

# 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

24<sup>th</sup> August 2020

Dear Parent/Carer,

## Re: September Return to School Arrangements

Further to our letter we sent in July 2020 we are writing to provide you with a reminder and further details of your child's return to school in 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 as you are aware include staggered start and finish times, staggered break and lunch times, regular hand washing and operating year group 'bubbles' whereby, wherever possible, year groups would not come into contact with each other during the school day.

### 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 17<sup>th</sup> August and 4<sup>th</sup> September will be arranged via email. The link to the online shop, alongside sizing guides can be found via our website <http://www.cockburnschool.org/online-school-shop/>. We will not be able to accept any cash payments for uniform when your child returns in September so it essential your child is prepared in advance.

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 <http://www.cockburnschool.org/uniformkit/>

We will continue to share reminders and any updates on using our new Parent app, school website and wherever possible text/email/facebook to alert parents and carers. An email has been sent from the school from noreply@SIMS.co.uk to all parents/carers inviting you to download the app. Please download this app if you have not already done so.

### 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 in the week commencing Monday 7<sup>th</sup> September are as follows:

**Monday 7<sup>th</sup> September:** Closed to students, Professional Development Day 1

**Tuesday 8<sup>th</sup> September:** Year 7 only and arrive at 8:15am

**Wednesday 9<sup>th</sup> September:** Year 7 arrive at 8:15am, Year 9 arrive at 9:30am, Year 11 arrive at 10:30am

**Thursday 10<sup>th</sup> September:** Year 7 arrive by 8:15am, Year 11 arrive at 8:20am, Year 9 arrive at 8:30am, Year 8 arrive 9:30am start and Year 10 arrive for a 10:30am start

**From Friday 11<sup>th</sup> September** onwards, all year groups will attend the school at the following staggered arrival and finish times as stated in table below.

**Continued on next page:**

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

info@cockburnschool.org  
www.cockburnschool.org

## Staggered arrival and finish 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, your child may not be permitted to enter school on that occasion, good punctuality is expected to ensure the prompt start to lesson and prevent missed learning opportunities. 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 finish times. Similarly, if you are collecting your child in a vehicle, please remain in your vehicle 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. On entry to the school, your child will be instructed to sanitise their hands before entering the main building.

	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>*Year 11</b>
Start Time	8:15am	8:50 am	8:30am	8:40am	8:20am
Finish Time	2:20pm	2:40pm	2:30pm	2:50pm	Mon, Fri 3:00pm Tues, Wed, Thurs 3.40pm

\*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.

## Guidance on Face Coverings

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 covering before coming onto the school site.

## Hand hygiene

Students must sanitise their hands with anti-bacterial gel or soap and water on entry and exit into the school and when entering and leaving every lesson.

## 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 your child to school. It is essential that all students get back into the routine of attending 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 was paused on 1<sup>st</sup> August and therefore any child shielding should be able to return to school in September. If you have received 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.

Students who are displaying symptoms (however mild) must not come into school and should follow Government guidance on self-isolating including test and trace. If family members in your household are displaying symptoms of Coronavirus you must follow Government guidance regarding self-isolating including test and trace. Please inform us and we can then offer remote education for your child.

## Behaviour

Any behaviour that does not meet our school 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 of your child. Students will be kept in their year group 'bubble' for detention. Students must follow the Values and Expectations be respectful and responsible at all times to ensure that sanctions would not be necessary.

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### Staggered break and lunch arrangements

Students will have a 15-minute break and 25-minute lunch, however, this will be at staggered times, reducing the amount of students using internal social spaces and the outside playground at any one time. Food and drink can be purchased at their designated times. Students wishing to bring a packed lunch may do so and should ensure this is wrapped or boxed. We ask that parents/carers ensure student accounts are topped up using Parent Pay as students will have limited access to top up machines in school.

We would also encourage students to bring a filled bottle of water daily as drinking fountains have had to be turned off in our shared student spaces. Please note that Energy and High Sugar sports drinks are not permitted in school and will be confiscated and a detention issued if brought into 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. To access the curriculum, it is essential your child has all the correct learning equipment which can be found via the link <http://www.cockburnschool.org/uniformkit/>. We will be minimising sharing or borrowing of resources and equipment in lessons so it is essential that your child is prepared for their learning.

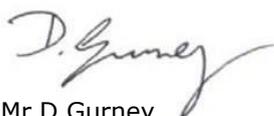
We will also look to start and stagger extra - curricular clubs and activities after the first few of weeks of term and we will inform students what is available as soon as we can.

### Mobile Phones

Mobile phones and other similar devices such as smartwatches, tablets are brought in at students' own risk and are to be switched off and are **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.

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