



August 2020

Dear Parents/Carers and Students

## Re: Start of autumn term 2020-21 – arrangements and expectations

I hope that everyone has managed to have a restful period at some point over the summer holidays and an enjoyable time together as a family. As no doubt your thoughts are starting to turn towards returning to school, I wanted to write to you all to provide some further detail regarding the start of term arrangements and expectations. Please note however, that the national and local picture and subsequent government advice can quickly change. Therefore, the information below has been put together based on current guidelines; should changes occur, we will of course communicate these with you.

We are now planning for all students to return to school as an important move back towards normal life for many children and families. Throughout the pandemic, we have continued to follow all Department for Education and Public Health England guidance and have an extensive risk mitigation plan; the safety of all staff and students is, as always, our main priority. However, school will still be very different when all students return for the autumn term. Minimising contact and mixing between people reduces transmission of coronavirus (COVID-19). Having considered a number of different options and measures, our planning aims to minimise contact and mixing of year groups of students in school whilst still delivering a broad and balanced curriculum.

### Curriculum

We endeavour to ensure that all students access a broad curriculum on their return and that we work with you to address any gaps in knowledge at an appropriate point in their learning. Assessment of knowledge and understanding will be carried out in classrooms in all subjects and detailed curriculum plans are being developed to quickly address any gaps. The curriculum will be planned carefully to enable students to grow in their confidence, knowledge and understanding, whilst taking time also to integrate students back into the school environment. Subject specialists will continue to deliver the curriculum to all students but, in order to ensure social distancing, most of the delivery will be from the front, with student desks arranged in rows as much as possible. We have purchased additional equipment, such as visualizers, for all classrooms to support this different environment and to enable students and teachers to continue to work well together. Our on-line learning will continue to be developed and used to support learning outside the classroom, for example through the setting of homework and the uploading of key pieces of work. Should your child fall ill or need to self-isolate for a period of time, we will ensure that suitable work is set through Show My Homework so that they do not fall behind the learning of their class. We also have plans in place to continue with a mixture of live lessons and online delivery, should we face any kind of local lockdown.

### Groupings

In order to minimise the possibility of Covid-19 spreading within the school, students will form a 'bubble' with all other students in their year group. The school will be 'zoned' with each year group having a 'base zone' where the majority of their lessons will take place and subject teachers move to them. Obviously, some movement will be necessary for practical lessons such as IT, D&T, PE and performing arts, especially in older year groups where they are required to complete specific coursework. However, time will be allowed for thorough cleaning to take place between classes. As current government guidance is to avoid the use of changing facilities, for the first few weeks of term, we will request that students only change footwear, if necessary, for their PE lesson. These arrangements are far from ideal, however, the safety of students and staff, as always, must take full priority.

Year	Main zone
7	New building first floor
8	New building ground floor
9	Main building third floor
10	Main building first floor right hand side (maths rooms)
11	Main building first floor left hand side (English rooms)

Student timetables will largely remain unchanged in order for a broad and balanced curriculum to be delivered. **In order to enable increased pastoral support, the school day will start with form time at 8.40am; period 1 will commence at 9.05am.**



## Start of term

We are aiming to welcome students back in the autumn term over a series of days. During the teacher training days, we will continue to train all staff on how to work safely and how to ensure all students follow our new safety procedures. A reminder of the start dates are below.

Year	Date to return to school
7	Thursday 27 August
8	Wednesday 2 September
9	Friday 4 September
10	Thursday 3 September
11	Tuesday 1 September

## Travelling to school

The government is encouraging all students to walk or cycle to school if at all possible. Those in years 7, 8 and 11 should secure their bike in the cycle racks at the rear of the building near the field, whilst cyclist in years 9 and 10 should utilise the racks at the front of the school near reception.

For some families, driving students to school will also be an option. **Please note however, the netball court will not be available for parent/carer parking at the start and end of the school day.** If you do need to drop/pick up your child at school via car, then please make sure that you do not park on the areas marked with double yellow lines. We need the site to be as free from congestion as possible so that buses can quickly and freely move from site and students can leave, on foot or by bike, with ease and maintain social distancing. If there is no space in the allocated car park, then please arrange to drop/collect your child from another suitable place at a distance from the school instead.

Current advice is that the use of public transport, particularly in peak times, should be kept to an absolute minimum. If your child does need to travel on public transport then they must wear a face covering. Public Health England does not (based on current evidence) recommend the use of face coverings in schools. Students who arrive at school wearing a face covering should not touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before entering the site. Should government advice change around this then we will, of course, update you.

If your child travels on dedicated school transport then face coverings are not required, as this bus is considered a 'bubble'. Children will be asked to sit in year groups when travelling to and from school. The government will be providing further guidance to local authorities and transport companies regarding dedicated school transport. Therefore, please visit [Leicestershire County Council school transport updates](#) and [Andrews Coach Company](#) for updates. We are strongly advising bus companies that transport students to Brockington College to ensure they are compliant with the guidance.

## Start of the day

The school day will commence for all students at 8.30am. Students are requested not to arrive on site before 8.20am and to assemble for 8.30am in designated areas. We hope to re-establish breakfast club in the near future.

Year	Assembly point
7	Assemble on the Astro turf (enter via the Astro turf emergency gates)
8	Assemble on the Astro turf (enter via the Astro turf emergency gates)
9	Assemble on the netball court
10	Assemble on the netball court
11	Assemble in the square (enter via the PE gate)

## Break and lunch

The canteen will be open to provide food for students; however, there will be limited options available; our 'grab and go' service will still be available. **We would encourage students to bring a packed lunch and drink from home where possible.** The biometric card loaders that students have previously used in school to put money onto their catering account will not be in use and so parents/carers will need to ensure that they top up their child's catering account, from home via ParentPay, in advance of them buying food. Vending machines will also not be in operation. Students entitled to free school meals will still have their lunch provided.



Break and lunch times will be staggered to avoid year groups mixing and to allow time for cleaning surfaces in between groups as shown below. Students will be expected to go to their outside space as soon as they have finished eating to allow for cleaning to take place. We will be expecting students to spend their break and lunchtimes outside in the fresh air in their designated zones and so they need to make sure they have appropriate outer clothing for this with them. We have wet break/lunch arrangements ready, should we need them.

Year	Break	Lunch
7	10.05am-10.25am in hall and field	1pm-1.35pm in hall and field
8	10.35am-10.55am in hall and field	12.25pm-1pm in hall and field
9	10.05am-10.25am in courtyard and Astro	12.25pm-1pm in courtyard and Astro
10	11.05am-11.25am in hall and field	1.25pm-2pm in hall and field
11	11.05am-11.25am in courtyard and Astro	1.25pm-2pm in courtyard and Astro

### End of the day

All students will be dismissed from site between 2.55pm and 3.05pm; they will be supervised exiting the site. We will ensure that those students on buses depart in good time to catch their bus. We hope to be able to resume extra-curricular activities as soon as possible.

### Behaviour, attendance and pastoral support.

We were very impressed with the way that our year 10 students adapted and conducted themselves on their return to school in June and how sensibly they approached all of the new safety measures in place. We will be spending time at the start of the new year ensuring that all students are aware of the new changes and the procedures needed to make sure that our school can run smoothly and safely. We are in the process of updating our Behaviour Policy with the changes we have needed to make and this will be on our website before the start of the academic year. We would encourage parents/carers and students to read this in advance of the start of the new term.

We know that whilst some children will have thrived during the lockdown period, some will have found this difficult and may have also lost loved ones. At the start of term, we will be spending time in form groups to consider how the ongoing pandemic has affected all of us and how students can be supported. If you have any concerns about your child's wellbeing or mental health, then please contact our pastoral team via [admin@brockington.leics.sch.uk](mailto:admin@brockington.leics.sch.uk). Details of the pastoral staff members associated with each year groups are below.

Year	Head of year	Pastoral manager
7	Miss A Gaskell	Mr S Coombs
8	Mr T Clarke	Mrs H Underwood
9	Mr M Higham	Mr T Smith
10	Mr J Marsden	Mrs G Heath
11	Mr J Marsden	Mr L Mayes

From the start of the new academic year, all children are expected to attend school full time and their attendance will be monitored in the same way as before Covid-19. The Department for Education have stated that school attendance will therefore be mandatory and so we will be expected to follow up on all unexplained absence and poor attendance in our normal way. We understand that many of you may be anxious about sending your child back to school and we want to work with you to allay any fears. If you have concerns about your child attending school from the start of the new year, then please contact our attendance team on [admin@brockington.leics.sch.uk](mailto:admin@brockington.leics.sch.uk) who will be able to support you in your child's return.

### College uniform

As members of staff at the college, we do not wish to waste any learning time through discussions with students about non-school uniform items. However, we will insist that uniform standards are high and will require all students to adhere to the school uniform policy as highlighted on the college website. Current guidance states that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

In particular, I would remind students that:

- skirts must be at least 18 inches in length, fully or partially pleated and not tight to the body
- trousers must be tailored/formal and not tight to the leg below the knee. They must not be stretch/jersey material, denim, jeans, chinos, leggings, or have studs, rivets, zips (other than fly) or embroidery
- jewellery must be limited to a watch, a small stud earring in each ear lobe and a nose stud (for students in years 9, 10 and 11)



- footwear must be all black
- no nail varnish or false nails are to be worn
- the only sweatshirts worn should be Brockington College sweatshirts.

As planned, we would encourage students in all year groups to now wear the new Brockington College black and red PE tops. However, we do not wish to add any additional expenses during this difficult period, therefore, existing white polo tops can continue to be worn in years 9,10 and 11.

### Mobile phones

Mobile phones are allowed to be brought to school, unless permission is withdrawn by the principal. We appreciate that they are an important safety link with parents/carers when the student is travelling to and from school. In allowing students to bring mobile phones to school, students and parents/carers must accept the following basic principles.

- Mobile phones and any headphones must be kept in bags at all times unless specifically required within a lesson for educational reasons.
- Mobile phones and/or headphones will be confiscated if seen by members of staff. Parents/carers are then required to collect confiscated items after school or on the next school day.
- Mobile phones must never be used in the school building or grounds for any purpose (other than at the specific direction of a member of staff).
- If it is necessary for a student to contact home for an essential reason, the telephone at reception should be used.

### Equipment

The following items are the minimum required for daily use. Indeed, students will be required to have specialist equipment for certain subjects, particularly in years 9, 10 and 11. During the current time, we cannot permit students sharing equipment, or the school loaning equipment and so we would ask that students ensure they have this with them for every lesson.

- pencil case
- pens
- pencils
- ruler
- rubber
- coloured pencils
- scientific calculator
- glue stick
- set of unbranded ear buds for use with computers/keyboards
- an individual packet of personal tissues.

### Lockers

To minimise unnecessary movement and crowding, students will not have access to lockers at the start of term; they will carry their bag with them throughout the day. When we receive confirmation that locker usage is permitted, we will inform parents and carers and lockers will be allocated. Year 7 students and parents/carers do not need to make payment, via ParentPay, until locker usage is reintroduced.

### Visitors to school

Unfortunately, parents and carers will not be permitted to enter the school building without a prior appointment. Please telephone reception on 0116 2863722, email [admin@brockington.leics.sch.uk](mailto:admin@brockington.leics.sch.uk) or the relevant member of staff directly in advance. Please access via reception and follow all hygiene protocols and guidance.

### Hygiene

The best way to prevent the spread of Covid-19 is good hygiene and we will be expecting students to follow the rules relating to this. Sanitising stations will be situated outside every classroom and students should wash/sanitise their hands before leaving for school, throughout the day including at the start of every lesson, before breaks and lunchtimes and before and after eating. Tissues are provided in every classroom and if a child coughs they will be expected to cough either into the crook of their arm or into a tissue and to use a tissue if they sneeze. Students will then need to bin this: 'catch it, kill it, bin it'.



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### Suspected cases of Covid-19

If your child shows symptoms of Covid-19 or has a positive Covid-19 test, then they will need to isolate for a minimum of 10 days at home. Your child must also isolate for a minimum of 14 days if they are informed of the need to self-isolate through NHS track and trace or should a member of your household either develop symptoms or test positive for Covid-19. In either case, you MUST inform us immediately. Should a child develop symptoms at school, we will place them in an isolated space until they can be collected.



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To support us with this, it is very important that we have up-to-date contact details for all parents/carers and emergency contacts to enable us to reach you quickly should the need arise. We would ask that in these circumstances that you get your child tested as soon as possible and let us know the result. Current guidance states that we will not be able to accept a child back into school until either they have had a negative Covid-19 test or have isolated for at least 10 days, even if symptoms are no longer present. In these circumstances, the parent/carer will need to phone and inform us that a negative result has been received. Parents/carers must not return their child to school before the 10 days is over, or before a negative result has been received.

### Supporting your child in returning to school

Students' experiences of the lockdown period will have been very varied. For some, it will mostly have been a safe and enjoyable time. For others, it will have been challenging or traumatic. Some young people will have relatives or friends who have died due to coronavirus or other illnesses. Some will have been aware of a relative or friend being seriously unwell or hospitalised. For other young people, there will have been other types of loss – for example, parents/carers who have been furloughed or lost their job, or they may have experienced long-term isolation from important figures in their life such as grandparents. Students may be experiencing a variety of emotions in response. It is important to contextualise these feelings as normal responses to an abnormal situation. The return to school will allow for social interaction with peers, support staff and teachers, which will benefit wellbeing. Here at Brockington College we will be working together to offer support designed to help:

- with the rebuilding of friendships and social engagement
- address and equip students to respond to issues linked to coronavirus
- support students with approaches to improving their physical and mental wellbeing.

Many parents and carers may be wondering how they can support their child. We have collated a few tips from YoungMinds.org.uk which we hope you may find useful. If you require any further support, please do not hesitate to contact the school via [admin@brockington.leics.sch.uk](mailto:admin@brockington.leics.sch.uk)

- **Talk to your child about how they are feeling about going back to school.** No matter how your child feels, let them know that it is completely normal to feel a mixture of emotions and that everyone will be in the same boat.
- **Provide your child with as much information about their new routine and school day as you can.** This will help them to prepare for any changes that have been made to the timings of their day, the layout of their classroom, their peer groups and break times.
- **Reassure your child.** During the lockdown we have been told to stay at home, remain socially distant from others and wash our hands regularly. This means children may find it difficult to go back to school because it will be a huge change from what they have been asked to do during the pandemic. Talk with your child about ways they can stay safe at school, such as washing their hands before and after eating, and reassure them that the school are putting measures in place to keep them safe.
- **Re-establish a routine to help ease into school life.** During lockdown it is understandable that your family's routine may have changed. Students are likely to have been waking up later or going to bed later. To help them get ready for school, try to gradually get them back into their usual morning and bedtime routines as they get closer to their return date.

I am very much looking forward to welcoming our students back to the college and I hope that this letter reassures you that we are taking robust and comprehensive measures to enable you child to return to school safely. I hope that you are able to enjoy the rest of the summer break and very much look forward to working with you in the new academic year.

Yours sincerely



Sadie Batstone  
Principal

