it is with some confidence that we can face the next challenge together. Your patience and understanding have been welcomed throughout and it may well be that we need to call on this again in the future. Finally, we can all recognise the outstanding efforts of our children

who have shown an irrepressible spirit through this and they can return with their heads held high ready to embrace the new way of doing things.

We all wish you a very relaxing, peaceful and safe summer break.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jonathan Russell', written in a cursive style.

Jonathan Russell, Principal