

# A-Z Autumn Term 2020

## Information for Parents, Carers and Pupils

INFORMATION **updated 02-12-20** and subject to change

[Attendance](#)

[Behaviour](#)

[Classrooms](#)

[Curriculum](#)

[Daily Reminder](#)

[Drop Off / Pick Up](#)

[Entry and Exit](#)

[Equipment](#)

[Face Coverings NEW](#)

[Face Coverings](#)

[Food and Drink](#)

[Government News](#)

[Hand Hygiene](#)

[Lessons](#)

[Lunchtime](#)

[Lunchtime Menu](#)

[Mobile Phone](#)

[PE Lessons](#)

[Shielding](#)

[Social Distancing](#)

[Symptoms](#)

[Test and Trace](#)

[Travel and Transport](#)

[Uniform](#)

[Uniform- Visual Aid](#)

[Visitors](#)

[Year Zones](#)

[Zones](#)

**Click on a specific heading or see all slides by scrolling**

# Attendance



- Schooling is compulsory and all our staff will be in College working with children.
- On Saturday 30<sup>th</sup> October the Government published that they ‘will continue to prioritise the wellbeing and long-term futures of young people and **will not be closing schools**, colleges or universities.’
- They believe it ‘is very important for children and young people to attend, to support their wellbeing and education and help working parents.’
- ‘Senior clinicians still advise that school is the best place for children to be, and so they should continue to go to school.’
- Punctuality is 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.

**Please refer to our Parent Guide ‘Should I Send My Child to College?’ on the website**

# Behaviour



Our pupils behave well and normal behaviour systems will continue to be in place.

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.

Our Behaviour Policy has been modified to reflect the current Covid-safe provision.

# Classrooms



All Year 7, 8 and 9 Pupils will be taught all lessons in their Tutor room. With the exception of Maths, Year 9 Science and practical PE.

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

Windows and doors will be opened to ensure rooms are well ventilated. This may mean classrooms are colder in the winter months.

We will therefore allow pupils to wear coats and extra layers inside.

The heating will be on and we will ensure rooms do not fall below minimum required temperature.

# Curriculum



We will be offering the full range of subjects from our curriculum.

At KS3 pupils will be taught in mixed ability tutor groups for all lessons with the exception of Maths and Year 9 Science.

Practical subjects such as Music, Design and PE are limited and theory based lessons in classrooms will replace most practical lessons until it is safe.

Practical science lessons will be limited and moved to later in the academic year.



## **Every day, pupils should;**

- Arrive in full College uniform including school shoes. You can wear PE kit on PE days
- Be on site for 8.40am
- Bring a pencil case with pens, pencil, ruler and any other stationery. A notebook, white board pen and glue stick would be also be useful and helps to limit sharing
- A packed lunch if you are not purchasing food from our canteen. Make sure your account is topped up if you wish to purchase food from the canteen
- A full water bottle
- A face covering
- A coat and extra layers in cold weather

# Drop off and 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 car park for the foreseeable future

The main College gates will be closed at key times

# Entry and Exit



	Zone	Enter / Exit the Site	Enter/ Exit the building
Year 7	Purple	Delivery gate	Fire exits to English rooms (E3,E4, E1)
Year 8	Yellow	Fire Door near Principal's Office	Stairs near Principal's office
Year 9	Red	Science gate	Straight to Science and PE rooms
Year 10	Blue	Delivery gate	PE corridor doors, up Foyer stairs
Year 11	Green	SureStart gate	Fire Exits to Humanities rooms (H2,H3)

No parents are permitted onto the College site,  
beyond the car park gates

# 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 NEW



## The Government have announced that as from 5<sup>th</sup> November

- In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.
- Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary schools or on public transport.
- Some individuals are [exempt from wearing face coverings](#) and we expect adults and pupils to be sensitive to those needs.
- Further information on the use of face coverings in early years settings, schools and further education colleges can be found in our [guidance on the new national restrictions](#).

# Face Coverings



We will follow Government guidance regarding the wearing of face coverings in education.

All pupils travelling on public transport and College buses **must wear a face covering for the full journey.**

Any face covering worn to the College must be taken off and stored securely in a bag. A fresh face covering may be worn 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 and on corridors.

# Food and Drink



Pupils will be able to buy lunch from the canteen or bring a packed lunch.

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

Also see 'Lunchtime'

All people living in Leicestershire, Derbyshire or Nottinghamshire will be under Tier 3 restrictions from December 2<sup>nd</sup> 2020. <https://www.gov.uk/guidance/tier-3-very-high-alert>

This means:

- You must not meet socially indoors with anybody you do not live with  
'Indoors' means any indoor setting.
- You must not meet socially (in a private garden or at most outdoor public venues), with anybody you do not live with
- You can see friends and family you do not live with (or do not have a support bubble with) in some outdoor public places, in a group of up to 6.
- **If you break the rules** the police can take action against you and issue fines. You can be given a fixed penalty notice of £200 for the first offence, doubling for further offences up to a maximum of £6,400.

# Hand Hygiene



All pupils are greeted on entry, at the start of the day, with a hand sanitising procedure.

Hand sanitiser is available in College in every classroom. Pupils are welcome to bring their own small bottles.

Hand hygiene routines are in place and we have facilities for all pupils to be able 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.

First lesson begins at 08.45 and we expect all pupils to be ready to learn at this time

All lessons will be 60 minutes in length

Break and lunchtime will be staggered to avoid year group mixing.

The College day will remain 08.45 to 15.00.

# Lunchtime



We will be opening our catering facilities at break and lunchtime

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

There will be no indoor seating for dining. Outside benches will be available in each zone. Pupils will eat in their tutor room in the event of wet weather

**As part of our safety measures, pupils will not be able to 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



Please make sure your ParentPay account is topped up before school begins. School Food Support, our catering service, are offering the following reduced menu:

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Panini (various fillings)				
Chicken Burger Beef Burger	Chicken Wraps	Chicken Burger	Pizza	Chicken Burger Beef Burger
Hot dogs	Beef burger with cheese	Hot dogs	Chicken wrap Breakfast wrap	Chicken wrap
Spicy bean burger (v)	Pizza baguette	Quorn dog (v)	Quorn breakfast wrap (V)	Pizza (various toppings including (v))
Chips (Year 7)	Chips (Year 8)	Chips (Year 9)	Chips (Year 10)	Chips (Year 11)

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

# Mobile Phones



We have a 'no mobile phones in College' policy. This includes using phones for listening to music.

- Pupils are not allowed to use phones or ear/headphones during the day on the College site.
- Phones will be confiscated if they are seen.
- This is to keep us all safe. If phones are out, there is a safeguarding risk. Pupils have the opportunity to film or take photos of staff / other pupils and release these via social media.

# PE Lessons



Pupils will be taught practical PE whenever possible but this will be restricted due to our limited facilities. The guidance from Government states that changing facilities should **not** be used and so are not available.

Low risk, non contact activities will be delivered and pupils will be able to wear their PE Kit on PE days.

We appreciate this is not ideal. But in our work to keep the College Covid-safe, this is preferable to theoretical, classroom based activities

# Shielding



We have been advised that Shielding has ended.

If you believe your child should not attend College either for their own health reasons or for reasons that someone in the family is clinically vulnerable, and/or you have concerns, please contact the College.

# Social Distancing



We expect pupils to keep at least 2m apart from all adults and other pupils who are not in their year group.

We have reduced the opportunity for pupils from different year groups to mix but not eliminated this completely.

Teaching and support staff will be crossing year zones, and so we will enforce strict 2m distancing between staff and pupils at the front of each classroom.

The teacher zone will be taped off and is out of bounds to pupils

# Symptoms



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.

# 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 and Transport



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 expects pupils to remain seated for the whole journey according to the **Bus Seating Plan**, which has been organised by Year Zone.

**We expect all pupils travelling on College and public buses to wear a face covering for the whole journey.**

Pupils may travel to College by bicycle but must wear a helmet

# Uniform



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

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

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

Please contact the College if you are unsure.

Acceptable 



Unacceptable 



# Visitors



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 onto 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 your child has forgotten something important.

# Year Zones



Pupils will be located in Year 'Zones'.

All lessons will be taught in Year 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.

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.

# 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 rooms
Year 10	Blue Zone	L3,ICT1,M3,M4,M5 (Foyer stairs)
Year 11	Green Zone	Humanities including H4 and Music

KS3 Pupils must stay in their tutor room, within their zone all day. All other areas are out of bounds. KS4 must stay within the classrooms of their allocated zone.

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