

Tapton SCHOOL

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Dear Parents and Carers

I hope you have all had a safe and restful summer holiday. Firstly, I would like to congratulate our A Level and GCSE students on their recent results and praise them for their fortitude and resilience during the uncertainty of the last few weeks.

As we prepare for our full return to school next week, I wanted to remind you of the plans and procedures we have in place for what I hope to be a successful and safe return to school for our wonderful students and families. As I explained before the holiday, in uncertain times our aim is to provide certainty and structure so that everyone is safe and essential learning can take place.

Expectations

On Wednesday 2nd September we expect all students in school full time, on time and in full school uniform. In these very difficult and unprecedented times, outstanding behaviour and the safeguarding of our students is still at the heart of everything we do at Tapton School. Outstanding behaviour remains non-negotiable. It is essential for outstanding teaching and learning. It is essential for everyone to feel safe and happy and to meet the public health needs of the country. We will continue to follow our successful mantra of:

Be kind Work hard Follow the rules

Please take the time to read the behaviour policy addendum alongside the full policy, the student code of conduct and the home school agreement 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. Each student will be issued with a coloured wrist band to identify their year group bubble. This must be worn every day. 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. Please contact school if you require support with uniform.

Arrival and Dismissal

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 overleaf 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 overleaf. All students must 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. 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.

Please also take note of the staggered dismissal times. 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. Parents and carers will not be allowed to use the school car park and in line with government guidance students are strongly advised to walk or cycle to and from school. If you have access issues please contact your child's year manager. Families who are intending to use public transport need to be aware that this provision may be significantly reduced or operating with delays; please see attached information. Students will be expected to wear a mask on all forms of public transport.



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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

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. 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. All students should hand sanitise on entry into school and throughout the day. 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 it is not recommended for students and school staff to wear face coverings or masks in school. Whilst we do not recommend this as a school, we appreciate that wearing a mask can give additional assurance to staff and students with regards to their own safety and that of others. With that in mind **if students wish to wear a mask or face covering in school they can**. Further guidance on the safe use of masks can be found on the Tapton website: <https://www.taptonschool.co.uk/page/?title=Covid+%2D+19&pid=105>. Form tutors will also talk this through with students on the first day.

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

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 thirty minute after school detentions for lateness, incorrect uniform and on call. After school detentions 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 your correct contact details.



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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.** Students must also take home all of their rubbish at the end of lunch so we expect all students to bring a container for this waste. 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. The café in the common room is open to Year 12 and Year 13 students, however we would also encourage them to make use of off site provision or bring a packed lunch.

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

Changes to the timings 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



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Calendar Events September 2020

In light of the ongoing restrictions around COVID-19 we have made the decision to conduct virtual information evenings for the following events in September:

- Monday 7th September Year 8 – Your Child's Year Ahead
- Monday 7th September Year 9 – Your Child's Year Ahead
- Tuesday 8th September Year 10 – Your Child's Year Ahead and GCSE Examination Evening
- Tuesday 8th September Year 13 – Your Child's Year Ahead
- Thursday 10th September Year 7 – Your Child's Year Ahead
- Thursday 10th September Year 12 – Your Child's Year Ahead
- Tuesday 15th September Year 11 – Your Child's Year Ahead

These information evenings will now be replaced with a virtual presentation and video going through all of the essential information that we would have done with you face to face. Of course, we understand that the ideal way to share this information with you would be to do it with you all coming into school directly, however, we obviously have to prioritise everyone's safety follow the guidance from Public Health England. We will share the links to the videos and presentations via MCAS.

Social Distancing, Respiratory Hygiene and Attendance

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. 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. 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.

If your child or someone in their household has Covid-19 symptoms and/or has tested positive they must not attend school and follow the isolation advice of Public Health England. Equally if they have been identified as part of test and trace they must not attend school. The full breakdown of what to do in the differing scenarios is attached to this letter. Please ensure school is contacted in the case of a positive test.

We are all excited to see our returning students and welcome our new ones. The entire team at school have done an incredible amount of work 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 look forward to your support in ensuring your child is doing their bit by being kind, working hard and following the rules. Our meticulous preparations rely on the home school partnership working effectively. All information relating to our return to school and COVID-19 policies can be found on the school website under Policies and Information – COVID-19.

I look forward to working with you to ensure we have a successful and safe year.

Yours faithfully



Ms K Rhodes
Headteacher



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