

Dear Year 7 Parents/Carers,

I hope that you have all had an enjoyable summer and you and your child(ren) are rested and ready for the Autumn Term. We are extremely excited to welcome students to the Academy and we have been busy during the holidays to ensure that everything is in place for September. This letter is to remind you of some of the arrangements we have already communicated, and to clarify further details.

We shared with you our [Parent and Student Guide to September 2020](#) before the holidays. If you have not yet had a chance to look through this then please do so with your child as there is a lot of useful information in this document that will help you feel prepared for the return to school.

First Day Arrangements & Timings of the Day

The first day of term for Year 7 will be **Monday 7th September 2020**. Students will be in the Academy every day from this date. On the first day of term students should arrive at their below allotted arrival time. If you are unsure of your child's mentor group then please contact [Caroline Leeson](#) to confirm.

08:45 EBK and JW
08:50 CC
08:55 CW
09:00 GM

09:05 LJA
09:10 AG
09:15 YS

In the interests of health and safety, parents/carers regrettably will not be allowed on site at any point unless it is for a pre-arranged meeting. This means in the mornings you will need to drop your child at the main gates on Homefield Road. However, for Year 7s first day with us we will make an exception and allow one parent to accompany their child to the student entrance gates at the end of the driveway if they would like to. Here they will be met by staff and students will be directed to where they need to go.

Each day after their first day in the Academy Year 7 students are expected to arrive between **8.25-8.45am**. We will regularly review this arrival time and when we feel it is appropriate to do so, we will introduce the normal arrival time of 8.25am with the rest of the Academy.

Dismissal for Year 7 in the first two week, Monday 7th- Friday 18th September, will be at **3pm**. If your child is taking public transport home then they will either need to make their way to the main bus stops in Coulsdon, or they may wait on the Plaza at the front of the Academy for the school busses to arrive. There will be a maximum of 60 students allowed per bus. All students must be seated and they will not be permitted entry without a face mask.



Principal – Ms Catrin Green

Homefield Road, Old Coulsdon, Surrey, CR5 1ES
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As from Monday 21st September, Year 7 will be dismissed at the end of the day between 3.10-3.30pm. The time at which each year group leaves on each day will vary depending on their Period 6 teacher and the afterschool intervention running that day for Year 11. We appreciate that this may cause some parents/carers who are collecting their child to have to wait longer on some days, however, in order to ensure students leave the Academy calmly and safely a staggered dismissal is essential.

Upon arrival at the Academy all students will 'check in'. This process involved signing in their mobile phone for the day for safekeeping, and we have now introduced the checking in of facemasks worn on public transport for safekeeping. Please see the uniform and equipment section for more information on facemasks.

Induction Videos

This week we have created a bespoke induction video for each year group so that students know what to expect when they start. We are putting the finishing touches onto these at the moment, and they will be shared with you next week in readiness for the first week of term.

Work set in the first week of term

We will be setting work for completion at home in the first week of term for all year groups on the days they are not in the Academy. There will be more details on this sent out with the induction videos next week.

Attendance

The Government's guidance is clear that students are expected to attend school from September following the DfE statutory guidance. This means that parents have a duty to ensure that their child regularly attends school, and that schools have a responsibility to record attendance and follow up absence.

Busses & Transport

We are liaising with Arriva as to the new departure times of our Academy busses at the end of the day. Once these have been confirmed we will share this information with you. Please be aware that students will be expected to wear facemasks on busses for all journeys, even if there are only students from the Academy on board. Students will not be permitted entry to busses without a facemask. Academy busses will have a maximum capacity of 60 students seated only, no students will be permitted to stand. Once the busses are full the busses will depart and any other student wishing to get a bus will need to make their way to the bus stops on the main road.

Students who are using the Netherne coach service (parents should have registered their child for this already and only those on registers provided by Surrey County Council will be permitted to board) will also be required to wear facemasks when aboard the service.

Coaches will enter the Academy site at 3.30pm after the public busses have departed and students will then be able to board their designated vehicle. Students should wait in the Main Plaza for this service at the end of the day. If a student receives a detention then this will take priority over their need to board these coaches, and it is the student's responsibility to ensure they are not issued with a detention if they require this transport to get home.

The coaches will not be able to wait for any late students, this includes Year 11 who will have Period 7 at the end of the day, and any student who misses this service will need to use other methods of public transport to get home.

Students who take a taxi to or from the Academy will still be able to do so, however drivers will only be allowed to drive onto the Academy site and will not be permitted into Main Reception to collect students as they previously have. Staff will walk students out to the taxis to ensure they get in safely.

Parents will not be permitted onto the site in their cars at drop off or pick up. Instead, we ask that you drop your child at the main gates on Homefield Road. When waiting at the end of the day please be considerate to our neighbours when parking, and do not block any driveways.

Uniform & Equipment

Students are expected to attend in full Academy uniform. In order to maintain good ventilation in the building we will have windows open throughout the year, including in winter months when the weather is colder. It will therefore be necessary for all students to have a jumper to wear under their blazer. Where possible this should be the Academy jumper. The FOAC have some good quality second hand jumpers available to purchase at significantly reduced prices, please [click here](#) to email them. Alternatively, if you are unable to obtain an Academy jumper we will permit students to wear plain black V-neck jumpers.

Students will also be required to be outside at break and lunch throughout the year as this is a safer space for large numbers of students to gather. We will only implement wet weather plans on the rare days of extremely heavy rain. Therefore, students are required to attend with a warm and waterproof coat.

Please also be aware that students will not be able to change for PE in the Academy. On the days they have PE they should attend wearing their PE kit. No student will have PE on their first day back at the Academy, and so they should wear their normal uniform. Students will be issued with timetables on their first day so that you can see what days they should be attending in PE kit.



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In order to reduce the risks of COVID transmission between the Academy and home, we request that students bring the bare minimum of personal possessions with them to the Academy. This should include one bag with a fully stocked pencil case, their record book, which they will receive on their first day, a water bottle, and a packed lunch, unless they choose to eat from the Diner. Our Diner will be open as usual serving a range of hot and cold food daily for students to purchase at break and lunch time.

Students will also be required to hand a small bottle of hand sanitiser gel for their personal use. Should you have any concerns about providing this then please contact your child's Family Leader.

Facemasks/coverings

As you may have seen in the news during the past week, there has been a lot of discussion about the wearing of facemasks in schools. Whilst the government has stated that it is down to the discretion of Principals as to whether or not students will have to wear facemasks in communal areas, Oasis has made the decision that the safety of students and staff is not discretionary and therefore the wearing of facemasks in all secondary schools will be compulsory in communal areas. At Coulsdon, we agree with and support this decision. The health and safety of all stakeholders must be at the forefront of every decision we make, and therefore this decision reinforces this value, which has underpinned all decisions so far.

What this means for students is:

- When inside the building in communal areas they will need to wear a facemask
- In the playground and other outside areas they will not need to wear facemasks. Students will not need to wear a face mask in classrooms unless a member of staff needs to approach a student to support them in their learning; because of this we ask that all students keep their masks close to hand when not wearing them over their face. Students will not need to wear masks inside the building when they are seated and eating.
- Students will, however, need to wear them when purchasing food from any till point, including the snack shack in the playground where their mask can be put on once they reach the front of the queue.
- All staff will wear visors when they are teaching and face coverings when social distancing is not possible
- Facemasks worn on public transport will need to be checked in at the start of the day when mobile phones are checked in and a separate mask will be required for use in the Academy. These will be provided by the Academy on the first day back for students and will be colour coded by year group. They will be reusable and washable and so we ask they are cleaned regularly at home.

We have reached this decision on the basis that we are of the view that everyone is responsible for everyone else's health and we trust that you will be reassured by it.



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Hygiene and Cleaning

We will ensure that everyone understands that good hygiene is everyone's responsibility and that everyone is responsible for everyone else's health. We will maintain intensified cleaning routines with a focus on regularly wiping down door handles and hard surfaces. As per normal, the Academy will be cleaned every day and there will be disinfectant sprays and paper tissue for cleaning purposes in each classroom.

Students and staff will be required to wash their hands thoroughly upon arrival at school, before and after eating, and after break times. Students will have access to a sink for handwashing.

Everyone will be reminded of the importance of 'Catch it, Bin it, Kill it' approach, and we will have enough tissues and bins available throughout the school to follow this routine. Hygiene will be everyone's responsibility, including all students, to ensure we make the Academy as safe as we possibly can.

We continue to have a stock of PPE within the Academy, including face-coverings, disposable gloves, disposable aprons, hand sanitisers and soap, if required.

Every student will be expected to have in their bag their own bottle of hand sanitiser. This will be especially important if your child has a skin condition and the standard sanitiser we will provide may irritate their skin. There will be plenty of dispensers throughout the building, however, in some instances it will be important for students to instantly be able to sanitise their hands and ensuring they have their own personal supply is a sensible safety precaution.

Suspected symptoms, a confirmed case, and multiple confirmed cases

We will be following the Government's direct guidance on what to do if a student or staff member has suspected coronavirus symptoms or is confirmed to have the virus. We have provided this guidance at the end of Government Guidance section below.

Behaviour

Our expectations for behaviour when we return remain as high as always. In fact, it is even more important that students conduct themselves with maturity and consideration for others in order to maintain the safety of themselves, their peers and their teachers. We have an important update to our behaviour expectations for you to read. Please click

here to read the updated [Behaviour Policy Addendum](#) as well as the [Behaviour Policy](#), and here to read the [full covering letter](#) on behaviour. Below are some key points from this:

Rewards

- Merits will no longer be recorded in students' record books – this is because staff are unable to touch them. Instead merits will be recorded on Bromcom.



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- A weekly 'pay-slip' will still be generated.
- Staff are committed to reward students for excellent effort, attainment and service.
- Rewards events will continue as far as restrictions allow.

Consequences

- Very little has changed in this area although demerits will also be recorded on Bromcom, not record books.
- The behaviour policy and addendum goes through the stages of consequences. However, students must always remember that they will spend their day making choices – positive choices will be rewarded.

Detentions

- Detentions will continue as before from September.
- Students can be given 30 or 60 minute detentions that are sat on the same day – enabling students to start each day afresh.
- Parents will be texted whenever a 60 minute detention is set.
- Detentions will be organised in such a way as to ensure that year group bubbles are preserved – students will be seated well away from those in other bubbles.
- ALT detentions will be set for more serious misdemeanours (either Thursday until 5.00pm or Saturday 9.00-11.00am).
- Year 11 students given detentions will have to complete these **after** Period 7 Intervention.

Uniform

- Full Academy uniform is required from September – see previous correspondence outlining details.
- A reminder that there are no PE changing facilities – students should wear PE kits to the Academy only on the days they have PE.
- Please ensure your child has a black V-neck jumper as well as their blazer. Windows and doors will be open all day throughout the Academy to ensure good ventilation – it may therefore be colder at times inside.
- Make-up, false nails and jewellery of any kind are not permitted – students may wear a wrist watch.

Attendance & Punctuality

- From September all students in the UK are expected to be back in full-time education.
- Unfortunately, we are no longer permitted to authorise any absence related to COVID-19 shielding unless the student has a medical note saying this is necessary.
- Students should leave home early enough to ensure they are in school by 8.20am – it is likely that buses will be busy in the mornings and numbers restricted. Any student within reasonable walking distance is encouraged to avoid public transport.
- Face masks are compulsory on public transport.

Mobile phones

- Rules around mobile phones remain exactly as before – they are not permitted in the Academy. If seen or heard, they will be confiscated for 4 weeks.
- Please note that every student has the opportunity to hand them in each morning during Check-In. This ensures that phones are kept safe throughout the day before being returned at Check-Out.
- COVID-19 makes this system even more important – we know that mobile phones can be a major source of germs.
- Please do encourage your child to either hand their phone in each morning or leave it at home.

Social Distancing

- Students will be organised into year group bubbles – and spend most of their time with the same group of students in one room (with the exception of PE and GCSE Options subjects).
- Within bubbles we still require students to think about social distancing as far as possible.
- Touching other students and their belongings is strictly prohibited.
- Students should keep a 2 metre distance from staff members and students from other bubble groups as far as possible.

Home Academy Agreement

Over the years we have been trying to move to all paperless systems, and under current conditions it is an ideal time to enforce this further. We are therefore delighted to share with you our electronic Home-Academy Agreement for you to complete and sign off prior to the start of term. Please click on the below links to read the full Home Academy Agreement and the online form for completion. Please be aware, it is *essential* that this form is completed prior to students starting in September.

[Home academy Agreement](#)

[Home Academy Agreement Declaration Form](#)

Cash in the Academy

We have implemented a no cash policy at the Academy in recent years, and this is more important than ever in order to reduce the opportunities for potential transmission. We will not be able to accept any payments in cash, including for topping up dinner money accounts. All payments must be done via your ParentPay account. If you are having any issues with accessing your account then please email [Coulsdon Finance](#).

Academy Communications

Whilst we are not allowing Parents/Carers onto the site when we return for this academic year, we want to ensure that there are plenty of lines of communication open so that you can still get in touch when you need to and feel updated by us about what is happening. Therefore, we will be:

- Sending weekly information bulletins home every Monday, which will include messages, what's coming up in the calendar, student stars of the week, and any other useful links.
- Looking at ways we can hold our usual 'Meet the Mentor' evening. This will be very much dependent on the latest government guidance and so at this point we cannot give any further information, but we will be in touch in September with an update.
- Hosting virtual Principal's Coffee Mornings/Afternoons. These had started to prove popular last year when we launched them, and we would like to carry these on in some form this academic year.
- Sending out information evening videos. We will launch the usual information evenings we would hold at the start of the year, but in video form for you to



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- watch at your convenience. We would also like to send out further useful information videos to help you support your child as they get back into the routines of being at school.
- Emails- you can always get in touch to ask a question of your child's teachers via email. A list of staff contact details can be found on our [Meet the Staff](#) page of the website.

Trips, Events & Extra Curricular

It is with great sadness that we have had to cancel and postpone a large number of trips planned for the coming term. We hope that you can understand that this has been done with the best interests of students in mind and all those affected have been written to directly. At present, we are unsure if we will be able to hold other normal events this term, such as the Christmas Carol Service. Under current conditions, we will not be proceeding with anything like this, however, we will continue to monitor updates issued and if anything changes, we will communicate this with you.

Equally, when we return to the Academy in September we will not be able to run any extra curricular after school clubs for students. With the exception of Year 11, all students will be walked to the exit at the end of Period 6 to make their way home. As soon as we are in a position to re-instate clubs we will of course do so, and we will keep you updated of any changes.

We really are looking forward to getting back to being with the students face to face again, however, we know that there will be a lot of nervous students arriving on their first day after such a long time away. We hope that the induction videos sent home next week will go some way to help ease any worries.

This is a lot of information to share with you, and we hope we have managed to answer all of your queries in the above guidance and linked documents. However, if you do have any further queries or concerns, please do not hesitate to get in touch with your child's Family Leader.

Yours sincerely,



Ms C Green
Principal



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