



18th December 2020

Dear parents and carers,

Very Important Announcement and Changes to Return to School January 2021

As you may have seen on the news, the Government announced yesterday changes for the return to school in January and a nationwide schools testing programme.

Headteachers have not yet been provided with specific information related to this, however I will detail below what I know at this stage.

Monday 4th January 2021

- This will now be an additional staff inset day and the **school will be closed to all students.**

Tuesday 5th January –Friday 8th January 2021

- Students in Year 11 and Year 13 will be on site as normal.
- Wednesday 6th January: Year 13 will leave at 2.15pm as Enrichment is cancelled.
- Friday 8th January: Year 11 will go home at 2.15pm. This is because the Government has stated that PE lessons cannot resume until 11th January.
- For students who are not on school site from Years 7, 8, 9, 10 and 12, the normal school timetable should be followed on MS Teams. This includes students logging on to tutor time and PE lessons.
- School coaches will run as normal for students attending site.
- Parents of students engaging in remote education at home who are eligible for free school meals will be sent an email regarding the provision.

Year 12

Any students who are sitting external BTEC exams in January, will be contacted by the Head of Department, to attend their BTEC lessons/exams on site, during the week of the 5th-8th January.

If you are a critical worker, and you require your child to be on site, please email enquiries@coxgreen.com by Sunday 3rd January 2021. In the email, please state your employer, their address and your position. You will receive a phone call on Monday 4th to confirm the arrangements.

As per my letter in September, feedback from staff, parent/carers and students has suggested that student activity and screen time on Microsoft Teams should be wisely monitored. To support students, the school will follow the current students daily timetable on Teams for those students at home. This means lessons will start at the normal times for each period. In the event a student is timetabled for longer than a 60-minute lesson, staff may set students activities to do independently to ensure screen time is sensible. This may include practical independent tasks or the review of recorded information.

Our normal positive behaviour policy and high expectations apply during remote learning. I ask all parents/carers to reiterate the importance of this to their children.

For the remainder of the time, students may undertake activities such as revision and exercise as appropriate. Students will be required to attend a tutor session every morning which will start at 9am and a register will be taken. This session provides students with the opportunity to liaise with staff regarding learning queries, pastoral matters and technical issues. Follow up appointments can also be made at this time if required. If a student is unwell the normal absence reporting process applies.

Please note, any staff who are required to self-isolate and are fit and well will set work and lead live lessons on Teams. However, should this not be possible, a message will be sent via Teams by the relevant Learning Leader and work set. This may include pre-recorded PowerPoints. Should there be any queries which cannot be resolved during tutor time please email enquiries@coxgreen.com

From Monday 11th January 2021, the whole school will return as normal, following the normal staggered times.

National Testing Programme

The school will deliver the testing programme which should enable as many staff and students as possible to get tested from the first week of term. If the first test is positive, the person would be immediately required to self-isolate and book a further test at a government testing centre to confirm the result. If the first test is negative, the person would be tested again three days later. The specifics of this programme will be shared in due course, once we have been provided with the information from the Government. The benefit of this programme is that a person would not need to isolate for 10 days unless they test positive. Participation is **optional** and a consent form will be placed on Edulink for all parents and carers who wish for their child to be part of this programme.

Should your child test positive between now and 23rd December, please do email enquiries@coxgreen.com

I have also been asked to remind all students, parents and carers that they should continue to comply with the rules set out for the tier they live in, including the mixing with other households when they are not in school and when they are travelling to and from school.

Please be aware, the school closes for the Christmas break today and our reception will be closed from 12.30pm. Should you have any urgent queries regarding this letter please email enquiries@coxgreen.com. Please note our reception will reopen on Monday 4th January 2021.

Thank you very much in advance for your understanding with this sudden change by the Government and your ongoing support with the unprecedented times we all face. Wishing you all a very healthy and safe Christmas and New Year.

Yours sincerely

Cathrin Thomas
Headteacher