

# Caroline Chisholm School



Ambition Confidence Success

Everyone Every Lesson Every Opportunity

## Secondary phase Parent information guide



Date: 28 August 2020

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## Introduction

Dear parent/carer,

When the school closed on March 20, we were all unaware of the impact the COVID-19 pandemic would have on society as a whole, and the educational and mental health of our children in particular. As a school, we are keen to re-open to all of our students and to try to return to a situation where we are focussing on the education of the young people under our care.

During the lockdown, like most schools nationally, we stayed open. A small number of students worked through the pandemic on-site, whilst most students were supported in their learning via remote learning activities at home. Both parents and school staff worked hard to support students during this tough time, and we are very proud of how well our students have worked, and the progress that they were able to make during this difficult time. However, we are all aware that remote learning is no substitute for a school environment. Young people benefit from being with other young people and, like the government, we are keen to ensure we have a smooth re-opening in September.

We now start the new academic year with all students expected to return to school full-time. During the summer break, school and site staff have been working tirelessly to ensure that when we fully re-open, we have in place protective measures to make the site as safe as possible. Government advice is still that schools are considered minimal risk and the evidence from schools opening around the world would support this. However, as a school, we do understand the concern of parents and students about coming back to school.

The purpose of this guide is to give parents and carers a definitive guide on how the school will function when we re-open in September. This document supersedes any other guidance or information that has been sent to parents. It is likely that due to the ever-changing situation that we find ourselves in that the guidance in this document may change.

In addition, at the time of writing, Northampton is designated an area of intervention and as a result, we will need to comply with government guidance on wearing face masks in school. This applies to secondary phase only. We will send updated advice to parents if/when things change in any way.

This guide should be read in conjunction to the official government guides for parents, which can be downloaded from the school website.

Please contact the school directly if you would like to discuss any aspects of the school re-opening and/or have specific concerns or questions. Most staff will return from the summer break on Tuesday 1 September and will be available to answer specific questions at this time.

Regards,



David James  
Principal

## School attendance

From the start of term, the usual rules on school attendance will apply.

These are outlined in the bullet points below. We do understand that returning to school will be difficult for both students and parents and the school will support parents to achieve this where it is possible. However:

- **It is a parents' duty to secure that their child attends regularly at school** where the child is a registered pupil at school, and they are of compulsory school age.
- **It is the schools' obligation** to record attendance and follow up absence.
- **It is the governments expectation** that the school issues sanctions to parents, including fixed penalty notices in line with local authorities' codes of conduct on attendance where parents do not send their children to school. The school will, however, only use these powers in exceptional circumstances.

### Illness

In the case of a child being absent from school due to illness, parents have three options to report their absence:

1. Text **01604 420132** with details of your child's full name, form, reason for absence and expected date of return.
2. Leave a message on the school's secondary absence line - **01604 669200**.
3. Email [SC9284005a@Schoolcomms.com](mailto:SC9284005a@Schoolcomms.com) each morning of the absence.

Please note, if your child is suffering from diarrhoea or vomiting, they **must** stay off school for 48 hours until they have not been sick or had diarrhoea for at least 2 days.

### If your child is shielding or under "Track and trace restrictions"

If your child is unable to attend school because they are complying with clinical and/or public health advice, such as shielding or complying with a "Track and trace restriction", we would ask that you liaise with the school so that we can plan an appropriate level of support. For most subjects, students should be able to work from home using the Microsoft Teams platform.

Please contact the school's attendance officer directly if this applies to you or your family.

### COVID-19 prevention measures

**Students should not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the previous 7 days, and anyone developing those symptoms during the school day is to be sent home.**

These are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus

(COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Staff and parents/carers understand that will need to be ready and willing to:

- [Book a test](#) if affected members are displaying symptoms. Staff and pupils **must not** come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents / carers if using a home testing kit
- 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 and Trace
- [Self-isolate](#) if there has been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the [NHS testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the Internet

## Digital device strategy

Parents were informed at the end of last term that the school intended for all students in years 7-11 access to a laptop computer for use in lessons to support their learning.

However, although our supplier had assured us that these devices would be delivered mid-august, we have now been told that due to increased virus transmissions rates around the world that Lenovo is currently unable to provide the devices for the start of term. **We are currently expecting the devices to arrive in early October but are fully aware that this date may slip further.**

**As a result, we will be postponing our digital devices strategy** until a time when we are able to deliver devices to students.

Students will be working in exercise books when we return in September but will be expected to complete homework electronically at home.

We will be encouraging teachers to work with students to use as far as possible mobile technology in lessons to support learning and assessment. As a result, we welcome students bringing their mobile phones into school, but will need to continue our policy that phones should only be used in lessons when authorised by teachers and that mobile phones should not be used outside of these times and not during break and lunchtime.

# Keeping students safe

## General principles

The expectation is that as far as possible, students should maintain social distancing in line with government guidance. To do this, students will be kept in "consistent" groups during the school day, with the expectation that there is little mixing between groups during the day.

For Key Stage 3 classes (Year 7, 8, 9) this is straightforward, and most students will spend their time in their tutor base with their form group.

For students in Key Stage 4 (Years 10 and 11) as well as the 6<sup>th</sup> form (Years 12 and 13), students are not taught in tutor groups and will need access to more specialist teaching areas. These students will be required to use a variety of classroom spaces during the day.

## School policy on face coverings

At the time of writing, the UK government has directed schools in areas of local intervention to wear face coverings. This currently covers schools in the Borough of Northampton. Although the school technically falls outside this area, we have made the decision to follow this guidance.

The guidance is outlined on the Government website:

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

This states that in areas where local restrictions apply:

*"Face coverings should be worn by adults and pupils when moving around, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning."*

The WHO has also released updated guidance on face masks for children which is available via [this link](#). WHO and UNICEF advise that children aged **12 and over** should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others **and there is widespread transmission** in the area. The school's interpretation of this statement is that students **should be able to work in school at the current stage without needing to cover their face**.

However, the school is aware that some parents and students would like the reassurance of being able to wear a face covering in lessons and as a result, we are allowing students in secondary phase to wear face coverings provided that they follow the guidance from the WHO.

Current guidance on the WHO website states:

- **Children who are in general good health** can wear a **non-medical or fabric mask**. This provides source control, meaning it keeps the virus from being transmitted to others if they are infected and are not aware that they are infected. The adult who is providing the mask should ensure the fabric mask is the correct size and sufficiently covers the nose, mouth, and chin of the child.

- Children with underlying health conditions such as cystic fibrosis, cancer, or immunosuppression, should, in consultation with their medical providers, wear a medical mask. A medical mask controls spreading of the virus and protection to the wearer and is recommended for anyone who is at higher risk of getting seriously ill from COVID-19.

It is the responsibility of the parent to provide the appropriate face coverings for students.

### Travelling to school

Please refer to the separate government and Northamptonshire guidance on students travelling to school.

Students should follow sensible steps in travelling to school:

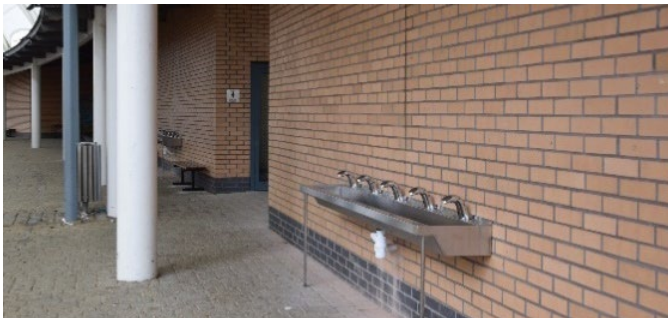
- Avoid public transport if possible. If this is unavoidable, please follow government guidance on face coverings.
- Avoid walking to school or social contact with students outside of your school bubble or family unit.

Parents should note that the school site will not be open to cars from the start of term.

Details of this will be sent out to parents in a separate communication.

### Handwashing

All students **must** realise the need for robust hand and respiratory hygiene, and we have now set up hand washing stations in The Street, where students can wash their hands using touch-free taps.



We have also fitted touch-free hand sanitiser dispensers outside all classrooms and offices in our secondary blocks, students will be expected to sanitise their hands before they enter each classroom.



Students will be required to sanitise their hands, on arrival to each classroom.





All bins around our school have now been replaced with pedal bins (pictured), or open litter bins to minimise contact.

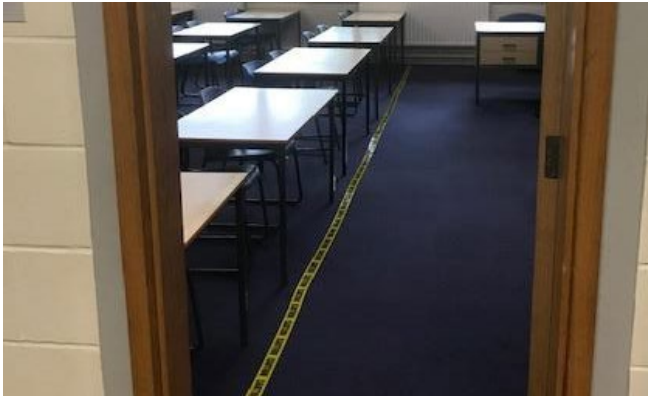
## Classroom layout

In the secondary phase, it is essential that teachers can operate across different classes and year groups to allow us to provide effective subject specialist teaching.

To create a safe environment to allow teachers to move between classes, we have put in place protective measures in the classroom:

- All tables and chairs facing forward with students seated side by side.
- Tape on the floor to provide a visual reminder to teachers and students that the teachers must stay at the front of the class.
- Students in years 7, 8 and 9 will remain in the same classroom for most of their lessons. We will endeavour to provide some teaching time in specialist rooms where possible.
- Students in years 10, 11, 12 and 13 will be taught in the same classroom for most lessons but will also have access to specialist rooms for subjects that require it.
- There will be times when year 12 and 13 students are required to work from home when they do not have a timetabled lesson.





## Moving around the school

Government guidance insists that passing briefly in corridors or play areas is considered low risk.

At the time of writing, there are no designated one-way systems in secondary phase. We will inform students if this situation changes.

## Behaviour expectations

The school's behaviour policy outlines our expectation of students working within the school. This can be found on the school website.

Students are expected to comply with all reasonable requests from any member of staff throughout the day. This includes ensuring students comply with COVID related instructions such as:

- Routines for arriving or leaving the school.
- Hygiene, such as handwashing and sanitising
- Who students can socialise with at school, including at lunch and break times
- Moving around the school (e.g. one-way systems, out of bounds areas, queuing)
- Sneezing, coughing, tissues, and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
- Telling an adult if they are experiencing symptoms of coronavirus
- Use of toilets
- Not to cough or spit at or towards any other person

## Wearing of face coverings

As specified in government guidance for schools in areas where "Local lockdown rules apply". Students in Year 7 and above are required to wear face coverings whilst moving around indoors, such as corridors and communal areas.

If students do not have a face mask, then the school will supply a disposable mask to students to use for the day.

If a student refuses to wear the face mask provided, the students will be removed from communal areas and placed in a supervised area until the start of the next lesson.

Parents will be contacted to discuss a satisfactory solution.

## Arriving at school

Year groups are assigned their own area of the school and students will as far as possible, stay in the same classroom for most of the day.

### Start and finish times

To minimise social interaction between students, we will stagger the start and end of the school day for each year group.

On the first day of term (Thursday 3 September) only,

Year Group	Entrance	Location	Start Time	Finish Time
Year 7	Side gate	Lower C	8:30	2:45
Year 8	Side gate	Lower B	9:10	2:00
Year 9	Main gate	Upper B	9:30	3:00
Year 10	Main gate	Upper C	8:50	2:15
Year 11	Side gate	Lower D	10:30	3:15
Year 12	Side gate	Lower/Upper E	9:50	1:45
Year 13	Main gate	Upper D	10:10	2:30

In our 'normal' day:

Year Group	Entrance	Location	Start Time	Finish Time
Year 7	Side gate	Lower C	8:45	3:00
Year 8	Side gate	Lower B	9:00	3:15
Year 9	Main gate	Upper B	9:15	3:30
Year 10	Main gate	Upper C	8:45	3:00
Year 11	Side gate	Lower D	9:00	3:15
Year 12	Side gate	Lower/Upper E	8:45	3:30
Year 13	Main gate	Upper D	8:45	3:30

### Siblings travelling to/from school together

We appreciate that the start times mean that siblings may start at various times. If this is the case, they should arrive to school at the earlier time and then enter school and go into their base room. They must not wait outside the school gates or any area outside.

Likewise, at the end of the school day, students should remain in their year group area until their siblings are released from school.

## Arriving at each block

The following photographs may help you to identify the areas mentioned:

### Main Entrance Gate



Main Entrance Gate – **for all secondary and sixth form students.**

When entering the school premises:

Year 7, 8, 11, 12 students should stay to the **right** of this path.

Year 9, 10 and 13 students should stay to the **left** of this path.

### Entrance to lower blocks:



**To enter the lower blocks, walk along this path.**

**Year 7, 8 and 11 (some year 12)** students who are based in the lower blocks should keep right and walk through these gates.

Entrances to the lower blocks are through the doors on the ground floors.



### Entrance to upper blocks:



**Year 9, 10 and 13 students** will follow the path (as directed) to the gates by secondary reception and use the 'street' to enter the upper blocks to their base rooms.

# School organisation

## Lesson structure

Please see below our daily timetable, showing the staggered start and finish times for each year group, as well as the individual break and lunch time periods of each year.

	08:45	09:00	09:15	09:30	09:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	13:00	13:15	13:30	13:45	14:00	14:15	14:30	14:45	15:00	15:15		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27		
<b>Y7</b>	P1		B		P2			B		P3			Lun		P4			B		P5									
<b>Y8</b>	P1			B		P2			B		P3			Lun		P4			B		P5								
<b>Y9</b>	P1			B		P2			B		P3			Lun		P4			B		P5								
<b>Y10</b>	P1		P2			B		P3			P4			Lun		P5													
<b>Y11</b>	P1			P2			B		P3			P4			Lun		P5												
<b>KS5</b>	P1									P2									P3										

## Lunchtime and break time

Students will not be able to move freely around the school. Year groups will be allocated an area that they are able to use. They will either stay in their classroom or go to the designated area.

## Canteen service

Secondary students will not be able to access the canteen service at the start of term. We will of course provide a free school meal to students who are eligible.

**All other students should bring a packed lunch until further notice.** Drinking fountains will not be available.

We are hoping to deliver a canteen service later on in the term.

## Tutor groups and bases

The table below give the form bases for each of the tutor groups. From September students will not have a formal registration period in the morning and lessons.

Tutor Group	Base room	Tutor group teacher
Year 7		
7LU	C3	Miss L Unsworth
7SBA	C4	Mrs S Balfour
7GOE	C5	Miss G Olive
7IRR	C6	Mr I Rayner
7SHL	C7	Ms S Mitchell-Hall
7CGS	C8a	Miss Charlotte Gibbs
7BU	C8b	Mr B Ullman
7LMK	C9	Mr L McCormack
7MAE	C10	Mr M Aldridge

Year 8		
8TM	B1	Mrs T Mitton
8AHL	B2	Mrs A Howell
8ABN	B3	Mr A Brown
8AMY	B4	Miss A McInerney
8EPE	B5	Miss E Poole
8SBY	B6	Miss S Bailey
8DBG	B7	Mr D Bessong
8DSS	B8	Mrs D Sereno-Spicer
8SPI	B9	Mrs S Puri
Year 9		
9LO	B11	Mr L O'Reilly
9RCY	B12	Dr R Causey
9JKI	B13	Mr J Kirk
9ER	B14	Miss E Rees
9JSY	B15	Ms J Sanby
9SHO	B16	Mr S Holt
9AAI	B17	Mr A Adeliyi
9MCH	B18	Mr M Couch
9EU	B19	Miss E Upson
Year 10		
10TJS (9RKC)	C11	Mr T Jones
10SHA (9SBL)	C16	Mr S Hanna
10LHN	C17	Miss L Harrison
10KSE	C18	Mrs K Sawbridge
10OTT	C19	Miss O Talbot
10DF (9ESR)	C20	Mrs D Fern
10DRN	C21	Mr D Robson
10CA	C22	Mrs C Atherton
10CS	C2	Mr C Scott
Year 11		
11AES	D3	Mrs A Evans
11LB	D10	Mrs L Briggs
11CC	D5	Mrs C Cozens
11AH	D6	Miss A Horton
11ECO	D7	Mrs E Coe
11CN	D8	Mrs C Norman
11JGR	D9	Mr J Gardiner
11TP	MU1	Mr T Purkiss
11MSR	MU2	Mr M Starr
Year 12		
12EPA	D13	Mrs E Page
12DVY	D16	Ms D Vessey
12NAR	D17	Mrs N Akhtar
12MAN	D18	Mr M Atkinson
12PME	D19	Mr P Mackie

12UC	E12	Mrs U Chauhan
Year 13		
13GD	D11	Mr G Dallas
13SRE	D12	Mr S Rose
13SWR	E6	Mr S Walker
13JCE	E11	Mr J Carter
13NHN	D15	Ms N Hassan
13SSN	D14	Mr S Sheehan
13JDN	E13	Mrs J Dunn

## Progress Leaders

The table below gives the progress leaders for each year group from September. In the first instance, please contact your child's form tutor or subject teacher to resolve issues.

Year 7	Miss A Cambio
Year 8	Mrs E Terry
Year 9	Miss E Johnson
Year 10	Mr A Fiendley
Year 11	Mr S Willmer
Year 12 & 13	Mr S Halsey and Dr J Ideson

## Equipment

Due to the restrictions on sharing equipment, we are asking all students in Year 7 – 11 to be equipped with the following items for the start of the new school year:

- Black pens
- Green pen
- Colouring pencils
- Calculator
- Rubber
- Pencil sharpener
- Small safety scissors
- Glue stick
- Small ruler
- Highlighters
- Compass
- Protractor

If you have any queries relating to this equipment, please email [vjewell@ccs.northants.sch.uk](mailto:vjewell@ccs.northants.sch.uk)

## Uniform requirements

We expect all students to return to school and adhere to the uniform rules that were in operation prior to lockdown.

As a school we are aware that due to the pandemic, there may be times when some uniform items may not be available. Please contact the school if this is the case to prevent any issues.

Blazers:

- Official school blazer with school logo embroidered.
- Blazers must be worn at all times in and around the school unless permission has been granted by a senior member of staff. In lessons students may remove their blazer when permitted by the class teacher.
- Students must have the coloured strip that identifies them as a member of a specific house. This strip should be attached to their blazer top pocket

Not Acceptable:

- Rolling-up of the blazer sleeves

Polos: (Optional Item)

- During Terms 5 and 6 students will be able to wear the school polo.
- Official school polo with school logo embroidered (white) purchased from the Schoolwear Shop.
- A school blazer should be worn to and from school with the polo top. The blazer may be removed once in lessons when granted permission by the teacher.
- Polos are to be tucked in.

Shirts:

- All shirts must be white and professional looking.
- Boys are to wear collared shirts which are long enough to tuck into trousers. The top button of the shirt must be buttoned.
- Girls are to wear a reverse collar blouse.
- All shirts and blouses are to be tucked in.

Not Acceptable:

- Coloured t-shirts which can be seen under the shirt
- Shirts/blouses made of sheer material

Trousers:

- Trousers should be black in colour, look professional and are acceptable when the material consists of a polyester blend.
- All trousers are to be ankle length or longer.

Not Acceptable:



- Skinny style of trousers, chinos, trousers of any denim material, and trousers which are 'stuck to' the leg. No trousers are to be rolled up

#### Skirts:

- Black skirts only. Length requirement: when the student places their hands down to the side of their thigh, the skirt must be 5cm below the middle fingertip

#### Not Acceptable:

- Skirts made of jersey or stretchy material
- Skirts which do not meet the length requirement, or are ankle length

#### Ties:

- Official school tie to be purchased from the school's uniform supplier

#### Tights and Socks:

- Black tights only are to be worn. Socks or tights may be worn with skirts. Not both. Boys and girls are to wear black socks only.

#### Not Acceptable:

- Footless tights, leggings/Jeggings or white or coloured socks

#### Jewellery:

The following items are allowed to be worn:

- One pair of stud earrings (one in each ear – worn on the ear lobe only) and no bigger than 5mm
- One ring
- One watch (the watch should be discreet and not a fashion item)

No facial/body/tongue piercings are allowed. If a student comes to school with a visible facial/body piercing, they will be asked to remove the piercing.

If a student wants to get a piercing, it needs to be done earlier enough in the summer holidays so that it may be removed during school hours. The piercing must be removed during term time.

#### Not Acceptable:

- Bracelets, necklaces, facial piercings. Charity bracelets which are sold through the school, may be worn during the designated week for that specific charity.

**All jewellery must be removed for PE lessons.**

#### Shoes:

- Formal school shoes and laces must be black- discreet buckles or fastening on school shoes will be accepted.
- Boots may only be worn for safety reasons when there is extreme weather and only when parents have been notified in writing/email/ text message by the school.

Not Acceptable:

- Canvas shoes; trainers; or any shoes with coloured logos, edging, or different coloured soles
- Shoes that resemble trainers; sandals; boots (please see above), or open-toed shoes. This includes black Nike Air Force 1.
- Any shoes worn with logos will be 'blacked-out'.

Make-Up:

- Only lightly applied natural-looking makeup is allowed.
- It is up to the tutor and progress leader to define the terms 'lightly applied' and 'natural looking'. If the tutor and progress leader believe it not to be, the student will be asked to remove the makeup in school.
- Clear lip gloss and clear lip balm is allowed.

Not Acceptable:

- Lipstick or lip gloss of any colour, coloured nail varnish, false eyelashes, false or acrylic nails.

Hair:

- Hair should be tidy and of reasonable appearance. All hair colour should be natural-looking. All hair bands and hair accessories worn should be plain and navy blue or black. Any clip used to fasten hair should be small and unobtrusive in colour and style.

Not Acceptable:

- Patterns or logos shaved into the hair, and no unnatural hair colours- purples, greens, blues, etc...
- No coloured hair accessories are to be worn unless they are navy blue or black.

Hats, Gloves and Scarves:

- Hats, gloves and scarves may be worn to and from school.
- All items are to be removed once entering the school premises for AM Registration and lessons.
- Hats, gloves and scarves may be worn during Break and Lunch when weather appropriate.
- Head scarves may be worn for religious reasons.

Not Acceptable:

- Hats, gloves and scarves are not to be worn while in lessons.

Coats, Jackets and Hoodies:

- Coats and jackets may be worn to and from school.
- All items must be removed by AM registration.
- Coats and jackets may not be worn during lessons; however, coats and jackets may be worn during Break and Lunch when weather appropriate. Hoodies are not an acceptable item in school. If worn as a coat to and from school, they must be removed in AM Registration. Hoodies worn throughout the school day will be confiscated.

Not Acceptable:

- Hoodies worn throughout the school day

#### Pullover Jumpers (Optional Item):

- All black pullover jumpers must be the official school logo jumper. This is to be purchased from the Schoolwear Shop.
- Pullover jumpers are not required. They are an optional item.
- Pullover jumpers do not take the place of a school blazer.

Official school logo sleeveless slip-overs are also available from the school uniform suppliers.

#### Not Acceptable:

- Any plain black jumper

#### Bags:

- Students should use a bag for school that is big enough to transport all their equipment for school without damage to this equipment – such as exercise books/ A4 folders.
- Students require sufficient space to bring in a fully equipped pencil case so that they are fully prepared for the school day.

#### Not Acceptable:

- Small bags that are unable to contain appropriate equipment.

#### PE Uniform

##### All students from Year 7 - 11 require the following items for PE:

- Black Logoed Polo Shirt (two fits available)
- Black Logoed Overlay Jacket Full Zip or ¼ Zip
- Black leggings with CCS logo - Only leggings with our logo are permitted.
- Black Shadow Stripe Shorts
- Black Logoed Track Pants
- Black Skort (Plain – absolutely no branding)
- Black & Gold Socks
- Base Layer of any colour for extra warmth
- Trainers
- Football boots

For information on how to order uniform from The Schoolwear Shop, please visit:

[www.ccs.northants.sch.uk/information/uniform](http://www.ccs.northants.sch.uk/information/uniform)