



Colston's Girls' School

CGS September Opening 2020

Guide for Parents and Carers

In this parental guide please find detailed plans for the whole school opening in September. Some aspects are only relevant to specific year groups, therefore please read this document carefully for your child or children to support their return to school with their peers. Following feedback from parents this document replaces individual year group letters to give all information to all parents in one place.

All students will receive specific information about their year group and individual timetables will be allocated to students on the first day of term as normal. All parents will receive a recorded presentation to support this guide and the detail of the return to school. Parents and carers are invited to attend a live remote 'Teams' year group Q&A on Wednesday 2nd September between 4.00pm and 5.30pm. If you would like to receive a 'Teams' invite to attend please email info@colstonsgirls.org by Thursday 27th August. It would be helpful if you could include in your email the year group/s you would like to be invited to and any questions you would like answered.

We ask all parents and carers to support the measures CGS have put in place for the safety of our whole school community.

Section A – Timetable for return to school

Section B – Control Measures against the spread of Covid-19

Section C - Year group zones (bubbles) and the staggered school day

Section D – Attendance

Section E - Curriculum and support curriculum

Section F – Pastoral care, vertical tutor groups and the House system

Section G – Traveling to and from school, dropping off and collecting

Section H – Homework club and extra-curricular activities

Section I – Uniform and equipment needed for school

Section J – Social times and lunches

Section K – Special education needs and disabilities and vulnerable groups

Section A – Timetable for return to school

| | |
|--|---|
| Monday 31 st August | Bank Holiday – School is closed |
| Tuesday 1 st September | Staff professional learning day (INSET 1) |
| Wednesday 2 nd September | Staff professional learning day (INSET 2) |
| Thursday 3 rd September | Staff professional learning day (INSET 3) |
| Friday 4 th September | Year 7 Induction Day -Staggered start 8.20am-9.05am until staggered departure 2.45pm-3.05pm. A separate letter is being sent out confirming this. Year 12 Induction Day 8.35am - 12.20pm (Further information will be emailed to students) |
| Monday 7 th September (Timetabled week 1) | All year groups in school (tutor bases periods 1- 4) |

Section B – Control Measures against the spread of Covid-19

At CGS we have followed the [government guidance](#), worked with our Trust partner schools and Bristol City Council to complete a health and safety risk assessment for the return of all pupils. We will share our risk assessment on our website prior to welcoming all students back to school in September. Parents and carers can support us in reducing health risks by:

- ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend school - this means if your child, or someone in your household, has symptoms you should not send them to school or college
- engaging with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and you should inform us of the results of that test

Alongside this, we will be:

- following all current public health guidance
- ensuring everyone at the school cleans their hands more often than usual, including when they arrive at school or college, when they return from breaks, and before and after eating - this will be done with soap and running water or hand sanitiser
- ensuring good respiratory hygiene, by promoting the ‘catch it, bin it, kill it’ approach
- enhanced cleaning, including cleaning frequently touched surfaces regularly throughout the day
- minimising contact and maintaining distance, as far as possible
- zoning the school into year group bubbles
- adapting all school spaces to reduce time spent face to face
- new COVID safe student and staff behaviour codes

We will stagger our start and finish times as this helps keep groups apart on the way to and from school, and as they arrive and leave the premises. This will not reduce the amount of time we spend teaching - but it will mean that start and/or finish times may be adjusted for your child. We also ask that parents/carers do not congregate outside school to wait for their child.

We will use the first day of term for all year groups to explain the COVID secure behaviours that we will all need to adopt to be safe. There will be a COVID behaviour addendum added to our behaviour policy to support safe

practices. This includes students sitting facing forwards, side by side wherever possible including social spaces, unless outside. This will avoid face to face contact. The school site has been set up to enable this for students' safety. We will be following the government guidance to keep teachers and other staff two metres away from students (and other adults) as much as possible and ensure students will not touch adults or their peers and maintain as much distance as circumstances allow.

Our librarian will be reviewing our processes for borrowing books and we will inform students how they can use the library safely throughout the term.

What do I do if my child has special circumstances to return safely?

Please ensure you have completed the [Parent/Carer Survey](#) from the summer to inform us of specific individual circumstances in order for risk assessments to be completed around needs.

Section C – Year group zones (bubbles) and the staggered school day

Zoned areas of the school for year groups

| Zone | Rooms | Entry/Exit | Social spaces |
|------------------|--|--------------------|--|
| 7 | MB1, 2, 3, 4, 5 LG2 | Blue doors | Both dining rooms and grass area |
| 8 | 14, 13, 12, 11, 10, 9, LG1 | Main reception | Lower café, courtyard, tennis courts, Hall |
| 9 | 17, 16, 15, 7, 8, 6, 5 | Blue doors | ODR, Hall, top of music building, half grass area |
| A (Y10 or 11) | D13, D12, D11, D9, D6, D7, D3, D8 | Station road | NDR, resource room, half grass area grass area by Dolphin building |
| B (Y10 or 11) | A01, A02, A03, A04 MS1 MS2 | Main reception | Café upper and lower, courtyard, tennis courts, theatre. |
| V6 | V3, V4, V6, V11, V9, V10, V8, V2, V7, D1, D2, D4, D5, Room 4 | V6 or Station Road | V6 |

The staggered school day

Arrival

Year 7 – 8.30am blue doors

Year 8 – 8.45am main reception

Year 9 – 8.45am blue doors

Year 10 – 8.30am Station road or main reception dependent upon timetable for the day

Year 11 – 8.30am Station road or main reception dependent upon timetable for the day

Sixth form – 8.30am V6

Departure

Year 7 – 2.45pm (Fri 2.40) blue doors

Year 8 – 2.45pm (Fri 2.40) main reception

Year 9 – 3.00pm (Fri 2.45) blue doors

Year 10 – 3.00pm (Fri 2.45) Station road or main reception dependent upon timetable for the day

Year 11 – Normal finish time for support curriculum Mon/Wed 3.45pm Tue/Thurs 3.15pm and Fri 2.45pm Station road or main reception dependent upon timetable for the day

Year 12 – 2.45pm V6 or booked mentor time to remain in school

Year 13 – Normal finish time for support curriculum/mentoring V6 Mon/Wed 3.45pm Tue/Thurs 3.15pm and Fri 2.45pm

Staggered break and lunch times

All students will have the normal length break and lunch time. These have been staggered for years 7 and 8 to begin earlier during periods 2 and 4 to maintain year group ‘bubbles’ whilst allowing students access to outside spaces. We will review these spaces through the first half term for different year groups.

| | 8.30 | 8.35 – 9.35 | | 9.40 – 11.00 | | 11.00 – 12.00 | 12.05 – 1.45 | | 1.45 – 2.45 | Staggered Departure |
|---------|---|--------------------------------|----------|---------------------------------|--|---------------|--------------------------------|-------------------------------------|---|--|
| Year 7 | Arrival blue doors | Lesson 1 | | 9.40 – 10.00 Break spaces Y7 | 10.00 – 11.00 Lesson 2 | Lesson 3 | 12.00-12.45 Lunch spaces Y7 | 12.45 – 1.45 Lesson 4 | Lesson 5 | blue doors Mon- Thurs -2.45 Fri – 2.40 |
| Year 8 | | Arrival glass doors 8.45 | Lesson 1 | 9.40 – 10.00 Break spaces Y8 | 10.00 – 11.00 Lesson 2 | Lesson 3 | 12.00-12.45 Lunch spaces Y8 | 12.45 – 1.45 Lesson 4 | Lesson 5 | glass doors Mon- Thurs -2.45 Fri – 2.40 |
| Year 9 | | Arrival blue doors 8.45 | Lesson 1 | 9.40 – 10.40 Lesson 2 | 10.40 – 11.00 Break spaces Y9 | Lesson 3 | 12.05 – 1.05 Lesson 4 | 1.05- 1.45 Lunch spaces Y9 | Lesson 5 Remain in period 5 until staggered departure time | blue doors Mon – Thurs 3.00 Fri – 2.45 |
| Year 10 | Arrival A - Station road or B - glass doors | Lesson 1 | | 9.40 – 10.40 Lesson 2 | 10.40 – 11.00 Break spaces zone A/B | Lesson 3 | 12.05 – 1.05 Lesson 4 | 1.05- 1.45 Lunch spaces | Lesson 5 Remain in period 5 until staggered departure time | A (station road) or B (glass doors) Mon – Thurs 3.00 Fri – 2.45 |
| Year 11 | Arrival A (Station road) or B (glass doors) | Lesson 1 | | 9.40 – 10.40 Lesson 2 | 10.40 – 11.00 Break spaces zone A/B | Lesson 3 | 12.05 – 1.05 Lesson 4 | 1.05- 1.45 Lunch spaces Zone A/B | Lesson 5 Followed by support curriculum time | A (station road) or B (glass doors) Mon&Wed 3.45 Tue&Thurs 3.15 Fri – 2.45 |
| Year 12 | Arrival V6 | Lesson 1 | | 9.40 – 10.40 Lesson 2 | 10.40 – 11.00 Break space V6 | Lesson 3 | 12.05 – 1.05 Lesson 4 | 1.05- 1.45 Lunch space V6 | Lesson 5 | V6 or station road Mon&Wed 2.45 Tue&Thurs 3.15 (mentor sessions) Fri – 2.45 |
| Year 13 | Arrival V6 | Lesson 1 | | 9.40 – 10.40 Lesson 2 | 10.40 – 11.00 Break space V6 | Lesson 3 | 12.05 – 1.05 Lesson 4 | 1.05- 1.45 Lunch space V6 | Lesson 5 Followed by support curriculum time | V6 or station road Mon&Wed 3.45 Tue&Thurs 3.15 Fri – 2.45 |

Section D – Attendance

It is expected that all children attend school from September. Normal attendance procedures are in place in accordance with government guidelines to schools. Our attendance policy can be found on our website. The Department for Education guidance [‘What parents and carers need to know’](#), states, ‘It is vital that children and young people return to school and college - for their educational progress, for their wellbeing, and for their wider development. School and college attendance will again be mandatory from the beginning of the new academic year.

For parents and carers of children of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply.'

If you have any further information for the school to be aware of to support your child/children returning in September, please ensure you have completed the survey above from the Summer term. Further information is supplied in section I to support the transition of vulnerable students and students with SEND.

What do I do if my child is unwell?

If your child is unwell and not related to COVID-19, please follow normal attendance procedures by reporting the absence to the school by calling the school office and selecting the relevant menu option.

What do I do if my child is self-isolating with COVID-19 symptoms or a positive test result, or because they are a close contact of someone who has coronavirus (COVID-19)?

If your child is unwell because of COVID-19 related symptoms you must inform the school immediately and take your child for a COVID-19 test. You must notify the school of the outcome of the test in order for us to take the required control measures.

If you have other concerns about your child's attendance to school please contact their tutor to discuss this as soon as possible.

Section E – Recovery Curriculum and exam support curriculum

Our teachers are developing subject specific Recovery Curriculums and are planning to ensure that students are able to learn the key concepts for success across all subjects and in every year. We will continue to provide the same ambitious and broad curriculum in all subjects with additional sessions provided for year groups with examinations in summer 2021. We will also work with students and the parents/carers of students with SEND to ensure that their curriculum is matched to their need and will enable them to succeed. There will need to be changes to some subjects - such as PE and music - to ensure they can be delivered as safely as possible. All of these subjects will develop their own risk assessment specific to their subject, our students and our site.

We have prioritised examination year groups to have access to some specialist classrooms throughout the fortnight where possible. Year 10 and Year 11 will be in different zones dependent upon their timetable to allow for as much specialist equipment to be used to support the curriculum. Students in years 10, 11 and the sixth form will need to check which entrance they should use dependent upon timetabled lessons in a zoned area of the school as this varies each day. We will broaden our individual and small group intervention and extension programme to all year groups once we have assessed students' progress during remote learning.

We will look to review curriculum, timetable and Covid safe measures during the first term and adapt when government guidance changes.

| Year | Monday Week 1 | Tuesday Week 1 | Wednesday Week 1 | Thursday Week 1 | Friday Week 1 |
|-------|---------------|----------------|------------------|-----------------|---------------|
| 7 | 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 | 9 |
| 10 | A | B | A | A | B |
| 11 | B | A | B | B | A |
| 12/13 | V6 | V6 | V6 | V6 | V6 |

| Year | Monday Week 2 | Tuesday Week 2 | Wednesday Week 2 | Thursday Week 2 | Friday Week 2 |
|-------|---------------|----------------|------------------|-----------------|---------------|
| 7 | 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 | 9 |
| 10 | B | B | B | A | A |
| 11 | A | A | A | B | B |
| 12/13 | V6 | V6 | V6 | V6 | V6 |

Exam support curriculum

To further support students in year 11 and year 13 we have prioritised these year groups to have additional support curriculum time in each of their subject across the fortnight. Teachers will be taking their classes for an additional hour of teaching time in each of their subjects after period 5. The aim of the support curriculum time is for teachers to assess students' depth of learning from March. Departments will plan their teaching to ensure all students are confident in the progress they have made and are secure in the steps needed to continue to be resilient learners in preparation for examinations. All students in year 11 and year 13 will have these lessons on their timetables as teaching periods during period 6 (previously vertical tutor time). Further information will follow outlining how Ofqual are reducing the content and requirements of examinations for students sitting examinations in 2021 in many subject areas.

Y11 support curriculum time

| | Monday 2.45 – 3.45 | Tuesday 2.45 – 3.15 | Wednesday 2.45 – 3.45 | Thursday 2.45 – 3.15 |
|--------|--------------------|---------------------|-----------------------|----------------------|
| Week 1 | Maths | Option A | Option C | Option B |
| Week 2 | Science | Options A | English | Option B |

Y13 support curriculum time

| | Monday 2.45 – 3.45 | Tuesday 2.45 – 3.15 | Wednesday 2.45 – 3.45 | Thursday 2.45 – 3.15 |
|--------|--------------------|---------------------|-----------------------|----------------------|
| Week 1 | Block A | Mentor | Block D | Block C |
| Week 2 | Block B | Mentor | Block E | Mentor |

Section F – Pastoral care, vertical tutor groups and the House system

As part of our INSET days we will be engaging in Thrive training to become a trauma informed school and we will seek to act on the understanding that behaviour is an expression of how a child/young person is feeling. At the same time we will be maintaining our high standards and expectations and to create a calm and purposeful environment in which everyone can learn.

We have extended our pastoral care team with the appointment of three Assistant Heads of House and an Assistant Head of Sixth Form. These are non-teaching roles to ensure that these staff members have the time to provide support to students and their families as we transition back into school life. We will also ask students to complete a survey online to support their well-being in the first week back. We would ask students to answer honestly to enable us to support them in school.

In place of our vertical tutoring programme during period 6 we will be holding a 1:1 meetings with all students and their tutors over the first half term. Further information about how to book your child's tutor meeting will be sent through at the start of term. We will be prioritising year 7 in the first two weeks and then look to ensure all students have an in-depth mentor meeting to support their individual needs. Meetings will be held after 2.45pm during period 6 for students. We would ask that if your child has a meeting on a particular day that they do not leave with

their year group during the staggered exit and remain in school for the meeting. Tutor meetings will be reviewed after half term.

Heads of House will continue to provide weekly community activities to create a house identity and add an element of competitive fun.

Section G – Travelling to and from school, dropping off and collecting

It is essential for our COVID safe processes that all students arrive for school at their set time.

Where possible, we encourage students to walk or cycle to school and will be providing additional secure bike shed storage (accessible at our Grass Crete Road entrance just up from the pizza shop). Where your child relies on public transport to get to school or college, and cannot walk or cycle, the [safer travel guidance for passengers](#) will apply. Face coverings are required at all times on public transport (for children over the age of 11). If your child has been wearing a face covering before arriving at school or college, it will be important that they understand how to remove it. The government has asked schools to ensure face coverings are removed when pupils and staff arrive at school and we ask students to carry a sealable plastic bag to safely store their face mask during the school day. Public Health England does not recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. We will continue to monitor government guidance on the wearing of face masks and our practices will always follow the government's most recent guidance.

To enable us to plan for an expected rise in demand for bike storage please email info@colstongirls.org if your child would like a space for their bike.

We also ask that parents and carers do not congregate outside school to wait for their child and drop off/pick up a safe distance from school and at the staggered start/finish time. To maintain social distancing outside of school and to maintain year group bubbles all students must make their ways home immediately on exiting school premises.

What do I do if I have children across different year groups?

In the mornings, as our site has multiple points of entry therefore we are able to reduce staggered start times to 10 minutes. Only students in years 8 and 9 traveling to school with siblings will need to arrive early. These students will be supervised socially distanced queueing at their allocated entrance.

At the end of the school day to prevent siblings gathering outside school to wait for each other we will provide a space in our homework club provision if booked in advance. Advance booking is essential to allow us to maintain COVID safe procedures. For booking details see below.

Section H – Homework club and extra-curricular activities

We will be adapting our after-school homework club provision to support families with staggered exit times. Homework club will continue to run in the library, and we will ensure COVID safe measures are in places where year groups bubbles may mix. It will begin earlier at 2.45pm for years 7 and 8 if they need to remain on site to wait for a sibling in another year group. Homework club will run Monday to Thursday until 4.00pm. All students will need to have left the school site by 4.00pm to allow enhanced cleaning for the next day. **Homework club will not run on a Friday.** If you would like your child/children to attend homework club please book a space using parent pay. A school communication will follow once the booking system is live for all year groups. This continues to be a free provision offered by CGS and will begin from the first day of term for all students on Monday 7th September.

For the first term we will not be running any extra-curricular activities beyond homework club to allow for a careful and secure return to school. At the end of September, we will review how the first few weeks have gone and if safe begin to reintroduce some of our extra-curricular programmes.

Private music lessons will continue to be held outside of school in September according to individual agreements arranged during remote learning. We will be working with our peripatetic team to create safe spaces within school for certain instrumental lessons to be reinstated towards the end of September.

Section I – Uniform and equipment needed for school

Does my child need to wear their school uniform?

We are following the government's encouragement to all schools to return to their usual uniform policies in the autumn term. This guidance states that uniforms do not need to be cleaned any more often than usual, or in any different way to normal due to coronavirus (COVID-19). We will be enforcing our usual rules around hair colour and we do need students to have their hair tied back, to have short fingernails, which are devoid of any polish, gels or extensions. The rules around hair, nails and jewellery are particularly important for reasons of hygiene.

Does my child need to wear a PE kit?

On the days that students have PE on their timetables they should wear their PE kit for the full day.

What equipment does my child need to bring?

The government guidance states that individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Students must ensure they bring the full equipment as set out in our equipment list.

All students will need to bring the following equipment in a pencil case:

Pens (blue/black, green, purple and red)

Pencils – both coloured and plain

Eraser

Highlighter pen

Ruler

Glue stick

Protractor

Calculator (scientific for y9 +)

Additional personal equipment:

Academic diary or notebook (we can provide the latter if needed)

Small plastic bag to store face mask if student has travelled by public transport

Tissues

Sanitary products

Personal hand sanitiser (optional)

Water bottle

We are providing all students with a mini whiteboard, dry wipe pen, RAG cards.

Unfortunately, students will not have access to lockers at this current time due to being in year group 'bubbles'. Students will not be expected to move around the school site outside of their zone and therefore will be able to carry their equipment for the day in their school bag.

Section J – Lunches and social times

Due to the restrictions in the size of our school site we will not be able to provide a hot meal lunch service in September. Instead we will be providing pre-ordered lunches including all students who qualify for free school meals. Our catering service, Aspens will be communicating the full details of the menus and payment methods in September. At the end of the first month we will review our catering provision and if safe begin to reintroduce a wider food offering.

There will be no opportunity to buy food at break time, all students will need to bring a snack and water bottle with them every day.

Section K – Special education needs and disabilities and vulnerable groups

The learning support department will be closely working with students and the parents/carers of students with SEND to ensure that their curriculum provision is matched to their need and will enable them to succeed. We will be reviewing how our TA team can continue to work safely with individual students and in small groups in accordance with our COVID safe working practices. Individual risk assessments for students with EHCPs and those classed as vulnerable will be updated, with parents where appropriate to support students' needs and help inform teachers and support staff.

We have recruited a TA who specialises in social, emotional and mental health to further develop our Thrive training to become a trauma informed school. They will run our homework club provision and may invite students with SEND to this provision for additional support where needed.

The SENDCo and learning support team will be contacting individual families with further information and we would welcome parental and carers communication with their key workers any updates about their child/children. Some students who are experiencing anxiety or difficulties with the return to school will also be invited in for a 1:1 or small year group meeting with the learning support team on Thursday 3rd and Friday 4th September to support them during this challenging transition.

Medication

Please can you ensure you have returned any medicines that you would like school to hold, such as inhalers or epi-pens. These need to be in a labelled sealed plastic bag. Contact our first aider if you have any questions regarding returning medication suada.dushaj@colstongirls.org