

# Return to College

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INFORMATION TO PARENTS AND CARERS (SECONDARY)

# Returning to college

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We are looking forward to welcoming all students back this September. You should by now have received a letter detailing all of the return arrangements. This presentation summarises this and will also provide you with some additional information regarding attendance and absence procedures.

To ensure everybody has the chance to settle in, understand key information and be ready for the year ahead, we have created transition meetings for the first few days of term for all year groups.

Please use Edulink to book a meeting with your child's mentor. Your child's mentor group information was emailed to all students in year 8 – year 11 and was sent home via post for year 7 students. However, if you are unsure of this please call the college and a member of staff can assist you.

# Welcome back meetings

Welcome back meetings for students will take place:

- Year 7 and 11: Monday 7<sup>th</sup> September
- Year 8 and 10: Tuesday 8<sup>th</sup> September
- Year 9: Wednesday 9<sup>th</sup> September

**Please arrive on time for your meeting. Other than coming into college for the meeting with their mentor, students should remain at home during these first 3 days.** Work will be set for students via Firefly during this time and paper copies will be available for those students who cannot access online provision.

**These meetings are really important and will count towards student attendance.** We would encourage one parent or carer to attend if possible but regret that we cannot accommodate additional family members. If a parent/carers is unable to attend with their child then the child should attend on their own.

During the meeting students will receive information regarding:

- Timetable and information regarding the college day
- Planner
- A map of all year group zones, including morning and afternoon college entry and exit points for each year group
- Updated behaviour policy and uniform update
- Discussion around changes such as zones and one way system
- Cashless catering PIN numbers (year 7 only)
- An opportunity for questions and feedback

# Uniform

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The government has made it clear that normal college uniform should be worn. **However, for term 1 only we have made our college blazers an optional item.** All other aspects of the college uniform should be worn correctly.

## Physical Education

Due to social distancing requirements and changing room space, we have made the decision that until further notice, year 10 and year 11 students should wear their full college PE kit into college if they have PE on the day in question. No alternatives to this will be permitted and students will be asked to go home to change if they come in wearing alternative casual or sports clothing.

Students in years 7, 8 and 9 will wear their normal college uniform during PE lessons for the time being and activities will be adapted for this.

# Equipment

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Students must bring their own equipment into college and ensure they do not lend it to others. This includes:

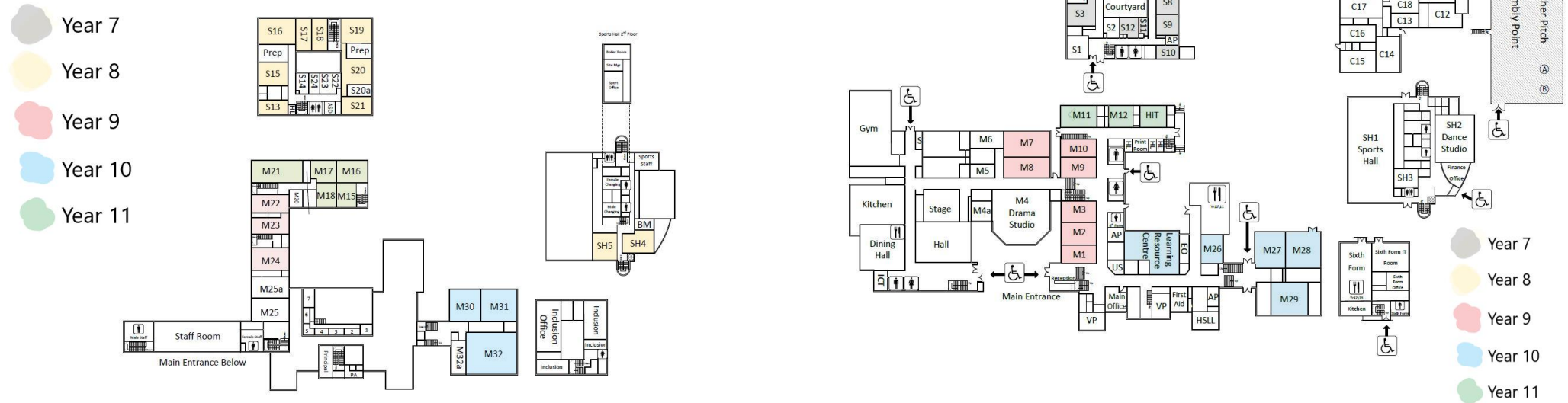
- Pencils, pens, erasers, ruler and glue stick
- Planner
- Reading book
- Water bottle
- Maths equipment if possible (protractor, compass)
- Scientific calculator if possible

Please note that staff are unable to lend basic equipment at present.

The government does not currently recommend the universal use of face coverings in schools. However, as per current government guidance, pupils, staff or visitors can wear a face covering in communal areas outside the classroom when moving around the premises, or when social distancing cannot be maintained, for example, in corridors. Face coverings for students are not recommended in classrooms. Any face covering used should be plain and free from patterns, logos, offensive slogans or images. Anyone using a face covering should follow the current government guidance regarding the wearing, removal and storage of their covering.

# Year Group learning zones

To ensure students remain in year group bubbles as much as possible, students have been allocated into different zones within the college. Students should remain in these zones unless instructed to leave by a teacher, or where their timetable indicates that they have a lesson in another area of the college.



# Year group social zones

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During break times students use the following spaces only. This will help to ensure students remain in year group bubbles as much as possible.

	Social space	Canteen	Toilets
Year 7	Upper playground	KS3 Canteen	Science block toilets
Year 8	Upper playground	KS3 Canteen	Main hall toilets
Year 9	Upper playground	KS3 Canteen	Main hall toilets
Year 10	Quad and lower playground	KS4 Canteen	Main block toilets
Year 11	Quad and lower playground	KS4 canteen	Main block toilets

# Attendance

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We understand that some students will be anxious about returning to college, however we want to encourage all students to attend as normal. Every student should aim for at least 96% attendance. The meetings with the mentors are designed to alleviate any concerns you or your child may have but your child's House Leader and Pastoral Support Assistant will be on hand at all times should you have any other worries.

From Thursday 10<sup>th</sup> September all students should attend college at the usual time of at 8.45am. Students should enter from their designated entry points which will be explained to them during their meeting with their mentor.

On Thursday 10<sup>th</sup> September, mentor time is extended into period 1. Lessons will resume from period 2.



# Attendance information

It is really important that all students attend college and arrive on time, especially due to the enhanced health and safety measures that will be in place.

If your child is unable to attend college please ensure you report their absence **each day**.

For your information, the codes opposite are some of the most regularly used codes for attendance.

- **Present** - / code – means that a child is present for their 'AM' and 'PM' mark. The AM present mark is given in mentor time and the PM present mark is given at the start of period 3. These are the two marks that provide us with your child's overall attendance figure. Present and absent marks during the college day are for our own internal safeguarding processes only.
- **Late** – L code – means that the child arrived to college late, but before the registers officially closed.
- **Late after registers have closed** - U code – used when a child has arrived after the registers have closed. Even though we will be able to mark the child as present for the lessons they attend on that day, their actual attendance figure will be affected.
- **Illness** – I code – used for authorised general illness
- **Medical** – M code – used for approved medical appointments. It is always best to have medical appointments outside of college hours, but if this is not possible, it is advised to try and ensure your child is present for their AM and PM mark so that their overall attendance is not affected.
- **Unauthorised absence** – O code – used for absence that the college cannot approve or where no reason has been given
- **Exceptional circumstances** – C code – used for when there is an exceptional reason for a child to be absent
- **Covid 19 self isolation (new for September 2020)** – X Code

# Self isolation and testing: current guidance for students

*(as of 1<sup>st</sup> September 2020)*

## **Child has Covid 19 symptoms**

Under current guidance, if a child develops Covid 19 symptoms they should not come into college. Please ensure the attendance team are notified of this immediately. If they develop symptoms whilst at college they will be sent home. Students will receive an 'X' code on the register whilst they self isolate, get tested and await their results.

Once the test result is received please let the attendance team know. The child's attendance code will change to an 'I code' until they are well enough to return to school.

## **Member of the child's household, or a close contact, has Covid 19 symptoms**

Under current guidance, if a child needs to self isolate because a member of their household or a close contact has Covid19 symptoms, they will receive an 'X code'. If the close contact receives a negative result the child can return to college. If the member of household tests positive, the child should continue to self isolate for the full 14 days from when the member of their household first had symptoms. The 'X code' will continue to be used as the child themselves is not ill in this circumstance.

## **Quarantine**

Under current guidance, if a child needs to quarantine following an approved or unapproved holiday, the 'X code' will be used.

# Will the college close to some students again?

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The government have made it very clear that school closures would be a last resort, however we are aware that changes can happen quickly and with immediate effect.

Current guidance states:

*If there is a confirmed case of Covid-19 within a school, the school will work with the local health protection team and will follow their guidance. If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.*

*In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.*

If this were to happen the college would use our Covid-19 Teaching and Learning protocols for the students affected to ensure they can continue to learn at home.

# General illness not linked to Covid19

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We are aware that sometimes there may be occasions where a child feels unwell and that this will not be linked to Covid19. For a small group of students, long-term or repeated absences may be unavoidable.

If general illness becomes a regular occurrence for any reason, please continue to report your child's absence on each occasion. Please also be aware that the college may request evidence such as appointment cards, prescriptions, or letters from the GP or hospital.

**We do not ask parents or carers to pay GP admin charges for this evidence** and ask that you contact us if you have any difficulty in providing the evidence required.

# Next week

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Finally, a polite reminder that our welcome back meetings for students will take place on the following dates:

- Year 7 and 11: Monday 7<sup>th</sup> September
- Year 8 and 10: Tuesday 8<sup>th</sup> September
- Year 9: Wednesday 9<sup>th</sup> September

Please book an appointment via Edulink and contact the college if you have any difficulties with this.

We are looking forward to seeing you.