



To aspire, endeavour and thrive together

Dear Parents and Carers,

A warm welcome to the new term and new academic year, I hope you have had a wonderful summer break although I imagine it felt very different from the usual summer holidays. We are really looking forward to seeing all students back and wanted to provide an update on the plans for the full opening of school.

I hope you managed to see the press coverage of both our A level and GCSE exam results last week, we are incredibly proud of both our Year 13 and Year 11 students. They have worked extremely hard for so long, they have coped brilliantly with the uncertainty of the last few months and they have dealt with the whole situation with resilience and positivity that does them credit. Although the results days felt like no results days we've ever known, what struck me as I watched students open their envelopes is that the euphoria and relief was still there. These results reflect years of hard work and dedication and whilst these results have come about in unusual ways, they are no less of an achievement and our students should be rightly proud of them.

Our priorities as we plan for the full opening of the school is to ensure that both staff and students feel confident and safe as they return. This letter outlines the steps we have taken to ensure this happens. I appreciate this letter is long but the information included is important for you to understand our plans to ensure the safe return of all our staff and students.

Plans for the full opening of the school to all students in September

Below are details of the arrangements that we have made in order to safely adhere to the DfE guidelines at the same time as ensuring that your child/children have the best possible academic and pastoral provision when they return to school.

Inevitably, there will still be questions and some areas that we have not yet planned. Please take the time to read them carefully. We consulted with parents in the Parents Forum in July, and received incredibly useful feedback. As there is so much information to digest we have included a link to a video which also explains our plans. Please click on this link:

https://drive.google.com/file/d/1_CziCGbC17hHpwabxnr5b86DI2DpjkP5/view?usp=sharing

Year group bubbles

Students must attend school in year group 'bubbles'. They will attend their lessons in an identified zone of the school where their contact with other year groups will be limited. Within the bubble, they will move classrooms (typically within a corridor of one wing of the school), with teachers moving between zones to teach. There is no requirement for students to socially distance in classrooms although staff must keep 1m distance from students.

Student timetables

Students will study their full timetable; all lessons will continue to be an hour long and they will remain in the same groupings as they would have done in typical circumstances.

At KS3 (Y7-9), students will remain in their zone for all lessons except PE. KS4 students (Y10 and 11) will be able to have some movement to specialist classrooms according to their option choices. Post-16 rooms will continue to use the classrooms on the second floor, with some movement to specialist classrooms.

Tutor groups and rooms

Tutor groups will remain the same, with tutors changing only in the event of a staff member leaving or taking up a leadership position. Tutor rooms will move to be in the year group zone. There will be no whole year group assemblies in the theatre; these will be delivered either in tutor rooms or pre-recorded by members of the

To aspire, endeavour and thrive together

leadership team and played in tutor time. We will communicate details of tutor rooms to the students in September during their induction tutorials.

Breaks and lunchtimes

Year group bubbles cannot use the same recreational facilities at the same time. We will therefore stagger break times so that only one year group will have their break at any one time. In order to do this, break time is taken at 15 minute intervals during lesson 2. Please see the timetable below. Please be aware that Post-16 students will not be able to come in and out of the building during the school day eg. break times and lunch times to limit cross contamination. Students will therefore need to ensure they bring sandwiches/drinks into school with them in the morning or have enough money on their ParentPay accounts to purchase these from the coffee bar in the Sixth Form View.

Staggered start and end to the day

It is also essential to avoid large groups of students from different year groups entering the building together. We will therefore create two different start and end times to the school day.

Year 7, 9, 11 and post-16 will start at 8.40am, ready for an 8.45am start in their tutor rooms. They will finish at 3pm.

Year 8 and 10 will start at 9.05am and go straight to lesson 1 for a 9.10am start. Year 8 and 10 students will have tutor time at the end of the day, finishing school at 3.25pm.

School Day September 2020

| | Tutor (T) | P1 (60 Min lesson) | P2 (75 min in total) | | | | P3 | P4 | | | P5 (60 min lesson) | Tutor (T) |
|----------|-----------|--------------------|--|-------------|-------------|------------|-------------|--------------|-----------|-----------|--------------------|-----------|
| Briefing | (Time) | 9.10-10.10 | 60 Min lesson(L) 15 min break (B) 10.10-11.30 | | | | 11.30-12.30 | 12.30-2.00pm | | | 2.00pm-3.00pm | (Time) |
| Y7 | 8.30-840 | 8.45-9.10 | L-60mins | L- 30 mins | 10.40-10.55 | L- 30 mins | L- 60 mins | L-30 mins | Lunch | L-30 mins | L-60 mins | Home |
| Y8 | 8.55-9.05 | | L-60mins | L- 45 mins | 10.55-11.10 | L-15 mins | L- 60 mins | L-60 mins | Lunch | L-60 mins | | 3.00-3.25 |
| Y9 | 8.30-840 | 8.45-9.10 | L-60mins | L- 15 mins | 10.25-10.40 | L- 45mins | L- 60 mins | Lunch | L-60 mins | L-60 mins | | Home |
| Y10 | 8.55-9.05 | | L-60mins | L- 60 mins | 11.15-11.30 | | L- 60 mins | L-60 mins | Lunch | L-60 mins | | 3.00-3.25 |
| Y11 | 8.30-840 | 8.45-9.10 | L-60mins | 10.10-10.25 | L- 60 mins | | L- 60 mins | Lunch | L-60 mins | L-60 mins | | Home |
| P16 | 8.30-840 | 8.45-9.10 | L-60mins | L- 60 mins | 11.15-11.30 | | L- 60 mins | L-60 mins | Lunch | L-60 mins | | Home |

**** Please note the change to the time of the Y11 and Y9 breaktimes from the letter sent in July.**

Entrances and Exits

For the students' ease, and to avoid year group bubbles mixing, each year group will have a different entrance and exit.

Year 7 and 8: Through the conservatory

Year 9: Via the end of the Global Studies corridor closest to the Dinting gate entrance

Year 10 and 11: The main doors between Global Studies and Technology

Post-16 and staff: via Visitor Reception

There will be no breakfast served in the Heart in the mornings, students will need to arrive to school 5-10 minutes before their timetabled arrival time and go straight to their designated classroom.

To aspire, endeavour and thrive together

Student Induction and phased return

Re-introducing the students back into both usual and unexpected arrangements is a delicate and critical task. After 6 months' absence from school for some students, it is vital that we support students in understanding the systems, structures, routines and expectations at school. In addition, our new Year 7 students need the opportunity to orient themselves around the school in lieu of their induction process in June and July.

As such, we will need to spend time, with appropriate staffing, inducting all year groups back into school. We will therefore have a phased return of students over the first school week, with all students returning to a normal timetable by Wednesday 9th September. Please see details on the table below.

Students should arrive to school at their new start time (see above) on induction days and all subsequent school days until further notice.

| Date | Activity | Y7 | Y8 | Y9 | Y10 | Y11 | Y12 | Y13 |
|--------------------|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Tue 1.9.20 | INSET Day | | | | | | | |
| Wed 2.9.20 | INSET Day | | | | | | | |
| Thu 3.9.20 | Transition Day: Year 7 & Year 12 Induction | Induction | Remote learning | Remote learning | Remote learning | Remote learning | Induction | Remote learning |
| Fri 4.9.20 | Transition Day: Year 8 Re-induction | Normal timetable | Induction | Remote learning | Remote learning | Remote learning | Normal timetable | Remote learning |
| Mon 7.9.20 | Transition Day: Year 11 & 13 Re-induction | Remote learning | Remote learning | Remote learning | Remote learning | Induction | Remote learning | Induction |
| Tue 8.9.20 | Transition Day: Year 9 & 10 Re-induction | Remote learning | Remote learning | Induction | Induction | Remote learning | Remote learning | Induction |
| Wed 9.9.20 onwards | Full timetable resumed for all year groups | Normal timetable |

Remote learning

As you will see in the phased return plan, each year group will be allocated a number of days where they will be required to complete their work at home while we are undergoing induction with other year groups. The content and expectations for these lessons will be communicated with both students and parents, and it is important to emphasise at this point that this work is not optional. Completion of and engagement in this remote learning will be monitored and followed up. We will continue to use Google Classroom to post work, and Class Charts to communicate achievements and behaviour with parents. We will also provide a mixture of both online and paper work. New Y7 students will have a tutorial on how to use Google Classroom on Friday 4th September.

Please see details overleaf of the type of work that will be set, how it will be distributed and when:



| Year group | Remote learning days | What | How | When |
|------------|--|---|---|--|
| 7 | Monday 7.9.20 Tuesday 8.9.20 | Booklet for English, Maths and Science only | Printed and distributed by tutors in student induction, as well as uploaded to Google Classroom | On Friday 4.9.20 |
| 8 | Thursday 3.9.20 Monday 7.9.20 Tuesday 8.9.20 | Online work + work on paper | Distributed to students in lessons and uploaded onto Google Classroom | By Friday 4.9.20 |
| 9 | Thursday 3.9.20 Friday 4.9.20 Monday 7.9.20 | Online work for all subjects Hard copies of English, Maths and Science work for all students (also uploaded to Google Classroom) | Google Classroom Posted | By Wednesday 2.9.20 Post on 2.9.20 |
| 10 | Thursday 3.9.20 Friday 4.9.20 Monday 7.9.20 | Online work for all subjects Hard copies of English, Maths and Science work for all students (also uploaded to Google Classroom) | Google Classroom Posted | By Wednesday 2.9.20 Post on 2.9.20 |
| 11 | Thursday 3.9.20 Friday 4.9.20 Tuesday 8.9.20 | Online work + work on paper | Google Classroom Distribute in lessons | By Tuesday 1.9.20 On Monday 7.9.20 |
| 12 | Monday 7.9.20 Tuesday 8.9.20 | Online work + work on paper | Google Classroom Distribute in lessons | By Friday 4.9.20 On Thursday 3.9.20/Friday 4.9.20 |
| 13 | Thursday 3.9.20 Friday 4.9.20 | Online work | Google Classroom | By Tues 2.9.20 |

Resources and equipment

From September, we will be able to resume the usual arrangements for the use and sharing of resources such as books. Staff will be able to physically mark students' work between lessons and students will be able to take their exercise books and other work home. Students in different year groups, however, will not be able to use specialist equipment - such as sports apparatus, musical instruments and D&T equipment – unless it is cleaned down on the same day or left for 72 hours between lessons. These constraints, along with the zoning of year groups, will mean that students may not always be able to take part in practical lessons in a specialist room.

It is advisable that staff and students do not share stationery, therefore, I am taking this opportunity to communicate the expectations for students in the equipment that they bring every day.



To aspire, endeavour and thrive together

All students need to bring to school: **two black pens, two pencils, a ruler, a rubber, a red pen, a pencil sharpener, a selection of coloured pencils and a scientific calculator**. These should be stored in a **pencil case**. All stationery items, with the exception of pencil sharpeners and calculators, can be purchased in Student Services at very low prices, students can go at break times and parents can purchase these from school during the school holidays. We also recommend that students bring their own pocket-sized bottle of hand sanitiser with them to school.

Parents and students also need to be aware that our water fountains will not be operational. Students need to bring their own water into school, preferably in a reusable bottle. However, they will not be able to refill bottles with water in school. This is also a reminder that energy drinks and fizzy drinks in cans or bottles are not permitted in school at all.

Uniform

All students must wear full school uniform at all times, including appropriate PE kit for all PE lessons. Please see our website for details of our uniform policy. Sixth Form students should adhere to the dress code outlined on the website and in their Sixth Form diaries.

Additional hygiene arrangements

We will have extra hand sanitiser stations situated in key places around the site for the students to use as they enter the building, before and after break and lunch, and as they leave the building. All classrooms will have hand sanitiser, wipes for equipment and surfaces, tissues and lidded bins.

Travelling to and from school

Use of public transport for students should be kept to an absolute minimum, especially at peak times. We strongly advise that students walk or cycle to school. We know that many parents may prefer to drop off their children by car. The staggered start to the school day will reduce some congestion, however, you will be aware that Newshaw Lane is a busy road and that our car park is strictly for staff and visitors only. It is not permitted for parents to drop their children off in the car park, including the bus-turning circle, unless they have a permit. If you do choose to travel by car to school, please consider the safety of students when stopping, as well as being sensitive to the residents of Newshaw Lane. Sixth Form students who drive to school in groups are encouraged to follow government advice on social distancing and use of face masks. Parking in the school car park will be strictly limited to the top end spaces and only with their permit visible.

Please refer to the government guidance on transport to and from school on our website:

<https://www.glossopdale.derbyshire.sch.uk/-Parents/Transport-Information/>

Actions in the event of a student having Covid-19 symptoms

Please refer to the parents' guide and flow chart attached to this letter for actions in the event of a student or member of staff displaying symptoms of Covid-19.

Track and Trace

We will be following government procedures regarding Track and Trace. Please see the information on the link below. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

Curriculum and Catch-Up

For many subjects, the planned curriculum can be delivered with little deviation or alteration. All of our subject teams have been asked to identify the learning that will not be as secure in September as a result of prolonged absence from school, and their subject curriculum mapping will address any gaps. Students in all subjects and year groups will be assessed in the first term in order to establish how subject curriculum maps need updating.

In September, we will also be in a position to plan a timetable of intervention to support any students who have fallen behind as a result of not being in school.



To aspire, endeavour and thrive together

Some subjects will be required to change their curriculum planning to accommodate teaching in non-specialist classrooms, and without the equipment that would ordinarily have been used and shared between year groups during a normal school day. This will not adversely affect their progress, however, we do understand that many of our students take great enjoyment and fulfilment from practical, specialist lessons. We will, therefore, timetable thematic days for Technology, Expressive Arts, IT and Science in order for students to have access to the full curriculum and enjoy all aspects of these subjects.

You will be aware that, as a result of students in the current Y11 and 13 missing so much time in school in Year 10 and 12, exam boards have adapted their specifications for some subjects. We will change our curriculum plans accordingly and updated curriculum maps will be available on our website in due course. Students will have the details communicated to them in lessons in September and there will be a parents' information evening in the Autumn to make the changes clear.

Parents' Evenings and other events

The calendar of dates and events will be available on our website in September. We have timetabled parents' evenings, parents' information evenings and other events. At this point, we do not know which of these will be held virtually and for which we will be able to invite parents onto the school site. I hope to be able to provide more clarity on each event in September, and as guidance changes.

Behaviour and attendance

Attendance of all students is expected, and not optional, from September. The DfE have clearly advised parents and school leaders that students must be attending school every day, unless there is a valid reason not to, and therefore excellent attendance, as always, is strongly encouraged. We will consider all cases of poor attendance on an individual basis but do reserve the right to impose fines on parents who do not support their children in coming to school.

We have updated our behaviour and attendance policies to reflect the altered arrangements to the school day, the safety of staff and students and the need for students to remain in year group bubbles. These may be updated in response to changes to government guidance. We will continue to use Class Charts to communicate details of achievements and behaviour, including detentions. Parents of new Year 7 students will receive their log in details at the beginning of September.

All of our policies are here on our website: https://www.glossopdale.derbyshire.sch.uk/-About_Us/School-Policies/

Face masks

You will have seen changes to the government guidelines in England and Scotland regarding the use of face masks in schools. In England, only schools currently in areas of enhanced lockdown are advising students to wear masks in communal areas. Currently, Glossopdale is not in one of these areas. If students wish to wear a mask in a communal area, they can do so. We also recommend that all students bring a mask to school so that it can be used either on public transport (where relevant), or in the case of a fire alarm where social distancing cannot be guaranteed. Please refer to the behaviour policy above on the types of face masks that are permitted for students to use in school.

Parent Handbook

I'm very conscious that this letter already contains a lot of information, mostly in relation to changes to adapt to the Covid-19 situation. Please refer to our Parent Handbook for the usual rules and procedures. It can be found on our website here: <https://www.glossopdale.derbyshire.sch.uk/Parent-Handbook/>

If you have any questions about any of the arrangements for the full opening of school please contact us at info@glossopdale.school.

Best wishes

Debbie McGloin

Headteacher