

Tapton SCHOOL

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Dear Parents and Carers

As this extraordinary academic year draws to a close, I wanted to thank all of our parents, carers and students who have attended their form tutor consultations in June and July. These meetings have been instrumental in supporting the next phase of the planning process. As you will no doubt already know schools across the country have been responding to government directives that have been updated or changed on a weekly basis. It is now clear that the government is keen for all students to return to school in full in September, therefore I would like to share our plans with you and the details of preparations you will need to make as families.

Expectations

This has been a challenging and difficult year for everyone but we are enthusiastically looking forward to the new school year and welcoming back our wonderful community of children and families. We expect all students in school full time from Wednesday 2nd September 2020. In uncertain times our aim is to provide certainty and this is particularly the case when we consider our expectations around behaviour and conduct. Last year saw the introduction of our new behaviour policy. We can confidently say that this policy facilitated greater productivity and positivity in our school and we aim to build upon this success in the new school year. The behaviour policy of Tapton School has been written to support every member of the school community and is supported by our Home School Agreement. In order to achieve our vision of valuing everyone, caring for each other and achieving excellence students must adhere to the following three principles:

Be kind Work hard Follow the rules

These principles are the bedrock of our Student Code of Conduct and Home School Agreement, both of which have been updated in light of COVID-19 and are attached to this letter. Please take the time to read them with your child; your support will be instrumental in ensuring we continue to be successful and safe.

Uniform

In Tapton all pupils wear school uniform and this remains our policy. All students in Years 7-11 have to wear a logoed/plain polo shirt, a logoed sweatshirt and all black shoes or trainers. We understand that families may need more flexibility around trousers that may fade with additional washing; therefore, until the situation locally and nationally improves we will allow students to wear trousers that have faded. However, students cannot wear jeans, jogging bottoms or leggings and shoes/trainers will need to be all black. Failure to wear the correct uniform will still incur an afterschool detention. Suggestions of where more affordable uniform can be purchased is attached to this letter. In addition, we will have supplies in school of laundered, second hand uniform that we will be able to discretely share. School will be accepting uniform donations of logoed jumpers and polo shirts during the final week of the term; there will be drop off point in school reception. Please contact school if you need to speak with us about further support.

- Tapton logoed polo shirt in white or black or a plain white or black school wear polo shirt.
- Tapton logoed black sweatshirt or Tapton logoed black cardigan.
- Flat black full-length trousers (not jeans, jogging bottoms, not leggings) or black tailored knee length shorts or skirt (not mini skirt).
- All black shoes or trainers without any logo and without different coloured trim (not sandals).
- Flat all black below the knee or ankle boots
- Outdoor clothing (such as coats or fleeces) are not worn in classrooms.
- No hoods or hats in the building



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Arrival and Dismissal

Secondary school children will not be expected to stay in class bubbles; they will be in year group bubbles. In our context, Year 12 and Year 13 will be regarded as one bubble. In order to facilitate the safe arrival of all students and to ensure there is no jeopardy of cross contamination students will arrive to school at set times and go directly to set locations across school. These times are detailed in the table below and will remain in place until the situation locally or nationally changes.

Please note on the first day of school, Wednesday 2nd September, students will report to school at the times indicated in the table below. All students will report to their form tutors on the tennis courts. Form tutors will be waiting for their students and will have clearly marked signs indicating where students should go; this applies to all year groups. In order for the school day to run smoothly and to maximise learning time we will still expect students to arrive to school at the time relevant to their year group. Students who arrive late will be placed in a non-negotiable afterschool detention. Students will be regarded as late if they arrive after their designated time.

We will also have staggered dismissal times in place and these are detailed below. Students need to use the exit nearest to their period 5 classroom as they leave the school. Students must leave the site directly and not congregate in or around the community.

Year Group	Location and Time on <u>Wednesday 2nd September 2020</u>	Entrance and Time from <u>Thursday 3rd September 2020 onwards</u>	Dismissal Time
7	9am Tennis Courts	9am - Front of School	3pm
8	9.30am Tennis Courts	9.15am Back Lane - Middle Maths	3.15pm
9	10am Tennis Courts	9.15am End of Science near Astro	3pm
10	10.30am Tennis Courts	9.15am Back Entrance near Sports Hall	3.15pm
11	11am Tennis Courts	9.00am Back Entrance near Sports Hall	3.30pm
12 and 13	11.30 Tennis Courts	8.30am - 8.45am Sixth Form stairs at front of school	3.30pm unless in a twilight lesson

Transport

Government advice remains that students and families should avoid public transport and where possible walk or cycle to school. Families who are intending to use public transport need to be aware that this provision may be significantly reduced or operating with delays. Students will be expected to wear a mask on all forms of public transport and will need to dispose of this mask before entry into school; further details on masks and face coverings are below.

School Equipment including masks and hand sanitiser

All students are required to bring a bag to school as they need to carry books, stationery, PE kit etc. Without a bag they cannot be properly equipped for school and this will hinder their own progress. School equipment is outlined in the Home School Agreement. In addition, we recommend students bring their own hand sanitiser to minimise the spread of infection. There will, however, be hand sanitiser located in classrooms and around school. Where possible we will aim to keep all school exercise books and folders in school to minimise transmission between home and school. We also advise students to bring a waterproof coat and/or umbrella to school.

The current guidance from Public Health England has specified that students and school staff should not wear face coverings or masks; this advice will be kept under review. If students arrive to school wearing a face covering or mask, they will need to remove it safely before they enter the building. Disposable masks will need to be placed in specific waste bins on arrival and students must wash their hands before going to class. Students with reusable face coverings will need to securely place these in a plastic bag they can take home with them and this must happen before they enter the building; they will then need to wash their hands before going to class. Students who choose to wear masks/face coverings will need to make allowances for the additional time that safe removal and hand washing will take.



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Mobile Phones, iPod and other electronic devices

Our rules around mobile phones, ipods, earphones and other electronic devices such as wireless earphones remain unchanged. The rules around confiscations apply to all students Years 7-13 (and any Year 14 students). Mobile phones, ipods and other electronic devices (such as wireless earphones) are not allowed in the school building during our working hours – **9.10-3.30** – this is non-negotiable. In a slight change to our normal phones, headphones and other electronic devices policy – we will allow students to have devices in classrooms at break and at lunchtime; however, use of personal devices to take photographs or videos is strictly forbidden and will result in the policy being reversed. Any devices and earphones visible during our working day will be confiscated as per our usual policy. If students choose to bring them to school they must be put them away before entry into the building so they are not at all visible – this includes earphone cables hanging out of shirts and from pockets. From the 9.10 bell, any such items will be confiscated without discussion. Failure to hand over a confiscated item will result in a fixed term exclusion. The first time an item is confiscated it will be held in the school office until the end of the school day. If a student has an item confiscated for a second time the parents and carers must come into school to collect the item and to meet with the Year Manager, Senior Leadership Team link or the Deputy Headteacher to discuss their child's refusal to comply with our rules.

Detentions

When we return to school in September, we will continue to have the highest expectations of our students in the same way that you should have the highest expectations of us. We expect students to arrive on time, in the correct uniform and with an ambition to do well. Given the turbulence of the last few months, we also expect students to continue to be kind and considerate to everyone in our school community. Where students do not meet these basic requirements, it remains our duty to ensure they moderate their behaviour and choices. In line with this, we will still hold after school detentions for lateness, incorrect uniform and on call. After school detentions lasting more than 10 minutes will be the same day and parents and carers will be alerted by phone call or text message. It is the responsibility of parents and carers to ensure school has correct contact details.

Break and Lunchtime

All students will spend break times in their period 2 classrooms supervised by their period 2 teacher. This is to ensure we do not jeopardise the year group bubbles. Students can bring in small items to eat during break as the canteen will not be available. We strongly advise these items to be healthy snacks such as fresh fruit. For Years 7-11 we will facilitate two sittings over the space of one hour at lunchtime; the details of the two sittings are below. **Students must bring a packed lunch to school as the canteen will not be available.** Families in receipt of free school meals will be able to receive a grab bag. In order for us to make preparations it would be useful for school to know if families who are in receipt of free school meals do not intend to make use of the grab bag option; please contact school enquiries if this is the case with details of your child's name and form. Please note water fountains will continue to be decommissioned to reduce the risk of infection, therefore, please send your child to school with a bottle of water. We will continue to disallow soft and fizzy drinks being consumed in lessons. Please note that in a change to our usual policy Year 10 and Year 11 students will not be allowed off site at lunchtime; failure to follow this rule will result in exclusion.

Year Group	Lunch timings
7	12.30-1pm lunch in period 3 classrooms, then outside for 30 minutes.
8	12.30-1pm outside, then 1pm-1.30 lunch in period 3 classrooms
9	12.30-1pm lunch in period 3 classrooms, then outside for 30 minutes.
10	12.30-1pm outside, then 1pm-1.30 lunch in period 3 classrooms
11	12.30-1pm lunch in period 3 classrooms, then outside for 30 minutes.
12 and 13	12.30-1.30 off site and/or 6 th form cafe



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Changes to the timings of the school day

As you will already have noted we have had to make some changes to the timing of the school day. In order to facilitate our staggered lunch times and dismissal we have made the following adjustments to the day:

Timings	Arrival, lessons, break, lunch and dismissal
8.45-9.30	Arrival and registration times staggered for different year groups
9.30-10.30	Period 1
10.30-11.30	Period 2
11.30-11.40	Break in period 2 classrooms
11.40-12.30	Period 3
12.30-1.30	Lunch – two sittings (please note there is no canteen or off site provision for Y7-11)
1.30-2.30	Period 4
2.30-3.30	Period 5 and dismissal from 3pm for different year groups

Social Distancing and Respiratory Hygiene

Please talk to your child about the importance of social distancing, hand washing and good respiratory hygiene before they attend school in September. Students will remain in year group bubbles until we are notified to make changes by the government. Students will sit side by side in classrooms facing the front; teachers will remain at a safe two-metre distance at the front of the classroom. Transitory passing on corridors or in classrooms has been risk assessed and is safe to do. Nevertheless, students must not congregate in any areas around school. There will be sanctions for students who jeopardise the safety of themselves or others up to and including exclusion.

There will be rigorous monitoring and direction of handwashing and/or the use of hand sanitiser. Students will be directed to additional handwashing if teachers believe it is necessary and certainly when children use a tissue or remove a mask in line with the respiratory hygiene guidance from Public Health England. Where possible windows and doors will be kept open; therefore please ensure your child has a school uniform jumper with them. The school cleaning team will conduct a thorough clean of the building at the end of every day.

Students and families should continue to expect the very best from Tapton School. Whilst there continue to be challenges, we are all excited to see our returning students and welcome our new ones. We know that the care, compassion and professionalism of the team at Tapton will provide your child with the framework to succeed. There has been an incredible amount of work already done to ensure that we can have every year group back in school, full time and enjoying a broad and balanced curriculum. Now more than ever, we will need your support in ensuring your child is doing their bit by being kind, working hard and following the rules. Our meticulous preparations rely on students arriving on time, in uniform and ready to work.

We look forward to working together with you and wish you all a safe and restful summer. If you would like to have a telephone conversation about our plans please contact the school office before Friday 17th July and either I or Ms Grewal, Deputy Headteacher will be happy to speak with you.

Yours faithfully



Ms K Rhodes
Headteacher



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