

10<sup>th</sup> July 2020

Dear Parent/ Carer

### Information on the reopening of Castle View Enterprise Academy.

I hope that you and your family are well and are keeping healthy both physically and mentally. All of us at CVEA are well and are looking forward to a whole school return in September, when everyone can be together again.

As you may be aware, the Government has stated that all students will return to school in September and they have issued guidance setting out how schools should plan for this return. This letter sets out how we are preparing for a full return. It is important to note that our plans for September are based on current Government guidance, this guidance may change prior to September and we will respond appropriately and make any required adjustments to our plans as a result of this.

I can assure you that every possible measure will be put in place to ensure the safety and well-being of both students and staff. A comprehensive risk assessment will be in place and will be shared on our website once finalised. This will cover all areas of re-opening and will be approved by the Governing Body. In addition, all staff will receive training on the new arrangements including health and safety requirements.

At CVEA we are planning the following;

#### Bubbles

- The Government is recommending that schools reduce the number of contacts between students and staff by keeping groups separate (bubbles) and maintaining distance between individuals. In accordance with this guidance we will be allocating each zone of the school to a specific year group
- Each 'bubble' will be kept apart from other 'bubbles' as much as possible and students will be expected to keep their distance from each other at all times
- In line with the guidance, staff will operate across different classes to facilitate the delivery of a wide range of subjects. Staff will be required to keep their distance from students and other staff as much as possible. Staff will move between the bubbles, students will not
- We will limit movement around school as far as possible, whilst accepting that this will be necessary for some subjects
- We will follow government guidance on specific subjects such as PE, Music, Art etc.
- Students will be expected to bring in their own equipment and will not share equipment. Please purchase the basics for lessons
- We will not be operating a morning break and we will stagger lunch over five separate sittings so year groups do not mix.

#### Lunch Arrangements

- There will be no food service and no food at break time. A formal break will not be in place
- Year 10 and 11 will be able to have a snack at some point daily between 10-10.30am as their lunchtime will be later in the day

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- Lunchtimes will be staggered and a hot and cold meal service will be provided as normal
- The price of a school meal will be £2.20 from September 2020
- To minimise contamination students will not be able to top up their accounts in school. We are introducing a contactless payment service which means students do not have to use their fingerprint to pay. Parents will be able to top up using Parentpay and each student will be issued with a contactless card which will be used to pay for their items. Students who receive free school meals will automatically have their card topped up with their daily allowance. Students accounts can have extra money to purchase equipment from our shop but they will not be able to borrow it.

### **Hygiene and Cleanliness**

- There will be a hand sanitiser station at the entrance point to be used by all students when arriving at school. In addition, hand sanitiser stations will be located at key points around the school in each zone and classroom
- We will ensure students clean their hands regularly, including when they arrive at school, when they change rooms and before and after eating
- We will follow the 'catch it, bin it, kill it' approach and ensure plentiful supply of tissues and bins around school and in each room and zone
- Classrooms, toilets, corridors, door handles, handrails and other high touch surfaces will be cleaned regularly throughout the day
- Cleaning products and hand sanitiser will be available in every classroom
- Classroom doors and windows will remain open to aid ventilation
- Each year group will have their own allocated set of toilets near to where they will be taught each day

### **Travel to and from school (PLEASE NOTE THAT THIS IS THE PARENT/CARERS RESPONSIBILITY)**

- Students are encouraged to walk or cycle to school wherever possible
- If students meet friends on the way to school they must maintain social distancing (currently 1 metre plus)
- If travelling by car, students must be dropped off at the main gates, there will be no access to the car park
- If using public transport, students should wear a face mask/covering and minimise the surfaces they touch
- Students should not travel to school in groups
- Students should not congregate outside school or in the local community
- Our school minibus service will operate for those regular users – we will be in contact with individuals regarding regulations and timings in due course

### **Entrance (staff will be managing the students from this point onwards)**

- Students will be guided into school to ensure social distancing and there will be floor markings and a one way system to enter and exit the school
- Each year group will have its own open corridor to the school access door
- We will be using a number of different exits and entrances (more details to follow)
- Students will enter at their designated time using the hand sanitiser station
- Signs are placed around school to remind students about hygiene and social distancing

### **Moving around school**

- Movement around school will be limited, if at all, only for lunch and to PE
- Students should follow staff instructions and leave the classroom when told to do so
- Use floor markings and the one way system at all times
- Students should wash/sanitise hands when instructed to do so
- Students should follow social distancing rules



## Uniform

- Students will be expected to wear their school uniform
- Jewellery is not permitted in school, except for a wrist watch
- Make-up is not permitted
- Students may wear a face mask/covering but this is a parental choice
- Students will be trained in their use, removal and storage according to CV19 guidance.
- Outside coats will be removed on entry into school, hung up and stored for the day

## First Aid

- There will be a first aid rota in place each day
- If a student feels unwell, they need to let their teacher know immediately
- PPE has been purchased for in the event that first aid needs to be administered or if someone shows symptoms of COVID-19
- The teacher will follow the appropriate protocol to isolate the student in order to reduce the risk to others
- A separate isolation space in the main entrance, staffed by the admin team is designated in the case of any student or member of staff displaying symptoms of Coronavirus
- Students falling ill during the school day with symptoms of COVID-19 will need to be collected by their parent/carer **immediately. We must have contact numbers for you throughout the day**

## End of the school day

- Students will be expected to follow staff instructions and leave the classroom when told to do so
- Students will be expected to wash/sanitise their hands prior to leaving school
- Students must follow the system and floor markings at all times when exiting the school site
- Students must leave the school site immediately and not wait at the school exit for friends
- Students should not travel in groups from school
- Students should not congregate outside of school or in the local community
- Parents/carers collecting their child from school should do so outside of the main school gates on Cartwright Road

## Behaviour expectations

- High standards of behaviour will be expected at all times. This is particularly important under the current situation and poor behaviour that puts others at risk, will not be tolerated. Please make sure that your child is fully aware of this and that they adhere to all instructions and procedures. We will be writing out to parents regarding individual risk assessments for certain students
- Mobile phones must be switched off during all lesson time
- No ear buds, earphones or chewing gum for health and safety reasons
- Students must be respectful to each other and all staff and must respect social distancing at all times
- Students should follow instructions as soon as they are asked to do so
- If a student feels worried or have any questions they should tell a teacher or member of staff immediately and they will help them
- If any student fails to follow the protocols outlined or act in a manner that jeopardises the safety of themselves or others, they will be required to be **collected immediately.**

## Attendance

- It is expected that all students (unless advised by medical professionals) will return to school in September
- Parents/carers will be required to notify the school of absences in the normal way
- We will follow all normal attendance procedures where there is non-attendance



If a student is displaying any symptoms of COVID-19 including a high temperature, a new contagious cough or a loss of or a change to their sense of taste or smell, they **must not attend** school and you should arrange for your child to access a test via <https://www.nhs.uk/ask-for-a-coronavirus-test> .

If anyone in the household in which the student lives are displaying symptoms, then they **must not attend** school until the period of household isolation is complete (14days). In addition, if your child is contacted by the national Test and Trace system, they will need to follow the self-isolation guidance and **must not attend** school. In accordance with the Department for Educational Guidance we have plans in place in the event of a local outbreak which involves working with Public Health England and plans for remote education if required.

I hope that this letter answers some of your initial questions and provides re-assurance and we will continue to communicate with you as plans develop and/or change due to changes or additions to government guidance. If you do have any queries regarding anything contained in this letter please use [enquiries@cvea.co.uk](mailto:enquiries@cvea.co.uk) . We will write to you again with more details as we develop our plans.

I also wanted to let you know that I have delayed my retirement and will return to lead the school through the re-opening in September.

Yours faithfully



Mrs J S Bridges OBE  
Principal

