

21st August 2020

Dear Parents/Carers

Re: Plan for reopening for Parents, Carers and Students

I hope you are well and your child is looking forward to returning to school. As you are aware, we will be opening full time in September. We have really missed our students and can't wait to welcome them back.

In order to ensure we adhere to government guidance, this document details the important alterations we have made as a school. Please spend time reading this through with your child so they fully understand the expectations and changes. We have developed a detailed plan enabling all students and staff to return safely and begin to reverse the enormous costs of missed education. This will be an important move towards normal life for many students and families. Due to the lost learning time, we have decided to teach our full timetable and full curriculum in September. We strongly feel that in order for us to ensure students are provided with the highest quality of teaching and learning, teaching staff will remain in subject areas and students will travel to their timetabled lessons, as opposed to reverting to year group 'plazas' where teachers travel to the students. In order for this to be possible, as well as ensuring we follow government guidelines, we will be implementing a one-way system for everyone and students will be allocated year group zones for break time, lunch time and before school. As extra time will be required for hand washing/sanitising and cleaning, along with travelling time between lessons, teachers will accommodate the slight reduction in teaching time within their planning and delivery. Next week, we will send out a short guidance video further explaining the arrival procedures, one-way system and year group zones.

The balance of risk is now overwhelmingly in favour of students returning to school. For the vast majority of students, the benefits returning to school far outweigh the very low risk from coronavirus (COVID-19), and the school have taken all the necessary steps to further reduce the risks. We have balanced and minimised any risks from coronavirus (COVID-19) with providing a full educational experience for our young people enabling them to thrive and progress. There is a clear process we will follow if anyone develops coronavirus (COVID-19) symptoms while at school. This guidance has been developed with advice from Public Health England. We are committed to creating an environment for students and staff where the risk of transmission of infection is substantially reduced. We have thoroughly reviewed our health and safety risk assessments and drawn up plans for the autumn term that address the risks identified using a system of control.

Despite the planned alterations, we are extremely excited about welcoming back our fantastic students in September. We have complete confidence in the functionality of the school and will, as ever, be going above and beyond to ensure that your child receives a truly outstanding educational provision in a safe environment. I appreciate that you may have questions and, of course, we are always contactable at school to support you.

Yours sincerely



Mrs McMahon
Head of School

This page indicates updates to the plans.

What's changed?	Face Coverings
Date of Change	26/08/2020
Old Content	<ul style="list-style-type: none">• The majority of staff in education settings will not require PPE• PPE is only needed in a very small number of cases, including:<ul style="list-style-type: none">– where qualified First Aid staff are required to administer treatment to a student;– where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained;– where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. <p>However, whilst the Government guidelines do not enforce the use of PPE by staff and students, we recognise that you may wish to provide your child with PPE such as face masks, gloves, hand sanitiser, etc. This is entirely at your discretion which we will respect.</p>
Addition	As a preventative measure we advise your child to wear a face covering when using the one way system to travel between lessons. This also includes corridors, communal areas, toilets and vestibules.

Plan for full re-opening for Parents, Carers and Students

September 2020



Cornwallis Academy

Ambitions for All

This document was produced using DFE guidance which can be read in full here:

- [Full opening of schools from the start of the autumn term](#)
- [Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

It is important to remember that the information above is guidance. It is the responsibility for each school to read and digest the guidance and then make the decisions that are best for their setting. Each school will be significantly different. We appreciate this is a lengthy document for you to read and digest but we wanted to provide you with as much information as possible regarding the hard work that has gone into ensuring students, staff and parents are safe at Cornwallis School.

Our Plan to Reopen the School Fully

This plan follows the DFE guidance to bring back all students to school for a full return in September. We have used our experience of the past months, when we have to plan for what we know will work. This takes into account students' well-being first and foremost.

Questions you may have	Cornwallis School Plan																
<p>Is the school reopening in September? <i>Should there be a Government announcement or further guidance before this time, this plan may be updated. Parents/Carers will be contacted.</i></p>	<ul style="list-style-type: none"> • Yes. Following our Governing Body and Trustees meeting, they are completely satisfied that the Senior Leadership Team have a safe plan in place to fully reopen the school from September. • Below is a reminder of the return date information for students: <table border="1" data-bbox="707 671 1574 1345"> <thead> <tr> <th data-bbox="707 671 875 708">Year Group</th> <th data-bbox="882 671 1574 708">Dates to attend</th> </tr> </thead> <tbody> <tr> <td data-bbox="707 713 875 750">Year 7</td> <td data-bbox="882 713 1574 750">In fulltime from Thursday 3rd September</td> </tr> <tr> <td data-bbox="707 754 875 863">Year 8</td> <td data-bbox="882 754 1574 863">Attend: Monday 7th September for Induction Do not attend: Tuesday 8th September Return fulltime from Wednesday 9th September</td> </tr> <tr> <td data-bbox="707 868 875 976">Year 9</td> <td data-bbox="882 868 1574 976">Attend: Monday 7th September for Induction Do not attend: Tuesday 8th September Return fulltime from Wednesday 9th September</td> </tr> <tr> <td data-bbox="707 981 875 1090">Year 10</td> <td data-bbox="882 981 1574 1090">Do not attend: Monday 7th September Attend: Tuesday 8th September for Induction Return fulltime from Wednesday 9th September</td> </tr> <tr> <td data-bbox="707 1094 875 1203">Year 11</td> <td data-bbox="882 1094 1574 1203">Do not attend: Monday 7th September Attend: Tuesday 8th September for Induction Return fulltime from Wednesday 9th September</td> </tr> <tr> <td data-bbox="707 1208 875 1244">Year 12</td> <td data-bbox="882 1208 1574 1244">In fulltime from Thursday 3rd September</td> </tr> <tr> <td data-bbox="707 1249 875 1345">Year 13</td> <td data-bbox="882 1249 1574 1345">Do not attend: Monday 7th September Attend: Tuesday 8th September for Induction Return fulltime from Wednesday 9th September</td> </tr> </tbody> </table>	Year Group	Dates to attend	Year 7	In fulltime from Thursday 3 rd September	Year 8	Attend: Monday 7 th September for Induction Do not attend: Tuesday 8 th September Return fulltime from Wednesday 9 th September	Year 9	Attend: Monday 7 th September for Induction Do not attend: Tuesday 8 th September Return fulltime from Wednesday 9 th September	Year 10	Do not attend: Monday 7 th September Attend: Tuesday 8 th September for Induction Return fulltime from Wednesday 9 th September	Year 11	Do not attend: Monday 7 th September Attend: Tuesday 8 th September for Induction Return fulltime from Wednesday 9 th September	Year 12	In fulltime from Thursday 3 rd September	Year 13	Do not attend: Monday 7 th September Attend: Tuesday 8 th September for Induction Return fulltime from Wednesday 9 th September
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Which students can attend?	<ul style="list-style-type: none"> • All students are now able to attend school in September 																
Does my child have to attend?	<ul style="list-style-type: none"> • School attendance is compulsory from September. This means from that point, the usual rules on school attendance will apply, including: <ul style="list-style-type: none"> – Parents' duty to ensure that their child attends regularly at school where the child is a registered student at school and they are of compulsory school age; 																

	<ul style="list-style-type: none"> - Our responsibilities to record attendance and follow up absence; - The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. • It is vital for all students to return to school to minimise, as far as possible, the longer-term impact of the pandemic on their education, wellbeing and wider development. • A small number of students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). • Some students, no longer required to shield but who generally remain under the care of a specialist health professional, may need to discuss their care with their health professional before returning to school. If this is the case the school will continue to provide remote learning via Microsoft Teams. • Where students are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. • For students who have not attended school since March, we understand there may be some anxieties. As a school we will support and reassure all students with the return to school. Please contact your child's year team if you have any worries or concerns regarding this. However, the school's expectation is that all students of compulsory school age must be in school unless a statutory reason applies.
How will you minimise contact?	<ul style="list-style-type: none"> • Students will be allocated year group zones for break time, lunch time and before school. • Students will be taught within year group bubbles. • We strongly feel that in order for us to ensure we maintain our high- quality teaching and learning, teaching staff will remain in the subject areas and students will travel to them, as opposed to reverting to year group 'plazas' where teachers travel to the students. Therefore, in order for this to be possible as well as ensuring we adhere to government guidelines, we will be implementing a one- way system for everyone. • Stairs will be reserved for up and down travel respectively, to different floors. • Movement will almost always be to a student's left through corridors and when entering/exiting classrooms. • Plazas will be entered and exited through separate doors. • Certain corridors will have restricted access, or have been closed to foot traffic to facilitate one directional movement for all. • Barriers will be in place to divide large areas for single flow traffic including the Heart Space and Canteen areas, while directional arrows and 'entry' and 'no entry' signs will be used throughout the school for guidance.
What will the school day look like?	<ul style="list-style-type: none"> • Students will be expected to line up outside the building in form groups within their year zones (please see below). At 8:25am you will be escorted by your form tutor to your tutor room. Entry to the building before this time is forbidden. <ul style="list-style-type: none"> ○ Year 7 - Concrete area next to the grass hill outside the front of school. Year 7 must only use the right-hand doors at the front entrance to enter and exit the building. ○ Year 8 - Play plaza. Year 8 must only use the right hand doors via the play plaza to enter and exit the building. ○ Year 9 - Outside canteen area. Year 9 must only use the doors via the canteen to enter and exit the building. ○ Year 10 - Concrete area by the back field (near back gate entrance). Year 10 must only use the doors via the entrance at the end of the heart space to enter and exit the building. ○ Year 11 - MUGA. Year 11 must only use the left hand doors via the play plaza to enter and exit the building. ○ Sixth Form - Concrete area by the sixth form door outside the front of school. Sixth Form must only use the left-

hand doors at the front entrance to enter and exit the building.

- Students need to use the pedestrian walkway markings to enter their outside zone.
- Students will be escorted throughout certain points of the day, e.g. morning registration, end of lesson 2, end of the school day.
- School day timings will run as usual; however, time will be allowed for students to travel between lessons using the one- way system as well as ensuring health and safety measures are adhered to at all times.

Year 7, 9 & Sixth Form	
Tutor Time	08:25 – 08:55
Lesson 1	08:55 – 09:55
Lesson 2	09:55 – 10:55
Break	10:55 – 11:15
Lesson 3	11:15 – 12:15
Lunch	12:15 – 12:55
Lesson 4	12:55 – 13:55
Lesson 5	13:55 – 14:55

Year 8, 10 & 11	
Tutor Time	08:25 – 08:55
Lesson 1	08:55 – 09:55
Lesson 2	09:55 – 10:55
Break	10:55 – 11:15
Lesson 3	11:15 – 12:15
Lesson 4	12:15 – 13:15
Lunch	13:15 – 13:55
Lesson 5	13:55 – 14:55

At the end of the school day students will be escorted by their classroom teacher to their year zone exit point and dismissed from there. Please refer to the bus information provided later in the document.

What are the break and lunchtime arrangements?

- Students will spend break and lunch in their year zones. We have placed additional picnic benches in each outside zone:
 - **Year 7** – Front of school
 - **Year 8** – Play Plaza
 - **Year 9** – Outside canteen area
 - **Year 10** – Back field
 - **Year 11** – MUGA
 - **Year 12 & 13** – Café Wallis
- **There will be no breakfast or break time catering facilities available, so students will need to bring their own snacks. We are also unable to provide access to the water fountains, so please ensure your child brings plenty of water to school with them.**
- **There will be no hot food facilities at lunchtime, however there will be cold-food options available for students to purchase ONLY at lunchtime. Students will be able to choose from items such as a sandwich, pasta, salad and drink.** Lunch menus will be emailed out at the beginning of the term.
- Access to the canteen will be staggered allowing one-year group access at a time. Separate queuing systems and areas have been allocated for the collection of food.
- **Sixth Form will be able to access the canteen to purchase cold food and cold drinks between the hours of 9am and 12pm.**
- Students will be expected to remain outside in their allocated year group zone at break and lunch. Students will remain in their classrooms if it is a wet break. Year group bubbles will be allocated a ‘wet zone’ area if it is a wet lunch.
- Access to the toilets at break and lunch is as follows (students to enter/exit the building via their designated zone)

	<p>entry points and adhere to the one-way system):</p> <ul style="list-style-type: none"> ○ Year 7 and 8 – Year 7 toilets ○ Year 9 and 10 – Year 8 toilets ○ Year 11 – Visitor toilets near the main entrance ○ Sixth Form – Sixth Form toilets
<p>What measures are in place?</p>	<ul style="list-style-type: none"> ● Students will be sat next to each other, facing the front and in rows. Where necessary, additional tables are provided in specialist rooms to facilitate this. ● Classroom teachers will be delivering the lesson from a 1-metre plus area at the front of the classroom in order to adhere Government guidance. ● ‘Catch it, bin it, kill it’ posters will be displayed prominently around the school. We will ensure that there are enough tissues around the school to support students and staff to follow this routine. Designated bins are to be used to dispose of any potentially infectious waste. ● Students and staff will be expected to use the hand sanitiser provided on entry to a classroom. ● Every room will have access to a hand sanitiser. ● Staff will be provided with cleaning materials to ensure that local areas within rooms are cleaned at the end of the lesson before the next class arrives. This will provide an additional layer of cleaning on top of the cleaning carried out by the cleaning staff. ● Doors will be propped open to minimise hand contact with doors/handles. The only exceptions to this will be due to health and safety regulations. ● Windows will be opened to ensure good ventilation ● Students will be asked to wash or sanitise their hands if they cough or sneeze. ● Students must have their own equipment such as pencils, pens, calculators, glue, scissors etc. ● Use of resources/equipment such as textbooks will be limited to year bubbles and cleaned after each session. ● Any desktops/laptops used will be cleaned after each session. ● Resources that are shared, such as sports, art and science equipment will be cleaned frequently and meticulously and always between year groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use. ● Whilst the Government guidelines do not enforce the use of PPE by staff and students, we recognise that you may wish to provide your child with PPE such as face masks, gloves, hand sanitiser etc. This is entirely at your discretion which we will respect.
<p>What other safety measures are in place?</p>	<ul style="list-style-type: none"> ● Schools must follow the following preventative measures: <ul style="list-style-type: none"> – minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school – clean hands thoroughly more often than usual – ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach – continue enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. – minimise contact between individuals and maintain social distancing wherever possible – where necessary, wear appropriate personal protective equipment (PPE) ● Our reviewed risk assessment details the measures in place and is available on request.

<p>What time can my child arrive to school? Where do they go?</p>	<ul style="list-style-type: none"> • Students will not be permitted entry to the school building before 8.25am. • We have created an additional student drop off zone. Therefore, students arriving by car have the following drop off zones: <ul style="list-style-type: none"> ○ Year 7, 8, 11 and Sixth form – Use the drop-off zone which is immediately to your right when you drive through the main green gates on Hubbards lane ○ Year 9 and 10 – Drive through the main green gates on Hubbards lane, and keep to the left through the barrier, onto the school premises. Follow the directional sign posts straight up to the last row of parked bays on your right (runs parallel to Heath Road). • Students to immediately make their way to the allocated year group zone. • Students will be expected to line up in form groups and will be escorted to their form room by their form tutor. • Year group zones for morning arrival are as follows:- <ul style="list-style-type: none"> ○ Year 7 – Concrete area next to the grass hill outside the front of school ○ Year 8 – Play Plaza ○ Year 9 – Outside canteen area ○ Year 10 – Concrete in front of the back field ○ Year 11 – MUGA ○ Year 12 & 13 – Concrete area by the back field (near back gate entrance)
<p>What does my child have to wear to school?</p>	<ul style="list-style-type: none"> • Students will be expected to attend in full school uniform. • On the days students have PE and/or GCSE Dance, students will come to school in their PE kit. This will avoid students having to mix when changing for PE. You will be informed of these days in September when your child receives their timetable. Students will no longer be permitted to change for Drama. Students will not be changing for KS3 Dance, these will be theory lessons.
<p>Are the school buses operating?</p>	<p>Further to our transport updates at the start of the summer holidays, we have received additional guidance from the DFE regarding Home to School Transport.</p> <ul style="list-style-type: none"> • Dedicated bus services including - 64-1, 64-2, 64-3, 66, C2 Any dedicated service with a consistent student group does not require social distancing and thus the near full capacity of these vehicles can be used but with some adjustments such as restrictions on standees and side facing seats meaning they can operate at 65-70%. • Other public services including – 5, 576 Other public bus services used by students will have to operate to 1m social distancing, which, broadly speaking, will continue to cap capacity at 50% on these vehicles. • We have been notified by KCC that on a number of key journeys, where they believe demand will exceed capacity they will fund duplicate vehicles. When we receive a copy of this list, we will share it with you. Although the above capacities have increased from those published previously, bus capacity remains restricted. This means that we must reiterate our line of messaging that where possible parents/carers should make provisions for students to be taken to school, walk or cycle. We appreciate that this goes against all of the usual principles around encouraging bus use and as soon as the network is in a position to provide full capacity, we will again promote the bus as the right mode of transport for all students. • Use of face coverings is mandatory on all buses. On arrival at school students will be required to dispose of disposable face coverings or if using a reusable face covering remove it and store it.

<p>Am I able to visit the school to speak to a member of staff?</p>	<ul style="list-style-type: none"> • In order to limit the number of visitors accessing the building, any visitor, including parents/carers will only be permitted onto school site if they have a booked appointment. This is to ensure we are taking the necessary steps to further reduce the risks and protect our staff and students. • All visitors attending a booked appointment must sanitise their hands upon arriving on site and follow social distancing and handwashing procedures whilst visiting.
<p>Are there any changes to behaviour expectations?</p>	<ul style="list-style-type: none"> • The Cornwallis School Behaviour Policy remains the same as it was prior to the school closure with a number of additions which will be documented in the COVID-19 Behaviour addendum. It is vitally important that students return to a system that they are familiar with and is upheld in the same way to provide consistency and stability. However, some changes are necessary and this includes:- <ul style="list-style-type: none"> – Added behaviour categories – Deliberate breach of social distancing rules and/or hygiene expectations (including, but not limited to, failure to use a tissue or elbow when coughing/sneezing/spitting and yellow bins provided). • Please refer to the new behaviour addendum (approved by Governors) on page 8. This is also available on the school website and will be clearly communicated to students when they return in September through welcome back assemblies and form time. • The disciplinary powers that schools currently have, including exclusion, remain in place. Wherever possible, internal isolation will continue to be favoured over external exclusion. The internal isolation room which operates within the school premises will continue to be utilised. This will be re-located to ensure social distancing of 2 metres apart from each other and staff can be achieved. • The school will work with those students who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance/behaviour and to help them reintegrate back into school life. • Parents will be encouraged to share with the school any adversity and trauma including bereavement, anxiety and in some cases, increased welfare and safeguarding risks so that appropriate support can be put in place. Form time will also provide a space for students to share their concerns.
<p>Will the staff and students need to wear face masks?</p>	<ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE • PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> – where qualified First Aid staff are required to administer treatment to a student; – where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained; – where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. <p>However, whilst the Government guidelines do not enforce the use of PPE by staff and students, we recognise that you may wish to provide your child with PPE such as face masks, gloves, hand sanitiser, etc. This is entirely at your discretion which we will respect.</p>
<p>What happens if my child or someone in their year group becomes unwell?</p>	<ul style="list-style-type: none"> • Parents need to check their children for symptoms. If you have any concerns that your child may have any symptoms, you must keep your child at home and isolate for 10 days and request a COVID test as soon as possible. All members of the household must isolate for 14 days. This may restrict students attending school for 14 days. • If another child or adult becomes unwell we will follow the clear PHE guidelines on testing and tracing. If we have a confirmed case of COVID-19, the whole year group may need to isolate for 14 days and may not be allowed to come into school. In this case, we would again offer remote learning via TEAMS.

COVID-19 School Behaviour Policy

Cornwallis Academy behaviour policy remains the same as it was prior to lockdown. It is important that students return to a system they are familiar with and is upheld in the same way to provide consistency and stability. This addendum of the Cornwallis Behaviour Policy should be read in conjunction with our full policy. Should a student behave in a way that is less than expected through misbehaviour, breaking a school rule, or fails to follow a reasonable instruction from a teacher or member of staff, then the school can impose a sanction on the student and our normal behaviour protocols will apply.

However, any students who fail to meet the expectations as outlined in the code of conduct below, especially in instances where their behaviour is deemed to have put the safety of students and staff at risk, will be dealt with. Offences will be considered, but not limited to, include coughing/sneezing/spitting without respecting hygiene expectations (use of tissue/elbow etc), continuous failure to adhere to social distancing and persistent refusal to follow reasonable request from staff.

Student code of conduct – update to keep themselves and others safe

Students are expected to:

- Inform a member of staff immediately if they are experiencing any Covid-19 symptoms
- Follow instructions from staff at all times – as soon as they enter the premises, within classrooms and whilst moving around the school
- Follow the one-way systems in place
- Follow the rules of social distancing wherever possible – adhere to any signage/markings, remaining at least 1 metre apart from each other and staff
- Recognising and keeping away from other year group zones, including if they have a sibling in a different year group
- Washing and sanitising of hands is mandatory
- Understand that physical contact is not acceptable such as hugging
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste (following the ‘catch it, bin it, kill it’ approach)
- Avoid sharing stationery and other equipment where possible. This includes drinking bottles.
- Accept sanctions when given without question

Sanctions Update: (not previously included in the Behaviour policy)

- Deliberate breach of social distancing rules, including but not limited to, failure to follow one-way system in place and purposefully going against social distancing guidelines – In the first instance a lunchtime detention will be issued. A second instance will result in an after school detention. In the third instance, a student will be placed in isolation for the equivalent of one day. Any subsequent instances may result in a fixed-term exclusion.
- Deliberate breach of hygiene expectations, including but not limited to, spitting or coughing at another person (even in jest), failure to follow the ‘catch it, bin it, kill it’ approach, refusal to wash/sanitise hands, deliberately touching other people or their belongings will result in the student being placed immediately in isolation for the equivalent of one day. Any subsequent instances may result in a fixed-term exclusion.
- If any adverse behaviours take place that could affect the health or safety of individual students or staff, then an individualised plan may be completed to review the safety of that child in school during the pandemic restrictions.