

22.07.2020

Dear Parent / Carer

I am writing with an update on our outline plans for September. I hope you appreciate this communication which shows the direction of our planning, and which is designed to help you with yours.

In September, we are planning for a full return to School on site for all students. Of course, we are planning for this using the guidance issued by the Government and other relevant bodies, as well as our own risk assessments in our own context of the School.

The last few months have been very challenging for us all and so we are delighted to be welcoming all students back to Copleston in September 2020. Over the past weeks the senior leadership team has spent time preparing for a safe opening using the guidance the government has given us, in order to give our students a broad and balanced curriculum.

As you can imagine, this will mean significant changes to the way that we work. We will continue to implement changes to the building and premises over the summer break in order to make our environment safe and welcoming.

The information within this letter indicates some key changes that will be occurring from September 2020 in order to facilitate a safe physical re-opening of our school.

September Plans

Please find below a copy of our school day for September 2020 following recent reopening guidance from the DfE.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Copleston High School is part of Gippeswyk Community Educational Trust and is a company limited by guarantee incorporated in England and Wales Registered number: 7656715.

Registered Office: Copleston High School, Copleston Road, Ipswich, Suffolk, IP4 5HD. Telephone: 01473 277240. (Sat Nav: IP3 8LR)

Email: mail@copleston.suffolk.sch.uk. www.copleston.suffolk.sch.uk

	Arrive/ Tutor	Move 9.30- 9.35	P1 9.35- 10.25	Move 10.25- 10.30	P2 10.30- 11.20	Staggered breaks and lunch with Period 3.				Move 12.50- 12.55	P4 12.55- 13.45	Move 13.45- 13.50	P5 13.50-14.40
Yr 7	9.05 Gate 1					Brunch 11.20-11.50	P3 11.50- 12.40	Break 12.40-12.50			(Wed dismiss 13.50 G1)		Dismiss at 14.45 Gate 1
Yr 8	9.15 Gate 1					Break 11.20- 11.30	P3 part 1 11.30-11.50	Lunch 11.50 12.20	P3 part 2 12.20- 12.50		(Wed dismiss 13.45 G1)		Dismiss at 14.40 Gate 1
Yr 9	9.15 Gate 2					Break 11.20-11.30	P3 part 1 11.30-11.50	Lunch 11.50 12.20	P3 part 2 12.20- 12.50		(Wed dismiss 13.40 G2)		Dismiss at 14.40 Gate 2
Yr 10	9.25 Gate 2					Brunch 11.20-11.50	P3 11.50- 12.40	Break 12.40-12.50			(Wed dismiss 13.45 G2)		Dismiss at 14.50 Gate 2
Yr 11	9.05 Gate 2					Break 11.20- 11.30	P3 11.30- 12.20	Lunch 12.20- 12.50			(Wed dismiss 13.50 G2)		Dismiss at 14.45 (to revision or Gate 2)
Yr 12	9.30 Gate 1					Break 11.20- 11.30	P3 11.30- 12.20	Lunch 12.20- 12.50			(Wed dismiss 13.50 G1)		Dismiss at 14.50 Gate 1
Yr 13	9.30 Gate 1					Break 11.20- 11.30	P3 11.30- 12.20	Lunch 12.20- 12.50			(Wed dismiss 13.50 G1)		Dismiss at 14.50 Gate 1

This model allows us to deliver a broad and balanced curriculum for all students. A series of measures have been included to try and reduce the risk of Covid 19 transmission and keep students in year group bubbles. These include:

- Staggered arrival times though different gates, gate 1 will be the Britannia gate and gate 2 will be the Heath Road gate. Year groups will arrive and leave through different entrances and go straight to tutor rooms with no congregating. Any assemblies will be streamed to tutor rooms via Teams as there will be no large gatherings.

- On arrival students will be required to hand sanitise using the stations located by the two entrances. **Each year group will then be assembled in an outside allocated area (weather permitting) which maintains the social bubbles.** Once registration has been complete, students will be led by their Form Tutors to their respective zoned area and will hand sanitise on entry into the building. Finally, the students will be required to use the hand sanitising stations outside each classroom as they enter the teaching rooms.
- Student movement will be kept to a minimum. Where movement is needed, for example between sets, movement time has been built in so that year groups can be dismissed separately to minimise mixing in corridors. Students will be concentrated as far as possible into geographical regions of the school with their year group. Teachers will be able to move between the year group areas, in line with the DfE guidance, to allow delivery of a full range of subjects.
- All classrooms will be organised in rows with students facing forward. Teachers will promote and observe social distancing, both from and between students wherever possible. Students and teachers will need to sanitise hands regularly.
- Subjects requiring specialist equipment e.g. Science, PE, Technology, Music, will adhere to DfE guidance, which will include students observing experiments and not necessarily carry them out and PE lessons will focus on outdoor sports where possible.
- Staggered break and lunch. Students will be sanitising their hands after each break. Break and lunch will be in the classroom that students have their period 3 lesson in. Students should bring a packed lunch wherever possible, as limited catering facilities will be available during the lunch break. Period 3 lessons will be split initially for Yr 8 and 9 to allow for the staggering of lunchtimes.
- Staggered release at the end of the day; students will be asked to leave the site promptly and not to congregate. Please note the earlier release team on a Wednesday as usual to allow for our WoW activities. On departure, students will be led to their respective departure gate by their Period 5 teacher and will be asked to hand sanitise as they leave the site.
- Students will be required to take responsibility for their own learning equipment and teachers will not collect in work and books. Resources will also not be shared with students. It is advised that students bring in an A4 document wallet to enable work to be taken home at the end of each day.

In order to support our students with not being able to share resources, we have been able to obtain funding to provide each student in the main school (Years 7-11) with their own resource pack, containing pens, pencil, rubber, ruler and a highlighter. There will also be a mini white board, pen and eraser to allow for immediate feedback from teachers. Students will need to provide their own glue stick and calculator. Sixth form students will be given a slightly amended pack containing a mini white board, eraser and marker pen. These will be issued on the day students return in September.

What's on Wednesdays (WOW)

Due to the current Covid 19 pandemic, we are unable to run the usual WOW enrichment programme for our year 7 students, therefore they will leave school at 13:50pm on Wednesdays. There will be no provision to supervise students on site. This is not a decision taken easily, but to keep everyone safe we have had to suspend the programme for a while.

Due to social distancing and current guidelines from the DfE and sporting governing bodies it is not possible to have large numbers together in indoor spaces and most sports are not allowing contact. This makes playing games and matches impossible, which is part of the fun of WOW activities. Other activities that are usually

available such as art, technology and baking are unable to run as we cannot share or lend equipment out. It would also involve an extensive cleaning process in the rooms if we used equipment. We can't even run activities like Chess due to the close proximity of the students facing each other.

It is an unfortunate situation as the students get so much from the programme, but we will regularly review this decision and when it is safe for us to offer a comprehensive programme, we will contact you again with how this will run.

Student Behaviour Expectations

The COVID epidemic necessitates several changes to the school's behaviour and attendance policies. It is likely that these will require modification as statutory regulations and advice from other professional body's changes. At present, the key points for September are:

- Year groups will be kept in separate 'bubbles' within the school. Year groups will be separated physically within the building with each year group assigned its own area of the school for all subjects. This will reduce the opportunity for practical and group work.
- Students will be given a time to arrive at school and a specific gate to use. Students will not be allowed into school early and any students who arrive late risk endangering other students and may be refused entry to the school. This will be recorded as an unauthorised absence for the day.
- All students must provide their own stationery. Staff will not be permitted to lend pens, pencils, calculators etc, and students will not be permitted to share these resources with others. Similarly, while there will be limited catering on site, for cold food only, we would prefer it if most students brought packed lunches. Whether students purchase food in school or bring their own, they will eat lunch in the classroom they were in for period 3, supervised at all times by school staff.
- Movement between classrooms at lunchtime will not be permitted under any circumstances. All students will need a large water bottle. There will be far fewer opportunities to refill water bottles in school than under normal circumstances.
- There are hand sanitiser dispensers at the entrance to all classrooms and bottles of sanitiser in every classroom. Student are expected to use this on entry and exit from the classroom and as instructed by a member of staff.
- There is a one-way system throughout the school site. All members of the school community must follow this at all times.
- Social distancing measures will still be in place for all members of the school community, but they are particularly important for staff. It is not possible for staff to be assigned to a single 'bubble' so they will be required to maintain social distance from each other and from students. This will reduce their capacity to offer one-to-one help and for live assessment during lessons.
- At the end of the school day, students will be dismissed at staggered times from specific exits. Students should go straight home when dismissed from school and should not wait outside for friends.

The regulations and advice to schools is changing weekly and we will adapt the measures above as appropriate. Our main priority, as always, is to protect our students, staff, their families and the wider community and we are dependent on the continued goodwill, and cooperation of everyone as the school reopens.

I have attached below, the school's Behaviour for Learning Policy and our Year 8 – 11 Parent/Carer Handbook to provide you with more information.

[Go to Behaviour Policy](#)

[Go to Year 8-11 Handbook](#)

Attendance expectations and Government Guidance

In March when the coronavirus (COVID-19) outbreak was increasing, we made it clear that no parent or carer would be penalised or sanctioned for their child's non-attendance at school.

When we return in September, it will be vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks students falling further behind. Those with higher overall absence tend to achieve less well. This means that in September we will be expecting all students to return to school, and we will be following our established procedures to promote good attendance.

For more information on government guidance for students' attendance in September, please click on the link below:

[Go to Government Document](#)

I have also attached below, the school's Attendance Policy to provide you with more information.

[Go to Attendance Policy](#)

September Information Evenings

Due to current circumstances, parental engagement has become all the more vital and plays a huge role in enabling your child to succeed. As in the previous years, we will continue to hold Information evenings for parents of all students in years 8 to 13. However, we intend to run these as virtual evenings this year. This evening

gives you key information on the support you can provide your child throughout the year, as well as dates of important events for each year group. Further information on these virtual evenings will be sent out by the Year teams at the start of the academic year in September 2020.

Year 11 and Year 13 Mock Examinations

At Copleston, we have always stressed the importance of the mock examinations as they form an important aspect of our students' preparation for their final examinations in the summer. The importance of the mock examinations has become all the more vital this year as, in addition to any formative assessments carried out in lessons when the students return in September 2020, the outcomes from these examinations will enable our teachers to plan for refresher programmes around specific units in each subject.

Year 11 Mock Examinations (Current Year 10)

All Year 11 students will be sitting two sets of mocks, one in the autumn term and one in the spring term. We also intend to run walk through mocks towards the end of May 2021 to enable our students to approach their final examinations in the summer with confidence.

The Year 11 mocks normally run over a fortnight. However to have a greater impact this year, we have made a decision to split the Core and Option mocks with a gap between these two sets of mocks to give our students an opportunity to prepare thoroughly for all mocks across all subjects they study. The first set of mocks in the Core Subjects (English, Maths and Science) are scheduled in the week beginning 28 September 2020 and the first set of mocks in the Option subjects are scheduled in the week beginning 2 November 2020.

We expect all students to approach these mock examinations with a positive attitude and see these as an opportunity to identify their strengths as well as areas for improvement.

Year 13 Mock Examinations (current Year 12)

In normal circumstances, Year 12 students would have sat important internal exams in all subjects at the end of this term. Due to the current situation, these exams have been moved to the week beginning Monday 21 September. These exams are very important, and your son/daughter will need to prepare thoroughly for them as they will have a bearing on whether they continue with Year 13 study. In order to automatically continue with Year 13, your son/daughter will need to achieve a minimum of two E grades in these exams.

Below are the different scenarios that may occur depending on your son/daughter's performance in these exams:

- A student taking 3 A levels achieves 3 E grades or better – Student automatically continues with Year 13

- A student taking 3 A levels achieves 2 E grades or better and 1 U grade – Student continues with Year 13 with all 3 subjects but is monitored closely.
- A student taking 3 A levels achieves 1 E grade or better and 2 U grades – Student will need to restart Year 12 again (generally with different subjects) or look at other educational options.
- A student taking 3 A levels achieves 3 U grades – Student would need to look at other educational options. (unless exceptional circumstances)
- A student taking 4 A levels achieves 3 E grades or better and 1 U grade – Student continues with Year 13 with the 3 subjects they passed
- A student taking 4 A levels achieves 2 E grades or better and 2 U grades – Student continues with Year 13 with the 2 subjects passed and 1 of the subjects they failed, they are monitored closely.

The students in Year 12 have worked incredibly hard this year and I am confident that with the right preparation, they will achieve very positive outcomes in these exams. I would be very grateful if you could reinforce the importance of these exams with your son/daughter and if you have any questions regarding the exams please contact, Mr Leach dleach@copleston.suffolk.sch.uk

Sixth Form Dress Code for September

I would like to take this opportunity to remind both students who are returning to Year 13 and those that are joining us for Year 12 in September of the Sixth Form dress code. Although there is no set uniform in the Sixth Form, we expect students to be dressed appropriately and ready to study. We feel strongly that this helps to set the right expectations of our students and create a positive learning environment within the Sixth Form.

Examples of clothing that is not appropriate to be worn at Sixth Form can be seen below (*please note the amendment that has been added for September, highlighted in yellow*):

- **Ripped jeans or trousers**
- **T-shirts or polo shirts with inappropriate or offensive wording or pictures**
- **Crop tops that expose the midriff**
- **Short shorts**
- **Short skirts**
- **Flip flops**
- **Baseball Caps**
- **Tracksuit/Jogging bottoms**

This list is not exhaustive, and we would expect students to dress as they would if they were in the workplace.

Finally, my thanks to all of the support staff, to all of our teachers, to our amazing pupils, and to you for your support for Copleston High School and all that we are aiming to achieve together. I do hope you enjoy some relaxation in the weeks ahead, I look forward to being in touch again in August, and to seeing you in September!

With my very best wishes

Mr AB Green (Principal)