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2 September 2020

Dear Parent/carer/student

Although I wish you all to enjoy the last few days of the summer break, it is important that we share our final plans to welcome staff and students back to school next week.

My last correspondence gave a detailed outline of our planning thus far and the changes we have had to make. In this letter, I wish to update you on where we are with our thinking.

Timings of the school day.

We don't believe we need to change the timings at the start of our school day because students come from many different places and therefore there is not any great congestion as students enter the school site. Our decision to use different entrances for the different year groups and to slightly stagger their entry times further lessens the possibility of any congestion. We are looking at the timing of the end of the school day and are planning on having slightly staggered finish times to avoid all students leaving the site at the same time. We will coordinate this with the timings of the school and public buses and we will of course inform you once these plans are finalised. It is important that when students are dismissed, they leave the site immediately and make their way home, keeping to social distancing recommendations.

Make walking or cycling to school the new normal.

Behaviour and uniform.

Attached is the COVID addendum to our Behaviour Policy, explaining any changes to how we can operate as a school. Please can you go through this with your child. We are confident that, with your support, students will take the health and safety of all the Cottingham High School community seriously and display nothing less than impeccable behaviour.

All students are expected in full school uniform with black polishable shoes, not plain black trainers or similar style trainers.

Lunch.

Each year group will have their own area in the school and lunch will be a reduced menu. There will be no breakfast or breaktime facilities or anywhere to refill bottles of water. It is therefore important that students are provided with a full bottle of water and appropriate snacks for break time, if they wish, each day. We will provide all students who are entitled to a free school meal with a choice of a grab bag, with a sandwich or pasta pot each lunchtime. If your child is not entitled to a FSM, lunch will be available to buy but we will not be accepting cash and reval machines will not be operational. Credit can be added to your child's lunch money account electronically using the School Gateway phone app or by logging onto www.schoolgateway.com. Information on how to register and use this functionality is attached to this email. Student's names will be taken at lunchtime and money deducted from their account by Mellors, our catering company. I think it would be wise to consider a packed lunch for your child.

It is recommended that students limit the amount of equipment they bring into school each day to essentials, such as lunch box, full water bottle, coat, books and stationery. Bags therefore will be essential.



'Bubbles' and zones.

I have attached a site map illustrating the different zones that year group bubbles will be based in and a document informing each group of their tutor room. Staff will travel to teach students in their rooms so that students can stay within their 'bubbles' in their zones. It is important that, unless expressly asked to do so, they do not wander or go into another year group's zone.

Attendance and COVID 19

It is acknowledged that a small number of students will still be unable to attend in line with public health advice because they are self-isolating and have/have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).

Shielding advice for all adults and children paused on 1 August, following a continued decline in the rates of community transmission of coronavirus (COVID-19). Where children are unable to attend school as parents/carers are following clinical and/or public health advice, absence will not be penalised.

If parents/carers of students with significant risk factors are concerned, parents/carers are asked to contact school to discuss their concerns. Prior to this, they should have consulted with their child's medical specialist. Parents/carers of students who are reluctant or anxious about returning should also contact school.

Covid Symptoms and Testing

We must ensure that students, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days.

If anyone develops symptoms during the school day, they will be sent home immediately. This is essential to reduce the risk in school and further drive down transmission of coronavirus (COVID-19). Parents/carers must understand that, at short notice, they may need to collect their child or make arrangements for them to go home. Any students and staff who have been in close contact with students showing symptoms do not need to go home to self-isolate unless they develop symptoms themselves.

Staff members and parents/carers need to be ready and willing to:

- book a test if they are displaying symptoms.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.

We will also ask parents and staff to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.

Face Coverings

Face coverings are becoming part of our everyday lives, on public transport, in shops and in hospitals etc. The purpose of face coverings is to protect others from those who are asymptomatic or pre-symptomatic. For most of the school day, students will be mixing in their 'bubbles', however we are taking the view that if a member of staff or student feels safer and less anxious if they wear a face covering, then that will be permitted.

We will discuss with students on their first day in school the safe wearing, removal and storage of face coverings, although we are sure that you will already have had these conversations with your child. Please can you ensure that your child has a face covering and a suitable small bag/purse/pocket to store it in, if appropriate to them. If anything changes with government guidance we will act accordingly and swiftly.



Risk assessments

The risk assessment that have been written will be available for you to read once they have been checked with all relevant parties. I will, of course, endeavour to keep you up to date with any changes or information that will be relevant to the full opening of our school.

Arrangements for the 1st week back.

We will open for students starting Wednesday 9th September 2020. During the first week we will operate a phased return to give all students the necessary induction, time and attention from staff to:

- welcome and support students back to school
- to ensure we explain clearly how we plan to teach students and where they will be based
- and to work through the significant changes to how we will operate from September.

Timings	Wed 9 th Sep	Timings	Thurs 10 th Sept	Fri 11 th Sept
8.50am – 3.10pm	Y7 and Y12 all day and for the rest of the week.	AM 9.00 – 11.30	Y11	Y10
PM – 1.10pm – 3.10pm	Y13 afternoon only and then for the rest of the week.	PM 12.30 – 15.00	Y9	Y8

Y7 and Y12 will be in all week from Wednesday 9th. Lessons for Y12 and Y13 will start on Thursday 10th September and lessons will start for all students on Monday 14th September 2020.

Please continue to stay safe and take care.

Yours sincerely

Loz Wilson
Headteacher

