



Castle Donington College

Information for Parents, Carers and Pupils- Autumn Term 2020

INFORMATION updated 01-09-20 and subject to change

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Attendance



Schooling will be compulsory for everyone and all our staff will be in College working with children.

Punctuality will be extremely important. Pupils must arrive on time before the gates are closed in the morning.

Remote learning will be available if a child is self-isolating or if a full or partial closure occurs.

Pupils must not attend if

- they feel unwell
- they have any COVID-19 symptoms
- anyone in their household has COVID-19 symptoms

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. In any of these situations, please telephone the College for further advice.



Pupil Arrival and Departure

No parents are permitted onto the College site, beyond the carpark gates

Pupils should make their way to the following entrance

	Zone	Enter / Exit the Site	Enter/ Exit the building
Year 7	Purple	SureStart gates	Fire exits to English rooms (E3,E4)
Year 8	Yellow	Fire Door near Principal's Office	Stairs near Principal's office
Year 9	Red	Science gate	To Science and PE rooms
Year 10	Blue	Delivery gate	PE corridor doors, up Foyer stairs
Year 11	Green	SureStart gates	Fire Exits to Humanities rooms (H2,H3)



Behaviour



Our regular behaviour systems will be in place, but we will be extremely vigilant about any pupil who is compromising the safety of others.

Individuals who deliberately put the health and safety of others at risk or those who do not comply with the procedures and measures we have put in place, may be subject to a fixed term exclusion.

Pupils must stay within their zone all day. All other areas are out of bounds.



Classrooms



Wherever possible social distancing will be in place.

Pupils will be seated side by side and facing forwards. This follows the current government advice for schools.

We will be offering the full curriculum with pupils taught in their ability groups, where timetabled.

Teaching and support staff will be crossing zones, and so we will enforce strict 2m distancing between staff and pupils.

Classrooms will only be used by children in the same year group on any given day.



Drop Off/ Pick Up



Pupils arriving by car must be dropped off away from the College and walk onto the site.

We will not allow drop off or pick up from the College car park

Parents will not be able to access the College carpark for the foreseeable future.



Equipment



The government guidance states that pupils must have their own equipment such as pencils, pens and rulers, and these items must not be shared.

We ask parents to ensure that their child comes to school with this basic equipment. A full list is available on our website.

It is still recommended that pupils limit the amount of equipment, they bring into College each day, to essentials only and refill their bags at the end of each day at home.

One bag is allowed.



Face Coverings



Government updated the guidance regarding the wearing of face coverings in education on 26th August 2020. We will follow this guidance.

https://www.gov.uk/government/publications/face-coverings-in-education?utm_source=25%27August%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

We ask that face coverings are worn on the school buses (as pupils from all year groups will be on a bus together) but we cannot enforce this.

Pupils arriving on public transport must wear face coverings.

Any face covering worn to the College must be taken off and stored securely in a bag.

A fresh face covering may be used if the pupil wishes.

Face coverings must be worn, removed and disposed of correctly.

We have provided staff with clear face shields and some staff may choose to wear these, particularly in our smaller classrooms.



Hygiene



Hand sanitiser will be available in College, although pupils are welcome to bring their own small bottles.

Hygiene routines will be encouraged and we have installed extra handwashing facilities to all pupils to wash their hands regularly.

We recommend that all pupils have a small packet of tissues with them each day, as shared tissue boxes in College increase the risk of spreading the virus.



Lessons



Pupils will have five lessons a day and a 15 minute Tutor Time.

We have no plans to narrow our curriculum, although we are not allowed to deliver some practical lessons.

With some modifications for safety purposes, we intend to continue all our subjects in some form.

There will be some staggering of breaks and lunch time but the College day will remain 08.45 to 15.00.



Lunchtime



We will be opening our catering facilities, but only at lunchtime

No food will be served at morning break.

Pupils are, of course, welcome to bring their own snacks and/or packed lunches.

Pupils will need to bring their own bottle of water each day. Please make sure this is named to avoid cross contamination. Limited use of the water fountains is permitted.

Food served in the canteen will be from a 'Grab and Go' service to avoid use of crockery and cutlery. We will review this as the term progresses.

There will be no indoor seating for dining. Outside benches will be available in each zone

As part of our safety measures, pupils will no longer be use cash to top up their account at College and we ask parents to ensure Parent Pay accounts are topped up.

Different year groups will be served separately and outdoor zones will be allocated to each year group.



Lunchtime Menu



Pupils will be able to buy lunch from the canteen or bring a packed lunch. Please make sure your ParentPay account is topped up before school begins. Our menu has also been reduced and our catering service are offering the following temporary menu:

Mondays	Paninis (range of fillings, including vegetarian)
Tuesdays	Burgers: beef, chicken and spicy bean (v)
Wednesdays	Hot dogs and Quorn dogs(v)
Thursdays	Wraps: breakfast, chicken, vegetarian (v)
Fridays	Pizza: cheese, meat feast, vegetarian supreme (v)

A range of sandwiches will be served every day.

A 'Meal Deal', which includes a main, small drink and a cake/ biscuit, is £2.50



Shielding



We have been advised that Shielding has ended.

If your child has been shielding, either for their own health reasons or for reasons that someone in the family is clinically vulnerable, and you have concerns, please contact the College.



Test and Trace



We will be cooperating fully with the Government Test and Trace scheme.

A Privacy Notice has been included on the College website explaining what this will mean.



Travel to and from College



College buses are organised through Leicestershire County Council (LCC) and not the College. <https://www.leicestershire.gov.uk/education-and-children/school-transport>

The College will encourage zones to be in place on College buses but cannot enforce this.

We will ask all pupils on school buses to wear a face covering but cannot enforce this.

Pupils arriving on public transport must wear face coverings

Pupils arriving by car must be dropped off away from the College and walk onto the site.

We will not allow drop off or pick up from the College car park for the foreseeable future.



Tutor Rooms



7TH	E4
7NBr	E1
7MG	E3
7MF	E5
7CJ	E2
8JMg	L2
8MH	L1
8RH	M1
8IC	M2

9ABz	S1
9DA	S3
9KT	PE2
9KL	PE1
9ADe	S2
10ME	ICT1
10DW	M5
10AB	M3
10SA	L3
10JPM	M4

11LD	H1
11PD	H2
11LM	H3
11JT/SL	H4



Uniform



We will expect pupils to wear full College uniform every day.

There may be occasions where we suggest pupils arrive in trainers to avoid use of the changing rooms.


As we have to ventilate the classrooms, by opening windows, there may be occasions where we allow pupils to wear their coat inside

Our uniform has not changed. A full list is available on the College website.

Please contact the College if you are unsure.

Acceptable 



Unacceptable 





Visitors



To begin with, all communication with parents will be by telephone, text message or email.

Please ensure that your details are correct on the school system, and notify us immediately of any changes.

Please do not come on to the College site at all, unless you have been invited to by a member of staff.

Parents must not bring forgotten items to Reception. We will not be able to deliver these to a child. Please ring and tell us if you need to bring an item in.



What To Bring / Equipment



Pupils should;

- Arrive in full College uniform including school shoes
- Be on site for 8.40am
- Bring a pencil case with pens, pencil, ruler and any other stationery
- A notebook, white board pen and a own glue stick would be also be useful and helps to limit sharing
- Bring a pair of PE trainers with you, but not your full kit
- A packed lunch if you are not having a hot dinner
- £2.50 if you wish to purchase food from the canteen
- A full water bottle or £1.00 to purchase a College water bottle
- Your own tissues



Zones



Year 7	Purple Zone	English Area
Year 8	Yellow Zone	M1,M2,L1,L2(stairs near Principal's office)
Year 9	Red Zone	Science and PE
Year 10	Blue Zone	L3,ICT1,M3,M4,M5 (Foyer stairs)
Year 11	Green Zone	Humanities including H4

Shared areas such as the Gym, Library, Hall and Design area will be allocated on rotation with suitable cleaning regime between use.



Zones



Pupils will be located in Year 'Zones'. All lessons will be taught within these zones, with the exception of outdoor PE.

Each zone will have dedicated toilets and outdoor space. Social time will take place in zones.

The staff will move between classes, not the pupils.

Pupil movement will be limited to moving within a suite of rooms within the zone. This will minimise corridor congestion and keep pupils of the same year together at all times.

The key areas allocated to zones are set out on the next slide.

Years 10 and 11 will have a larger zone to allow for the specialist rooms (Design/Music/ICT) needed for some of their GCSE subjects.