



CARLETON HIGH SCHOOL

Carleton High School

Green Lane

Carleton

Pontefract

West Yorkshire

WF8 3NW

T: 01977 781555

W: carletonhigh.patrust.org.uk

E: admin@carletonhigh.patrust.org.uk

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Dear Parents/Carers

Return to School – Monday 8 March 2021

I hope this letter finds you and your families safe and well. You will be aware that last Monday the government published its long-awaited guidance and plans for all students to return to school from Monday, 8 March.

With this in mind, I want to share some information with you about how the school will operate when students return to school.

Start Date

All students in all year groups will return to school on Monday, 8 March. Attendance is compulsory and your child should only be absent from school if he/she has tested positive for Covid-19, is symptomatic, self-isolating or otherwise unwell.

School Logistics

The school will operate in the same way as it did during the autumn term. Our priority is, and continues to be, the safety and wellbeing of our community. As such, our system of controls remains in place, including staggered timings at the end of the day, year group 'bubbles' and enhanced cleaning. This will be fully communicated with students and the details of our logistical approach can be found at the end of this letter in our re-opening handbook.

Government Guidance

Our re-opening plans are based on the national guidance, much of the content in this guidance will be familiar to you, as it replicates what was in place during the autumn term, however the key changes to the guidance are outlined further in this letter. The government guidance can be found via the link below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

Risk Assessment

We have a robust risk assessment in place which is being validated by external health and safety consultants. It will be published on our website in due course.

Face Coverings

The main difference for students when they return to school on Monday, 8 March is the guidance regarding face coverings. When students return they will be **required to wear a face covering over their nose and mouth at all times when inside the school building**, other than whilst eating or drinking. This now includes **wearing face coverings in lessons**. If a student has a medically diagnosed condition or disability that makes this not possible, please ensure we are aware of this by contacting the school on admin@carletonhigh.patrust.org.uk so that we can consider whether to grant an exemption.

Preparing for re-opening

In order to fully prepare staff for the re-opening of the school, there will be a staff training day on Friday, 5 March. As a result, students will still be expected to complete the work provided for all their lessons on Google Classroom and **there will be no live online lessons**. This only applies to Friday, 5 March.

Vulnerable students and students of key workers who have accessed our onsite provision during lockdown will still be expected to attend school and will complete the same work set by their teachers and those students accessing the work remotely.

Mass Testing

As previously communicated in my letter dated Tuesday, 23 February, we will be offering asymptomatic testing to all students and staff to support the identification of otherwise undetected positive cases. Being tested is not a condition of return, but we strongly encourage it.

We will be conducting the first of three on site tests for those who have consented between 4 and 5 March. If you have consented, we will contact you separately with details of the date and time of your child's first test.

Exam Results 2021

We now know that results will be awarded to students by teachers using a range of possible evidence. We await further guidance and clarity from exam boards to enable us to plan how we take this forward. As was the case last year, we will work with the sole focus of ensuring our students get the grades they deserve. The link below from the Chief Regulator explains the arrangements for 2021:

[How qualifications will be awarded in 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/how-qualifications-will-be-awarded-in-2021)

And Finally

Whilst I acknowledge the huge efforts made by students, teachers and parents/carers with remote learning, we are excited to be able to return to face-to-face lessons in classrooms. We look forward to welcoming all students back to school on Monday, 8 March so that they can get back to the routine of normal school life, and see their friends and teachers.

Yours faithfully



Mrs J Cross
Headteacher

Return to School Handbook for All Year Groups – March 2021

The school day will operate in a very similar way as the autumn term (September – December) but for information, please see key reminders below:

Who is expected to return to school on 8 March?

- Government guidance states that the reopening of schools applies to all students and attendance is compulsory.
- Please note, a small number of students will still be unable to attend, in line with public health advice, if they have been confirmed as clinically extremely vulnerable. The advice for these students is to shield and stay at home as much as possible until further notice.

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

- School gates will continue to 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 continue to enter and exit the school site via a different gate to reduce different year groups coming into contact with each other.

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

- 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.
- 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 * May leave at later due to ACHIEVE sessions.
Year 11	3.10pm * May leave later due to ACHIEVE sessions.

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

Students will stay in year group bubbles as they did during the autumn term. Each year group will continue to 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 and MFL block
Year 11	Annex

- In addition, year 7, 8 and 9 will continue to be taught in universally set groups to minimise further mixing. Assemblies will continue to be virtual and detentions will be conducted in year group bubbles. Students will remain in their year group bubbles at breaks and lunchtime and will not mix with any other year group.

Year Group	Break Time	Break Area	Break Area Toilets	Lunchtime	Lunch Area	Lunch Area Toilets
Year 7	10.20 – 10.35	Theatre	Main Block- downstairs	1.05 – 1.35	Cafeteria	Main Block- downstairs
Year 8	10.50 – 11.05	Theatre	Main Block- downstairs	12.35 – 1.05	Theatre	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	Theatre	Main Block- downstairs	1.35 – 2.05	Theatre	Main Block- downstairs

What is the transport advice for travelling to school?

- The government guidance states that school buses will operate with 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 travelling 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 covering. A member of staff will supervise students getting on the bus at the end of the day and will ensure that this happens.

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:
- In addition to our normal uniform expectations, students will also be required to provide their own face covering on a daily basis and have a spare with them in case they lose it or it becomes damaged.

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

- Students will stay in the same classroom to minimise movement. Within that classroom, each student will have their own desk, their own equipment and their own exercise books to ensure that they do not need to move or borrow equipment. Equipment and books should be left on the student's desk at the end of the day and not taken home.
- Students will be **required to wear a face covering over their nose and mouth at all times when inside the school building**, other than whilst eating at a dining table (unless they have a medical exemption).
- 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 lined 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.
- Hand sanitiser is available in each classroom and the classroom will be cleaned prior to learning taking place and at the end of each day.
- 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 at all times during the day to facilitate the safe movement of students and to support teaching staff where necessary.

- The school will operate a strict policy of no physical contact and any students who do not adhere to this would be removed from their classroom and may be asked to work in the inclusion area.
- All students should follow guidelines by using the zone markings on the floor that lead into teaching blocks. These markings are present throughout the teaching blocks being used for lessons and outside the teaching blocks and should be adhered to at all times.
- 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 group bubbles at social times and during lessons changeovers.
- Students will be **required to wear a face covering over their nose and mouth at all times when inside the school building**, other than whilst eating at a dining table (unless they have a medical exemption).