

16<sup>th</sup> July 2020

Dear Parent and Carer

**Important information update regarding the opening of school from September**

Further to my previous letter regarding the opening in September, I am now able to provide you with some more detail.

We continue to receive further guidance and updates from the Government in relation to how arrangements, risk assessments and protective measures should be implemented safely in the school environment. All the information I am sharing with you could be subject to change and, if we do have to make any changes, I will write to you as soon as I am able.

As previously explained, next term we will be operating a staggered start and finish to the school day. The start and finish times on the first day only will be different to subsequent days; this will enable us to dedicate time to each year group to explain the changes that the students will be experiencing. The table below details timings for the first day.

**Start and finish times – Thursday 3<sup>rd</sup> September**

Year Group	Entrance	Location	Start Time	Finish Time
Year 7	Side Gate	Lower C	8.30	2.45
Year 10	Main Gate	Upper C	8.50	2.15
Year 8	Side Gate	Lower B	9.10	2.00
Year 9	Main Gate	Upper B	9.30	3.00
Year 12	Side Gate	Lower E / Upper E	9.50	1.45
Year 13	Main Gate	Upper D	10.10	2.30
Year 11	Side Gate	Lower D	10.30	3.15

Please be assured that there will be several staff on duty on the first day assisting students to get to their room.

**Secondary:** 01604 669200 **Primary:** 01604 669210 **Website:** [www.ccs.northants.sch.uk](http://www.ccs.northants.sch.uk)

**Principal:** David James **Vice Principals:** Andrew Fisher Katherine Patterson Gary Wakefield

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**Base room allocation**

Please find below a list of the classrooms allocated to your child's year group along with the new form rooms:

Year 13 Tutor Group	Base Room
12EPA	D13
12DVY	D16
12NAR	D17
12MAN	D18
12PME	D19
12UC	E12

Having settled students into their bases and explained new systems, the school arrival and departure arrangements will be as follows as from **Friday 4<sup>th</sup> September**.

**Start and finish times – in our 'normal' day**

Year Group	Entrance	Location	Start Time	Finish Time
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Year 7	Side Gate	Lower C	8.45	3.00
Year 10	Main Gate	Upper 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 12*	Side Gate	Lower E / Upper E	8.45	3.30
Year 13*	Main Gate	Upper D	8.45	3.30
Year 11	Side Gate	Lower D	9.00	3.15

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

Access road from side gate



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



To enter the lower block, walk along this path.

Entrance to lower blocks



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

Entrance to upper blocks

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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.

### **Siblings travelling to school together**

We appreciate that the start times mean that siblings may start at different 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.

### **Parents walking to school with their child**

We do need to reduce the number of people travelling to school at any one time. We fully understand that primary children will be accompanied by a parent but would request that secondary parents do not routinely walk to school with their child. I realise that on the first days, new year 7 students might wish parents to help them find their way. If you do walk with your child, you will not be allowed onto the school premises. However, staff will be available nearby to help guide students.

*Note: if you also have Primary phase children at the school, these students will be using the additional pedestrian entrance. See photograph below (see separate information about procedures for Primary):*



### **Meetings at school**

We would ask that if you wish to meet with a member of staff that you notify the school to arrange an appointment. Depending on the nature of the meeting, this will either be an arranged appointment at school or an online meeting. If you are attending school, we will

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not require you to use the touch screen arrival station. All visitors will be asked several health-related questions, will have their digital temperature taken and will be expected to wash their hands. Face masks are currently not required to be worn but this may change according to government guidance.

**Who to contact if I have a question?**

Although the summer break starts on today, the school will remain open throughout this time as there is significant work that needs to be done for in readiness for September. If you do have any queries, please use the following email address, we will respond to you email by Friday 4<sup>th</sup> September 2020:

Email: [office@ccs.northants.sch.uk](mailto:office@ccs.northants.sch.uk)

Having to balance work and family life alongside home learning for such a significant amount of time must have been extremely challenging. Your support with home learning during this time has been very much appreciated.

I would like to wish you a very happy holiday and I hope you are able to enjoy some quality family time together. I am really looking forward to meeting all students in September.

Yours sincerely



Gary Wakefield  
Vice Principal

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