

1st September 2020

Dear Parents, Carers and Students,

I do hope you are well and have had a good summer break. We are very much looking forward to welcoming the students back to CVC. As we approach the start of the new academic year, I am getting in touch to run through our preparations for a safe return to school for all pupils next week.

The Government has made clear that all children should return to school from the start of the school year, and I want to reassure you that we have put in place extensive arrangements to ensure we are making school as safe as we possibly can.

First day of term

The first day of term for Year 7 and 11 is Thursday 3rd September and for all other year groups Monday 7th September 2020. We will be operating staggered start times until further notice as follows:

- School buses arrive on site 8.20 – 8.30am
- Students arrive by car, bicycle or walking 8.30 – 8.40am

In the interests of the safety for all our students and staff, please do keep to these times.

School entrances and site map

To manage the flow of students entering the building and to maintain separate year-based zones and 'bubbles', please use the following entrances:

- Year 7 - the left-hand gate (passing the canteen)
- Year 8 - the left-hand gate (passing the canteen)
- Year 9 - through door into the canteen
- Year 10 – the right-hand side gate (passing the sixth form)
- Year 11 - the right-hand gate (passing the common room)

Students will be called off the buses in the following order and must go straight to their designated social space:

- Year 9 - in fair weather, the left-hand side of the field; in wet weather, the sports hall
- Year 10 - in fair weather, the right-hand side of the field; in wet weather between sports hall and sixth form and the back of the Humanities building
- Year 8 - tennis / netball courts
- Year 11 - the Millennium Garden, in front of the Humanities block and in front of the music block
- Year 7- playground outside maths and MFL building

Please refer to the booklet sent to you and the videos on the website to see the year group zones.

Face coverings

We are recommending that all staff and pupils wear face coverings in communal areas, such as corridors if it is not possible to maintain social distancing. Whilst we don't expect staff to be wearing face coverings in classrooms, they can do so if they choose to and have agreed this with the Principal. Pupils are not expected to wear face coverings in classrooms.

All face coverings must be worn correctly, appropriate for the school environment and not cause offense in anyway. This link provides you with information on how to wear face coverings correctly:

<https://www.bbc.co.uk/news/uk-53395513>

Staff and pupils are to supply and dispose of their own coverings. Face coverings need to be stored in a bag that can be sealed and placed in the student's pocket or school bag. This is so it keeps it clean as much as possible.

Please refer to your guidance booklet sent to you in July, this is also on our website.

The first week back

Year 7 pupils will have an induction programme, using much of the material in our Year 6-7 transition booklet. We intend that this programme will enable them to settle into Cottenham Village College, be introduced to key staff and to get to know their new form and make new friends. Please note, as with any new start to secondary schooling, we will be reviewing tutor groups and ensuring that we have organised groupings to support students in their academic studies.

For Years 8-11 on the first day back, students will:

- be given their timetables
- be given/shown the new arrangements e.g. routes around/cashless catering/etc
- be reminded of the appropriate social distancing and hygiene measures
- have new routines and expectations made clear to them through virtual assemblies
- spend time with their tutor and tutor group in order to make sure they fully understand how the new arrangements will work and are ready to learn.

Parent consultation meetings and information about your child's progress

From the start of term, staff will be reviewing the work that students completed during lockdown and assessing students' knowledge and progress in order to establish any gaps in their knowledge. By doing so, staff will be able to carefully plan for any necessary catch-up intervention work and be able to adapt the current curriculum. Details of the schedule will be shared with you shortly, including the catch-up sessions which will be available during and after the school day.

What to do if a case of COVID is confirmed at home

We ask that you only send your child into school if they are well. If your child is unable to come to school because of illness, please notify student services. If they have any of the COVID symptoms (a high temperature, a new, continuous cough, or a loss of taste or smell) then they should not come into school and you should arrange for them to be tested.

Anyone coming into contact with someone with COVID should self-isolate for 14 days.

If your child is required to self-isolate, they will be able to access their school work via TEAMS. This work will be completed independently but will cover the content that students on-site are learning so they acquire the knowledge needed.

We will continue to keep our detailed risk assessments under review and should any of our arrangements change, we will let you know straight away.

As ever, all of our decisions focus on the safety and wellbeing of our pupils and our staff. Alongside this we are very much looking forward to welcoming all our students back so that we can get back on track with everyone's learning as soon as possible.

Thank you for your ongoing support to the school. As ever, if you have any questions please do get in touch.

With very best wishes,



Helen Cassady
Principal

Enclosed: Parent and Pupil Guidance Booklet 1.9.2020
Attendance Booklet 2020