

September 2020 Information for Parents

INTRODUCTION

We want you to feel confident that we have taken every precaution to keep your child safe in school. Please know that every decision we have made has been made with your child's safety in mind. We will be as overjoyed as you when we can get back to some kind of normal!

The information below is how Penryn College will provide additional safety measures to keep your child safe during this time. We have based this on the DfE Guidance and supported this by carrying out full Risk Assessments for each area of the school.

A full copy of this guidance can be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Our rationale is to protect our students and staff by designing the operating procedures so we **reduce contact where possible**. Our ambition is to do this whilst retaining a full curriculum offer for students. To support this, we will have a highly ordered and structured culture that gives tight control over student movement.

Our intention is that our school will run as closely as possible to normal and we will retain our planned curriculum and timetable, including our Study Support offer. To ensure we are as safe as possible we will:

- Create a very controlled, formal environment and heightened culture of safety and social responsibility.
- Eliminate, as far as possible, student movement within the building for Year 7-10.
- Retain students in year group bubbles.
- Retain houses but group students to 2 'year group Tutor Groups' within in each house led by a tutor for at least the first term.
- Develop our Year 11 as ambassadors in the school and develop their personal responsibility.
- Have our planned timetable in place but our teachers will decide what curriculum will be delivered. We will check all exam guidance before making any necessary changes.

Whole school culture

- The key message for all students and staff will be about **looking after each other**.
- We will identify the things that, as a whole school, we will do to look after each other.
- Key messages about how we do this in different areas of the school will be displayed around the building.
- For the whole school these will be: -
 - Showing empathy for other peoples' concerns and personal circumstances.
 - Respecting each other's space, 2m is best, side by side rather than face to face.
 - Observing good hygiene: sanitising hands and catching those coughs and sneezes.
- In addition, each department and teacher may have specific messages depending on their area and these will also be clearly displayed for students to see.
- Our induction for students will focus upon them taking responsibility and supporting us to create a safe environment.

Some Frequently Asked Questions....

WHAT HAPPENS ON THE FIRST DAY?

All students will receive a full induction on their first day as to how the school is working and how to keep themselves and others safe.

Students timetables for Year 11 will be available for them to access on the Virtual School from **midday on Friday 4th September**. Student timetables for Year 8-10 will be available from **midday on Monday 7th September**. Students should discuss any concerns they have with their timetable with their tutor on their first day. Any urgent issues regarding timetables that the tutor cannot answer can be emailed to nspencer@penryn-college.cornwall.sch.uk following their first day.

Students are to arrive in school as detailed below in full school uniform and with their iPad if they have one, pencil case and PE kit if they have PE on this day on their timetable (Year 7 will not need PE kit on their first day).

Year 11 (Monday 7th September) are to go straight to their Tutor Group (this will be on their timetable on the Virtual School).

Year 7 (Tuesday 8th September) need to report to the TISA. We will ensure there is a member of staff available on every entrance to direct them there safely.

Year 10 (Wednesday 9th Sept), **Year 8** (Thursday 10th Sept) **and 9**, (Friday 11th Sept) need to go straight to their first lesson junction which will be clearly signed (this will be on their timetable on the Virtual School).

WHAT DOES THE BEGINNING AND END OF THE DAY LOOK LIKE AND ARE THERE ANY CLUBS RUNNING?

Transport to and from school

There is now a DfE recommendation that face coverings are to be worn on all public and school transport to and from school. Please ensure your child is fully equipped for this. See below for our guidance on face coverings in and around the school building.

Parental and other access to site

Please could we ask you not to drive on to the school site to drop off or pick up your child at the beginning or end of the day, unless you have been given permission for this to happen or if your child is in the ARB. In these two cases, you will have been issued with a parking permit. This is purely for safety reasons to keep traffic and visitors to a minimum whilst we are trying to minimise contact and whilst we are using the outside of the building as a ring road for students.

If you need to visit the school during the school day for a meeting or to drop something off, there will be limited parking available. We are happy for you to pick up students from the school site after clubs have finished.

Please could we also request that students do not use the Penryn Junior or Infant sites to access or exit the college. For safety reasons there will be no walk-through between the two sites and this gate will be locked. The gate on the bottom field which links us to the University will be open from 0825 – 0840 and from 1515 – 1545 for students to enter and exit the school grounds. Please note this is not an entry point for parents. Any parents who feel they may have difficulty dropping students off off-site for physical or other reasons should contact Vicky Cooper on vcooper@penryn-college.cornwall.sch.uk in the first instance who will review each case individually.

Students arriving at school early and after school provision outside of scheduled clubs

Students need to be lined up outside by 8.40am ready to be taken in for their first lesson. Students who arrive before 8.25am need to report to the TISA to be signed in and supervised. Please note this will only be available from 8.00am so students cannot arrive in school before this time.

Students may stay behind after school only if they are attending a club.

Because many students do not wish to attend certain clubs on certain days but would like the opportunity to stay behind in a supervised environment to complete their homework, there will be a Personal Study club based in the canteen from 3.30pm-4.30pm for those students who wish to attend. This will be a supervised, quiet area where students will be able to complete work independently.

Study Support

We are excited to begin our Study Support programme from 14th September 2020. Careful consideration has been given to safety during each club. An online booklet will be available on the website from the 7th September 2020.

Parking

Please note that with the exception of specified Disabled spaces, which are clearly marked, there will no longer be any parking in the bus area for either staff, parents or other visitors. This is because students will be using this area as part of our ring road.

HOW IS THE STRUCTURE OF THE SCHOOL AND SCHOOL DAY CHANGING?

Whole school lay out

For their own safety, Year 7, 8, 9 and 10 will be outside the building as much as possible during the school day. Year 11 will be allowed to move inside certain parts of the building with our staff.

Access to all sections of the school will be through a one-way, anti-clockwise ring road outside the building. Signposted junctions will lead to spaces where students wait until they are collected by their teachers and taken to their classrooms.

Whilst we are looking to reduce the amount of people coming on to the school site in order to keep our students and you safe, we understand there may be times when you will need to come in to school for a meeting. We are setting up large spaces for this to be able to happen safely.

School day

Our school day will change but start and finish times will be the same:

Period	Time	Notes
Period 1	0840 - 0930	
Period 2	0930 - 1015	
Tutor/Break 1	1015 - 1035	Year 7/10/11 Break and Year 8/9 Tutor Period
Tutor/Break 2	1035 - 1055	Year 8/9 Break and Year 7/10/11 Tutor Period
Period 3	1055 - 1140	
Period 4.	1140 - 1225	
Period 5 /Lunch	1225 - 1310	Year 7/10/11 Lunch and Year 8/9 Period 5
Period 5A /Lunch	1310 - 1355	Year 8/9 Lunch and Year 7/10/11 Period 5
Period 6.	1355 - 1440	
Period 7	1440 - 1525	

WHAT WILL LESSONS BE LIKE?

Classrooms

All classrooms have been set out with safety in mind.

A slide at the front of each classroom will remind students of the rules for that classroom.

All desks will be set facing forward where possible and screened if appropriate.

Consideration has been given as to how a member of staff can circulate safely if required, particularly in practical rooms.

All classrooms have been cleared of clutter and all excess furniture has been removed.

All classrooms have wipes on each desk so students can wipe desks and chairs before leaving.

There will be a seating plan for every class.

During lessons times students should use nearest toilet and follow hygiene rules.

Equipment

Please can you help your children ensure they bring their own equipment to school and that they do not share this with other students.

They will need a fully charged iPad (with the exception of Year 7 students on the first day) and the following in their pencil cases: -

- Blue/black pens (you will need more than one).
- A ruler (15cm minimum and needed in every subject for underlining and measuring).
- Rubber and pencil sharpener.
- Pencils (these are required for drawing in all subjects).

- Colouring pencils and highlighters.
- Geometry set (Inc. set square, protractor, compass and scientific calculator).
- A reading book.

Each department will have carefully thought out their system for giving out classroom based resources (e.g. for Science practical work).

These resources will be cleaned frequently and meticulously and always between different year group bubbles (or left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles).

Marking and books

Your child will still receive feedback every 4-8 lessons as per our marking policy.

Shared equipment, in this case books, is subject to the 48hr rule, therefore teachers will plan their marking carefully to ensure this guidance is adhered to.

Much of your child's work will be marked on Showbie, as it was during lockdown, and feedback will be given this way too. Students reported they enjoyed feedback in this way.

We will be asking students to keep their books clean, neat and tidy.

HOW WILL BREAK AND LUNCHTIMES WORK?

The canteen will be open during break and lunchtime for those students who wish to purchase snacks/lunch at school. Please be advised that we offering a limited menu choice which will include a packed lunch, one hot snack, sandwiches and drinks. You may therefore prefer to send your child in with a packed lunch during these early weeks.

Year 11 will be served from the canteen.

Year 7-10 will be served their lunch on their allocated playground or indoor wet weather area.

We have created staggered breaks and lunchtimes to allow for each year group to have their designated spaces for break and lunch time. They will not be mixing with other year group bubbles during this time.

Each year group will also be allocated toilets for break and lunchtimes. Toilets will be cleaned regularly throughout the day.

SHOULD MY CHILD WEAR/HAVE A FACE COVERING WHILST IN SCHOOL?

The Government advice is enclosed <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education> and states that face coverings are not required unless the school is in an area where there are local restrictions. There is however discretion for schools to require them to be worn in certain situations where communal areas are a particular challenge. The advice also highlights the hygiene requirements for the safe wearing of masks.

Using this guidance, we are proposing the following: -

- We do not require students at this point to wear face coverings in the building.
- If any student or member of staff wishes to wear a face covering they may do so.
- When Year 11 are in the downstairs area for break/ lunch they either need to be sat down or walking outside or going to the toilet. We do not want them standing up or wandering about.
- We advise you as parents to equip your child with a face covering for school which they keep in their bag.
- If we find ourselves in a situation where we feel we wish students to wear a covering for a specific reason, then the teacher in charge will ask those students who have one to wear them.

ARE THERE ANY OTHER CHANGES TO THE SCHOOL SYSTEMS I SHOULD KNOW ABOUT?

Behaviour

Our Behaviour Policy will remain the same to keep things consistent for our students, but careful thought has been given to how we ensure the different year groups are not mixing in spaces such as our Exclusion Room and Learning Support Unit.

Internal Exclusions will now be served in after school slots and students will be kept in year group bubbles during this time. There will be no option for students to serve internal exclusions either at lunch time or during the school day.

We have created several spaces throughout the school where teachers and support staff can work with those students who may need it on that day.

Uniform

There will be no change to the school uniform.

Please help us to minimise issues by ensuring your child arrives at school in the correct uniform, including proper school shoes, every day. This always ensures a much more positive start to the day.

Please remember that we are no longer accepting any nose studs or covered nose studs. Students with nose piercings should either be wearing a clear spacer which cannot be seen, or nothing at all.

Punctuality and Attendance

Following the lockdown period and because of the current situation, it is even more important that your child attends school and arrives on time, both to school and to every lesson. This will help us ensure everyone keeps safe.

Please continue to inform Student Services if your child is too ill to attend school or is going to be late in due to a valid reason.

Lockers

To help us limit movement inside the school building students will not be allocated or able to access lockers for the first half term. They may wish to clear out and re-pack their bags at home at the end of every day, to ensure they are not carrying any unnecessary equipment.

Those students who already have lockers can empty these after school if they still have items in them.

iPads

We will issue Year 7 iPads on the first day back and they will receive all information needed during the first week back. This means they will be ready for full use by 14th September.

We will produce a video for parents before this date to go alongside the Acceptable Use Policy so you can help your child make the most of their school iPad in a safe and secure way.

CAN I VISIT THE SCHOOL?

We have put in the following safety arrangements for you in case you need to visit the school: -

- Please sanitise your hands using the sanitising station at the front of school.
- The Receptionist will sign you in using an iPad.
- If the door to Reception is closed, this will be to ensure social distancing. Please could we ask that you wait and the Receptionist will let you in as soon as the area is clear.
- If you are dropping off or picking up equipment/paperwork/lunch etc. there is a table available opposite Reception for you to leave/collect these items from.
- Please could we ask you to keep 2m away from any other visitors, staff or students.
- All visitors need to provide their full name, a contact number and the name of the person they are visiting.

HOW ARE WE KEEPING THE SCHOOL CLEAN DURING THE SCHOOL DAY?

We have just had the school “Fogged” which is a process which gives an additional layer of protection against the virus.

We have employed an additional cleaner for the first term in the first instance who will work during school hours from 9am-3pm. This will allow us to ensure all areas of the school, especially the toilets, are kept clean and safe during the school day.

There are sanitising wipes/spray available in every classroom and desks and chairs will be wiped down by the students at the end of every lesson.

If a student has any concerns regarding safety (e.g. if sanitiser is empty or they see something which they deem to be unsafe) they will be asked to report it to their next available teacher who will pass this on to our Premises Team as a matter of urgency.

WHAT HAPPENS IF I HAVE MEDICAL CONCERNS ABOUT MY CHILD?

If your child has symptoms of COVID 19 you need to: -

- keep them at home.
- phone 119 to arrange an immediate test or book online at <https://www.gov.uk/get-cornavirus-test>.
- inform the school of why they are absent.
- keep them at home until the result of the test.
- If the result of the test is negative, they can return to school. If it is positive, please inform the school immediately.

- We will continue to offer our full First Aid provision as before.
- If in the event your child develops COVID 19 symptoms at school, you will be called immediately to collect your child and you will need to call 119 book online at <https://www.gov.uk/get-cornavirus-test> to arrange this test.