



CARLETON HIGH SCHOOL

Carleton High School

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Dear Parent/Carer,

I'm writing to provide comprehensive guidance on how school will operate when we start to re-open from Wednesday, 9 September. Our priority is, and continues to be, the safety and wellbeing of our community. It is of paramount importance that we get students back into school, accessing a full and comprehensive education in a safe environment. Attached to this letter is a student and parent/carers guide which goes into detail on exactly what school will look like when we re-open. Please ensure you read this carefully and discuss the information with your child.

Our plans are based on the national guidance which can be found via the link below;

[Government guidance for full opening of schools](#)

The main principles of this guidance are;

- A requirement that people who are ill stay at home.
- Robust hand and respiratory hygiene.
- Enhanced cleaning arrangements.
- Active engagement with NHS Test and Trace.
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

As communicated by the CEO of the Trust, Mr Julian Appleyard OBE, in his letter dated 7 July, we have a robust risk assessment in place that has been validated by external health and safety consultants. In addition, the Pontefract Academies Trust Board have signed off our plans for opening.

I want to highlight some key points from our guidance;

- Do not send your child into school if they display Covid-19 symptoms, please contact school to discuss.
- If possible, explore other options for travelling to school other than public transport. However, if it isn't possible, rest assured additional safety measures are in place on school buses. Students will need to wear a face covering on the bus.
- Current guidance states that students don't need to wear face coverings in schools unless you are in a high-risk area. As we are not in one of those identified areas, students will not have to wear one in school unless they choose to.
- If you need to speak to staff, please do not turn up at school in person. Please contact us on 01977 781555 or email admin@carletonhigh.patrust.org.uk and we will get back to you as soon as possible in the case of an emergency, and within 24 hours for all other queries.

The government has made it clear that attendance in school is compulsory for all students and we support this decision. Current research shows that the risks Covid-19 presents to young people is minimal, particularly when considering the detrimental impact of them missing their education. The following links provide useful information and practical guidance on students returning to school.

- [Information for parents and carers about going back to schools, nurseries and colleges in the autumn term](#)
- [Public Health England – Back to School Guidance](#)

As I am sure you will agree, the last thing any of us would want is school closures in the future, however, I'd like to reassure parents we have detailed contingency plans in place if this does happen. My staff and I are really looking forward to welcoming students back into school starting from Wednesday, 9 September. I hope the content of this letter and attached guidance provide you with reassurance and details on how we have planned to do this safely.

Yours faithfully



Mrs J Cross
Headteacher



Who is expected to return to school in September?

- Government guidance states all students are expected to attend school from September and attendance is compulsory.

What will the first week look like?

- Many students will not have attended school for nearly six months. When considering the details of the first week back, we want to allow time for reconnection to support transition, wellbeing and ensure that all students are prepared to begin school again. The table below shows when each year group will return:

Date	Year Groups
Monday 7 September	INSET – Staff only
Tuesday 8 September	INSET – Staff only
Wednesday 9 September	Year 7 only
Thursday 10 September	Years 7, 8 and 11
Friday 11 September	Years 7, 9 and 10
Monday 14 September	All groups return together and we will be in school full-time from this point.

How do we ensure safety at the start and end of the school day?

- School gates will be open from 8.25am every day. Students can arrive at any time from this point until the scheduled start time of 9.00am. Please ensure that students do not arrive prior to 8.25am so we can maintain a continuous flow of arrivals.
- Each year group will enter and exit the school site via a different gate to reduce different year groups coming into contact with each other. Please click on the relevant year group video below so that you are aware of your entry and exit point.
- There will also be coloured floor markings for each year group to indicate their designated holding area in school.

Year Group	Entry/Exit point	Designated Holding Area	Video Link
Year 7	Gate before visitor car park	Quiet Area	Year 7 Video
Year 8	Visitor car park gate	Tennis courts	Year 8 Video
Year 9	Gate next to staff entrance car park	Area outside DT	Year 9 Video
Year 10	Main student entrance gate	Area outside Science	Year 10 Video
Year 11	Staff carpark gate	Area outside Annex	Year 11 Video

- Upon entering their assigned teaching block, there will be a hand sanitiser station and all students will be required to sanitise their hands prior to entering their classroom.

If students intend on using a bike to travel to and from school, please click on the link below that outlines the expected procedure to follow when arriving/leaving.

[Traveling to school on a bike](#)

- The end of the school day will be slightly staggered to allow students to leave the site safely. This will be as follows:

Year Group	End of day
Year 7	2.50pm
Year 8	2.55pm
Year 9	3.00pm
Year 10	3.05pm
Year 11	3.10pm – <i>This time will apply on Monday only. Tuesday – Friday all Year 11 students will attend an ACHIEVE lesson and will finish at 4.05pm. ACHIEVE lessons will start Tuesday 15 September.</i>

Please note, there will also be a designated waiting area for siblings from the same household to allow for travelling home together.

How will we ensure guidance is followed in reducing social contact?

September will see a number of changes that will ensure that contact between students is reduced. Students will stay in year group bubbles as per government guidance.

- Each year group will have lessons in a different teaching block of the school and staff will move around the classrooms to ensure that students do not need to move around the wider school site. Year groups are allocated to the following teaching blocks as follows:

Year Group	Teaching Block
Year 7	Teaching Block- Bottom floor and section of middle floor
Year 8	Teaching Block- Top floor and section of middle floor
Year 9	Design and Technology Block
Year 10	Science Block
Year 11	Annex

In addition, year 7, 8 and 9 will be taught in universal setted groups to minimise further mixing. Other key changes to achieve a reduction in students mixing include; assemblies being cancelled and information shared through form groups, breakfast provision will be cancelled, school enrichment and trips will not run and detentions will be conducted in year group bubbles. These will be kept under constant review.

Due to the logistics of the teaching blocks being used for year group bubbles, there will be some restriction on practical subjects, such as PE, DT and Creative Arts.

- Students will remain in their year group bubbles at break and lunchtime and will not mix with any other year group. The table below shows the designated space for each year group:

Year Group	Break Time	Break Area	Break Area Toilets	Lunchtime	Lunch Area	Lunch Area Toilets
Year 7	10.20 – 10.35	Quad - Snack van	Main Block- downstairs	1.05 – 1.35	Cafeteria	Main Block- downstairs
Year 8	10.50 – 11.05	Quad - Snack van	Main Block- downstairs	12.35 – 1.05	Quad - Snack van	Main Block- downstairs
Year 9	11.20 – 11.35	Cafeteria	Main Block- upstairs	1.35 – 2.05	Cafeteria	Main Block- upstairs
Year 10	10.20 – 10.35	Cafeteria	Main Block- upstairs	12.35 – 1.05	Cafeteria	Main Block- upstairs
Year 11	11.20 – 11.35	Dance Studio	Main Block- downstairs	1.35 – 2.05	Dance studio	Main Block- downstairs

What is the transport advice for travelling to school?

The government guidance states that school buses will resume with some additional hygiene measures in place. However, we are asking parents/carers to explore different methods of commuting, such as walking, cycling and students arriving by car, which will reduce the number of students traveling on school buses. We do understand that this may not be possible or practicable.

If your child does need to use a school bus, they will be required to wear a face mask. A member of staff will supervise students getting on the bus at the end of the day and will ensure that this happens. Disposable masks will be made available for any student who does not have one and they will be expected to use it before getting on the bus.

Do students have to wear a face mask in school?

You will be aware that guidance has recently been released with regard to the use of face masks in school. As we are not situated in an enhanced lockdown area, there is no requirement for students to wear a face mask. The school has the following expectations:

- There is no expectation for students to wear face masks when outdoors. This includes traveling to school and traveling home at the end of the day. (Exceptions for school/public transport as outlined above).
- There is no expectation for students to wear face masks in classrooms and in other parts of the school building. However, face masks and face shields are optional and this is a decision for parents/carers and students to make on an individual basis.

The video link below outlines expectations when using a face mask and the correct procedure to follow:

[Face mask procedure video](#)

What are the expectations regarding uniform?

- As always, all students will be expected to wear full uniform. We have clear rules on uniform and appearance and full details are available here: <https://carletonhigh.patrust.org.uk/wp-content/uploads/2020/06/PAT-Carleton-High-School-Uniform-Guide.pdf>

Can parents/carers visit the school?

- Only visitors with a prior arranged appointment will be allowed on the school site. Where possible, appointments will be conducted via telephone/virtually. This will also be the case for any outside agencies. Where there is no option other than for a visitor to be on the school site, social distancing measures will be in place.

How we are ensuring classrooms are safe learning environments and ensuring good hygiene?

- All student desks are set up in a way that are front-facing and means that students will not directly face each other during lessons.
- Teachers will remain behind a line marking, which will be a two-metre distance from students at the front of the classroom.
- Hand washing will be encouraged as much as possible and lidded bins are provided in all school areas to help with 'Catch It, Bin It, Kill It' to promote good respiratory and hand hygiene.
- There are hand sanitiser stations upon entry to each teaching block. All students and staff will sanitise their hands prior to entering a teaching block.
- All doors will be kept open using door wedges to prevent students having to touch handles to open and close doors.
- All IT facilities in each classroom, such as keyboards and mice will be cleaned prior to the start of each lesson.

What are the school's corridor expectations?

- A Student Liaison Officer will be available on the corridors of the teaching blocks being used to facilitate the safe movement of students and to support teaching staff where necessary.
- The school will continue to operate a strict policy of no physical contact. Detentions will be issued where this rule is broken.
- All students should follow guidelines by using the floor markings that are present throughout the teaching blocks being used for lessons.
- Members of the Senior Leadership Team and Student Liaison Officers will communicate at all times during the school day to coordinate the movement of students in different year bubbles at social times and during lessons changeovers.

What happens if my child displays COVID-19 symptoms at home?

If your child displays COVID-19 symptoms at home i.e. a new continuous cough, a high temperature, or a loss of, or change in their normal sense of taste or smell, your child must self-isolate for at least 10 days from when the symptoms started. If this is the case, please contact Mr. Dean, Assistant Headteacher at adean@carletonhigh.patrust.org.uk.

You should arrange for your child to have a COVID-19 test as soon as possible and contact the school with the result at the earliest opportunity. If there is another sibling in the household that attends school, they must also self-isolate for 14 days.

What happens if my child displays COVID-19 symptoms at school?

The school will follow government guidance and if any student displays symptoms, they will be taken to a designated COVID-19 First Aid room to ensure isolation from other students. This will be to allow us to contact parents/carers to arrange for them to be collected or for them to be aware that the student has been sent home.

Any student sent home would be expected to self-isolate for at least 10 days and any siblings who attend the school would also be sent home to self-isolate for 14 days. You should arrange to have a test as soon as possible to see if your child has COVID-19 and contact the school with the result at the earliest opportunity.

Behaviour for Learning Policy

There will be an adjustment to the schools Behaviour for Learning policy over this period of time. The consequence system will remain in place for each lesson, with some slight amendments. The adjustments to the schools Behaviour for Learning policy can be found below.

How will I be kept informed of what is happening at school?

Parents/carers will be informed of any updates via text or letter. All communications via letter will be emailed to parents/carers and will be available under the communications tab on the school website. These letters will also be made available through the My Child at School (MCAS) app. Please can all parents/carers ensure that you are signed up to this as a matter of priority and inform the school of any changes to your contact details.

BFL Annex during Covid

September 2020

Introduction

Subsequent to the COVID pandemic, national lock down, and following government guidance, we are opening schools to all students in September. We have been given clear guidance on processes and procedures that need to be followed in schools in order to keep staff, students, their families and the community safe. The guidance will mean changes to the expectations of students and new routines and rules which need to be followed. It is important these are made clear, and our BFL policy is adapted in line with those expectations. **This appendix will be reviewed every half term.**

The school will operate under its normal Behaviour for Learning (BFL) policy, with some adaptations and certain expectations outlined below. **'Any student who commits a serious or persistent breach of the new COVID-19 protection rules may be sanctioned by the head using the full range of sanctions available, dependent on the seriousness of the breach, up to and including, in extreme cases, permanent exclusion.'**

These adaptations are in place to ensure the safety of students, staff and the community and students have time to adjust to being back in school. As ever our BFL policy is designed to ensure that 'teachers can teach and students can focus on learning' without disruptions. This is even more important given the time students have had out of school. We also recognise that some of our students will need extra pastoral support, this will be in place. As ever positive praise and recognition will continue to be at the heart of everyday practice.

Consequence system

The consequence system will continue to be used in all lessons with slight adjustments, this is to allow some bedding in when students return to school.

- If a student receives a red card in a lesson they will join the Inclusion room for the rest of that lesson rather than for a half day. However if this happens repeatedly then this will be reviewed.
- The inclusion room will be set up in the Gym/Hall and students will work on exam desks in silence supported by a member of staff. This will ensure that social distancing is maintained between students in different year groups.
- Detentions will take place as normal but students will be kept with their year groups.

Hygiene/Face coverings

Students will be asked to wash their hands and use sanitiser at regular intervals throughout the day. This is essential in preventing the potential spread of the virus. As we are not situated in an enhanced lockdown area, there is no requirement for students to wear a face covering in school. However, students will be asked to wear face coverings when using public transport. Refusal to comply when asked could result in sanctions for students depending on the individual situation.



There will be adjustments on face coverings for students with medical conditions which prevent them wearing one.

Social Distancing/ no physical contact

The guidance is based on keeping students in their year bubbles and smaller groups where possible. Students do need to keep socially distant 1m plus from members of staff and students from other year groups. In order to mitigate further, whilst we won't be enforcing social distancing in year groups we are asking students to refrain from physical contact.

Where these rules are broken detentions will be issued.

Students with SEND and/or an EHCP

All students who fall into these categories and who are attending provision will have an updated risk assessment carried out to ensure that all measures are being followed to keep everyone safe while supporting these students to learn. As always reasonable adjustments will be made for these students.