

3 June 2020



CRESTWOOD
COMMUNITY SCHOOL

Dear Parent/ Carer,

**Crestwood Community School
School Coronavirus Update - Wednesday 3rd June 2020**

Firstly, I apologise for the earlier than normal communication, but I felt it was essential to get information out to you as soon as possible regarding the wider opening of our school.

It may surprise you that the main way I get any news about the wider opening of schools is by watching the daily Coronavirus Downing Street briefing, I get nothing in advance of this. So I watched to hear the announcement made on Sunday 24th May, that secondary schools will reopen their doors for some face to face contact for **Year 10 only**, from Monday 15th June 2020. This means that our original plans to open next week have been further delayed. I am aware that some parents have expressed frustration with this but it is not within my power to go against the national strategy.

On Monday 25th May, the government published more detailed guidance to us on their expectations for opening. As a result of this, we have had to amend our plans so that they comply with what was stated within this. The guidance has clearly stipulated the following, which I did not expect:

1. Up to a quarter of Year 10 can be in the building at any one time
2. Split days, which sees two sets of students changing over at lunchtime is not allowed due to the risks it would create in spreading the virus

Over the half term holiday, we developed a range of models, taking into account our underlying principles that had already been developed, alongside the stringent health and safety requirements for opening. As a result we now have a plan that, I believe, meets all the requirements of the guidance, whilst balancing the needs of students and staff. **You will find the agreed plan immediately after this opening message.**

Some parents may be disappointed that their Year 10 child is not attending school every day but the plan we have developed is achievable and complies with the government guidance issued of 'some face to face contact', whilst enabling us to continue educating the students in Years 7, 8 and 9 as we currently are, on the whole successfully.

We are very fortunate that we have two campuses, two miles apart as, technically, we can accommodate a quarter of the 'whole' year group on each campus. We have asked for some indication, from you as parents, as to your intentions regarding your child returning to school. At this moment in time, however, we have only received a positive response from 109 Year 10 parents wishing their child to return, which is less than half of the year group (32 Cherbourg, 77 Shakespeare). We have 41 parents that have indicated that they want more time to consider their child returning, 21 who would not be happy for their child to return and, unfortunately, 51 parents are yet to respond. Please, I urge you as parents to complete

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the request form, which has been sent out previously on numerous occasions, as we cannot permit students to attend without this and the completed home school agreement form, also previously sent to you. Regrettably, any child who tries to attend without these two things completed will not be able to do so and not be allowed access to the sites. We would love as many children in Year 10 to return, that feel safe to do so, as whilst the online lessons are effective and learning is strong, it is not a substitute for face to face contact with their teachers. In my view, it is imperative that we give Year 10 a boost before the summer holidays, to get them on the right track towards their GCSE's, so they are not in any way disadvantaged when we return full time, whenever that may be.

Next week we will be sharing with you a video of how Year 10 will enter each campus, at differing points, including the routines that will be in place to ensure your child and the staff are kept as safe as possible. We hope this will relieve any anxieties and answer questions you may have. The first face to face sessions will be tutor based, for an hour, in very small groups, to welcome back students in a way which will not be too overwhelming for them. From the week commencing 22nd June we will be delivering face to face learning for core subjects and EBacc from 9.45am to 2.15pm on Tuesday and Wednesday. Each Year 10 child has the opportunity to attend for one day per week. Grouping arrangements will be released next week to students and parents.

I know that as parents with potentially children in other year groups, you will be asking questions as to when your child can return to school too. I genuinely wish I had a magic wand and, you know, if I could, I would allow them all back tomorrow but I regretfully cannot. I sincerely hope that you understand that, as the Headteacher, I have to adhere strictly to government policy, if not I would be deemed by many as reckless, placing your children, the staff and the wider community at risk.

If your child would benefit from pastoral support to ease their anxieties and worries through these difficult times, we are offering face to face pastoral sessions every Thursday. These meetings will be strictly by appointment and your child can choose which member of the pastoral team they would like to support them. If you feel they would benefit from this support, please click [here](#).

Please do contact me if you have any questions, these are strange and unusual times for us all, but I am so excited to be in a position to get some of our #Crestwoodfamily back, quite rightly, where they belong.

Thank you for your unstinting support as always, I'm sending you all my best wishes and positive thoughts. On Friday you will receive the normal update, albeit much shorter!

Krista Dawkins
Headteacher

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Proposal for recovery

Planned partial reopening for Year 10 from 15th June 2020

The underlying principles of this proposal are:

- It is completely safe to open, based on scientific advice.
- Minimising the number of students in school at any one time to avoid spreading any infections
- Minimising the number of staff in school at any one time to avoid spreading any infections
- Building the confidence of staff and students to leave their homes and feel safe
- Re-establishing relationships between staff and students
- Ensuring stringent cleaning procedures can be undertaken during and between occupation periods
- Maintaining an efficient approach to ensure online learning can still occur which has proved, thus far, to have a positive impact on learning and wellbeing

Our approach:

- It is essential that students' and staff wellbeing is paramount. Face to face should be a pleasant and enjoyable experience for all.
- Parents wishing to keep their children at home can do so, as it is at this stage their choice to do so.
- Any arrangements we make for Year 10 are **not expected to be full time.**
- The DfE have stated that we can only have a quarter of the year group in at one time. As we have two campuses and have planned meticulously and undertaken rigorous risk assessments we will have **a quarter of the entire year group on each campus, two miles apart.**
- Parents must have requested the place for their child in advance, they cannot just turn up without prior approval due to the impact on health and safety. Any child attending without authorisation will be turned away.
- At this moment in time we have had 109 parents say they wish their child to return, less than half the year group (32 Cherbourg, 77 Shakespeare), we have 41 that want time to consider, 21 refusing and 51 with no response.
- Parents and students will have to agree to abide by rules through a home school agreement before they are allowed to return.
- We do not require staff or students to wear uniforms, we want people to be as comfortable as possible and to wear easily washable clothes.

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- Social ‘bubbles’ have been created to protect students and staff. This means we have developed groups of staff and students that are mutually exclusive, confined to certain areas of each campus.
- Students will not be permitted to leave their group or move out of their designated area. All other areas will be locked down.
- Toilets are dedicated to each teaching group, students must only use these toilets and will be allowed to go to the toilet one at a time.
- These groups will be ability based, subject based and where possible we will take into account friendships to ensure students feel as comfortable as possible.
- There will be a half an hour lunch break in the students zone between lessons. Students and staff can bring their own lunch or a sandwich will be provided and delivered to the areas.
- Any child breaking the rules, which compromises health and safety, will be sent home immediately. A return to subsequent learning will only be allowed after discussion with parents.

Rooming:

Cherbourg (43 each cohort)		Shakespeare (68 each cohort)	
Venue	Entrance/ Exit via	Venue	Entrance/ Exit via
C1- Sports Hall (32) Yellow Zone	Chestnut Avenue	S1 Sports Hall (32) Green Zone	Tennis court
C2 - Hall (18) Orange Zone	Student Gate, Cherbourg Road, doors by Drama	S2 Gym (20) Orange Zone	Aspire Entrance, outside doors
C3 - Library Key worker students Purple Zone	Main gate, Cherbourg Road, West Block entrance	S3 Science G3 (9) Yellow Zone	Bike Sheds, Back door entry
C4 - T4 and SEN base Pink Zone	Main gate, Cherbourg Road, T Block entrance	S4 SEN base Pink Zone	Music door entry
		Pre school Blue Zone	Main reception entrance

(The rooms have been chosen due to their size and location to facilities and exit points)

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Tutor Session Tuesday 16th June 2020

Group C 9.30am - 10.30am

Group R 11am - 12pm

Group E 12.30pm - 1.30pm

Group S 2pm - 3pm

Cherbourg (43 each cohort)		Shakespeare (68 each cohort)	
Venue	Entrance/ Exit via	Venue	Entrance/ Exit via
10cKTL Sports Hall (7) Yellow Zone	Chestnut Avenue	10sVBD Sports Hall (7) (EBY and IGR) Green Zone	Tennis court
10cNBY Hall (8) Orange Zone	Student Gate, Cherbourg Road, doors by Drama	10sJGN Gym (8) Orange Zone	Aspire Entrance, outside doors
10cVNN W8 (8) Purple Zone	Main Gate, Cherbourg Road, West Block entrance	10sAWI Science G3 (7) Yellow Zone	Bike Sheds, Back door entry
		10sSMC Science G5 (7) Pink Zone	Music, crescent entry
		10sJLN G10 (7) Blue Zone	Fire door off Reception at main entrance

Organisation:

- Year 10 will be divided into cohorts, **A** and **B** for each campus.
- Students are expected to attend the whole day, unless they do not study a subject. Where this happens they will attend at the times indicated.
- **A** will attend on Tuesdays **B** will attend on Wednesdays
- In each cohort students will be assigned to smaller groups, students will be notified in advance. CA1, CA2, CB1, CB2 for Cherbourg and SA1, SA2, SA3, SB1, SB2, SB3 for Shakespeare.
- The tutor session - 1 hour long, will not be in these groups and Year Leaders will identify who should attend and when for these sessions. These groups are called C, R, E and S

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- Each learning session is 2 hours long. Morning sessions will run from 9.45am to 11.45am, afternoon sessions 12.15pm - 2.15pm, with subject specialists.
- Lunch will be at 11.45am - 12.15pm, this must be taken in the zoned area and observing social distancing.
- Students and staff are encouraged to bring their own lunch however a sandwich lunch will be provided for those in need.
- No other staff than those on the rota will be in school as this will avoid overwhelming students at any one point.
- Students only attend the session for their cohort, they cannot swap sessions to be with their friends.
- Gates will open 10 minutes before school starts.
- Students will have their temperature taken by a digital infrared thermometer at the gate. If at 37.5 or less students are to go directly to their base, keeping a social distance. Any with a high temperature will attend medical and await to be sent home.
- Each zone has a dedicated hand washing area. On entry students will be directed to hand washing and sanitising at points in the room. These will be controlled by staff.
- We ask all students and staff to bring their own full drinking vessel, to avoid cross contamination. Water fountains will not be in use. For those who forget their drink, limited supply of water will be available.
- Students must bring their own equipment and books as we are unable to share resources due to the risk of cross contamination.
- Staff will be provided with a refreshment point for hot drinks, paper, disposable cups will be provided.
- Staff toilets and the staff rooms will be available as normal. If needed, as these are away from other zones.
- At the end of the session students must leave the site immediately and return straight home.
- Any Year 10 student currently travelling by school minibus or taxi will be transported as normal on the days they are expected to be in.

Learning:

- Learning will focus, in the first instance, around English, Maths, Science, History, Geography and Languages.
- The face to face learning will be supported by the current online live lessons on a Monday, Thursday and Friday for Year 10.

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- Year 10 lessons that are taught in school will aim to be broadcast to students learning from home in some way.
- Staff will use the face to face sessions to review online learning with students, clarify any misconceptions and set out the next period of learning.
- Hard copies of materials can be given out at this point to aid the online live lessons, providing a complementary approach.
- If students are having a face to face session in a subject, then there will be no online lessons for that week.
- In the first week a tutor session will be held with a quarter of each Year 10 Tutor group at a time. Group C: 9.30am - 10.30am, Group R: 11am - 12pm, Group E: 12.30pm - 1.30pm, Group S: 2pm - 3pm. This session is designed to allow students to get used to being back in the building and re-familiarising themselves, whilst sharing any experiences they have had during lock down or issues they are concerned about. Routines and health and safety requirements will be reviewed.

SEN students with an EHCP:

- Some students with EHCP have found online live lessons far better at home and as a result may not wish to return for face to face sessions, which is completely acceptable.
- Government guidance states in [Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak](#) that for children and young people with an EHC plan in mainstream settings:
 - those in year groups specifically targeted for return should return to school, where medical advice suggests they are not clinically vulnerable to coronavirus, informed by their risk assessments, and are not [shielding and protecting people defined on medical grounds as clinically extremely vulnerable](#)
 - those in other year groups should continue to attend or not depending on their individual risk assessments.
- Any sessions we are planning will mirror the school opening arrangements.
- Intervention support is also being planned to be delivered online by smaller group sessions rather than face to face.
- Key workers will contact parents to agree individualised plans for students.

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- Unfortunately, some students, including those in Year 10, will be unable to come into school as they cannot comply safely with social distancing or we do not have the staffing capacity to meet needs and ensure their safety. This will be decided on an individual basis by a risk assessment which will be shared with parents when the decision is made.

Vulnerable students:

- There is an expectation that these pupils will attend.
- Each individual child will be discussed and arrangements made that are best suited for that child.

Health and Safety:

- The DfE has stated it is **not** appropriate for school staff to wear PPE, however if staff and students wish to do so they can.
- The DfE has stated it is **not** appropriate for children and staff temperatures to be taken on entry. Staff have said they would feel more reassured if this was the case and therefore we will undertake this at entry points to the school.
- On entry students will be expected to wash their hands and use hand sanitiser. There are specific stations for each zone. Students will be managed by staff to use these.
- Rooms and toilets will be cleaned with **SELGEINE ULTRA**, which is a high specification disinfectant and Milton Fluid in between lessons. In classrooms this will cover all table tops, table legs, chairs, chair legs and all touch points. In toilets all sinks, toilet bowls, seats and touch points.
- The DfE has also recommended we use bleach and this will be used at the end of each day for the main clean, in addition to above, as it needs time to dry to be safe for people.
- All entrances and exits will be cleaned as per above, detailed guidance for site staff has been developed.
- Other areas of the school will not be accessible to avoid contamination of rooms.
- Students must bring their own equipment, such as pens and books as we are unable to share resources due to the risk of cross contamination.
- The existing fire evacuation plan remains in place, however, there are amendments that cover the Covid 19 reopening period. Staff will be made aware of the amendments and a fire drill and raising awareness session will take place in the first tutor time.

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- SLT will remain static and contactable via mobile phone/ radio to avoid wandering from class to class and spreading any potential infection.
- A trained first aider will be on each site for each day. Any child or member of staff displaying symptoms of Covid 19 will be sent home immediately and will be required to be tested before readmission.
- Parents and visitors will not be permitted on the school grounds in any capacity.
- We encourage children to walk and cycle to school. If, in exceptional circumstances, a child needs to be dropped off, there will be a clearly signed drop off point on each campus.
- No other staff than those on the rota will be allowed on site this allows us to manage the cleaning of areas.
- Staff wishing to prepare resources must contact the Senior Site Manager, Alan Hussey for prior permission.

Pastoral and parental Support:

- Each Thursday the Pastoral Support Workers and School Counsellor will be available for face to face meetings with students across all year groups.
- These will strictly be by appointment only.
- The pastoral support will operate from Cherbourg only, with staff from both campuses.
- The Parent Advisor will be available on a Thursday for any virtual meetings.

Critical Worker Students:

- This provision will continue to operate out of Cherbourg only due to the lesser number of students on this campus.
- Any child that can stay at home safely should do so. It is essential that this provision is for those children who would be at risk if they stayed at home. We have to limit the numbers on site to ensure we are not a catalyst for the spreading of the virus.
- These students will be supervised in the Cherbourg Library undertaking their online and independent work.
- The times have been adjusted to 9am - 2.30pm

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Year 10 Timetable for face to face learning

Timings of the day:

- AM: 9.45am - 11.45am
- Lunch: 11.45am - 12.15pm in zoned areas
- PM: 12.15pm - 2.15pm

Chosen model rationale:

- 4 models for reopening were developed. Staff were surveyed and have indicated a preference for the proposal here.
- When deciding on models we considered health and safety implications and DfE, Local Authority and Public Health England guidance.
- We are fortunate to have 2 campuses, effectively we have a “quarter” of the whole of Year 10 on each campus not in the same building.
- Staff would attend whole or part days
- This would mean 6 teaching staff across both sites each day, 4 for a whole day, 2 half a day, 2 CSAs whole days.
- Staffing would be 3 at Cherbourg and 5 at Shakespeare. In addition there would be a first aider on site, SLT member and 2 site team, adding 4 to each figure.
- Where students do not have a subject they do not attend and go home early or attend later. For example not all students do Spanish
- We are considering whether the last 2 days could be substituted for practical based subjects
- CA and SA groups attend Tuesdays
- CB and SB groups attend Wednesdays

Day	Date	Group in school	Lessons
Tuesday	16th June	Tutor groups split into 4 further groups C,R,E,S C: KTL, VNN, NBY S: JLN, SMR, VBD, JGN AWI	AM: 9.30am - 10.30am, 11am - 12pm PM: 12.30pm - 1.30pm, 2pm - 3pm
Tuesday	23rd June	CA1	AM: English PM: Mathematics
		CA2	AM: Mathematics PM English
		SA1	AM: English PM: Mathematics
		SA2	AM: English PM: Mathematics

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		SA3	AM; Mathematics PM: English
Wednesday	24th June	CB1	AM: English PM: Mathematics
		CB2	AM: Mathematics PM English
		SB1	AM: English PM: Mathematics
		SB2	AM: English PM: Mathematics
		SB3	AM; Mathematics PM: English
Thursday	25th June	By appointment only	Pastoral Support
Tuesday	30th June	CA1	AM: Science PM: History
		CA2	AM: History PM: Science
		SA1	AM: Science PM: History
		SA2	AM: Science PM: History
		SA3	AM; History PM: Science
Wednesday	1st July	CB1	AM: Science PM: History
		CB2	AM: History PM: Science
		SB1	AM: Science PM: History
		SB2	AM: Science PM: History
		SB3	AM; History PM: Science
Thursday	2nd July	By appointment only	Pastoral Support
Tuesday	7th July	CA1	AM: Geography PM: Spanish
		CA2	AM: Spanish PM: Geography

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		SA1	AM: Geography PM: Spanish
		SA2	AM: Geography PM: Spanish
		SA3	AM; Spanish PM: Geography
Wednesday	8th July	CB1	AM: Geography PM: Spanish
		CB2	AM: Spanish PM: Geography
		SB1	AM: Geography PM: Spanish
		SB2	AM: Geography PM: Spanish
		SB3	AM; Spanish PM: Geography
Thursday	9th July	By appointment only	Pastoral Support
Tuesday	14th July	CA1	AM: English PM: Mathematics
		CA2	AM: Mathematics PM English
		SA1	AM: English PM: Mathematics
		SA2	AM: English PM: Mathematics
		SA3	AM; Mathematics PM: English
Wednesday	15th July	CB1	AM: English PM: Mathematics
		CB2	AM: Mathematics PM English
		SB1	AM: English PM: Mathematics
		SB2	AM: English PM: Mathematics
		SB3	AM; Mathematics PM: English
Thursday	16th July	By appointment only	Pastoral Support

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