



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

**PARENT & STUDENT
GUIDANCE BOOKLET FOR
SCHOOL IN MARCH 2021**

Dear Parents, Carers and Students,

In this booklet, you will find all the information you will need about the return to college in March 2021. All decisions have been informed by government guidelines for education settings. 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, we will notify you and send you additional, updated guidance.

Contents

Arrangements for the first week back: WB 8 March	2
Staggered Start Day & Testing	2
When will pupils need to come into school?	2
What pupils need to bring with them on test day	3
Health and Hygiene.....	3
COVID Testing	3
Ventilation.....	4
Cleaning arrangements.....	4
Handwashing.....	4
Face coverings.....	4
Keeping our site clean.....	4
Looking after pupils' belongings: lockers.....	4
Hydration	5
First Aid and Safeguarding	5
Organisation of students on the school site	5
Zone 1: Year 7 – the maths and MFL building	5
Zone 2: Year 8 – the maths and MFL building	6
Map of the College and Zones:	7
Videos.....	7
Transport and travel to and from school from 15 March.....	7
Arrival.....	8
Timings of the school day	8
Departure.....	8
Breaktime and Lunchtime.....	9
Supporting pupils at break and lunchtime within the SLC/HSC.....	9
Social distancing, classrooms and routes of travel	9
Groupings.....	10
Curriculum, Timetable and Teaching and Learning	10
How have we decided what will be on the curriculum?.....	10
What will lessons be like? How will they be different?	10
How will teachers be able to give feedback on work?	11
What happens if I need to self-isolate?	11

Behaviour and expectations	11
Transport for detentions.....	12
Main uniform	12
PE kit.....	12
Contacting the College.....	13
Parents' and students' checklist	13

Arrangements for the first week back: WB 8 March

Staggered Start Day & Testing

We are staggering the start for year groups across the week beginning 8 March. This will ensure that pupils return to school in a safe and timely way, allowing us to offer and administer the lateral flow COVID tests for all pupils and staff. The day that pupils will return to the college is shown in the following table:

Week B 8-12 March	Mon 8 March	Tue 9 March	Wed 10 March	Thu 11 March	Fri 12 March
Who is being tested?	Year 11 (P1&2)	Year 10 (P1&2)	Year 7 & Year 8 (P1-4)	Year 9 (P1&2)	Y11 (P1&2) Y10 (P4&5)
Who is back in school for face-to-face teaching?	Year 11 (P3-5)	Yr 11 (P1-5) Yr 10 (P3-5)	Y10-11 (P1-5) Y7-8 (P3-5)	All pupils (P1-5) (Y9 from P3)	All pupils
Who is at home doing remote learning?	Y7-10 & CEV pupils	Y7-9 & CEV pupils	Year 9 & CEV pupils	CEV pupils	CEV pupils
Which critical-worker bubbles are operating?	Y7-10	Y7-9	Y9	N/A	N/A

Critical-worker bubbles = children of critical workers and vulnerable pupils pre-registered to attend
 CEV pupils = Clinically Extremely Vulnerable pupils and those pupils advised to shield

When will pupils need to come into school?

Pupils will come into school as set out in the schedule above. However, the time they arrive depends on how they travel to school:

08:25 – 08:40 arrival for pupils on **designated college buses and taxis only**. Pupils will remain on the bus and await instructions.

10:00 onwards: Pupils coming in on **foot, cycle**, brought in by **car**, or using **public transport** must arrive at the following times and go directly to the Sports Centre:

Form group (Mon, Tue, Thu)	Arrival time on site
11K (Mon), 10K (Tue), 9K (Thu)	10:00
11L (Mon), 10L (Tue), 9L (Thu)	10:10
11M (Mon), 10M (Tue), 9M (Thu)	10:20
11R (Mon), 10R (Tue), 9R (Thu)	10:30
11S (Mon), 10S (Tue), 9S (Thu)	10:40
11T (Mon), 10T (Tue), 9T (Thu)	10:50

Form groups (Wed only)	Arrival time on site
8K	11:30
8L	11:40
8M	11:50
8R	12:00
8S	12:10
8T	12:20
7K	12:30
7L	12:40
7M	12:50
7R	13:00
7S	13:10
7T	13:20

Lessons for returning year groups will begin from Period 3 when most, if not all, of students have been tested. During the morning that a year group return, there will be no lessons provided for the year group who are returning.

What pupils need to bring with them on test day

To ensure that the testing is carried out as safely as possible, pupils will need to wait for their test or wait for others to be tested before face-to-face teaching can resume. To make the best use of this time, on the day each year group returns for their first test, they will need to bring the following things with them:

- A book or magazine to read
- Work that they need to complete
- Revision materials (KS4 pupils)
- The resources they will need for period 3 onwards

Health and Hygiene

COVID Testing

The first week back will involve a staggered start to allow us to safely administer COVID lateral flow tests for pupils on their return. (For details see above). These tests will be overseen by a trained and experienced team of testers provided by the Trust. This team have already carried out tests for staff and students on site during lockdown.

As students arrive in school at the designated time they will be escorted to have their COVID test in transport groups and will not join any other groups of students until they have had a negative test result. The tests will take place in the Dance Studio or Sports Hall. Students will not be asked to take a test in front of lots of people in separate testing bays. The tests are carried out in a socially-distanced way so the numbers taking a test at any one time are very small. After the test, students will be asked to wait for the result in a room close to the Sports Centre, remaining in their transport group, until they get their result.

Students will need to carry out their own test and will be supervised and supported in this by the testing team. Mr. Nash has provided a video to show just how simple and easy this is - it does not hurt and only takes a couple of minutes. Click here: [Swab test](#). Students whose test is negative will be able to go to lessons. If any students test positive they will need to be collected immediately and self-isolate for 10 days following the national guidance.

After the first fortnight and once all pupils have been tested 3 times, you will then be provided with two lateral flow test kits per week so that students can test themselves from home and let the school know of their results. This should mean that we do not have to spend learning time administering COVID tests on site, while making sure that all pupils and staff are tested regularly and reduce risk of transmission within the school and wider community. When we give out the home test kits there will be further detailed guidance from Public Health England about how and when to take the tests. Thank you in advance for your cooperation and support with making sure these tests are completed and recorded accurately so that we keep everyone safe.

Ventilation

Good ventilation with fresh air is essential at all times to minimise the risk of infection. This means that we will ensure that all spaces that are being used for educational purposes are well-ventilated. This involves ensuring that windows and doors are open so that air can flow through each space. This includes all classrooms. In early Spring this may mean that students may feel more comfortable with an additional layer of warm clothing e.g. a coat. Students should ensure that they do not wear hoodies on the school site.

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 college site is also cleaned in the evening and early morning. In every classroom there is hand sanitiser and 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.

All classrooms have hand sanitiser provided for the use of students and staff but we also encourage you to have your own personal small bottle for regular use.

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. In line with new government guidance students are now to wear face coverings during lessons, unless they are medically exempt. This will be reviewed at Easter. Students will not be required to wear a face covering when carrying out a physical activity such as during a PE lesson or where they are in an outside space. Students should not wear face coverings with a valve because they are not effective. Face coverings must be worn correctly, covering the nose and mouth. Students should not touch the covering when being worn. For hygiene purposes, students may find it useful to place their face covering in a sealable plastic bag which is then placed in their jacket pocket, so it is easily accessible. Face coverings must be disposed of in the bin.

Keeping our site clean

It is more essential than ever that the site is clean, hygienic and litter-free. 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. Students must take responsibility for their own litter and place it in the bins provided.

Looking after pupils' belongings: lockers

As year groups cannot mix, lockers for students will be in zones as much as possible. Students have now been provided with a locker in their own year-group zone. 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 their lessons either before or after lunch. Students should 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. We have increased the number of water fountains on the site.

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'.

Organisation of students on the school site

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. Access to Student Services and the medical room is available to students as usual, but we would ask students to wear face coverings when moving to the Student Services area and when inside Student Services. Students may be asked to briefly wait outside to ensure that Student Services does not become too crowded – a maximum of 3 students are allowed into that space at any one time. 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	L4, L5, M3, M4, M5, ICT2
Toilets	Ground floor of the maths/MFL block
Social Space	Arrival: Playground outside the maths and MFL building; in wet weather pupils go to their tutor group Breaktime: Playground outside the maths and MFL building; in wet weather pupils remain in their Period 2 classroom Lunchtime: Playground outside the maths and MFL building (a separate half from that of Year 8); in wet weather in wet weather pupils go to their tutor group

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	L1, L2/M6, L3, M1, M2, T3
Toilets	Ground floor of the maths/MFL block
Social Space	Arrival: Tennis/netball courts; in wet weather pupils go to their tutor group Breaktime: Tennis/netball courts; in wet weather pupils remain in their Period 2 classroom Lunchtime: Playground outside the maths and MFL building (a separate half from that of Year 7); in wet weather the canteen

Zone 3: Year 9 – the Humanities building

Site entry and exit	Through the canteen doors at the front of the building
Classrooms for lessons	H1, H2, H3, H3a, H4, H5, H6, H7(IT)
Toilets	The prom and sports hall changing rooms
Social Space	Arrival: in fair weather, the left-hand side of the field, until Easter at the back and front of humanities; in wet weather, pupils go to their tutor group Breaktime: in fair weather, the left-hand side of the field, until Easter in front and back of the humanities block; in wet weather, pupils remain in their Period 2 classroom Lunchtime: in fair weather, the left-hand side of the field, until Easter in front and back of the humanities block; in wet weather, the canteen

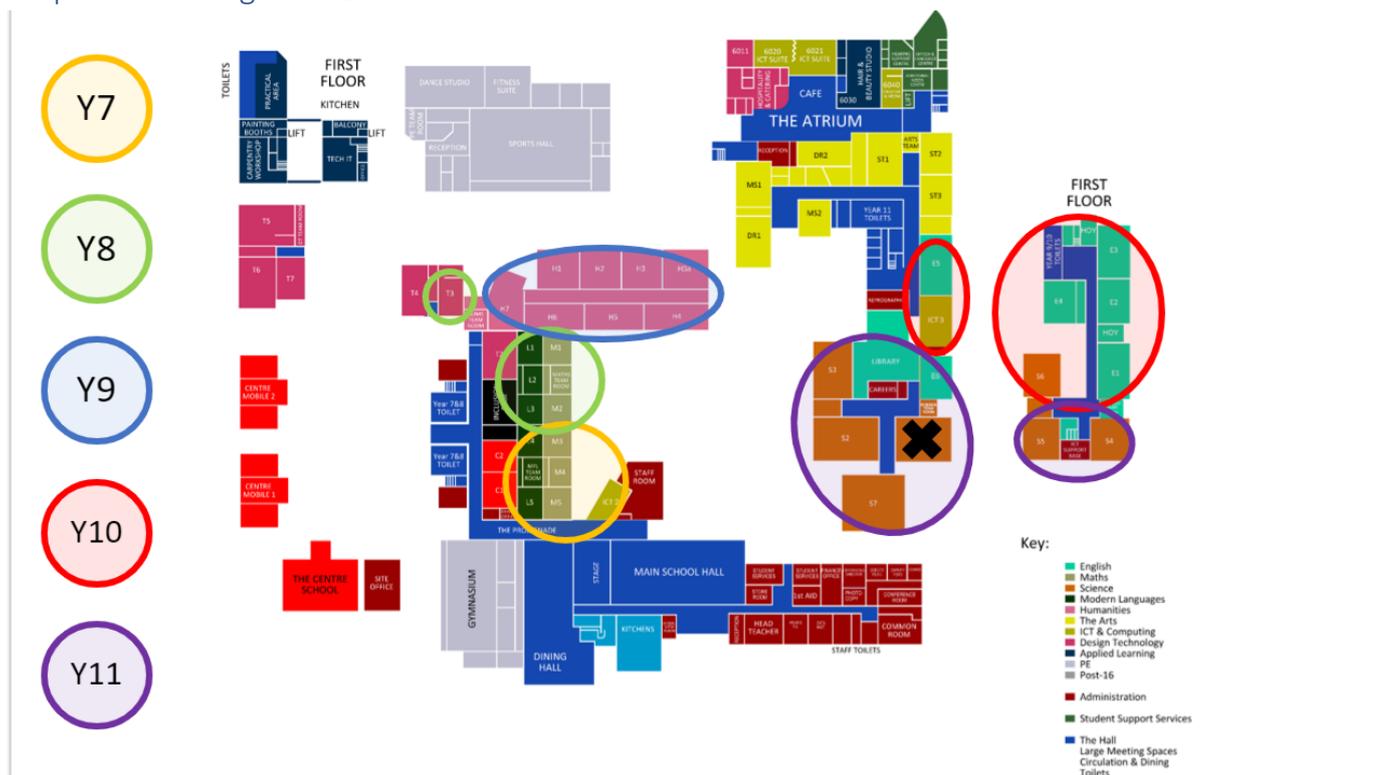
Zone 4: Year 10 – the English and science building

Site entry and exit	Through by right hand side of the building passing the sixth form
Classrooms for lessons	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 Space	Arrival: in fair weather, the right-hand side of the field, until Easter at the back of the sixth form near SLC/CS area; in wet weather student go to their tutor group Breaktime: in fair weather, the right-hand side of the field, until Easter at the back of the sixth form near SLC/CS area; in wet weather, in wet weather pupils remain in their Period 2 classroom Lunchtime: The Millennium Garden; in wet weather, the hall

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 Space	<p>Arrival: The Millennium Garden, in front of the music block; in wet weather student go to their tutor group</p> <p>Breaktime: in fair weather, the Millennium Garden and in front of the music block; in wet weather pupils remain in their Period 2 classroom</p> <p>Lunchtime: The Millennium Garden and in front of music; in wet weather the hall</p>

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 that were filmed for you for our return in September. These are still valid as the information in the videos has not been changed. These videos can be found on our website and are available for you to view before returning to the school site.

Transport and travel to and from school from 15 March

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. 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 the revised timetable that was in place before the Christmas break. [bus timetable](#)

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. All students (unless exempt) are required to wear a face covering whether they travel to school by public transport or by school buses provided by the Local Authority.

Arrival

Regardless of how students travel to school, whether by car, walking/cycling or bus it is more important than ever that they arrive on time. On arrival, students should go straight to their social space, adhering to social distancing whilst walking to the area, where staff will be to supervise them. Students can use hand sanitiser on entry to each classroom. Parents/carers are not allowed onto the school site.

Arrival time for students on buses	8.20 - 8.40
Arrival time for students walking or by car	8.35 - 8.45

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)

Timings of the school 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.

SCHOOL DAY			
Years 7, 9 & 11		Years 8 & 10	
Form time	08.45-09.05	Form time	08.45-09.05
Period 1	09.05-10.05	Period 1	09.05-10.05
Period 2	10.05-11.05	Period 2	10.05-11.05
Break	11.05-11.25	Break	11.05-11.25
Period 3	11.25-12.25	Period 3	11.25-12.25
Period 4	12.25-13.25	Lunch	12.25-13.05
Lunch	13.25-14.05	Period 4	13.05-14.05
Period 5	14.05-15.05	Period 5	14.05-15.05

Departure

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

- 15.03 Year 7 and 10
- 15.05 Year 8, 9 & 11
- 15.15 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 11.05 – 11.25am for all pupils. Students will be based in their separate social zones. 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:

- 12.25 – 13.05 Lunch 1: Years 8 and 10;
- 13.25 – 14.05 Lunch 2: Years 7, 9 and 11.

Lunchtime is staggered so that we can move pupils quickly through the canteen and ensure that pupils from different zones do not mix. The school will be offering both hot and cold meal choices with a specific servery for each year group. There will be a reduced menu with meal options individually packaged to enable quick collection by students. Students are encouraged to review their meal choices while they are waiting so that we reduce queueing time as much as possible. 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:

- 12.25 – 13.05 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
- 13.25 – 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 hall
- The canteen
- Tutor rooms for some year groups

Supporting pupils at break and lunchtime within the SLC/HSC

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 in SLC

Year 8 The Tony Cooper Suite

Year 9 6124

Year 10 SLC

Year 11 SLC main room

Social distancing, classrooms and routes of travel

Everyone will move around the college using a one-way system. (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 to remind students of the importance of safety, hygiene and handwashing, and remaining 2 metres apart from staff, as per government guidelines on social distancing.

Classrooms are laid out in rows facing the front of the classroom, as required by the DfE guidance for schools and educational settings. TAs will not be able to work with students in exactly the same way as they have previously. We need to make sure that TAs are working at a distance from the student they are supporting. 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 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.

We will continue to deliver our programme of PSHE and Citizenship through our form times and amended Conference Days. The Conference Day scheduled for 9 March will be postponed into the summer term. The PSHE programme will meet students' emerging needs and may include sessions on well-being and looking after students' mental and physical health, how to manage risk and keep safe, for example.

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

The only significant difference to how students' experience lessons from September is that all pupils are now required to wear a face covering in lessons, unless medically exempt.

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.

What happens if I need to self-isolate?

We will provide remote education for students who need to self-isolate. An electronic device will be available to students who are self-isolating if required. We would encourage students to continue to use Teams routinely so that they are used to the system just in case.

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, or the learning, 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.

Our behaviour policy, which can be found on our website remains effective, with any changes based around Covid measures highlighted in red. If you are unsure of any aspect of the behaviour policy not covered in this information booklet, please do refer to the policy.

Detentions

As we communicated in December, all detentions will now take place after the school day from 3:05pm – 4:05pm. For detentions logged during periods 1-3, these detentions will take place on the same day, whilst for detentions logged after period 3, the detentions will take place the following day.

To summarise the new system:

- If a student does not meet expectations or fails to complete a piece of homework, this will be logged by the appropriate staff member;
- At around 12:45pm and no later than 1pm each day, e-mails will go out to parents if their child is in the detention on that day;
- Students will be reminded during the last lesson that they need to attend the detention and the room in which these detentions will be taking place (main hall for behaviour incidents; 6th form IT rooms for homework detention);
- Students attend the detention and are registered on a centralised register;
- Students who fail to attend the detention will be placed into our Internal Exclusion Room the following day and will then complete the detention on that day;
- There will no longer be a lunchtime detention running, although students removed for severe disruption to lessons will be placed in the IER for a period covering their next break time and will also sit the after-school detention.

Transport for detentions

Please be aware that we now have bus services departing the college at 16:20 (Mon-Fri) that serve all the stops of our contracted school buses. These are spacious double-decker coaches with ample space to transport all students in detentions, as well as those in catch-up sessions and extra-curricular clubs when these are running again.

Students do not need to sign up for these buses as they will run automatically and so, during the detention, we will ensure that students know which bus they need to catch, and we will ensure that they board that bus when they leave.

If, following receipt of an e-mail regarding a same-day detention, you wish to collect your son or daughter, rather than them using the bus, please call and let us know and we will make sure that the message is passed on.

Finally, whilst these detentions are in no way optional, and failure to attend them will involve an escalated sanction as detailed above, in the event that a student cannot attend for exceptional circumstances (medical appointment, family emergency etc.), please do inform us before the end of the school day so that we can ensure that the detention is rescheduled for the next appropriate day.

Mobile phones

With regards to electronic devices, we will continue with the system we put in place for the Autumn term. 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.

Main uniform

Students are to wear the full CVC school uniform. Information on this is available on the website but we do wish to clarify the following:

- Shoes must be black, polishable and plain (no visible brands) and trainers are not permitted.
- The college jacket must be worn to the college each day.
- Whilst a coat/ jacket may be worn over the blazer on colder days, hoodies or tracksuit tops are not permitted.
- No more than one plain stud may be worn in each ear and facial/body piercings are forbidden.
- A watch is permitted although 'smart watches' must be switched to flight mode and no other jewellery (bracelets, necklaces, rings etc.) are allowed.

With regard to uniform, please make contact with your child's Head of Year if you need support in meeting these expectations, or where you need to communicate that there is a challenge meeting them in the short term.

PE kit

Due to safety in the changing rooms, we have taken the decision that, on the days when pupils in KS3 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. The information for the CVC PE kit is available on the website but we wish to remind you that KS3 pupils are not permitted to wear any PE top that is not from our suppliers.

On the days when KS4 students have core PE, they are to come to school in their CVC PE kit. Dance pupils should also come in their CVC PE kit, but are only permitted to wear their dance hoodie during the dance lessons.

If KS4 pupils study GCSE PE or BTEC Sport, they must come to school in their usual school uniform, as they will be able to get changed into their PE kit in the changing rooms; this is because group sizes allow for social distancing between staff and students. For KS4 pupils, the PE kit consists of the CVC quick dry PE top, a black or blue pair of tracksuit

bottoms or sports tights/leggings, sport socks and trainers. In cold weather, KS4 students can wear a plain navy-blue fleece or sweatshirt.

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.

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 (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 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.

During this period of time, if there is a need for parents/carers to have meetings with staff, these will be by Teams or telephone. It is very unlikely that on-site meetings with parents/carers will take place because of the need to reduce risk of transmission of COVID-19.

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 booklet so you are clear on the operational running of the college
- Please discuss with your child the importance of safety on site, impeccable behaviour and following all the rules around face coverings, hand washing, cleaning and social distancing so we are all kept safe.
- Please complete the online Covid 19 LFT test consent form (sent last week).
- 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 timings of the day, and transport times to ensure that you arrive to the college at the correct time.
- Parents/Carers please return any laptops provided by the school, to our reception by 19th March 2021.

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 back into college. The return to the college may be a daunting one, but we have planned this rigorously to ensure that, when students do come on site, they will be safe, and their learning experience will be a positive one. We have built on our experience in September 2020 and developed systems, routines and practices that mean we can run the school as safely as possible in the circumstances.

Thank you for taking the time to read this and we look forward to seeing you all in the week beginning 8 March.

Best wishes,

Miss Cassady and the Senior Leadership Team