

7<sup>th</sup> September 2021

Dear Parent / Carer

We offer a very warm welcome to all our students and hope you have had a restful break. The last few months have been very challenging for us all and so we are delighted to be see all students back to Copleston but particularly our new year 7 and year 12 cohorts. Our wonderful new campus is now open with exciting additions such as the table tennis tables and the Sixth Form picnic areas and we hope everyone will appreciate what a wonderful environment we can offer our students.

### **The Copleston Sixth Form Open Evening – Wednesday 29 September**

Our **Sixth Form Open Evening** for Year 11 students is taking place on Wednesday 29 September. The evening will take place in school 6.30pm – 9.00pm and it is a very important evening for our Year 11 students as they begin to plan the next steps of the educational journey.

On the evening, there will be a main presentation by the Sixth Form team and every A level subject will be running a series of presentations and marketplace drops ins. The purpose of the evening is to provide our prospective students with all the information they need to be able to make the right choices when selecting their A level subjects at our highly academic and aspirational Sixth Form.

Students, parents and carers will receive more information about the Sixth Form Open Evening the upcoming Year 11 Information Evening, in assemblies and by letter. However, we would also like to add that a virtual version of the Open Evening will also be available on our website and we would encourage all parents and carers of all year groups to share this with their child as this will be the destination of so many of them in years to come.

### **Safety Measures**

Students have been given a specific gate to use to help minimise travel at key times and minimise disruption to the public in key hot spot areas. We have very busy entrance areas and want to keep any safety issues to a minimum. At the end of the school day, students will be dismissed from specific gates (see below).

### **Times of the school day**

	Arrive/ Tutor	Form Time 8.30- 8.40	P1 8.40-9.45	P2 9.45 – 10.50	BREAK 10.50 – 11.10	P3 11.10 – 12.15	LUNCH 12.15 – 13.00	P4 13.00 – 14.05	P5 14.05 – 15.10	End of Day 15.10
<b>Yr 7</b>	8.20 Gate 1 Go to A block								(Wed WOW activities 14.05)	Dismiss Gate 1
<b>Yr 8</b>	8.20 Gate 1 Go to C block								(Wed dismiss 14.05 G1)	Dismiss Gate 1

<b>Yr 9</b>	8.20 Gate 2 Go to A block								(Wed dismiss 14.05 G2)	Dismiss Gate 2
<b>Yr 10</b>	8.20 Gate 2 Go to A block								(Wed dismiss 14.05 G2)	Dismiss Gate 2
<b>Yr 11</b>	8.15 Gate 2 Go to C block	(Yr11 form begins 8.20)							(Wed dismiss 14.05 G2)	Dismiss (or to revision/ Gate 2)
<b>Yr 12</b>	8.20 Gate 1 Go to Sixth Form								(Wed dismiss 14.05 G1)	Dismiss at 15.10 Gate 1
<b>Yr 13</b>	8.20 Gate 1 Go to Sixth Form								(Wed dismiss 14.05 G1)	Dismiss at 15.10 Gate 1

KEY TO GATES- **Gate 1** is the Britannia/alley gate accessible from Foxhall and Copleston Roads; **Gate 2** is on Heath Lane

### Lunch and Break Zones

Each year group has been designated a specific area during breaks and lunches in order to minimise traffic and maximise safety for all our students. The following areas apply:

Year Group	Time	Zone
7	12:15-12:25	Back of Activity Studio
8	12:25-12:35	Back of Sports Hall – B-Playground
9	12:35-12:45	Table Tennis Quad
10	12:35-12:45	Back Field (Upper)
11	12:25-12:35	Back Field (Lower)
12	12:15-12:25	6 <sup>th</sup> Form Picnic Area
13	12:15-12:25	6 <sup>th</sup> Form Picnic Area

### Behaviour Expectations

At Copleston we pride ourselves on our calm, orderly atmosphere and the respectful, professional relationships between all members of the school. Our expectations are set out in detail in the behaviour policy but we would like to remind parents of our SLANT approach and behaviour expectations in lessons. We would welcome your support in promoting these principles at home to help reinforce the message:

S= Sit up straight and pay full attention

L= Listen attentively and track the teacher

A= Ask questions and be keenly involved by asking questions

N= Never interrupt the teacher or a peer

T= Track the teacher at all times

### Detentions

While most of our students will be unaffected by this, all parents should be aware that Copleston will be now running same-day detentions. These will be issued for a range of poor behaviour such as, but not limited to failure to complete homework, disruptive behaviour, failure to work in lessons or failure to attend a lunchtime detention for lateness or incorrect uniform. Students who are given detentions will be told which room to go to at the end of

school and the detention will last for 30 minutes. As a courtesy only, parents will be sent an email via Parentmail during the afternoon of the detention. If students fail to attend the detention, they will be issued with a two-hour detention with a senior member of staff on the following Friday.

Further details on this system can be found in the school's [behaviour policy](#) on the school website and from the [Education Act 2011](#) (most notably part 2, section 5).

There is no scope for any students or parents to 'opt out' of this system and, as stated above, the vast majority of our students will not notice these changes because their conduct is exemplary. The detention flow chart can be viewed below:

### Detention Flow Chart

## **Parental Code of Conduct**

At Copleston High School, we are extremely fortunate to have a supportive and friendly parent body. Our parents recognise that educating children effectively is a process that involves partnership between parents, staff and the wider school community.

As partners, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

The purpose [of](#) this document is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

### Parental Code of Conduct

## **Uniform**

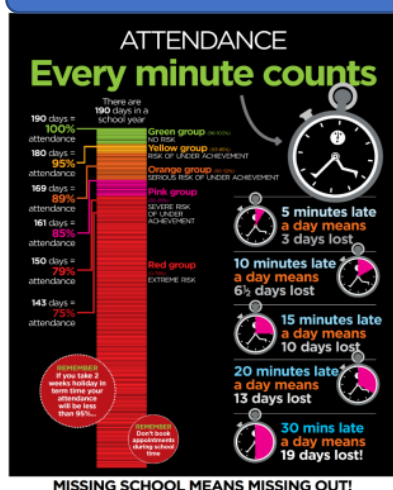
The uniform policy is unchanged and is part of the school's [behaviour policy](#) (appendix 15) on the school website. I would like to draw particular attention to the sections on nose studs which are not permitted under any circumstances. Plastic retainers and plasters to cover them are also not allowed. The decision has been made that from **Wednesday 8<sup>th</sup> September** to continue to allow students in all year groups to come to school in PE kit on the days they have timetabled practical PE lessons. This includes those students studying GCSE PE and Year 7 students that are involved in Wednesday "WOW", sporting activities.

## **Attendance**

Copleston High School is committed to providing an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. There is clear evidence from educational research to show the link between school attendance and educational achievement. Students with high levels of attendance achieve consistently higher results than those whose attendance is low. At Copleston High School we believe that every student has a fundamental right to a full education and that parent, carers and teachers have a duty to ensure, as far as practicable and possible, the maximum attendance of students at school throughout the day.

It should be noted that morning registration starts at 8.30am and closes at 8.40 am where if the students arrive after 8.30am they will receive a late mark. This will result in a detention that day.

## Attendance Policy



### Information Evenings

Every year we offer parents and carers the chance to find out more about their child's school year. These events will all be held in line with COVID safety measures and in the sports hall to allow for maximised space and ventilation.

**Year 11 Wednesday 8 September**

**Year 12 Information Evening - Thursday 9 September**

**Year 10 Tuesday 14 September**

**Year 13 Wednesday 15 September**

**Year 8 Thursday 16 September**

**Year 9 Thursday 23 September**

### Copleston Covid Guidance from September 21

All students are asked to test twice weekly. Test kits will be issued by the school and are also available from local pharmacies. If your child is not well, please do not send them to school. All contact tracing has now been handed over to the Test and Trace teams and is no longer the responsibility of Copleston High School. All messages regarding self-isolation will now come to you from Test and Trace representatives.

The following details explain what to do when identified as a close contact: From 16<sup>th</sup> August, fully vaccinated adults and those under-18 and 6 months identified by NHS Test and Trace as a close contact are strongly advised to take a PCR test. There is no requirement to self-isolate whilst awaiting that PCR test result and so individuals can continue to attend their education or childcare setting. **If an individual is symptomatic, they should stay at home.**

Children and young people aged under 18 years 6 months who usually attend an education or childcare setting and who have been identified as a close contact should continue to attend the setting as normal. They do not need to wear a face covering within the setting, but it is expected and recommended that these are worn when travelling on public or dedicated transport. Children who are aged under 5 years old and identified as close contacts are advised to take a PCR test only if the positive case is within their own household.

The following scenarios may be helpful:

Scenario	What do I do
My child has developed Covid symptoms	Make sure your child stays at home and book a PCR test immediately. They must self-isolate until you get the result.

	<p>If the result is positive, they must self-isolate, and Test and Trace will contact you to confirm the period of self-isolation and identify close contacts. Please let the us know the PCR test result and when your child will be able to return to school after their period of self-isolation</p> <p>If the result is negative, your child can return to school as soon as they are feeling better. Please inform the school of the PCR test result and when they will return to school</p>
My child has tested positive on a Lateral Flow Test (LFT)	<p>Make sure your child stays at home and book a PCR test immediately. They must self-isolate until you get the result.</p> <p>If the result is positive, they must self-isolate, and Test and Trace will contact you to confirm the period of self-isolation and identify close contacts. Please let the us know the PCR test result and when your child will be able to return to school after their period of self-isolation</p> <p>If the result is negative, your child can return to school as soon as they are feeling better. Please inform the school of the PCR test result and when they will return to school</p>
Someone in my household has tested positive for covid	<p>Your child can carry on as normal and come to school. You will be contacted by Test and Trace and advised to take a PCR test. Your child does not have to self-isolate and can continue to come to school whilst you wait for the result.</p> <p>If the result is positive, they must self-isolate, and Test and Trace will contact you to confirm the period of self-isolation and identify close contacts. Please let the us know the PCR test result and when your child will be able to return to school after their period of self-isolation</p> <p>If the result is negative, your child can return to school as soon as they are feeling better. Please inform the school of the PCR test result and when they will return to school</p>
One of my child's friends or another student in their class or year group has tested positive	<p>Your child can carry on as normal and come to school. You will be contacted by Test and Trace and advised to take a PCR test if identified as a close contact. You do not have to self-isolate and can continue to come to school whilst you wait for the result.</p> <p>If the result is positive, they must self-isolate, and Test and Trace will contact you to confirm the period of self-isolation and identify close contacts. Please let the us know the PCR test result and when your child will be able to return to school after their period of self-isolation</p> <p>If the result is negative, your child can return to school as soon as they are feeling better. Please inform the school of the PCR test result and when they will return to school</p>
If I have tested positive for Covid in the last 90 days, should I continue to use an LFT	<p>If a person has tested positive for covid they will have begun to develop antibodies. For up to 90 days following a positive covid test, old cells of the virus can still be present within the body so the LFT may pick up a positive result even though the person has fully recovered. Therefore, testing is not recommended until after 90 days has passed.</p>

Ventilation is important in schools. All windows and doors in classrooms will be open during the day to ensure adequate airflow through the rooms. As soon as we receive delivery of the carbon dioxide monitors, we will ensure they are operational across the building

**Government Guidance** For more information on schools please see:

**Government Guidance**

## **Vaccine update**

All young people aged 16 to 17 in England are to be offered a first dose of a COVID-19 vaccine by Monday 23 August to give them protection before returning to school. NHS England has launched a new [online walk-in site finder](#) to help 16- and 17-year-olds locate the nearest available centre. Further sites will come online over the coming days and weeks. People with three months of their 18th birthday and all over-18s can [book an appointment](#) on the NHS website. The latest PHE analysis on the efficacy of COVID-19 vaccines is available [here](#). Their latest study on the number of cases prevented and lives saved by vaccines is [here](#).

Finally, we wish all our students a very successful and happy year and look forward to seeing them flourish as the term moves forwards.

With my very best wishes

Mr AB Green (Principal)