



10 July 2020

Dear Parent/Carers,

You may well be relieved to hear that this will be my last letter of the year to you. I would like to open by saying a massive thank you for all your support during the last few months. 2020 will definitely not be a year we all forget in a hurry but will be remembered by me mostly for the strength of #crestwoodfamily.

I have enclosed the detailed plan for reopening in September at the end of the letter. The guidance we have been given from the DfE has been thoroughly scrutinised by the senior team and we have developed an approach that, we believe, suits our students, parents and staff. At this moment in time, this is our plan but it may well change if further guidance is given stating we need less or more measures to protect those in the school. Videos for the students are being created to get them ready for September and the changes that are being implemented.

At this moment in time the key features that apply to both campuses are:

- Key stage 3 (Y7,8,9) and 4 (Y10,11) bubbles across the school, there will be no mixing of these where possible.
- Enhanced and regular cleaning of all areas throughout the day.
- Students will not be allowed to enter the school site before 8.10am, through their designated Key Stage gate and will go straight to their tutor base. Where possible we do encourage not arriving before 8.20am.
- Students will move around the school to lessons as normal, staff will remain in their rooms to ensure adequate supervision and opportunities for the staff to sanitise their rooms in between every group of students. This also allows specialist rooms to be used for teaching those subjects to all students such as Science.
- Students will have strict routes of travel around the school and will have dedicated wait areas and toilets. Students are asked to wait before staff invite them to enter their classrooms.
- Teaching Assistants will be based in either SEN, in a subject area or with a bubble, their movement will be minimised where possible.
- Students must sanitise hands on entry and when exiting rooms.
- Rooms will be arranged for side to side seating in rows.
- There will be allocated toilet blocks for each key stage bubble. These will be cleaned on a regular basis.

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- Staff must maintain a social distance and will teach from the front.
- The day will be staggered to avoid mixed or large group gatherings:
  - All students will have registration at 8.30am for 5 minutes, with lesson 1 commencing at 8.35am
  - Key Stage 3 will have a break at 11.05am -11.20am, where free fruit will be available, followed by tutor time from 11.20am - 11.45am
  - Key stage 4 will have tutor time at 11.05am - 11.30am, followed by lunch at 11.30am
  - Key stage 3 will have lunch at 1pm
  - Key stage 4 will have no afternoon break and finish school at 2.35pm
  - Key stage 3 will finish at 2.50pm
  - All students will be escorted from the site at the end of each day, through their designated gate,
- Assemblies will be delivered in tutor bases by video
- Students must provide their own equipment including an apron for Science and Technology and a separate one for Food Technology. Sharing of equipment between students will not be allowed.
- Specialist subjects will be considering how they plan the use of equipment in each bubble. Essential Items such as paint brushes, steel pan beaters, basketballs, racquets and computers are just some of the pieces of equipment for which use will need to be planned for so that it does not get used outside of the bubble.
- Students must bring their own drink bottle, full, as shared water taps will be disconnected.
- The food menu selection will be reduced for the first half term due to the staggered lunch time. There will be no salad bar on offer, with boxed salads replacing this. Menus will rotate on a two weekly basis.
- Enhancement for Years 10 and 11 will be delivered virtually from 3.30pm or later.
- Lockers will not be available to any student in the first half term, due to the multiple touch points.
- There will be no breakfast or after school clubs for the first half term to ensure there are no larger gatherings or mixing of bubbles.

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- We will not be allowing visitors onto either school site. Any meetings will be held virtually or over the telephone.

If we have any updates, I will inform you as soon as possible. If you do have any queries please do let me know.

Term starts Thursday 3rd September at 8.30am. On the first day Students will be based in their tutor bases with their tutor getting used to the “new normal” and re-establishing relationships with staff and their classmates. From Friday 4th September all students will be in normal lessons.

#### **Inset Days 2020/21:**

- Friday 25th September 2020
- Friday 23rd October 2020
- Monday 2nd November 2020
- Thursday 22nd July 2021
- Friday 23rd July 2021

#### **Online, live lessons:**

- As we will be conducting tutor and year leader appointments with students next week there are no online lessons and work will be posted in Google Classroom

#### **Free School Meals (FSM) in the period of closure**

- Food boxes will cease from **Friday 17th July 2020**
- Free School meal vouchers will be issued for the summer holidays using the Government scheme. The vouchers will be sent via email to most parents entitled to free School Meals on Friday 17th July. If we do not have a valid email address, they will be sent via post. If you have any issues receiving or redeeming the vouchers please contact Julia Hughes [julia.hughes@crestwood.hants.sch.uk](mailto:julia.hughes@crestwood.hants.sch.uk) [Guidance on how to redeem the vouchers can be found here.](#)

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### **School opening for children of critical workers**

- This closes Friday 17th July 2020
- There is no provision over the summer holidays

### **Year 11**

- GCSE Results Day is on Thursday 20th August on each campus. Our aim is to host these in a way that is as close to what we normally do. Therefore, our plan is for Cherbourg students to arrive at 9.30am on the day to collect their results and Shakespeare students at 10.30am.

### **Finally this term we say goodbye to the following staff:**

Miss Baird - Mathematics, who is retiring

Mr Macleod - Science, who is undertaking further study for a higher degree

Mrs. Smith - Science, who is moving to a new post

Miss Westall - Science, who is moving to Wales

Mr. Coomber - Music, who is moving to a new post

Mr. Biddiss - Site Manager, who is retiring

I would like to take this opportunity to thank them for everything they have contributed to Crestwood over their time in the school and we wish them every success in the future. I will really miss them and they will always be part of our #crestwoodfamily

### **In September we welcome the following new staff:**

Miss Cairns - Drama, Cherbourg

Miss Glenn - Music, Cherbourg

Ms. James - Science, Shakespeare

Mr. Light - Intervention, both campuses

Mr. Mitchener - English, Cherbourg

Mr. Scott - Science, Cherbourg

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**We also welcome the following trainee teachers:**

Dr. Duffy - English, Cherbourg

Miss Hall - History, Shakespeare

Mr. Lloyd - PE, Cherbourg

Mrs. Maughan - English, Shakespeare

**The following staff are changing campuses:**

Mr Bezant - English, Shakespeare

Mr. Mercer - Science, Cherbourg

Mrs. Nicholas - English Lead, Cherbourg

It has been lovely seeing our Year 10 back in school and I am genuinely soooooo excited to be seeing all students next week including our new Year 6 students. Most surprisingly is that, over lockdown, we have had so many new students join us and we are excited to meet them for the first time next week too!

Term finishes the 17th July and remember that there are no online lessons next week due to the one to one meetings. I do hope you have a restful and enjoyable summer break. Please do keep an eye out for any updates over the summer and contact me if you need any help at all.

**Krista Dawkins**

**Head Teacher**

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## PASTORAL STRUCTURE 2020-21

### HEADTEACHER KDS

#### HEAD OF SCHOOL (CHERBOURG) TNH

Year Leader: Mrs. Buckingham AYL: Mr. Tully	Year Leader: Miss Goldsmith	Year Leader: Miss Cleaver	Year Leader: Mr Vass AYL: Miss Sutton	
7C	8C	9C	10C	11C
7cMCA Miss Cairns T4	8cBHG Miss Harding M5	9cNBY (CHK) Miss Bailey W6	10cCAA Miss Andueza W9	11cBJN Mr. Johnson M9
7cVNN Miss Newman W7	8cCKY Mrs. Kelly/ Mrs. Leach W4	9cNPB Mrs. Plumb M8	10cESN (DTY) Miss Sutton W3	11cJFR Miss Farmer M2
7cKBX Miss Bax M12 Att: Dr. Duffy	8cKNS (ESN) Mrs. Nicholas M3 Att: Mr. Lloyd	9cKTL (NMD) Mrs. Totterdell M14	10cTLN Mr. Luxon T10	11cEST Mr. Scott M13
7cRGN Miss Glenn T1	8cSTR Mr. Thatcher M6	9cTMR (JFR) Mr. Mitchener M4	10cPCN Mr. Caplen M11	
7cSMC Mr. Mercer M15				

#### HEAD OF SCHOOL (SHAKESPEARE) SGS

Year Leader: Mrs. Buckingham AYL: Miss Brown	Year Leader: Miss Davey	Year Leader: Mr. Hollman	Year Leader: Mr. Buckingham AYL: Miss Cambridge	
7S	8S	9S	10S	11S
7sLAN Mrs. Alden E2	8sLDY Miss Dewey G4 Att: Mrs Maughan	9sBMR Mrs Mitchener (Mr Grover/ Mrs Berry) E7	10sHCE (ABR) Miss Cambridge G17	11sCDY Mrs. Duffy G15
7sJGE Mr. Greene IT1	8sAWA Miss Watson U6 Att; Miss Hall	9sSJS Miss Jacobs G25	10sPHG Miss Harding G21	11sCWD Miss Ward IT2
7sJLN Miss Luxon G9	8sMRD Mr. Read U8	9sJMN Miss Machin G12	10sCSK Mrs. Sellcik G8	11sRON Mrs. O'Loughlan G7
7sAWI Mrs. Wujewski G3	8sJJS Miss Jeffries G19	9sPGD Mr. Garrard E3	10sSSW Miss Shaw E1	11sAWY Mr. Whitby IT3
7sSJA Miss James G1	8sABZ (HCE) Mr. Bezant G23		10sAUT (SBX) Miss Upcott G27	11sRED Mr. Edmond G10

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## Plan for reopening September 2020

On Thursday 2nd July the government released [DfE Guidance](#) on how schools should plan for reopening to all students in September.

The document outlines 6 key areas which are defined as the System of controls. Numbers 1 to 4 must be in place in all schools all of the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

### System of controls:

- 1) 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
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

When taking into account the systems of control, Crestwood have also taken the advice in the guidance around grouping of children which states

“...maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.”

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### Principles of Crestwood plan and amended timings during the school day

- Maintain existing planned timetable to permit specialist teaching, but with adaptations to school day and moving around school
- Create two bubbles on each campus: KS3 & KS4
- Create staggered/rolling lunch and break times to keep bubbles separate
- Staff to stay in their own rooms to ensure that cleanliness is maintained and appropriate supervision of students
- Move bulk of tutor time into lunch to extend gap between P2 and P3 (to allow staff to move between campuses)
- Staff to clean down between sessions and retain ownership of their areas
- Students to wait outside class (or block as necessary) until teacher is ready

### Amended Timings of the School Day

Year 7, 8 & 9		Years 10 & 11	
Gates open	08.10	Gates open	08.10
Tutor 1	08.30-08.35	Tutor 1	08.30-08.35
Period 1	08.35-09.50	Period 1	08.35-09.50
Period 2	09.50-11.05	Period 2	09.50-11.05
Break	11.05-11.20	Tutor 2	11.05-11.30
Tutor 2	11.20-11.45	Break (Lunch)	11.30-12.05
Period 3	11.45-13.00	Period 3	12.05-13.20
Break (Lunch)	13.00-13.35	Period 4	13.20-14.35
Period 4	13.35-14.50	Home (in lieu of break)	14.35
		Enhancement	15.00-16.00

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## Applying the principles to the context of Crestwood

1) 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	
Crestwood measures	Justification
Republish the guidelines in parent friendly form <a href="#">(here)</a> Educate parents and students about the track and trace procedure	Parents, staff and students need clear, simple and concise guidance.
Ensure that posters are clearly displayed around the site <ul style="list-style-type: none"> <li>• <a href="#">Hand Washing</a></li> <li>• <a href="#">Covid posters</a></li> <li>• <a href="#">Covid Advice for Education settings</a></li> </ul>	Visual guidance embeds the rules on hygiene.
Establish a medical procedure for anybody exhibiting symptoms in school	This will be used for all first aiders to protect them and others from contracting the virus.
Set up isolation rooms on each campus and ensure there's PPE for the member of staff treating them.	Isolating rooms ensure that students do not mix and the virus can be contained.
Establish reporting procedures to PHE	Ensures that guidance is followed to comply with PHE guidance so that support is given as and when required.
Ensure we have enough PPE available	We are unsure at the level of need, so reserves are important for dealing with any COVID cases.
Establish a tutor presentation about the rules of returning	Students need to be made aware of the rules so that they can follow them as closely as possible.
Have procedures for parental concerns to ensure there's consistency in our approach (Flow chart)	Consistent communication builds understanding and confidence amongst the community.

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2) Clean hands thoroughly more often than usual	
Crestwood measures	Justification
Ensure all toilets have got soap and paper towels and it's checked regularly	Appropriate cleansing materials need to be available at all times to ensure appropriate levels of hygiene
Remove all the fuses for hand driers	To avoid the hot air spreading the virus
Hand sanitiser stations on each gate, all students must use them on entry	Hand washing on entry is unrealistic as it would cause overcrowding in the toilets. Sanitiser is 70% alcohol base and would kill the virus.
Hand sanitiser stations in each classroom and at points around the school on all routes around the school	The more opportunities to hand sanitise promotes self regulating hygiene on entry and exit.
Students must hand sanitiser on entry and exit <i>Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</i>	The more opportunities to hand sanitise promotes self regulating hygiene on entry and exit.
Students can only eat in designated areas	This means that there is a non mixing of bubbles and maintains the classroom as sterile environments.
Create a culture of student independence for their own hygiene	Secondary pupils need to behave in an independent nature and be responsible for theirs and others hygiene,

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3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	
Crestwood measures	Justification
Ensure our posters are displayed in all classrooms and corridors around the school <a href="#">Covid posters</a>	Students and all staff are aware of the procedures
Tutor presentation clearly communicates the importance of respiratory hygiene on the first day back	Students are aware of the correct procedures
Ensure there are pedal bins and tissues in every classroom	Reduced risk of infection that are not touched by hands
If students have sneezing or coughing fits they must be sent to the toilets to wash their hands	Reduced risk of infection and ensure germs are removed.
Windows and doors open in each classroom where possible Wedges to be made for each door All windows are must be able to be opened to increase ventilation	Reduce touch points that spread infection. Ventilation can reduce the risk of transmission
Toilets block doors to be left open at all times	Reduce touch points
Bins need to be regularly emptied at break times, 3 times a day	Removal of contamination risk
Risk assessment for students with special educational needs to ensure they maintain good respiratory hygiene	SEN students cannot always adhere to the guidance. This needs to be managed on a day to day basis
If members of staff or students wish to wear a face mask they can.	Important that staff and students feel safe in their environment
Students travelling on the school minibus must wear a face covering	Difficult to maintain social distancing on transport, therefore essential for travelling

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4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	
Crestwood measures	Justification
Establish a cleaning schedule for classrooms, communal areas and touch points	All areas will need to be cleaned more frequently to reduce the risk of contamination
Staff produce risk assessments and plans for their rooms including plans around specialist equipment and materials	Staff will be aware of how to minimise risk in their subject area where there are shared resources.
Establish a plan for practical equipment cleaned after every lesson or left for 72 hours before next use	Shared resources need to be maintained hygienically clean to avoid the risk of transmission
Declutter all rooms, all surfaces must be clear. Teacher desks must be clear.	Reduce the contamination risk and allow cleaning to be taken our efficiently, without a barrier
Every child is provided with their own set of equipment including white board pen and green pen.	This reduces the risk of contamination by not having shared resources
Toilets must be cleaned more regularly and students must be encouraged to wash their hands when going to the toilet as well as hand sanitizing on entry to the classroom.	This reduces the risk of contamination in communal areas
Follow the PHE guidance for cleaning	Optimises the effectiveness of cleaning and ensures we are following the guidance.
Lockers to be emptied and removed from use for first half of Autumn term	To avoid non essential movement and cross over of bubbles and manageable cleaning routines
Water taps to be disconnected and students to bring their own water bottles	To avoid cross contamination of taps and students placing mouths on taps.

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5) Minimise contact between individuals and maintain social distancing wherever possible	
Crestwood measures	Justification
Establish 2 Key Stage bubbles on each campus	Our year groups are smaller as we have a split site campus. This allows students to access the full curriculum whilst still maintaining lower risk.
Students will move around the school through designated routes, including outside.	This avoids bubbles meeting with each other and increasing the risk. Routes are included outside for greater ventilation.
Staff will stay in their rooms to create subject bubbles, students will continue to move from lesson to lesson along dedicated routes.	This allows staff to maintain responsibility for their own rooms, maintaining hygiene security. Staff are more at risk of contracting the virus so minimising contact with other staff helps reduce this. If staff were to move rooms this would be leaving students on their own in a room unsupervised, which is a health and safety risk.
Where there are shared rooms staff will be expected to clean the room they are leaving, ready for the next person	This ensures shared use of rooms does not reduce the hygiene procedures
KS3 and KS4 will have different timings to the day to reduce congestion and interaction at social times	Free time is therefore staggered. Use of the canteen is staggered allowing time for cleaning.
The salad bar will be removed on both campuses in favour of salad boxes	Avoids sharing of utensils and reducing the risk of transmission
Cutlery will be wooden disposable in the canteen	This will ensure that washing up is less and can be conducted more thoroughly.
Staff need to maintain a social distance as much as possible and avoid using the staff room	This reduces the risk of transmission and gatherings
Rooms will be rearranged to facilitate side by side teaching	This reduces the risk of transmission, face to face seating must be avoided.
Designated entrances and exits for each year group	This reduces the risk of transmission and avoids congestion at busy times

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Students will be escorted to the gate at the end of the day by their class teacher. If they need to contact other staff they will use email.	Ensures students leave site promptly
Gates will be locked until 8:10am, students must go straight to their tutor rooms. Parents and students are encouraged that nobody should arrive before 8:20am	This ensures students will not contact across bubbles and mingle before school.
Breakfast clubs will not operate for the first half term, instead breakfast biscuits and fruit juice will be available in tutor rooms. In Autumn 2 breakfast clubs will be run in 2 separate areas on each campus, 1 for each KS. CH Year 7,8,9 in the hall and 10 & 11 in the drama studio. SH Year 7,8,9 in the crescent, Year 10 & 11 canteen	This reduces the risk of cross contamination and we maintain bubbles as we get used to the new system.
Staff briefing will be done virtually whilst staff are in tutor rooms	Students have a controlled start to the day supervised by their tutor. Briefings are a large gathering normally, avoiding this is essential.
Students who arrive on the school bus must wear a face covering but it must be removed on entry to the school, should they wish to wear another one in school they must use a new one.  Routes will be reviewed to try and maintain bubbles where possible  Buses must be cleaned after each journey	The rules for public transport will be adhered to, as social distancing is difficult on the minibus.  Cleaning will ensure buses remain hygienic.
When staff move between campuses they must wash their hands and sanitise on entry to the campus	Avoiding the transmission of germs between environments.
Students must have their own equipment including an apron for Science and Technology, plus an apron for food technology.	To avoid sharing resources and spreading contamination.
Pastoral support will be split between KS3 and 4. There will be no lunchtime or break time pastoral support.	To avoid bubbles mixing and gatherings of larger groups
All practical subjects will consider having designated equipment for each bubble,	Avoid cross contamination between bubbles.

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cost allowing. Any shared resources such as Science, Art, Music and PE must be cleaned after each lesson or left for 72 hours before any other use,	
The whole school community must be encouraged to engage with the NHS track and test system if they believe they've been in close contact with someone who has symptoms.	Essential that we are informed of local break outs to consider further action.
Parents and staff must ensure they inform the school immediately if they or anyone in their household test positive or negative.	Essential that we are informed of local break outs to consider further action.
Staff and parents cannot socially isolate themselves or their children without having a COVID 19 test	Ensuring attendance wherever possible, complying with DfE guidance
Where possible students should walk or cycle to school, parents should be discouraged from driving their child to school.	Avoid gatherings and congestion at busy times
Attendance is expected from the vast majority of students, those with specific health conditions will need individual risk assessments.	Improving confidence amongst the staff and students that the environment is safe.
During the tutor meetings we need to reassure the parents of BAME children of our safety procedures	This is the most vulnerable group and confidence needs to be gained
Where possible any meetings with external agencies should be done virtually, parents will be discouraged from coming onto either site as much as possible.	Less people entering the site ensures a reduced risk of contamination
An agreement of understanding will be developed for peripatetic and supply teachers. They must read and sign an agreement of understanding before entering a classroom	Each institution will vary and it is essential that they take responsibility when on our site.
School trips of a non residential nature to occur as needed	Important that the curriculum is rich and enhanced through these visits.
Extra curricular activities will not run for the first half of the autumn term, enhancement will be done virtually.	Need to maintain bubbles in Key stages and campus. Cleaning time needs to be optimised.

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	Online learning allows enhancement to take place away from school and allowing for deeper cleaning.
Lockers to be emptied and removed from use for first half of Autumn term	To avoid non essential movement and cross over of bubbles and manageable cleaning routines
Teachers who are self isolating but well, will be expected to deliver their lessons virtually, the cover teacher will project the lesson to the class.	Ensures subject specialism is maintained and a quality of education
The school will develop a contingency plan for a local outbreak, an appropriate timetable will be shared for virtual lessons.	The school needs to be able to respond immediately to any closure and ensure the continuity of education.
The school will create a risk assessment and share it with the workforce and governors	All stakeholders understand and can comply with the plans.
The school will revise the home school agreement to clarify expectations and consequences of breaking rules.	To ensure that parents and students are aware of the expectations placed on them in terms of behaviour and cleanliness

<b>6) Where necessary, wear appropriate personal protective equipment (PPE)</b>	
<b>Crestwood measures</b>	<b>Justification</b>
If students fall ill they must go to reception, where they will remain in the isolation room. Staff treating these students must wear full PPE for the member of staff treating them.	As per PHE guidance
Staff and students can wear PPE if they wish.	Staff and students to feel confident and able to come in

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Campus Specific Logistics: Shakespeare		
	KS3 (Years 7, 8 & 9)	KS4 (Years 10 & 11)
<b>Entrances</b>	<p><b>Gates open at 8.10am</b></p> <ul style="list-style-type: none"> <li>KS3 (Years 7, 8 &amp; 9) use the <b>Bike Shed Gate</b></li> <li>Students proceed straight to tutor groups using <b>inside routes</b></li> <li>Year 7 E2, ICT1, G9, G3 &amp; G1</li> <li>Year 8 G4, U6, U8, G19 &amp; G23</li> <li>Year 9 E7, G25, G12, E3</li> <li>Tutor groups using U6 &amp; U8 to enter and enter via U4.</li> </ul>	<p><b>Gates open at 8.10am</b></p> <ul style="list-style-type: none"> <li>KS4 (Years 10 &amp; 11) use the <b>Church Gate</b></li> <li>Students proceed straight to tutor groups using <b>outside routes</b> using fire escape staircases where necessary</li> <li>Year 10 G17, G21, G8, E1 &amp; G27</li> <li>Year 11 G15, G10, G7, IT3 &amp; IT2</li> <li>Those in G8 and G10 go directly to the outside doors at the front of the school</li> </ul>
<b>General movement around the school</b>	<ul style="list-style-type: none"> <li><b>KS3 use inside routes</b></li> <li>All students wait outside classrooms or in designated areas for staff to collect them</li> </ul>	<ul style="list-style-type: none"> <li><b>KS4 use outside routes</b></li> <li>All students wait outside classrooms or in designated areas for staff to collect them</li> <li>Use fire escape staircases at the back and outside doors at the front of the school where necessary</li> </ul>
<b>Further detail</b>	<p>Students to line up for the following areas</p> <p><b>Extension Block</b></p> <ul style="list-style-type: none"> <li>Lines for E4, E5, E6 and E7 in Maths Courtyard</li> </ul> <p><b>MFL/Geog/Food</b></p> <ul style="list-style-type: none"> <li>Lines for U8, U6, U4 and G14 in Crescent</li> </ul> <p><b>PE and Drama Lessons in Sports Hall</b></p> <ul style="list-style-type: none"> <li>Lines in Gym (if Gym is being used for KS4 wet break, KS3 students to wait in Crescent outside Gym)</li> <li>Staff must ensure KS3 students are ready well before the end of the lesson and escort them around the gym back into the Crescent just before the bell</li> </ul>	<p>Students to line up for the following areas</p> <p><b>Extension Block</b></p> <ul style="list-style-type: none"> <li>Lines for E4, E5, E6 and E7 behind Ext. Block</li> </ul> <p><b>MFL/Geog/Food</b></p> <ul style="list-style-type: none"> <li>Lines for U8, U6, U4 and G14 in Canopy Courtyard</li> </ul> <p><b>PE and Drama Lessons in Sports Hall</b></p> <ul style="list-style-type: none"> <li>Lines on tennis courts (unless used for KS3 break, when KS4 students line up outside Sports Hall)</li> </ul>

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<b>Toilets</b>	<ul style="list-style-type: none"> <li>Designated KS3 toilets in Crescent</li> <li>Sports hall changing room toilets can be used when in the Sports Hall</li> </ul>	<ul style="list-style-type: none"> <li>Sports Hall toilets to be used in lesson changeover</li> <li>Designated KS4 toilets in the Crescent to be used during lesson time, but not during changeover</li> </ul>
<b>Campus Specific Logistics: Shakespeare</b>		
	<b>KS3 (Years 7, 8 &amp; 9)</b>	<b>KS4 (Years 10 &amp; 11)</b>
<b>Short Break</b>	<b>KS3 11.05-11.20</b> <ul style="list-style-type: none"> <li>Crescent and maths courtyard only</li> <li>No access to canteen</li> <li>Free fruit available monitored by staff</li> </ul>	<b>No break</b> <ul style="list-style-type: none"> <li>Students leave site at 14.35</li> </ul>
<b>Lunch</b>	<b>KS3 13.00-13.35</b> <ul style="list-style-type: none"> <li>Not Crescent</li> <li>Sandwich stall moved into Canteen</li> <li>Canteen (access from outside)</li> <li>Canopy area</li> <li>Tennis courts</li> </ul> <p><b>Duty staff to move KS3 students inside or on to Tennis Courts to enable P3/P4 changeover by KS4 using outside routes at 13.20.</b></p>	<b>KS4 11.30-12.05</b> <ul style="list-style-type: none"> <li>Canteen (access from outside)</li> <li>Sandwich stall moved into Canteen</li> <li>Canopy area</li> <li>Tennis courts</li> </ul>
<b>Wet lunch</b>	<ul style="list-style-type: none"> <li>Gym (access from outside)</li> </ul>	<ul style="list-style-type: none"> <li>Gym (access from outside)</li> </ul>
<b>Dismissal at the end of the day</b>	<b>KS3 14.50</b> <ul style="list-style-type: none"> <li>Teachers escort groups to the gate</li> <li>KS3 (Years 7, 8 &amp; 9) use the <b>Bike Shed Gate</b></li> </ul>	<b>KS4 14.35</b> <ul style="list-style-type: none"> <li>Teachers escort groups to the gate</li> <li>KS4 (Years 10 &amp; 11) use the <b>Church Gate</b></li> </ul>

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Campus Specific Logistics: Cherbourg		
	KS3 (Years 7, 8 & 9)	KS4 (Years 10 & 11)
<b>Entrances</b>	<b>Gates open at 8.10am</b> <ul style="list-style-type: none"> <li>Year 7 Main Gate on Cherbourg Road</li> <li>Year 8 &amp; 9 Chestnut Road Gate</li> <li>Cycle sheds - sectioned into the bubbles</li> <li>Students proceed directly to tutor rooms</li> </ul>	<b>Gates open at 8.10am</b> <ul style="list-style-type: none"> <li>Cherbourg Road Gate</li> <li>Cycle sheds - sectioned into the bubbles</li> <li>Students proceed directly to tutor rooms</li> </ul>
<b>General movement around the school</b>	There will be barriered corridors of movement. So as students leave each block they are not mixing with other students in transit. The gate behind Mrs Scott's office will be open to allow ease of movement. The flow of movement will be clockwise around the school, as if you were looking at reception.	
<b>Main Block</b>	<ul style="list-style-type: none"> <li>For all downstairs classrooms entry and exit from fire doors. Students will wait outside classrooms until asked to enter by their teacher.</li> <li>For classrooms upstairs - There will be room markings on the hard court outside West Block. Students will line up there and their teacher will come and collect once they have finished cleaning their room.               <ul style="list-style-type: none"> <li>For M12 and M13 Science - entry and exit will be via stairs next to Mr. Nash's office.</li> <li>For M14, M15, M16 and M17 Science - entry and exit will be via the back stairs next to staff toilets. One class will be released at a time to ensure no bottleneck.</li> </ul> </li> </ul>	
<b>West Block</b>	<ul style="list-style-type: none"> <li>For all downstairs classrooms entry and exit from fire doors</li> <li>For classrooms upstairs - There will be room markings on the hard court outside West Block. Students will line up there and their teacher will come and collect once they have finished cleaning their room. One class will be released at a time to ensure no bottleneck.</li> <li><b>The Library</b> - only 15 students allowed in there each break and lunch</li> </ul>	
<b>Technology Block</b>	<ol style="list-style-type: none"> <li>Music - entry and exit from fire door into pan room</li> <li>Engineering - entry and exit via fire door at back of the classroom near Cherbourg gate entrance.</li> </ol>	

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	<ul style="list-style-type: none"> <li>3. Food - entry and exit via fire door at back of classroom</li> <li>4. For Art - entry will be through main T block door.</li> <li>5. IT classrooms - access through main T block door</li> <li>6. Resistant Materials - access through main T block door</li> <li>7. Textiles - access through main T block door</li> <li>8. Learning Support - access through main T block door</li> </ul> <p>There will be room markings on the tarmac floor outside the bike sheds for all classes to line up. All student who enter T block main corridor will exit via external doors at the other end of the block next to the Engineering classroom</p>	
<b>Learning Support</b>	<p>CSH to assign a safe room for the most vulnerable at lunch and break Pastoral Support - Mrs Smith will deal with students in the main pastoral room. However, this will be done on a 1 in and out basis. Miss Parnell can take a student to a nearby office.</p>	
	<b>KS3 (Years 7, 8 &amp; 9)</b>	<b>KS4 (Years 10 &amp; 11)</b>
<b>Short break areas</b>	<p><b>11.05-11.20</b></p> <ul style="list-style-type: none"> <li>● Year 7 Hard Court outside West Block</li> <li>● Years 8 &amp; 9 New hard court and outside drama</li> </ul>	<p><b>No break</b></p> <ul style="list-style-type: none"> <li>● Students leave site at 14.35</li> </ul>
<b>Lunch areas</b>	<p><b>13.00-13.35</b></p> <ul style="list-style-type: none"> <li>● Year 7 Hard Court outside West Block</li> <li>● Years 8 &amp; 9 New hard court and outside drama</li> </ul>	<p><b>11.30-12.05</b></p> <ul style="list-style-type: none"> <li>● Old hard court and back of school</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>● Sectioned areas in hall for sit down food for each year group</li> <li>● Food queues to moved to ensure no bunching</li> </ul> <ol style="list-style-type: none"> <li>1. Hot food queue - as normal but line up along the walls leading to Mrs Goodridge's office</li> <li>2. Grab and go - queue around lockers</li> <li>3. Sandwiches - Students enter by the Main Block entrance and queue next to the science stairs</li> </ol>	
<b>Toilets</b>	<ul style="list-style-type: none"> <li>● Sports hall changing room toilets can be used when in the Sports Hall</li> <li>● Main Block toilets and T Block toilets are designated KS3 toilets</li> </ul>	<ul style="list-style-type: none"> <li>● Sports hall changing room toilets can be used when in the Sports Hall</li> <li>● Drama toilets and West Block toilets are designated KS4 toilets</li> </ul>

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<b>Wet lunch/break</b>	<ul style="list-style-type: none"><li>• Years 7, 8 &amp; 9 Main Hall</li></ul>	<ul style="list-style-type: none"><li>• Years 10 &amp; 11 Main Hall</li></ul>
<b>Dismissal at the end of the day</b>	<b>KS3 14.50</b> <ul style="list-style-type: none"><li>• Teachers escort groups to the gates</li><li>• Year 7 Main Gate</li><li>• Year 8 &amp; 9 Chestnut Gate</li></ul>	<b>KS4 14.35</b> <ul style="list-style-type: none"><li>• Teachers escort groups to the gate</li><li>• KS4 (Years 10 &amp; 11) use Cherbourg Gate</li></ul>

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