

COCKBURN SCHOOL

Specialist status in the Performing Arts



Executive Headteacher Mr D Gurney BA (Hons) / NPQH / NLE

Head of School Mr R Dixon BSc (Hons) / NPQH

17th July 2020

Dear Parent/Carer,

Re: September Return to School Arrangements

We are delighted to confirm the details of your child's return to the school this September. In preparation for all students' return, we have put in place the recommendations advised by the Government's Department of Education to reduce the risk of infection transmission in the school as far as possible. These measures include staggered start and finish times, staggered break and lunch times, regular hand washing and operating year group 'bubbles' whereby, wherever possible, year groups will not come into contact with each other during the school day.

Attendance

Attendance will be mandatory from the start of the autumn term, as stipulated in Government guidance and it is the legal duty of the parent/carer to send their child to school. It is essential that all students get back into the routine of coming to school and we will be recording attendance, following up on any absences and keeping you regularly informed of your child's attendance. Holidays will not be authorised during school time and, if taken, will result in the issue of legal proceedings in line with government policy.

If your child is currently shielding, please be aware that Government shielding guidance will pause on 1st August and therefore, any child shielding should be able to return to school in September. If you receive further clinical or public health advice that your child should still remain at home, please inform us and we can continue to offer remote education for your child.

September Start Dates for Year Groups

In order to ensure all students fully understand routines and safety procedures, we are operating a phased return to school. The key dates that each year group is required to attend week commencing Monday 7th September are as follows:

Monday 7th September: Closed to students, Professional Development Day 1

Tuesday 8th September: Year 7 only arrive at 8:15am

Wednesday 9th September: Year 7 arrive at 8:15am, Year 9 arrive at 9:30am, Year 11 arrive at 10:30am

Thursday 10th September: Year 7 arrive at 8:15am, Year 11 arrive at 8:20am, Year 9 arrive at 8:30am, Year 8 arrive for a 9:30am start and Year 10 arrive for a 10:30am start

From Friday 11th September onwards, all year groups will attend the school at the following staggered arrival and finishing times as stated in the table below.

Staggered Arrival and Finishing Times

It is essential that students arrive by their allocated time for their year group (students will not be able to enter the school earlier than the time indicated below). In the unlikely event that your child arrives late, they may not be permitted to enter school on that occasion. If you intend to drop off your child on the school site, please do not get out of your vehicle as we anticipate a high volume of traffic at arrival and finishing times. Similarly, if you are collecting your child in a vehicle, please remain in it to avoid congregating at the school gate. In order to minimise risk, parents/carers are not permitted to collect students within the school grounds, including from the reception unless a prior appointment has been made.

	Year 7	Year 8	Year 9	Year 10	*Year 11
Start Time	8.15am Student Entrance	8.50 am Student Entrance	8.30am Student Entrance	8.40am Student Entrance	8.20am Student Entrance
Finish Time	2.20pm	2.40pm	2.30pm	2.50pm	Mon, Fri 3.00pm Tues, Wed, Thurs 3.40pm

Parkside, Gypsy Lane, Leeds LS11 5TT
Tel 0113 2719962

info@cockburnschool.org
www.cockburnschool.org

*Year 11 students have a compulsory later finish time on Tuesday, Wednesday and Thursday as a mandatory lesson 7 will be in place for English, Maths and Science. This is an additional lesson to support all Year 11 students catch up missed curriculum content in their external examination year and achieve their targeted grades.

Please note Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as students and staff are mixing in consistent groups and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11), and any student travelling to and from school on public transport should remove face masks before coming onto the school site. On entry to the school, your child will be instructed to sanitise their hands before moving to their form base and at regular points during the school day.

Behaviour

Any behaviour that does not meet our school's Values and Expectations will be strictly sanctioned in line with the school updated behaviour policy with Government advice. Detentions will resume in September and should your child be placed in detention, this will be for one hour starting from the year group finish time for them. Students will be kept in their year group 'bubble' for detention. Students must follow the Values and Expectations and be respectful and responsible at all times to ensure that sanctions are not necessary.

Staggered Break and Lunch Arrangements

Students will have a 15-minute break and a 25-minute lunch. However, this will be at staggered times, reducing the amount of students using social spaces such as the Atrium, Courtyard and outside playground at any one time. Food served in the school will be carefully prepared by the catering team and, wherever possible, will be wrapped or boxed. Students wishing to bring a packed lunch may do so but should ensure this is also wrapped or boxed. We ask that parents/carers ensure student accounts are topped up using Parent Pay as they will have limited access to top up machines in school.

Curriculum

Be reassured that our ambitious, broad curriculum will be delivered for your child and have planned learning activities to support students with catch up of key knowledge and skills. However, in line with Government guidance, for some activities students will have limited access to these under the current guidance. We will continue to offer remote education as part of the extended learning curriculum which will be essential to ensure no students fall behind with their education.

Mobile Phones

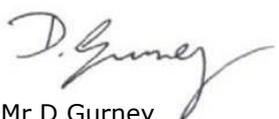
Mobile phones and other similar devices, such as smartwatches, tablets etc are brought in at students' own risk and are to be switched off and **not to be seen** at all in the school. If any student has a mobile phone or similar device out or it is heard or seen it will be confiscated.

Uniform, PE Kit and Equipment

As a reminder, all students must wear full school uniform from the start of term in September. Parents/carers can only purchase uniform via the online shop on the school website, following which a 'click and collect' slot between 17th August and 4th September will be arranged via email. The link to the online shop, alongside sizing guides, can be found via our website www.cockburnschool.org/online-school-shop. We politely remind parents/carers that the uniform policy is non-negotiable and school uniform should not reflect changing fashion trends i.e. skinny trousers, kicker boots, piercings or acrylic/painted nails. On the first day of term for your child, it is essential that they attend in full school uniform, with all equipment including their PE kit. A list of uniform, PE kit and equipment can be found on the school website www.cockburnschool.org/uniformkit

We will continue to share reminders and any updates using our new Parent app, school website and text/email/social media. An email has been sent from the school from noreply@SIMS.co.uk to all parents/carers inviting them to download the app. Please download this app if you have not already done so. We would like to thank you, once again, for your continuous support and patience during this unprecedented time and look forward to welcoming your child in September.

Yours sincerely,



Mr D Gurney
Executive Headteacher



Mr R Dixon
Head of School