

CLAVERHAM COMMUNITY COLLEGE

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Principal: Mr P. Swatton, B.Eng (Hons)

Date: 03.03.2021

Ref: PAS

Dear Parent or Carer

Wider Reopening of the College

Further to my letter dated 26th February, I am writing to give you additional details regarding the wider reopening of the College to all students from 8th March 2021. Apologies for the length of the letter but I wanted to ensure that parents and carers had all of the detail in one place for future reference.

We are very much looking forward to welcoming all of our students gradually back to face-to-face education and hope that they are excited about their return to school. It is my hope that the information in this letter, together with the other information we will send out later this week, will help to allay any concerns that you or they might have.

Remote Learning

I would like to thank you for all of your support in helping your child learn from home. I appreciate that this has been a challenging proposition at times for parents, students and members of staff and greatly appreciate the efforts made by all parties.

So that we can review our provision I would like to invite you to complete a short questionnaire. This will enable us to look at aspects of remote learning which we can continue to develop in the future. The survey can be accessed using the link below:

[Remote Learning Survey](#)

The Awarding of Year 11 Examination Grades

I know there has been a great deal of interest in the latest announcements from the Department for Education about the ways in which GCSE assessments will be operating this summer. As you would expect, we, along with I am sure every other school in the country, are currently spending a great deal of time fully digesting what has been published by Ofqual, and planning how best to support our Year 11 students within the constraints that have been decided upon. We will be in touch as soon as possible with updates in this regard.

School Attendance

As you are aware, from 8th March we will be welcoming students back on a phased basis to enable us to carry out our COVID-19 testing programme in a carefully managed and safe manner. Please see the table below which details which students should attend on which days.

Week Commencing March 8th:

Monday 8th: Year 11 return	<ul style="list-style-type: none">● Year 11 students will be based with their tutor group for the day accessing learning while testing is completed safely.
Tuesday 9th: Year 11 & Year 10 return	<ul style="list-style-type: none">● Year 11 to go to lessons as per timetable.● Year 10 students will be based with their tutor group for the day accessing learning while testing is completed safely.
Wednesday 10th: Year 11, 10 & 7 return	<ul style="list-style-type: none">● Year 11 & 10 in normal lessons.● Year 7 students will be based with their tutor group for the day accessing learning while testing is completed safely.
Thursday 11th: Year 11, 10, 7 & 8 return	<ul style="list-style-type: none">● Year 11, 10 & 7 in normal lessons.● Year 8 students will be based with their tutor group for the day accessing learning while testing is completed safely.
Friday 12th: All year groups in school	<ul style="list-style-type: none">● Year 11, 10, 7 & 8 in normal lessons.● Year 9 students will be based with their tutor group for the day accessing learning while testing is completed safely.

The College site will be open from 8.30am. Students should go straight to their allocated tutor room when they arrive. We will send out further details of the allocated tutor rooms, for each year group on their first day back, to students, parents and carers prior to the end of this week. All students must arrive by 8.55am at the latest.

With the exception of those students who are ill or in the circumstances detailed below, school attendance will be mandatory and our usual rules on attendance will apply. I am sure that I can rely on your support in ensuring that your son or daughter returns to school in line with our plans for the phased return. If you have any concerns please contact your child's Pastoral Team in the first instance. If your child is unwell or unable to attend school, for one of the reasons listed below, please contact our Absence Team to report their absence as normal. Contact details are available on the College website.

As a reminder, students should self-isolate and not come to school if they:

- Have symptoms of COVID-19 or have tested positive for COVID-19;
- Live with someone who has symptoms of or who have tested positive for COVID-19;
- Are a close contact of someone who has tested positive for COVID-19.

In line with the latest government guidance, students who are **clinically extremely vulnerable should not attend school at this time**. If your child is in this category, they should continue to learn from home until further notice. If this situation applies to your child please contact their pastoral team to discuss this.

Teaching and Learning

W/c 8th March - Phased return

In the majority of lessons during this week, the current provision of remote learning will continue for students learning from home. Staff will indicate if the lesson is 'live' or not in the lesson information in Google Classroom. Due to the staggered return to school it may be necessary for teachers to occasionally set work that can be completed independently and without the need for any 'live' input. This is due to staff being used to supervise students on site at the College.

On their first day of attendance, students will access online learning from school. *Please could students bring their own headphones to ensure the ability to fully access the live elements and resources for their lessons* (we only have a very limited number of headphones that can be borrowed). Students will follow their normal timetable and access face to face learning from their second day of attendance.

From Monday 8th March the College will return to using the timings of the day which were operational during terms 1 and 2. Unfortunately it is not possible for the College to run with two different timings of the day for students in school and those at home.

W/c 15th March - All year groups in school

It is envisaged that the College will be operating as 'normal' from March 15th. If after this date your child has to self-isolate at home the following provision will be made for their remote learning.

Students, if they are well enough, are expected to complete work as per their timetable and for the equivalent time of lessons in school. All remote learning work will continue to be posted on Google Classroom including any resources needed for the lesson which will be provided as attachments or links.

The College does not expect teachers to deliver face to face learning in school and simultaneously teach live online. If individual teachers are able to offer this provision and it is appropriate for the learning, they will notify students learning remotely using Google Classroom.

Students working from home will be able to contact their teachers about the work using the classroom comments or the private messaging facility. Students need to be aware that whilst a teacher is teaching they may not be able to respond immediately. Please do not email teachers.

Students should submit their work so that teachers can review learning and what they have completed. Teachers will provide verbal or written feedback where it is appropriate to do so, this will not be for every piece of work.

It is important that your child, if they are well enough, continues to engage with remote learning and follows their timetable. If they aren't engaging with the learning, a member of staff from the College will offer further support.

We appreciate that if this situation arises, it may present some challenges for you. We kindly ask for your support so that we can continue to provide high-quality education for your child during these challenging times.

Coronavirus Testing

As detailed in my previous letter, we will be offering rapid coronavirus testing, using Lateral Flow Devices, to all of our students as they return from 8th March. Students will be asked to take 3 coronavirus tests at school, with 3 to 5 days between each test. Test results will take about 30 minutes to process.

If at any point a student tests positive they will need to self-isolate in line with government guidance.

Testing is voluntary and not mandatory; you will need to give consent for your child to take part in the testing programme. By consenting you and your child are playing an important role in helping us to keep our school as safe as possible and hopefully avoiding any future closures. I am grateful to the majority of our parents who have already given consent for their child to be tested. I can reassure you that the feedback from students and staff who have used our test site already this term indicates that it is run by our staff in a safe, supportive and helpful manner.

If you and your child feel able to support this programme, please use the link below to give consent:

[COVID-19 Testing Registration and Consent](#)

If your child is not participating in the testing programme, they should still attend school as per the phased return of students set out in the table above.

After the 3 initial tests at school, students will be offered coronavirus tests that they should take twice a week at home. We will provide you with further details of the home testing programme prior to 19th March, when this is due to commence.

Government guidance has also been published detailing how the families of students can get tested if they do not have symptoms of coronavirus (COVID-19). Please [click here](#) to be taken to the guidance.

Structure of the School Day

We will be operating the timetable and timings of the days as before the Christmas break. Students can arrive on site from 8.30am, split break and lunches will be in operation in addition to the slightly staggered end to the day between 3.00pm and 3.20pm.

Please note that all lessons both remote and in school will revert to the timings below as from Monday 8th March.

Session	Timings of the day	Year 7	Year 8	Year 9	Year 10	Year 11
R	8:55 - 9:15					

P1	9:20 - 10:10					
P2 & Break	10:15 - 11:20	Break: 10:40 - 11:00 Undercover Area	Break: 11:00 - 11:20 Undercover Area	Break: 10:10 - 10:30 Undercover Area	Break: 11:00 - 11:20 Patio/Hall	Break: 10:10 - 10:30 Patio/Hall
P3	11:25 - 12:15					
P4 & Lunch	12:20 - 13:35	Lunch: 12:45 - 13:10 Undercover Area	Lunch: 13:10 - 13:35 Undercover Area	Lunch: 12:15 - 12:40 Undercover Area	Lunch: 13:10 - 13:35 Patio/Hall	Lunch: 12:15 - 12:40 Patio/Hall
P5	13:40 - 14:25					
P6	14:30 - 15:20	Dismiss: 15:00	Dismiss: 15:05	Dismiss: 15:10	Dismiss: 15:15	Dismiss: 15:20

Our Safety Measures

Please be assured that we are taking all possible measures to make sure our students can return to school safely. As you would expect, all of the systems which we have had in place since September, for managing risk on site, will be in place for the return of students. The main additions to these are the use of LFD testing and the expectation that face coverings will be worn in classrooms as well as in communal areas. Please see the notes below regarding this.

Please remind your child of the importance of following these systems at all times. These procedures are in place so that we can keep transmission of the virus as low as possible; protecting ourselves and the wider community. From 8th March, we will be taking the following protective measures:

Expectations	Notes
Equipment	All students must be appropriately equipped for lessons. A list of equipment can be found in the student planner. The sharing of equipment is NOT permitted and teaching staff have been directed not to provide students with pencils/pens etc in order to minimise the risk of transferring the virus. We would advise students to try and restrict the additional items they bring into school to necessities such as refillable water bottles and coats.
Uniform	College expectations on uniform have not changed. Students will be expected to wear full College Uniform unless directed otherwise. In order to minimise congestion in P.E., changing rooms will not be used. On the days when they have P. E. lessons, students should come to school in their P.E. kit and blazer. Please note our College P.E. kit expectations on the College website and in student planners.
Travel & Arrival on campus	Students who walk, cycle or arrive by car will enter the College by the East entrance (Technology). Students arriving by bus/coach will enter the College by the West entrance (Science). Students will be asked to sanitise their hands thoroughly up on arrival. Students will be met by members of staff who will direct them through a one-way system to their designated room.
Hygiene and PPE	Staff and students will be expected to wash hands or sanitise at regular points during the day. All classrooms and toilet areas will have sanitiser equipment for students to use should they wish. Additional steps will be taken to ensure that all hard surfaces, especially those touched frequently, are cleaned regularly during the school day. If a student coughs or sneezes during the day we will need them to use a clean tissue and to dispose of it immediately in the bins provided. It would be very helpful if parents and carers can reinforce this message. Please ensure your child has a supply of tissues available for when they are in school.
Face coverings	Please see the additional notes below.

Travel to school.

Expectations of students arriving by:	Notes
Dedicated School Bus	We have been assured by East Sussex County Transport that all bus routes will run as per the arrangements in place prior to the Christmas break, and that appropriate safety measures will be put in place. As per national guidance, students will need to wear a face mask. Students must follow any instructions given by the drivers. If they fail to do so, they will jeopardise their place on the coach/bus. Students will be seated in year group bubbles.

Public Transport	Students taking public transport should be wearing face masks or coverings for the entirety of the journey. The Government has been clear in reinforcing the need to avoid public transport as much as possible and particularly at key times. Students must follow any instructions given by the drivers. If they fail to do so, they will jeopardise their place on the bus.
Walking	Students walking to school should adhere to social distancing regulations at all times.
Car	Car journeys should be restricted to those from the same household – no car sharing. We anticipate more families will be considering using private cars to transport children to school. It is not possible to drive onto the College site. We would urge you to identify a safe drop off point at a suitable distance from the College. Please be mindful of local residents and do not park on North Trade Road in order to avoid congestion on the busy approach to the school.

At School.

Expectations	Notes
On arrival	It is important students do not gather in groups before school starts. Once students arrive, they must observe appropriate social distancing where possible. Clear markings at each entrance and throughout the College will help reinforce this message. Students will be asked to sanitise their hands thoroughly upon arrival.
Student Groupings	Guidance is clear that there should not be extended periods of contact between different populations. Moving in a corridor close to others presents a far lower risk than sitting for an hour in a class, in a mixed year group or in a social area. As far as possible, staff remaining in a room or group of rooms means they can consistently supervise and control that environment so that it is safe for them and others.
During lessons	Students will be expected to sanitise their hands on entry to and exit from every classroom. Students will be expected to face forwards during lessons unless they are in specialist practical rooms eg. Art, DT, Food etc as this can accommodate social distancing measures. Classroom doors and windows will remain open wherever possible to encourage air flow. Individual cleaning materials will be available for staff and students to sanitise their area. Students and Staff will be encouraged to maintain maximum distance from each other whilst in lessons.
Transition between lessons	A 5 minute lesson changeover time has been formally built into the curriculum. A strictly observed one-way system is in place throughout the College. Markings and arrows will help to identify the direction of travel. Staff will be on the corridors to greet their new class and supervise the corridor space outside of their room during changeover.

	Students will be regularly reminded of the importance of social distancing whilst moving around the College.
Breaks and Lunchtimes	Different year groups will be designated their own zone of the College campus. Students will only be allowed to socialise with others from their own year group. Break and lunchtimes will be staggered with no more than 2 year groups out of lessons at any one time. To accommodate this, we will continue to operate our altered timings and length of the day. The school canteen will operate a take away service only. There will be a similar service available from the 'Snack Shack'.
Use of toilets	We are not able to designate specific toilets to year groups all the time. To meet demand at key times such as break/lunch and keep year groups separate we might allocate specific toilets for use at these times. All shared facilities will benefit from an increased cleaning regime throughout the day.
Use of changing rooms	There will be no use of changing rooms currently. Students are asked to attend the College in their full P.E. kit and College blazer on the day they have P.E.
Assemblies	Assemblies are a really important aspect of our school community. They allow us to ensure consistency of message, celebrate achievements and reinforce our ethos and culture. To reduce mixing between groups, all assemblies will need to take place 'virtually' but we are considering if there is a safe way to deliver year group assemblies in a more traditional way.
Visitors to school	Our aim is to keep external visitors to the school site at a minimum currently. This is to mitigate the risk of unintentionally bringing infection from outside. Any visitors who need to be on the site will be expected to observe the same hygiene and social distancing measures as the rest of the College community. To further support this, we would ask that parents come on to the school site by appointment only. These can be made with the school office in the usual way or emailing info@claverham.org .

Face coverings

As you will be aware it is difficult to enable students to maintain social distancing within a school environment, due to a lack of physical space, we believe that the use of face coverings in classrooms at this time provides an extra level of protection to help mitigate against the spread of COVID-19. We will therefore be asking that all students, unless they are exempt, wear a face covering in classrooms, communal areas and corridors. This is in line with the latest Department for Education guidance for schools and will be reviewed during the Easter break.

As we are asking that all students and staff follow this guideline, unless they are exempt, it is important to ensure your child has a good supply of face masks and is changing them regularly for hygiene reasons, during the day and from day to day. Ideally, masks or coverings should be one of the following types:

- Disposable - in which case students must have at least two clean ones with them daily. Disposable masks should be replaced each day.

- Reusable - these need to be of the variety recommended in the guidance from public health (ideally three layers of fabric) and must be washed well each day before being used the next day. Public health England has also published [guidance](#) on how to make a simple face covering. Ideally, a spare should also be brought in.

Other forms of face covering (e.g. a scarf) would not be deemed sufficient to protect others from COVID-19.

Students should carry a small plastic bag, a sandwich bag for example, to keep their face masks in when not wearing them.

Those who rely on visual signals for communication, communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.

The wearing of face coverings is not mandatory but we would ask that all students follow this guidance at this time in order to help make our community as safe as possible.

Uniform

Our uniform suppliers are able to take online orders, please use the links below to access their websites:

[Wards](#)

[Super Stitch](#)

If you are having difficulty with finding items of uniform please contact us before your child returns.

If you wish to order Claverham PE kit please on the link [here](#). Please remember that only items listed on the Claverham P.E. kit list, together with a College blazer, should be worn on days when students have practical P.E. lessons.

Behaviour

Our high expectations of behaviour and attendance remain. We look forward to welcoming all students back to the College and are sure that after the extended break from normal educational provision, our students will be eager to get back to school, willing to engage and motivated to learn. We expect all members of our community to behave safely and sensibly. Our behaviour policy has been adapted to reflect our current context, this can be found by using the link below:

[Behaviour Policy](#)

In the face of these sometimes challenging circumstances, we have put additional rules in place to ensure the safety of all members of the community Any student who is unable to comply with these expectations, or who does not respond appropriately whilst on site, will be dealt with in accordance with our Behaviour Policy.

Catering

Our caterers, Chartwells, will be providing a similar service to that delivered in Terms 1 and 2. The College canteen will be open from Monday 8th March. Students are also welcome to bring their own packed lunch.

If your child will be buying items in school please ensure that their account has sufficient funds for their first day in school. Accounts can be credited using Parent Pay. Students receiving Free School Meals will be able to have these from their first day in school.

Additional support

We are very aware that the return to school will bring a mix of emotions for students and possibly also for their parents or carers. Hopefully for most students it will be an exciting time, one where they can look forward to seeing their teachers and their friends. For others it may be a time of uncertainty and worry.

All students will inevitably have had different experiences over the period since Christmas and will have made differing amounts of progress in their academic work. Whatever their current situation, we will use the return to school to build on their learning so far and check on their wellbeing. This will enable us to look at the best ways to support them moving forwards, through their lessons and through our pastoral care system. If you or your child have any concerns about returning to school, or if you think your child might need extra support when they return, please contact their pastoral team. Contact details are available on the College website.

Finally

Despite all of the measures we have in place within school, it is obviously important that we all continue to follow the guidance in place, regarding the current restrictions in and out of school, so that we can enable these to continue to have the desired effect. I know that I can rely on your help in emphasising this message to your son or daughter and can assure you that we will be consistent in our messages about this in school. I think we would all relish a return to normality, with the opportunity to have closer contact with friends and loved ones, but in the short term, hopefully, we need to continue to work to protect the progress we have made in the last few weeks.

In conclusion I would like to reiterate my thanks to all parents and carers for their help and cooperation. We will continue to review our procedures over the coming weeks and will keep parents and carers informed of any changes. It is obviously important that we keep the College open and I would urge you to contact us via your son or daughter's pastoral team should you have any questions or concerns. Please keep the communication channels open so that we can try to overcome any issues which may occur.

Thank you for your continued support.

Yours sincerely

Mr P Swatton
Principal