



17th July 2020

Dear Parents/Carers,

Further to my letter last week ([here](#)), I wanted to write before the summer break to outline some of the initial plans and expectations for the September return. It is important that there is clarity when thinking of the return to school due to the extended period that students have been away from school.

Firstly, I want to make clear the return dates and times. Parents will be aware that the guidelines outline a staggered start to the school day. For this reason, we are phasing the return to school over the first week. The date indicated below will be the first day of school for each year group, so that we build up to full capacity and attendance by Friday, 11th September (with all students being in school by 11th September).

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|-------------|----------------------------------|-------------------------------------|-----------|
| Year 7 – | Start at Castle View Academy on: | Friday 4 th September | @ 8:35 am |
| • Year 8 – | Start at Castle View Academy on: | Wednesday 9 th September | @ 8:35 am |
| • Year 9 – | Start at Castle View Academy on: | Tuesday 8 th September | @ 8:35 am |
| • Year 10 – | Start at Castle View Academy on: | Wednesday 9 th September | @ 8:25 am |
| • Year 11 – | Start at Castle View Academy on: | Monday 7 th September | @ 8:25 am |

The school gates will not open until 8:15 am for Y10/11 and 8:25 for Y7/8/9. As in previous years, the student gate will shut one minute after the year group start time. It is important that students arrive no earlier than 8:15 am as it is not possible to supervise year group bubbles before this time.

Secondly, I want to be explicit regarding uniform and equipment. Students **MUST** be in **full school uniform** and have the equipment outlined in our expectations. This includes the Castle View Academy PE kit. It is not possible to lend equipment, uniform or spare PE kit due to the COVID guidance.

The expectations on uniform and equipment are listed below. You can also visit the Uniform Policy [here](#).

Uniform: Girls	Uniform: Boys
<ul style="list-style-type: none"> • Bedford check pleated skirt with a white cotton reversed blouse (square corners) OR • Dark grey/charcoal trousers (only from Penelope Ann or Hargreaves) with white button shirt and tie • Academy logo blazer • Academy logo jumper (optional) • Black formal leather or leather look shoes – these should be void of any decoration (metal buckles, coloured parts etc.) • Black tights or black knee lengths socks (no bows) 	<ul style="list-style-type: none"> • Dark grey/charcoal trousers • Long or short sleeve white cotton shirt • Academy logo blazer • Academy logo jumper (optional) • Academy tie • Black formal leather or leather look shoes – these should be void of any decoration (no metal buckles, coloured parts etc.) • Black socks • Black belt (if required) – no designer buckle
PE Kit: Girls (also worn for Dance / Drama)	PE Kit: Boys (also worn for Dance / Drama)
<ul style="list-style-type: none"> • Academy logo polo shirt with sky blue side stripe • Navy blue shorts or skort • Sky blue football/hockey socks (knee length) for outdoor sports/matches • Navy/black tracksuit bottoms (non-branded) or sports legging • Suitable trainers 	<ul style="list-style-type: none"> • Academy logo polo shirt with sky blue side stripe • Navy shorts • White socks • Sky blue football/hockey socks for outdoor sports / matches • Navy/black tracksuit bottoms (non-branded) • Suitable trainers





Equipment

- 2 green pens
- 2 black pens (**no** blue pens)
- 2 pencils
- 30 cm clear plastic rule
- Large clear plastic pencil case
- Eraser
- Highlighter
- Protractor
- Sharpener
- [Casio FX85](#) scientific calculator
- Suitable school bag
- (Equipment will be checked by tutors every day using the academy equipment mat)

Students who fail to arrive at school with correct uniform or PE kit will be withdrawn from school activities.

Thirdly, I want to outline our commitment to ensuring your child feels safe to return to school and focus on their learning. To aid with this, we will be implementing the following:

A staggered school day:

		8.40 - 9.05	9.05 - 9.55 50 mins	9.55 - 10.40 45mins	10.40 - 11.00 20 mins Line up and walked in	11.05 - 12pm 55 mins	12pm - 12.50pm 50 mins	12.50pm - 1.20pm 30 mins	1.20 - 2.10pm 50 mins	2.10 - 3.10 60 mins	3.10pm	
Year 7		Roll Call & Tutor	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Break	Lesson 5	Lesson 6	Roll Call & Dismissal	
		8.40 - 9.05	9.05 - 9.55 50 mins	9.55 - 10.50 55 mins	10.50 - 11.10 20 mins	11.10 - 12pm 50 mins	12pm - 12.50pm 50 mins	12.50pm - 1.20pm 30 mins	1.20 - 2.10pm 50 mins	2.10 - 3.10 60 mins	3.10pm	
Year 8		Roll Call & Tutor	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Break	Lesson 5	Lesson 6	Roll Call & Dismissal	
		8.40 - 9.05	9.05 - 9.55 50 mins	9.55 - 10.50 55 mins	10.50 - 11.10 20 mins	11.10 - 12pm 50 mins	12pm - 12.50pm 50 mins	12.50pm - 1.20pm 30 mins	1.20 - 2.10pm 50 mins	2.10 - 3.10 60 mins		
Year 9		Roll Call & Tutor	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Break	Lesson 5	Lesson 6	Roll Call & Dismissal	
	8.30 - 9.05		9.05 - 9.55 50 mins	9.55 - 10.50 55 mins	10.50 - 11.40 50 mins	11.40 - 12pm 20 mins	12pm - 12.50pm 50 mins	12.50pm - 1.40 pm 50 mins	1.40 - 2.10pm 30 mins	2.10 - 3.20 65 mins		3.20pm
Year 10	Roll Call & Subject Tutor		Lesson 1	Lesson 2	Lesson 3	Break	Lesson 4	Lesson 5	Break	Lesson 6		Roll Call & Dismissal
	8.30 - 9.05		9.05 - 9.55 50 mins	9.55 - 10.50 55 mins	10.50 - 11.40 50 mins	11.40 - 12pm 20 mins	12pm - 12.50pm 50 mins	12.50pm - 1.40pm 50 mins	1.40 - 2.10pm 30 mins	2.10 - 3.20 65 mins		3.20 - 4.10
Year 11	Roll Core & Subject Tutor		Lesson 1	Lesson 2	Lesson 3	Break	Lesson 4	Lesson 5	Break	Lesson 6		Roll Call & Period 7

*Year 11 will finish at 4:10 every day

- A staggering of break and lunch time to ensure students can be managed in certain areas of the school





- Year group “bubbles” allocated their own zone within the school building - reducing the amount of movement around school
- “Bubbles” will be allocated ‘zones’ for break and lunch time outside
- Rearrangement of classrooms so that, wherever possible, students are facing forwards and a protective space around the teacher desk is marked out
- No large gatherings of students – assemblies will be delivered via Microsoft Teams into tutor rooms
- A very limited food menu available in the canteen and greater expectation on students to bring packed lunch food
- No drinks to be sold in school but water machines available for students to fill their own bottle
- A summer PE curriculum for the first half-term with no contact sports taking place (until government guidance allows this)
- A rigorous cleaning schedule before, during and after school
- A heightened awareness of hygiene expectations including regular handwashing and the availability of sanitiser in every classroom
- Non-negotiable behaviour expectations in the classroom – students will be withdrawn from class should they disrupt, disturb, misbehave or encroach on another student’s personal space

Finally, as there are many changes required before we return to school, I would like to invite you to an online ‘town hall’ meeting on Tuesday, 1st September or Wednesday, 2nd September @ 4:00 pm where myself and the Leadership Team will explain the opening of the school. We will also be running bookable tours on Thursday, 3rd September, (which details will be sent via Facebook and Twitter closer to the date).

I wish you a restful and safe summer holiday. This has been an unprecedented year, but because we all worked together, we were able to keep our students safe and ensure they continued learning online. You will no doubt have further questions and so below you will find an A-Z guide for parents.

Thank you for your continued support.

Kind regards,

Mr Christian Down

Principal





Castle View Academy Return to School: A to Z Guide for Parents

A

Additional support – All normal support structures and essential provision, such as Inclusion, Medical, Pastoral Support will be available although they may need to run a little differently.

Assembly – Will run once a week on a Monday for every year group in an online format until the end of half term and will then be reviewed.

B

Behaviour Policy – the official title of this policy is the 'Behaviour for Learning Policy' which can be found on the [website](#). We continue to maintain high expectations of behaviour whilst at the same time understanding that students may be feeling anxious and will need support returning to the structures and expectations of the academy.

Bins – Each classroom has its own bin and will be regularly emptied during the day by cleaning staff.

Bike Storage – KS4 students will be expected to park their bikes and vacate the shed by 8.25pm. KS3 students will be permitted to park bikes once KS4 are in roll call. Students should be reminded to remain socially distanced from other year groups whilst locking their bikes. The bike shed will be locked at 8.40am.

Breakfast Club – A bookable breakfast club will be available towards the end of September. More details will follow in the new school year.

Bubble – Students will be taught in year group bubbles. The idea behind this is to reduce the number of people with whom they come into contact i.e. other students. According to government guidance in a secondary setting, staff can move from one bubble to another, as long as we can implement good quality social distancing and cleaning routines.

C

Calendar – The academy calendar may be subject to change, as circumstances and guidance change. Parents are advised to regularly check the calendar via the website. Any updates will be communicated home in the usual ways.

Catering – Canteen facilities will be available with a reduced variety of food and drink. Year groups will have staggered timed access to the canteen to purchase food. They will then exit to their zoned area outside. There will be provision for wet weather.

Changing Facilities – Students will have access to the normal changing rooms for PE lessons. Appropriate measures will be in place to ensure cleaning between groups.

Classrooms – KS3 students will have all lessons within the same classroom unless it is a lesson requiring a specialist space e.g art, music, dance etc. Year 10 will populate the science rooms on the second floor and Year 11 will populate the maths rooms. Students will be able to transition to specialist teaching spaces for option subjects and into the correct groups for their core lessons.

Classroom Culture – We are committed to providing students returning from an extended period of home learning with a palpable culture that provides them with a much-needed stable learning environment and face-to-face communication with their teachers. This will address the long absence students have had from the academy.

Cleaning and Hygiene – cleaning will be carried out several times a day, on a rota basis. Cleaning staff have been fully briefed on where they should be working, how different surfaces need to be cleaned and using which products and equipment.



Communicating with Parents – Normal procedures for contacting home will resume.

Confirmed/Suspected Case of Covid-19 in School – The student will be isolated in a secure area if awaiting collection in line with [government guidelines](#). Staff and students who were with the affected party should wash their hands but do not need to go home unless symptomatic. Cleaning and disinfection will be carried out by cleaning staff in accordance with DfE guidance.

Curriculum – Students will continue to study a broad range of subjects. Initially, the use of some equipment and facilities will be limited, meaning fewer practical activities will be part of lessons in which there is normally a practical element. However, the academy has planned to make as many specialist areas and equipment available to ensure as normal return to learning as possible whilst following guidance to ensure the health of students and staff.

D

Disinfecting – All classrooms will be disinfected as soon as students have left.

Drop off to School - Parents are advised to drop children off alone, i.e. not to come with partners or family. To ensure a reduction in cross over between bubbles, we encourage students to arrive on site at the designated arrival times, unless accessing the pre-booked breakfast club facility.

E

Entrance/Exit – All students will arrive at the academy via the student entrance. Year 10 and Year 11 should move immediately to the lower playground for roll call at 8.25am. Key Stage 3 (Year 7-9) students should arrive for 8.40am roll call. They will be asked to wait on the top field until it is time to line up for roll call on the lower playground (once Year 10 and 11 have entered the building).

Equipment – Students will be expected to have all essential equipment with them, as per our guidelines, as usual.

Examinations: Internal – Key stage 3 ROA and Key stage 4 mocks will go ahead as usual with parents and students receiving plenty of notice of and support for them.

Examinations: External – We expect terminal GCSE and BTEC examinations to go ahead in the summer of 2021. There will be some reduction in the content of what students are assessed on in some subjects, which we will advise parents and students of as it becomes available.

Extracurricular Clubs – No extracurricular clubs will run in the first 4 weeks of term, at which point we will review the provision and run year group clubs, if safe to do so. Parents will be notified of all clubs and which year groups can access what.

F

Fire Evacuation Procedures – These will remain the same. Students exit to the lower playground and line up in their designated year group area.

First Aid – The designated first aider in the building is the school nurse in the medical room.

G

H

Hand Sanitizer – Units for hand sanitizer are located around the site. There is a unit in reception, strategic locations at entrances/exit to the building and soap in toilets.



Hand washing - Signage advocating more frequent handwashing has been installed in various locations around the premises.

I

Internal Exclusion – The academy makes provision which allows students who are not meeting the requirements of ‘Disruption Free Learning’ to work outside mainstream lessons for a limited period. This facility is known as *Isolation* and is supervised by a member of staff between the opening hours of the academy.

Students may also be placed in Isolation as a consequence for poor behaviour during breaktime, lunchtime or outside school hours. This includes any student who fails to follow social distancing guidelines and does not respond to reasonable requests to do so. Isolation will be run in the school hall (Theatre) until further notice.

All students who are placed in isolation will wash their hands with hand sanitiser and sit in the seat that they are instructed to. Each year group will be socially distanced.

Where there is an identified need, students will be supported through the SEND department who will also adhere to social distancing guidelines.

J

K

L

Lockers – Due to the current guidance on social distancing and ‘bubbles’, students will not be able to access lockers for the first half term. KS3 students will be based in the same classrooms and will be able to leave belongings in their base room. KS4 students will need to take belongings with them for transitions. Students should only bring PE kits in on the days they have PE lessons. If you have already paid for a locker, we have it logged on the system and the locker will be made available after October half term.

Lifts – These are only to be used by students with a lift pass. If they require support, a maximum of one other student with appropriate social distancing will be allowed.

Line Ups – These will take place at the start and end of the day for all Years 7 to 11. Students will also line up at the end of break and lunch time to ensure a return to lessons whilst maintaining social distancing.

Lost Property – Any lost property left in classrooms should be taken to reception. Reception will look for any identification and return the lost property.

M

Money – Canteen facilities are cashless. Students will be set up with a finger scan account through Admin which can be topped up online.

Movement Around the School to Reduce Contact – The academy has been zoned into a KS4 and KS3 area across the first and second floor with the year groups segregated into a collection of ‘home’ rooms. Classrooms on the ground floor are specialist rooms and students timetabled in those areas should be collected by the specialist teacher and walked to the room. At the end of the lesson, they should be walked back to their year bubble location. This is to ensure we limit any cross over between year groups. Within the building, stringent routes will be in place to ensure appropriate entrance/exit to buildings. Start and end times have been staggered to ensure minimal contact between year group bubbles.

N



O

P

Physical Education – Students will still be able to do PE lessons although these will be adapted to reduce contact between students as much as possible. They may be shorter to ensure adequate time for movement from and to class and getting changed.

Posters – Will be displayed around the building to remind students of the importance of hygiene, social distancing, how to wash hands etc. Posters detailing the expectations for visitors will be displayed in reception and in the meeting rooms by the reception area.

PPE – Guidance from government has been clear that PPE is not needed for teachers in school. Face coverings are not recommended in schools (only used with those you do not usually meet in close confinement with such as public transport or shops)

Therefore, this will not be provided and should not be worn unless guidance changes.

Q

Queuing – Students will be in year group bubbles whilst queuing in the canteen and therefore, social distancing can be at a minimum between students. Staff on duty will also need to maintain social distancing from students.

R

Respiratory Hygiene – We will continue to promote the ‘catch it, bin it, kill it’ approach.

Rewards – We will follow the whole school Rewards Policy.

Routines for Learning - We will follow a set of established classroom routines that provide students with an engaged, disruption free learning environment and continue to upskill out staff in this area through deliberate practice and CPD.

S

SEND students – SEND students are being supported via our Learning Coaches as per the normal way of working. Students taking part in intervention or small group sessions will be either in the same year group bubble or with strict social distancing measures in place.

Social Distancing – All staff and students must follow the governmental guidelines on social distancing at all times when on the academy’s site.

Any student caught deliberately acting maliciously in relation to social distancing measures put in place by the school (coughing, spitting, restrictions on teaching bubbles) will be sent home immediately from school and a parental meeting will be arranged. A fixed term exclusion may be used for students whose actions deliberately risk the health and safety of others in the school.

T

Temperature Checking – Unless a student is feeling unwell (in which case, they will be escorted to reception), we will not routinely be checking temperatures.

Testing – Any student with symptoms of Covid-19 should not attend school. Students are eligible to be tested and parents are strongly encouraged to seek a test within 24 hours if their child presents with symptoms. If the test is returned negative, they can return to school.





Timetable – The timetable for September will be written as for a ‘normal’ return to school and the academy will endeavour to continue to provide a broad curriculum as is possible. In the event of a localised lockdown or absence from school, a virtual timetable and lesson provision will be in place.

Toilets – Students will have access to allocated toilet facilities during normal break and lunch times.

Track and Trace - In secondary schools, the emphasis is on social distancing, not bubbles. The Test and Trace programme and NHS guidance has the below on their website.

- *Test and Trace - If you develop symptoms, you may wish to alert the people with whom you have had close contact over the last 48 hours. You should tell them that you might have coronavirus but are waiting for a test result.*
- *NHS - You may want to tell people you've been in close contact with in the past 48 hours that you might have coronavirus. They do not need to self-isolate unless they're contacted by the NHS Test and Trace service*

U

Uniform – Students are expected to wear a full academy uniform. No trainers are permitted. Students only need to bring in PE kit on days when they have PE. This should then be taken home for cleaning. There is no requirement to wash items of clothing any more often than you usually would.

V

Ventilation – Classrooms have been checked for adequate ventilation and only those that support this will be used. Doors will be open to all classrooms.

Visitors – All visitors should report to the academy reception. Where possible, all visitors should be by invite only and will be requested to follow guidance on hygiene and social distancing. Please follow the safeguarding procedures for visitors as outlined in the academy’s Safeguarding Policy.

W

Wash Hands – This should be done thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

Website – The Academies’ websites are the best place for news, events and general information.

X

Y

Z