



16<sup>th</sup> July 2020

Dear Parents/Guardians,

The 2019-20 academic year is drawing to a close and I suspect your children are looking forward a much deserved summer break. I have no doubt that September will also be at the forefront of all of your minds also. We have now finalised our detailed plans for the autumn 2020 based on current government guidance. These are outlined below to give you a sense of what your children should expect come September. These plans are obviously subject to change, dependent on the management of the pandemic over the summer. In the event that plans need to be adjusted, we will aim to inform you by no later than 25<sup>th</sup> August 2020. We will confirm the arrangements with you by that date in any event.

#### Staggered start to the year

- Only students in Years 7 and 11 will be attending school on the first day of term (3<sup>rd</sup> September 2020), being joined by students in Years 8, 9 and 10 on the second day of term (4<sup>th</sup> September 2020). In view of the reduced opportunities for transition in the summer term this year as a result of covid-19, this slightly earlier start will allow us to settle our new Year 7 students into the school before all year groups are back on site.
- Students with additional needs will be invited by the school SENDCo to come into school the day before the start of their year group so that they have an opportunity to familiarise themselves with the changes to the environment. The SENDCo will assess the level and nature of support required for each student and will brief parents, the student and staff working with them of any specific arrangements required.

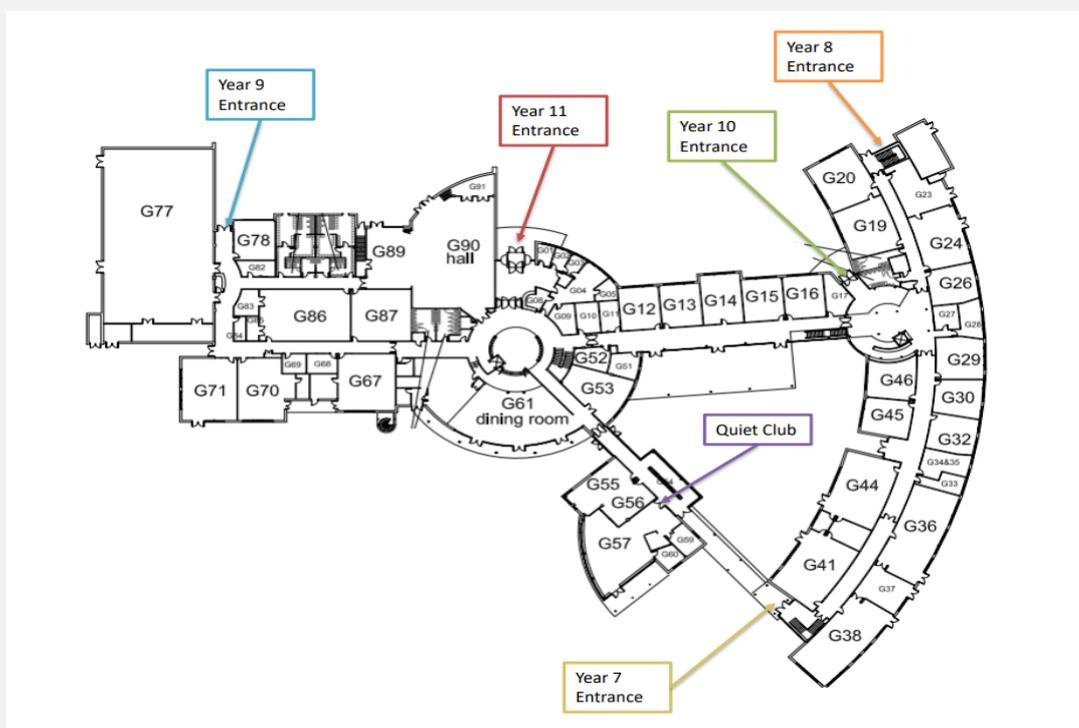
#### Learning Spaces

- The full breadth of the curriculum will be maintained through our current plans.
- Year groups will be zoned, each using a designated area of the school for entry/exit, lessons and social time.
- Students will only leave their zone when attending option lessons in specialist classrooms, which will be laid out to ensure that students can work safely. Option classrooms will be cleaned after each lesson to limit the risk of cross-contamination.
- Student movement within the school will be kept to a minimum and will be carefully managed by staff. Government guidance suggests that passing in the corridors is low risk and limited movement can be permitted.
- On their first morning at the school, students will be fully briefed as to the rooms/spaces available within their year group zone and on the safety expectations. They will be reminded of the arrangements as necessary.
- Times for tutorial and first break will differ slightly between Years 7/8 and Years 9/10/11 in order to limit movement within the school at social time. This means that all children will begin with lesson 1 on arrival to the school each day, with tutorial time taking place later in the day.
- All learning spaces will be organised to maintain safe distances amongst students and staff. All equipment and furniture will be wiped clean throughout the day. Students will be allocated an individual learning pack to avoid the sharing of stationery and learning resources. Doors will be left open (and windows, outside temperatures allowing) to maximise ventilation. The school will be fully cleaned daily after hours.
- The movement of students between classrooms and out of the building at the end of the day will be staggered to reduce the volume of traffic.
- In the event of a student requiring close contact for medical reasons or personal care, PPE will be worn by the trained staff providing assistance.
- Clubs – we will endeavour to maintain our rich extra-curricular offer within the government guidelines. At present, this means that only students from the same year group can attend a club/activity at the same time.
- There continue to be restrictions on providing residential activities. We will keep you updated of any changes.

### Arrival at, and departure from, the school

- Students should arrive at school no earlier than 8.30am, unless they have made arrangements to attend the quiet club. A pass is required for quiet club, which can be obtained from the school SENDCo by email request: [icarter@iscaexeter.co.uk](mailto:icarter@iscaexeter.co.uk)
- Students with vulnerabilities or medical conditions should be dropped off before 8.45am by prior arrangement with the school at: [adminoffice@iscaexeter.co.uk](mailto:adminoffice@iscaexeter.co.uk)
- If you need to enter the school site to drop off or collect your child, please remain in your vehicle.
- We request that parents do not enter the school building unless an appointment has been made.
- If your child must use public transport, we would request that they wear PPE while travelling to/from school if at all possible.
- Students, staff and parents will be expected to clean their hands using the sanitiser provided when entering and leaving the school building.
- Students should enter the building through the entry point allocated to their year group/zone, as follows:

	Entrance
<b>Quiet Club</b>	Year 7 play area into the library
<b>Year 7</b>	Year 7 play area into the Technology stairwell
<b>Year 8</b>	Science
<b>Year 9</b>	PE
<b>Year 10</b>	Small Atrium
<b>Year 11</b>	Main School Entrance



### Lunch and Social Time

- Break and lunch times will be closely supervised and taken in the designated social spaces for each zone. Students will not be permitted to go to other areas of the school or mix with peers in other zones.
- Students will be able to either bring their own packed lunch or to pre-order lunch from the school. Meals will be delivered to the zones in individually named lunch boxes. Disposable (biodegradable) cutlery/plates/cups will be provided. Please note that snack and lunch options will be more limited and will focus on healthy eating. Food will be recharged to students' accounts directly by the Catering Team to avoid contact with keypads.
- Students will only be able to use the toilets within their designated zone. Staff will monitor the number of students using the toilets at any one time. All toilets will be cleaned after each break and after school.
- Antibacterial wipes and hand sanitiser will be available in all zones/rooms for students and staff to use on leaving and entering classrooms.
- Students must bring their own water bottles for the school day as water fountains will not be in use.

## Expectations

- All students should attend school in their full school uniform, as per the specifications given on our website. Year 10 students will be fitted with their jackets in the course of September and should wear their jumpers in the meantime.
- There is no expectation that students will wear masks or other PPE while at school. They can do so if they wish to although this cannot be supplied by the school.
- Normal expectations apply regarding hair, jewellery, make-up and nails. Please ensure that you and your child remind yourselves of school expectations, as specified on our website in preparation for the start of term.
- The school remains a no mobile phone zone and any phone seen on site during the school day will be taken by staff and returned at the end of the day, in line with our school policy. Staff will be wearing disposable gloves when handling students' personal items.
- Ready to Learn (RTL) will apply as normal, with some logistical adjustments which will be explained to students.
- In addition to the usual expectations of respectful and kind behaviour, students are asked to keep a safe distance from one another and from staff at all times on the school site. This includes avoiding all physical contact, eg. hand shakes, hugs or sitting close together at lunchtime. If students fail to adhere to this despite reminders from staff, our usual sanctions (RTL) will be applied.
- Students should not share or exchange stationery or personal belongings, or swap seats in the classrooms.
- Students, like staff, will be expected to clean their hands and study equipment throughout the day using the sanitiser and disinfectant wipes provided.

## Attendance

- The government plans are that all students, in all year groups, will resume full-time schooling from September 2020, unless alternative arrangements for their education are already in place.
- If your child is not able to attend school for any reason, please contact the school in the normal way by emailing [attendance@iscaexeter.co.uk](mailto:attendance@iscaexeter.co.uk) or by calling the main school number (Tel: 01392 204082) before the start of the school day. If a child does not attend school and no contact has been received from parents, we will call home to clarify the reason for their absence in the usual way. It is really important that an accurate record of the reasons for absence is kept so please provide as much detail as possible.
- We appreciate that these are exceptional times and each case of prolonged non-attendance will be treated individually, within parameters set by, and in consultation with, the Local Authority.
- **Students must remain at home if they or a member of their household has covid-19 type symptoms.**
- If a child develops Covid-19 type symptoms whilst in school, they will be taken to a designated isolation room and we will call parents/carers to request that the child is collected. In line with government guidance, the student will be advised to self-isolate for 7 days and members of his/her household for 14 days.
- Any students presenting with Covid-19 systems, at home or at school, will be required to book a test without delay. The school must be informed of the outcome of the test on receipt. In the event that the test is negative, the student will be able to return to school, if they are well enough to do so.

We very much look forward to welcoming you and your child to our school community in September. If you have any questions or concerns before the autumn, please contact us at: [intake2020@iscaexeter.co.uk](mailto:intake2020@iscaexeter.co.uk)

I wish you all a very good summer break.

With best wishes,

**Miss Aimee Mitchell, Headteacher**