



# Bury Church of England High School

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**HEADTEACHER:** Mr S Braithwaite BA (Hons) NPQH

**DEPUTY HEADTEACHERS:** Mrs T Astley BEd (Hons) NPQSL, Mrs M Brothers BA (Hons)

**ASSISTANT HEADTEACHERS:** Mrs L Foster BA (Hons), Director of Mathematics, Mrs L Brannon-Barnett BA (Hons), Director of English, Mrs H Martin BA (Hons), Director of EBacc

17 August 2020

Dear Parents/Carers,

We are looking forward to welcoming your child back into school. We are excited to begin the new academic year and have the full school up and running again. The following information addresses how school will run for the next term and the health and safety measures put in place.

## Attendance

Attendance in September will be mandatory, the government expects all pupils to attend school. The usual rules will apply, meaning we will be recording attendance and following up on any absences.

If your child(ren) have been staying at home due to the current shielding guidance, the government paused this guidance on 1 August due to a nationwide continued decline in coronavirus transmission rates. That means they should be able to come back to school in September. We are continuing to monitor the local situation and will keep all parents informed if we must delay the opening or change any of our plans.

However, if you have received clinical or public health advice that your child(ren) should remain at home, please let us know and continue to follow that guidance. We will be offering remote education to these pupils.

## Covid-19 Symptoms and Appropriate Action

Under no circumstances should your child(ren) be sent to school if they are displaying symptoms of COVID-19, or if someone else in your household has tested positive in the last 10 days.

Those showing symptoms on arrival or during the school day will be kept isolated and parents will be contacted to come and collect them.

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms. For most people, coronavirus (COVID-19) will be a mild illness.

If your child or a member of your household is showing the symptoms, please follow the stay at home guidance, inform school of this and arrange for testing. [Stay at home-guidance for households with possible coronavirus-covid-19 infection](#)

All parents/carers of pupils sent home displaying symptoms will receive a phone call from a member of the school's senior leadership team or pupil support team to follow up on the situation and testing.



You will be asked to provide school with the results of the test for school to determine the next course of action.

### Responding to a Confirmed Case

- If there is a confirmed case of COVID-19 we will be making immediate contact with the local Public Health Team and will follow their instructions.
- We will follow their guidance and use our track and trace information to send home those members of the school community that have been in close contact with the person confirmed as having Covid-19.
- These individuals will have to isolate for 14 days or until they develop symptoms and undertake their own test.

### Access to Testing

- All children and young people eligible to attend school, and members of their households have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work if the test proves to be negative. You need to get the test done in the first 5 days of having symptoms. We would prefer this to be done quicker where possible.

### Important

Do not wait. Ask for the test as soon as you have symptoms.

To arrange testing follow the hyperlink [NHS - Ask for a coronavirus test](#)

### Getting to School

#### Walking or Cycling

- Pupils should walk or cycle where possible. If coming by bike to school pupils should ensure they have a lock to secure their bike. Bikes will be stored on the tennis courts chained to the sides of the court.

#### Public Transport

- All parents are encouraged to familiarise themselves with recommendations provided by GOV.UK on transport to and from school.
- If using public transport pupils **must** use a face covering, this could be a scarf, snood, mask or be home made.
- Face coverings are not the same as face masks. [Face coverings: when to wear one and how to make your own](#)
- Pupils should wash their hands or use hand sanitiser before putting their face covering on and after taking it off.
- The face covering will have to be removed upon arrival at school and be placed inside a sealed bag - a food bag would suffice; this keeps the mask clean for use on the way home. It is important that where possible they do not touch their face covering when wearing it, to avoid hand to mask transmission of the virus.

When your children come into school, we will have the following protective measures in place:

### School Day

It was our initial intention not to amend the school day, however we have made an adjustment to the school day to facilitate our safety measures.



## Arrival Time

- Pupils should arrive at 8:30 for an 8:40 start.
  - **Year 7 and 9 to enter school via the side gate**
    - Year 7 to congregate in the quad
    - Y9 pupils to congregate around the substation moving round the back of the school
  - **Year 8, 10, 11 will enter school via the main drive**
    - Year 8 pupils are to gather by F block
    - Years 10 and 11 are to share the tennis courts socially distanced

## Entry to the school building - this will be different for each year group:

- Year 7 will enter by the brown quad doors
- Year 8 to enter via by the doors to F-Block
- Year 9 to enter via the back-blue doors
- Y10 to enter via the Science white quad door
- Y11 will enter via the Science white quad door

## Break

- Break will be in classrooms

## Food and Drink

- The internal and external drinking taps will not be in use.
- If pupils wish to have a drink, they should bring a named water bottle which should not be shared (please do not bring fizzy drinks).
- Pupils can bring snacks for break time, all litter must be taken home and put in a bag
- The canteen will be open and serving hot food at dinner time but there will be break or before school service

## Lunch time

- This has been adjusted to allow individual year group bubbles to have their own lunch period.
  - Y7 have a split lesson period 4 with a 30-minute lunch break between 12:50 – 1:20 and will eat in the dining room and hall.
  - Years 8 and 9 will have lunch between 12:20 and 12:50
    - Year 8 in the dining room
    - Year 9 in the hall
  - Y10 and Y11 will have lunch between 1:20 to 1:50
    - Y10 in the dining room
    - Y11 in the hall
- We have allocated outside space for lunchtime for fresh air.
  - Year 7 will have the Quad
  - Year 8 will have the Quad
  - Year 9 will have the Tennis Courts
  - Y10 will have the Quad
  - Y11 will have the Tennis Courts



- In the event of a wet lunch please bring coats and/or umbrellas to enable the option of moving outside.

**Leaving the school building** – this will be different for each year group:

- Y7 will exit at 14:50 via the brown quad doors and side gate
- Y8 Will exit at 14:55 along the drive from F-Block
- Y9 will exit at 14:55 out from the back-blue doors and then side gate
- Y10 will exit at 15:00 out from the white quad doors and through the side gate
- Y11 will exit via the main entrance at 15:05 via the main entrance and along the drive

### **Equipment**

- Pupils must bring their own equipment; this is to reduce sharing of equipment and therefore contact. Ideally equipment should be brought in a clear plastic pencil case, the following items are the minimum requirement:
  - Black pen (more than one)
  - Pencil
  - Ruler
  - Rubber
  - Calculator
  - Compass
  - Protractor
  - Glue stick (if possible, also a pair of school safety scissors)

### **Additional Safety Measures**

- The school has been zoned so that contact between year groups is minimised and congestion on the school corridors is reduced.
- Pupils will remain in their zoned areas during the day except at lunch.
- KS3 pupils will remain in one allocated classroom.
- KS4 pupils will move within their zones to facilitate option choices.
- 70% alcohol hand sanitiser will be available in every classroom, in the dining areas and on corridors near entrances and exits.
- Hands should be sanitised:
  - On entering school
  - On entrance to the classroom
  - On exit from the classroom
  - On leaving school
  - After coughing or sneezing
- Pupils should wash or sanitise their hands as frequently as possible and may bring in their own sanitiser if they wish.
- Tissues will be available in every classroom to follow **Catch it, Bin It, Kill it**
- If a pupil cannot use a tissue, they should use the crook of their sleeve.
- Social distancing is still important and where possible we will operate a 2-metre rule.
- Movement around school will be reduced as KS3 will be staying in the same classroom.
- Pupils should walk on the left and avoid touching any unnecessary surfaces when moving around school.
- Doors will be propped open, where possible, to minimise touching of common contact points.
- Stairs to upper corridors will be one way



- Pupils should not linger on corridors
- Where possible classrooms have been re-arranged to ensure all pupils are facing the front.
- Toilets - we have put measures in place to ensure we minimise contact between year groups and have allocated certain toilets to certain year groups. Increased cleaning of the toilets will take place.
  - Toilet breaks are identified on the plan for the school day, though pupils will be able to go during lessons if necessary.
  - Year groups have been allocated specific toilets, please check the section on the school day plan

### Behaviour

- We expect high standards of behavior from all pupils at all times.
- The school's full behaviour code applies and will be enforced, including the school's policy on mobile phones in school. Any updates to the school policy will be shared during form time via form tutors
- Pupils must adhere to social distancing
- We do not want there to be a punitive atmosphere surrounding the distancing, however, this is the only way we can keep each other safe.
- Social distancing, regular hand washing and using a face covering when using public transport will underpin all that we do.

### Uniform

- Full school uniform is required.
- On days where pupils have PE, they must come into school in their PE KIT, as shared changing rooms with limited social distancing is not recommended. They will remain in Kit for the full day.
- Regular washing of uniform and PE kit is advised.

### Curriculum

Although there will need to be some changes to reflect the teaching time that has been lost during lockdown, we will still be doing our best to provide an ambitious, broad curriculum.

Our current plan is:

- Offer a full timetable to all pupils.
- Initially for KS3 practical lessons other than PE will be theory based and reviewed throughout the term. We will seek opportunities where possible to introduce the practical elements of subjects when it is safe and viable.
- KS4 will follow their full curriculum and have access to specialist rooms to ensure that they can meet the full requirements for GCSEs.
- We have tracked pupils during lockdown and use this information to facilitate catch up and any gaps.
- We will teach the assigned curriculum but utilize a variety of methods to facilitate catchup.
- We will ask pupils to submit work on Satchel One for assessment and marking, we will increase verbal feedback for the short period of time and deep mark two pieces of work per half term per subject via Satchel One.



- GCSEs in Summer 2021 are still under government consultation and we will provide more details when the final decision is available.
- We will not be doing any extracurricular activities in September, we will phase these back in carefully, in a timely safe manner.

### **Pastoral Support**

We are aware that the lockdown has been a difficult time for many of us, including our pupils.

Please let us know if you think your child(ren) might need extra support when returning to school, such as if they feel anxious about coming back or they are experiencing bereavement. You can get in touch with the Pupil Support Team via email at [Pupilsupportteam@burychurch.bury.sch.uk](mailto:Pupilsupportteam@burychurch.bury.sch.uk).

We are going to offer support through the following means:

- A Positive and safe atmosphere
- Listening to each other
- Continuation of Worship
- PSHCE timetabled lessons
- Pastoral support for all individuals as they require
- Slow reintroduction of extracurricular clubs when safe to do so
- Liaison with external agencies as required

We are extremely grateful for all the support we have received so far from the school community. We will continue to keep in touch if there are any updates to our plans or if we need to make changes due to new or updated government advice.

Warm regards,

Mr S. Braithwaite

**Headteacher**

