



**COTTENHAM
VILLAGE COLLEGE**
Astrea Academy Trust
INSPIRING BEYOND MEASURE

**PARENT & STUDENT
GUIDANCE BOOKLET FOR
SCHOOL IN SEPTEMBER 2020**

Dear Parents, Carers and Students,

In this booklet, you will find all the information that you will need about the return to college in September 2020, including safety planning and procedures, organisation of the school site, year groups, school day, timetables, curriculum content and travel. All decisions have been informed by government guidelines for education settings and have been made in order to keep students and staff as safe as we can.

Please read this carefully as it should explain questions you may have and reassure you that we have taken every possible precaution to ensure your safety, the safety of staff, and of the wider communities which Cottenham Village College serves. Please note if circumstances change over the summer break, we will notify you and send you an updated version.

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Organisation

According to the guidance from the Department for Education, the overarching principle to apply to students returning to school is to reduce the number of contacts between children and staff: schools must do everything possible to minimise contacts and mixing whilst still delivering a broad and balanced curriculum. As a result, the college has been split into five separate areas and we now call these areas 'zones', with each year group placed into their own zone. It is in each zone of the school, where the vast majority of the year group's lessons will take place. Students will only travel outside their zone when they have lessons that require specialist facilities e.g. PE, design technology, and so on.

Furthermore, each zone has its own site entry/exit, set of toilets and social space. In line with the national requirements released by the DfE, all classrooms in every zone will require students to sit in rows facing the front; there will be no grouped tables or other layouts of classrooms which students might have experienced in previous lessons. There will be no mixing between year groups and, therefore, between zones. By creating zones in the school, where each year group is located and will receive the majority of their taught curriculum, we have reduced the movement and travel around the site by 75%. This will support us to protect students and staff as much as we can from any potential spread of illness. The start and end of the day have been staggered and lunchtime split into two separate times to avoid all year groups mixing too much. All of these decisions enable us to avoid mixing of year groups wherever possible.

Zone 1: Year 7 – the maths and MFL building

- Site entry and exit:
 - the gate on the left-hand side of the building as you approach the college (passing past the canteen)
- Classrooms for lessons (these are on one side of the building, they do not crossover with Year 8 classrooms):
 - L4, L5
 - M3, M4, M5
 - ICT2
- Toilets:
 - Ground floor of the maths/MFL block
- Social space:
 - Arrival to school: Playground outside the maths and MFL building
 - Breaktime: Playground outside the maths and MFL building
 - Lunchtime: Playground outside the maths and MFL building (a separate half from that of Year 8)

Zone 2: Year 8 – the maths and MFL building

- Site entry and exit:
 - the gate on the left-hand side of the building as you approach the college (passing past the canteen)
- Classrooms for lessons (these are on the opposite side of the building to the classrooms in use for Year 7):
 - L1, L2/M6, L3
 - M1, M2
 - T3
- Toilets:
 - Ground floor of the maths/MFL block
- Social spaces:
 - Arrival to school: the tennis/netball courts
 - Breaktime: the tennis/netball courts
 - Lunchtime: Playground outside the maths and MFL building (a separate half from that of Year 7)

Zone 3: Year 9 – the Humanities building

- Site entry and exit:
 - Through the canteen doors at the front of the building
- Rooms for lessons:
 - H1, H2, H3, H3a
 - H4, H5, H6, H7(IT)
- Toilets:
 - Ground floor of the maths/MFL block
- Social spaces:
 - Arrival to school: in fair weather, the left-hand side of the field; in wet weather, the sports hall
 - Breaktime: in fair weather, the left-hand side of the field; in wet weather, the sports hall
 - Lunchtime: in fair weather, the left-hand side of the field; in wet weather, the sports hall

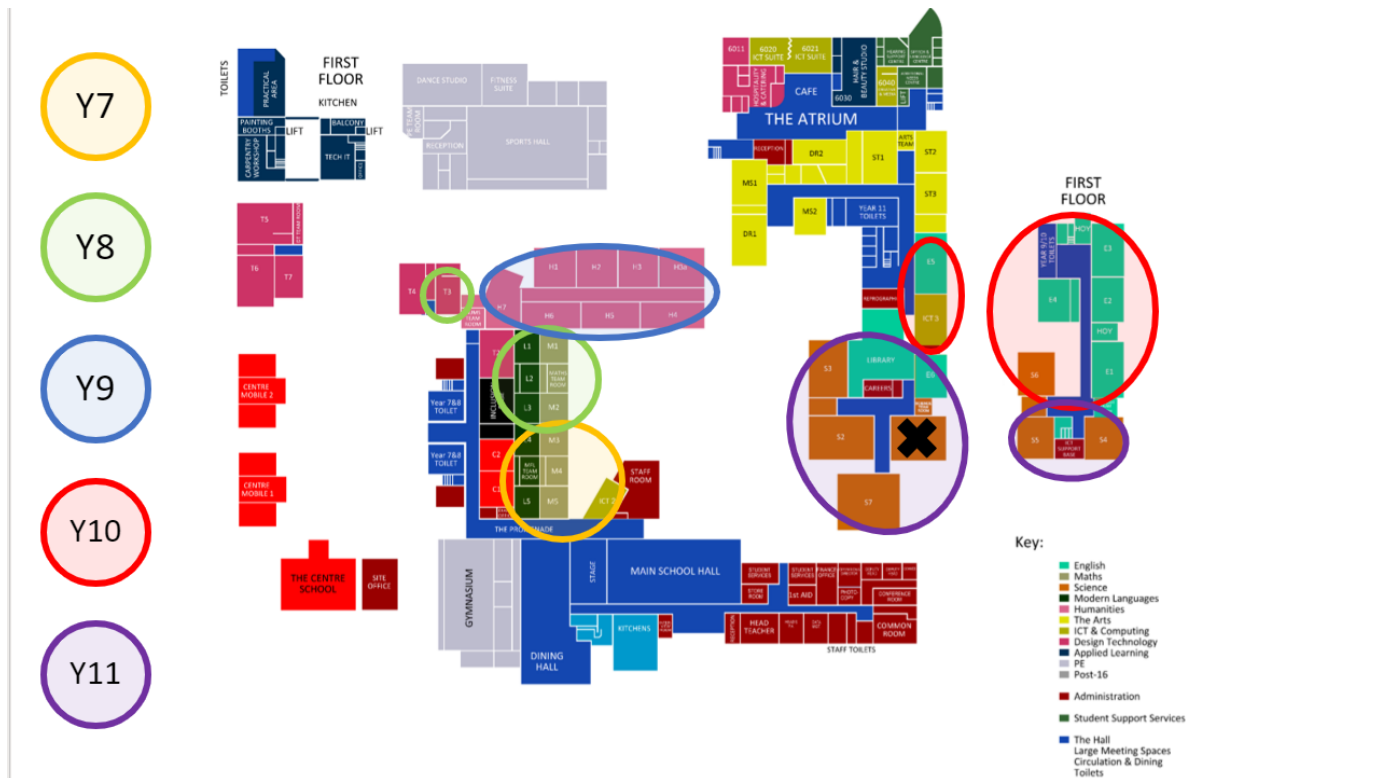
Zone 4: Year 10 – the English and science building

- Site entry and exit:
 - Through by right hand side of the building passing the sixth form
- Classrooms for lessons (there will be no chance for year groups to move into the Year 11 zone):
 - E1, E2, E3, E4
 - E5
 - S6 (accessed by the outside staircase, so there is no mixing with the Year 11 zone)
 - ICT3
- Toilets:
 - Top floor of the English corridor
- Social spaces:
 - Arrival to school: 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
 - Breaktime: in fair weather, the right-hand side of the field; in wet weather, between Sports Hall & Sixth Form, and the back of the Humanities building
 - Lunchtime: The Millennium Garden

Zone 5: Year 11 – the English and science building

- Site entry and exit:
 - The gate on the right-hand side when approaching the college (passing the common room)
- Classrooms for lessons:
 - S2, S3, S7,
 - The Library & E6
 - S4, S5
- Toilets:
 - Art corridor
- Social spaces:
 - Arrival to school: the Millennium Garden, in front of the Humanities block and in front of the music block
 - Breaktime: in fair weather, the Millennium Garden, in front of the Humanities block and in front of the music block
 - Lunchtime: The Millennium Garden and in front of music

Map of the College and Zones:



Videos

To help you visualise the zones and classrooms and so you can see for yourselves the safety aspects we have put in place, there are several short videos we have filmed for you. These videos can be found on our website and will be available for you to view before our September start.

Timings of the college day

- 08.45 – 09.45 Lesson 1
- 09.45 – 10.45 Lesson 2
- 10.45 – 11.05 Supervised break in zones (students to bring their own snacks and drinks: no canteen access)
- 11.05 – 12.05 Lesson 3
- 12.05 – 13.05 Lesson 4
- 13.05 – 13.35 Lunch 1: 7, 9, 11; 8 and 10 in tutorial programme and wider curriculum
- 13.35 – 14.05 Lunch 2: 8 and 10; 7, 9 and 11 in tutorial programme and wider curriculum
- 14.05 – 15.05 Lesson 5
- 15.05 – 15.10 Years 7, 9 and 11 leave (those students travelling on buses, to sit upstairs)
- 15.10 – 15.15 Years 8 and 10 leave (those students travelling on buses, to sit downstairs)
- 15.20 Buses depart

- 15.10 – 16.00 Extended curriculum

Transport and travel to and from school

For all students who do not arrive at school on a designated school bus, it is absolutely essential that you arrive for your allocated start time and that, upon arrival to the college, you go directly to your specified social space.

The school bus services will operate as normal with a revised timetable that will be communicated to students before the start of term, buses will no longer be shared with pupils from other schools. Due to the need to build in a staggered start to the day buses will arrive on site from 8.20 - 8.30am. The seating will be put into year group zones:

- Year 7, 9 and 11 upstairs
- Year 8 & 10 downstairs

Any travel by public transport has a mandatory requirement that all travellers wear a face covering. Therefore, if your child travels to school by public bus, they must wear a face covering as stipulated by government guidelines. At the time of writing and publication of this document, the DfE guidance states that on school buses children are not required to wear a face covering. However, the safety of our students and families is of the utmost importance, and so we require **all** students to wear a face covering whether they travel to school by public transport or by school buses provided by the Local Authority. They should not touch their face covering for the duration of the journey and, when they arrive at school and after they have got off the bus, they should remove their face covering and keep it safely in their bag for the duration of the school day.

Students are encouraged to walk/cycle to school. If that is not possible, please ensure that your child adheres to Government guidance when using public transport and the use of face coverings.

Arrival at school

Parents/carers, if you are dropping off your child by car, please arrive on time. If students are walking or cycling into college, they must arrive on time. This is imperative, so that we can avoid students from different zones mixing, and so reduce risk. On arrival, students who arrive by bus must remain seated until the member of staff calls their year group off the bus. They should then go straight to their social space, adhering to social distancing whilst walking to the area, where staff will be to supervise them before being sent to their lesson. Students can use hand sanitiser on entry to their classroom. Parents/carers are not allowed onto the school site.

Arrival time for students on buses is:

- 08.20 – 08.30

Site entry and exit for all year groups:

- 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 – right-hand side gate (passing the sixth form)
- Year 11 - the right-hand gate (passing the common room)

Year group order for releasing students from the buses:

- Year 9
- Year 10
- Year 8
- Year 11
- Year 7

Arrival time for students walking or by car:

- 08.30 – 08.40

The learning day

Lessons start at **8.45am**. Lessons are one hour. The school learning day finishes at 15.05 and extra-curricular activities will start from 15.10.

From 13.05 – 14.05pm, students spend 30 minutes in a tutor time session, following our usual tutorial programme, and 30 minutes having lunch in their designed social spaces (see earlier sections for more detail).

Leaving school

A staggered end to the day has been organised in order to avoid any mixing between year groups as they leave the site:

- 15.05 – 15.10 Year 7, 9 and 11 (upstairs on the bus)
- 15.10 – 15.15 Year 8 & 10 (downstairs on the bus)
- 15.20 Buses depart

Parents/carers collecting their child must be **on time**; lateness will result in an increased risk of spreading any infection between year groups.

Breaktime and Lunchtime

Break time is at 10.45 – 11.05am. Students will be based in their social areas. It is essential that students bring a drink and a snack for their break as the canteen will not be open at this time – this is again to ensure that we reduce the chance of year groups mixing and decrease any risk of spreading infection.

Split lunch arrangements will be in place:

- 13.05 – 13.35 Lunch 1: Years 7, 9, 11; Years 8 and 10 in tutorial programme and wider curriculum
- 13.35 – 14.05 Lunch 2: Years 8 and 10; Years 7, 9 and 11 in tutorial programme and wider curriculum

In the 'lunch hour' students will have a lunchtime which is made up of 30 minutes and the other 30 minutes will be tutor time.

The school will be offering both hot and cold meal choices with a specific servery for each year group during lunch break. There will be a reduced menu with meal options individually packaged to enable quick collection by students during lunch time. There is no requirement to pre-order, but students are encouraged to know their meal choices ahead of lunch times so there is little waiting at the collection areas. Menus will be posted on our school website.

Food from the school canteen will be served in 3 separate areas so year groups do not mix:

- 13.05 – 13.35 Lunch 1:
 - Year 7 prom by the exit to the playground/yard
 - Year 9 middle of the prom entering by the middle doors,
 - Year 11 hall by the stage
- 13.35 – 14.05 Lunch 2:
 - Year 8 prom by the exit to the playground/yard
 - Year 10 hall by the stage

Lunchtimes will be supervised by staff on duty and students will spend their lunchtime in the allocated social space for their year group. In the event of wet breaktime, students will remain in their Period 2 classroom, where they can have their break. In the event of bad weather during lunchtime, the following venues will be used:

- The Sports hall
- The Gym
- The Hall

Social distancing, classrooms and routes of travel

The zones and travel round the college have been planned using one-way routes of travel (please watch the videos on the website so you know these routes of travel). There are also safety notices on walls and markings on the floor remind students of the importance of safety, hygiene and hand-washing and remaining 2 metres apart from staff, as per government guidelines on social distancing.

Classrooms will all be laid out in rows facing the front of the classroom, as required by the DfE guidance for schools and educational settings. Where a student requires TA support they will be placed at the end of a row so social distancing can still be adhered to (all staff and adults must continue with 2m social distancing, from other adults and students, even though students are not required to social distance within their own year group bubbles).

Groupings

The guiding principle behind all year groupings is safety and the need to keep any student movement to a minimum. At Key Stage 3, students will be grouped in their forms for most lessons. There may be some flexibility for movement of groupings within a year group if necessary for particular subjects. At Key Stage 4, students will be taught in their usual groupings for their GCSEs. At both key stages there may be a need to split a usual teaching group to make it smaller. For example, a practical music lesson cannot go ahead with a group larger than 15 students.

Curriculum, Timetable and Teaching and Learning

How have we decided what will be on the curriculum?

At Cottenham, all students are entitled to study a broad and balanced curriculum. Our plans for reopening school in September 2020 are based on students being able to study this full curriculum at Key Stages 3 and 4. Students' timetables have not changed. What has changed, to make returning to school as safe as possible, is where those lessons will take place. For certain subjects that have practical or performance aspects to them (such as PE, science or drama), we will need to adapt the subject curriculum to meet the safety requirements. This will mean that although some subjects' activity might be limited by necessary safety measures, students will still study the full range of the curriculum that they are entitled to.

The new school day provides a longer tutorial slot than we have had in the past. This will allow us to deliver a programme of PSHE and Citizenship which will cover topics such as promoting well-being and looking after students' mental and physical health, how to manage risk and keep safe, for example.

Timetables will be issued at the start of term as per usual, making it clear where students' lessons will be located.

What will lessons be like? How will they be different?

Reopening school as safely as possible means that students will be in the same room for much of the day and that teachers will move between lessons, rather than students. Teachers will also have to socially distance from students at a distance of 2 metres. This might feel a bit strange and different because normally teachers might circulate around the room and help students individually. It may feel like the teacher is quite distant. This is not because they don't want to be help learning or are being anti-social, but because they need to keep as safe as possible. This will mean that they may be behind their desk or in a certain area of the room for more of the lesson than might be usual.

For safety reasons we need to limit the number of objects passing from one person to another. In order to reduce sharing of equipment, we would like to remind all students that they should bring everything they need for lessons in with them for that day. This includes your exercise books and all stationery. A full list of school equipment can be found in the school planner.

The desks may be arranged in a different way. Where possible, desks will be in rows with students facing the front. This will mean that the rooms will look different and it might mean that it is harder to complete group activities. Unfortunately, activities that involve a lot of movement or complicated equipment will not be possible.

When specialist spaces or equipment are needed, students will go to different locations via a strict, one-way system. For example, to go to PE or an art studio. This one-way system is in place for everybody's safety, so students must always use it.

Reopening school to allow everyone to learn is complicated and we have put rules and routines around how we organise classrooms and how teachers can teach in classrooms for safety reasons. Students will need to take responsibility for following teacher's instructions and to make the most of the opportunity to be back learning in school. More than ever, we really do need your co-operation.

How will teachers be able to give feedback on work?

The most recent government guidance suggests that teachers can take sets of books in to mark. We are, however, looking at ways in which this could happen without teachers having to take books in routinely to make the feedback process as safe as possible. Fortunately, many students have established good routines of uploading work onto Teams and we are going to encourage students and staff to upload and give feedback on work via Teams, where possible, to reduce the number of books being taken in. Using Teams to give feedback still allows teachers to give feedback in line with best practice. For example, using whole-class feedback via short videos or PowerPoint presentations to explain key misconceptions to the whole class is extremely powerful for students' learning and progress.

Will there be remote education in the event of a localised lockdown, self-isolation or shielding?

Teachers will be uploading work remotely on Teams for pupils who are not able to attend school because they are shielding or in self-isolation. In the event of a local lockdown we will set work for all students on Teams in the same way as we have to date. From September, this will be a combination of 'live' teaching sessions and work that students work through on their own for all year groups.

We would encourage students to continue to use Teams routinely so that they are used to the system in case of lockdown. We will provide support and training in tutor times for Year 7 students or for students who are new to the school, so that they become confident with using Teams, allowing them to access schoolwork when necessary.

Special Education Needs Department

Designated areas have been allocated for those students who would normally attend either the Student Learning Centre (SLC) or the Hearing Support Centre (HSC) during lunchtimes. Zones for each year group have been created in the SLC, 6124 upstairs in the Sixth Form and The Tony Cooper Suite located upstairs in the Sixth Form.

Year 7 SLC computer area

Year 8 The Tony Cooper Suite

Year 9 6124

Year 10 SLC

Year 11 SLC main room

Behaviour and expectations

We will continue to promote positive behaviour and ensure that students' hard work is recognised as a way of celebrating and encouraging an excellent attitude to learning. Please note that our environment has had to radically alter to offer the safest operating procedures for students and staff which may not be those best designed for optimal learning or wellbeing but are in accordance with government guidance issued.

It will be clear from the wealth of information in this booklet that we have been driven by keeping everyone as safe as we possibly can. We understand that our students will be returning to us having faced challenges and levels of adversity during this period and so any sanctions/rewards policy will be complemented with an extensive range of support mechanisms through our pastoral team and wider counselling services which we will make available. We will not tolerate, however, any behaviours that compromise the safety of others. We must emphasise that certain behaviours such as deliberately coughing, sneezing or spitting on another person will now be considered as incidents of the highest seriousness and will be followed up with the sanctions to match the level of severity, including fixed-term exclusions. Further to this, we will take decisive action if students do not respect others' right to learn in what is, undoubtedly, precious time in college given the amount of time students have missed.

Further to the home/school agreement, there is an amended behaviour policy which you will find on our website. This amended policy details any changes that supersede any previous policy during these exceptional circumstances which are clearly detailed in red. If you are unsure of any aspect of the behaviour policy not covered in this information booklet, please do refer to this new policy. As well as the need to be far more stringent from a hygiene and procedural perspective, you will notice that we have had to consider how our systems around detentions will have to change to ensure that students remain in their year groupings and within their zones as much as possible. Further to this, please be aware that detentions will take place at lunchtimes and the end of the college day. If a student is placed in a lunchtime detention, they will collect lunch and then go straight to the allocated detention room where year group zoning and social distancing will be in place.

Our use of an Internal Exclusion Room is also an area which we have had to consider and will be restricted to certain year groups on certain days with numbers exceeding no more than three students. Please be aware that, in light of not being able to use the Internal Exclusion Room for immediate removals for students under exceptional circumstances, this will mean that such students will have to be sent home and externally excluded.

Another significant change to the way in which we will operate is with regards to electronic devices; given the current circumstances, the central collection of mobile phones is no longer the safest option and so drop-off points will be located for each separate year group in their assigned zone of the college site. The process of requesting permission for students to submit mobile devices has **not** changed. Please ensure that if you require your child to have a mobile phone on their journey to and from school you must complete the mobile phone permission form. We do encourage you to make sure your child does not bring in their mobile phone unless absolutely necessary. Students who have permission to bring in their phones are required to hand in their mobile phone and their collection point will be in their social space at the start of school. These will be collected in and then taken to student services and locked away. Students can collect their phones at the end of the day from their social space.

Uniform

Students are to wear the full CVC school uniform. Please see our website for further details.

Due to safety in the changing rooms, we have taken the decision that on the days when KS3 students have physical education or dance on their timetable, they must come to school in their CVC PE kit, so they do not have to use the changing rooms to get changed. On the days when KS4 students have core PE, they are to come to school in their CVC PE kit. If KS4 students study GCSE PE or BTEC Sport, they must come to school in their usual school uniform, as they will be able to get changed in the changing rooms; this is because group sizes allow for social distancing between staff and students. For year 11, the PE kit consists of the CVC quick dry PE top, a black or blue pair of tracksuit bottoms or sports tights, sport socks and trainers. In cold weather, KS4 students can wear a plain navy-blue fleece or sweatshirt. Years 7-10 **must** wear the usual CVC PE kit including the warm top when it is cold.

We are mindful that the changing rooms at CVC are small and, although social distancing isn't being applied in schools, we are planning for all classrooms to be arranged so that all students sit in rows, facing forwards. In a changing room setting, it is impossible for us to implement the facing forward control measures and the 2-metre social distancing Government requirement for staff, as they will be in such close proximity to each other. The exception to this situation, are the KS4 GCSE PE and BTEC Sport groups as they are small enough to enable social distancing to be observed in the changing rooms.

Cleaning arrangements

There is a team of cleaners in school throughout the day that are focused on the cleaning of school areas in use by the students. The toilets will be cleaned every hour. The college site is also cleaned in the evening and early morning. In every classroom there is hand sanitiser and also anti-bacterial cleaning wipes to clean desks. Specialist classrooms will be cleaned at the end of every lesson, ready for the arrival of a new group. Due to the size of our canteen and the fact that year groups cannot mix, the canteen area will not be in use. Students will eat their lunch outside and when the weather is inclement, the areas used for wet breaktimes or wet lunchtimes will be cleaned. Door handles, banister and contact points are regularly wiped down throughout the day.

Handwashing

Students will wash their hands or use hand sanitiser on arrival, at the start and end of lunchtimes as well as at the end of the day, in addition to their usual handwashing hygiene when they use the toilet.

We have placed hand sanitiser stations in the college building so staff and students can hand sanitise whilst travelling to classrooms and to social spaces.

When students arrive on site or before they leave, they will be directed by staff to go to the toilet and wash their hands. All toilets are supervised with a two in, two out policy.

All classrooms have hand sanitiser provided for the use of students and staff.

Face coverings

Students and staff are required to wear a face covering when they are not in their zone and social distancing cannot be adhered to. This means a face covering must be worn at the changeover of lessons when travelling to their next classroom, at break and lunchtime when lining up for lunch or if they are inside. Face coverings must be worn correctly, covering the nose and mouth. Students should not touch the covering when being worn. For hygiene purposes, students need to place their face covering in a sealable plastic bag which is then placed in their school bag or jacket pocket. Face coverings must be disposed of in the bin.

Litter and Lockers

Litter is to be placed into the bins. We have increased the number of bins available for use in each social space. For safety and hygiene reasons, it is imperative that students do not drop litter or food. The college has had a deep clean with every room being thoroughly cleaned; it is essential that we keep the college clean and tidy.

As year groups cannot mix, lockers for students will be in zones as much as possible. Students will need to hand in their locker key to student services and they will be issued with a new locker in their zone, as much as possible. Students can only go to their locker at lunchtime, so mixing of groups are avoided; they must make sure they have everything they need for lesson 1-4. Please ensure students only bring the equipment that they need for each school day.

Hydration

Students must bring a water bottle and plenty of water with them to school. Students will be able to get water/drink at lunchtime.

First Aid and Safeguarding

There will be a first-aider on site at all times. The interview room is the designated place for students to be placed if they become unwell and display symptoms. Our usual communication to parents under these circumstances continue. If students show signs of COVID-19 parents/carers must collect their child immediately and then follow the national guidance set down by the Government on self-isolation: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Students will not be allowed back onto school site until the appropriate isolation period has passed or they have tested negative for Covid-19 and no longer need to isolate.

A designated safeguarding leader will always be on site. Our usual procedure and processes apply, and students and parents/carers can use the 'Report a Concern'.

Contacting the College

You can contact the college in the usual way by using studentservices@astreacottenham.org or telephoning, where our receptionist will answer your call. Please note that no parents/carers are allowed into the college. If you need to drop off items to your child e.g. calculator for example, then you can contact reception via our intercom. The receptionist will speak to you and ask you to leave the item outside the main doors. Once this is placed down and you have moved from the area, the receptionist will open the door and pick up the item and ensure that it gets to your child.

We do request that you make sure your child has all the equipment they need for their school face-to-face day, so we do avoid, as much as possible, the need for items to be dropped off.

Parents' and students' checklist

We appreciate that there is a lot of information in this booklet for you to process. We hope you can appreciate that we are being so thorough in order to ensure that the safety of our students, staff, parents and wider community is ensured.

There are, at this stage, several steps that need to be taken to ensure that students and parents are as informed as possible and can, therefore, return to school safely:

- Read the home/school agreement and e-mail in to confirm your agreement;
- Read the Acceptable User Guide and Policy and confirm your agreement;
- Ensure that you have watched the videos for route into your designated area of the college, entrances into and exits from the building;
- Familiarise yourself with the adjusted timings of the day, and transport times to ensure that you arrive to the college at the correct time.

Finally, may we take this opportunity to reassure you that we are on hand to support all of our students at this challenging time and welcome them all back into college. The return to the college may be a daunting one, but we have planned this very rigorously to ensure that, when students do come on site, they will be safe, and their learning experience will be a positive one.

Thank you for taking the time to read this and we look forward to seeing you all in September.

Best wishes,

Miss Cassidy and the Senior Leadership Team