



The Castle School
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Updated Information for Students and Parents

September 2020

(Updates are in red)

As a school, we are keen to return to an education that is as close to what we usually do as possible. We understand that everyone's experiences over the last six months will be varied and see it as our priority to both consolidate and validate these experiences as we move into the new academic year. Our recovery curriculum plan means that we are focussing on reconnection between the individuals in our school, with positive relationships at the core of our work this term.

We are also working to ensure that the school is as safe as possible for the return of children and staff. Please see the school website for the detailed risk assessment which is constantly reviewed and updated.

As recommended by the Department for Education, each year group will be based in a particular zone of the school for the first two weeks in September. This plan will then be reviewed as appropriate.

This guide includes:

1. Before and the start of school
2. The School Day including break and lunchtimes.
3. Attendance including COVID
4. Uniform including face masks
5. Behaviour and detentions
6. Parents and visitors
7. Support and welfare
8. Covid cases: what to do if your child has symptoms; what the school will do if your child has symptoms; what the school will do if a child tests positive.

1. BEFORE AND THE START OF SCHOOL

- Students must not congregate anywhere before, after or during school time, and social distancing must be maintained.
- The rules for public transport apply to school students at the time of writing so students should wear face masks. Please check the transport website for up to date information.
- Therefore students should arrive at 8.40 am and go straight to their tutor rooms, listed in **TABLE B**.

- If they arrive slightly beforehand, they must go to the designated spaces listed in **TABLE A**. **These are available from 8.30 only. Students cannot come onto site before 8.30 except for Year 7s**, who may only come into the Library from 8am.

Table A

Year Group	Spaces available before school from 8:30am ONLY
7	Library from 8am and after school to 3.30pm OR Dance Studio (DSS)
8	Old Hall
9	New Hall
10	New Dining Hall
11	Students to go straight to tutor rooms

TABLE B

Zones - Tutor Bases				
Year 7	Year 8	Year 9	Year 10	Year 11
S14 – 7M	J11 – 8G	J13 – 9G	T13 – 10G1	T33 – 11G
Rm 9 – 7G2	P4 – 8O	J1 – 9O1	T14 – 10G2	N13 – 11O
S4 – 7O	J17 – 8M1	J5 – 9O2	T16 – 10O	T35 – 11M1
S1 – 7R	J18 – 8M2	J15 – 9M	Rm 06 – 10M	Q14 – 11M2
S11 – 7G1	J19 – 8R	J3 – 9R1	P3 – 10R	N12 – 11R
S2 – 7B	J12 – 8B1	J4 – 9R2	T11 – 10B	T34 – 11B1
S12 – 7Y1	J20 – 8B2	J2 – 9B	T4 – 10Y1	Q13 – 11B2
S13 – 7Y2	J16 – 8Y	J14 – 9Y	Rm 05 – 10Y2	T23 – 11Y

New One Way Route around the School: The school will be implementing a **clear one-way route** around the site. Therefore, on arrival at school in September, it is vital that students follow staff instructions and the clear signage to make their way safely around the premises. Please reassure your child that there will be time on the first day to walk the school site with their tutor.

Student Reception has been opened so that students no longer have to make their way through the Dining Room and potentially break a bubble. Students making their way from Tower should follow the one-way system, through Student Reception and OUT of the doors at Student Reception, past the bike sheds. This way, a year group at lesson changeover will not go through older year groups at break or lunchtime.

Blue lines mark the playground and field, denoting zones for break and lunchtime and the 'PE Corridor' which enables students to pass safely out to the field without breaking a year bubble.

Lockers: students will not have access to a locker for the first fortnight. Students will need to carry all belongings with them but we have reduced the burden for students for example, there will not be practical Food lessons. If a child needs to access their locker from last academic year and empty it, they will be able to do this **after school ONLY** any day up to Friday 11 September. After this, lockers will be emptied and contents disposed of, so that we can plan to reallocate lockers as necessary to reflect new tutor bases. **We are currently in the process of reallocating lockers. Every student should have a locker in or near their tutor room. We will inform students when they are available.**

2.THE SCHOOL DAY

We have staggered Break and Lunch times in order to maintain social distancing as much as possible and to avoid mixing tutor groups. Please look at this alongside your child’s timetable which has been posted and should arrive shortly. You will see that only two groups at a time have break and lunch, and we have designated spaces to keep them apart.

Students must use hand sanitizer on entry to any room and there are hand sanitizer stations at the entrance to each building. Desks have been rearranged where possible to ensure distancing. Year groups will be taught mainly in one area in the School during the first two weeks and will have practical lessons such as DT, Art, Computing, Drama and Dance in those specialist rooms. **Due to the year group closures of several schools locally and an increasing number of schools around the UK, we do not feel it would be safe to ease up on the current measures. Therefore, we are retaining all measures to keep year groups apart as much as possible.**

Face Masks: If you and your child feel safer wearing face masks/ gloves, they are welcome to do so although the DfE advice is that this is not necessary. If you wish to do so, please ensure that your child knows how to put it on and take it off without exacerbating their risk or that of others. Masks should be disposed of safely or stored safely.

There will only be year assemblies to start the year and to explain the new measures but no house assemblies. House assemblies will be ‘live broadcasts’ to tutor rooms.

TABLE C

	8:45	9:10	10:10	10:30	10:40	11:00	11:10	11:30	12:30	13:00	13:30	14:00
Yr 7	Tutor time	Lesson 1	Break (Hall)	Lesson 2				Lesson 3	Lesson 4a	Lunch (Hall, Left Side of Field, Tennis Courts)	Lesson 4b	Lesson 5 (14:55 departure)
Yr 8	Tutor time	Lesson 1	Lesson 2a		Break (Hall)	Lesson 2b		Lesson 3	Lunch (Hall, Left Side of Field, Tennis Courts)	Lesson 4		Lesson 5 (14:55 departure)
Yr 9	Tutor time	Lesson 1	Break (Dining Hall)	Lesson 2				Lesson 3	Lesson 4a	Lunch (Dining Hall, Right Side of Field, Playground)	Lesson 4b	Lesson 5 (15:00 departure)

Yr 10	Tutor time	Lesson 1	Lesson 2a	Break (Dining Hall)	Lesson 2b	Lesson 3	Lunch (Dining Hall, Right Side of Field, Playground)	Lesson 4	Lesson 5 (15:00 departure)
Yr 11	Tutor time	Lesson 1	Lesson 2		Break (Dining Hall)	Lesson 3	Lesson 4	Lunch (Dining Hall, Field, Playground)	Lesson 5 (15:00 Yr 11 revision sessions)

After School: PLEASE NOTE YEAR 7 AND 8 slightly staggered end of the school day. This is to allow them to collect bikes, leave the site before everyone else. Obviously they can wait for older brothers and sisters but must not congregate and must maintain social distance.

Year 11 Revision sessions will be published next week and Year 11 are expected to attend the extra sessions to help them prepare for their exams.

PE Enrichment will be published next week and in year bubbles.

3.Attendance:

From the start of the autumn term 2020, pupil attendance will be mandatory and the usual rules on attendance will apply, including parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil. There is an updated addendum to the Attendance Policy which will be available on our website shortly. Please do get in touch with us if you are concerned about your child returning to school so that we can put a support plan in place to get them back in.

4.Uniform:

All students are expected to wear the full uniform for The Castle School on return in September 2020. The details may be found on our website here: <https://www.castleschool.co.uk/parents/uniform.htm>. PE kit should be brought to school and be changed into in the usual manner.

We were hoping to consult on a change to the school skirts but since we immediately went into lockdown, we have not yet been able to do this and so skirts must be the same as last year. Mr Lamb, the new Headteacher may well consult for next year but it would be wrong to expect parents to buy a new skirt for this year and immediately consult on a change.

Face coverings

Based on current evidence, Public Health England does not recommend the use of face coverings in nurseries, childminders, schools or colleges (except in some specific circumstances).

They say that this is because:

- children, young people and staff are mixing in consistent groups
- not using them correctly may accidentally increase the risk of transmitting the virus

- there may be negative effects on communications and therefore on your child's education

The guidance on face coverings will be kept under review. However at The Castle School, if you and your child feel safer wearing a mask/gloves, they are allowed to but it is your responsibility to ensure that they know how to put them on and remove them safely, and store or dispose of them safely.

Equipment: we expect all students to bring their own equipment to school as per usual. This is more important than ever, as we will be unable to lend equipment to those who do not have it. Any specialist resources will of course be provided, with any resources being managed as per our risk assessment to ensure safety.

Any uniform or equipment purchases should ideally be made electronically and online, reducing the need to physically visit the Student Reception. The purchased items will then be delivered to your child.

5. Behaviour:

The Castle School students have behaved in an exemplary manner on return. There have been very few incidents at all and I want to congratulate them on this. We will celebrate and recognise positive behaviours in the usual ways at The Castle School, with House points being awarded across all aspects of school life and will contribute towards the House Trophy of course.

There is an updated annex to our Behaviour Policy on the website, showing how we will manage any poor behaviour. There is an absolute need to ensure that all children and staff are safe when returning to school and therefore any breaches will be sanctioned as per the policy. We will not be able to have children in school who pose a risk to the safety of others.

Detentions and School Sanctions:

As we have to keep year groups apart and now have staggered lunchtimes, we have moved School Detention to after school. Instead of lunchtimes.

School detention will be after school for 30 minutes, five lunchtimes. As before, if the students turns up for the first three, we will commute it to three. These will be held in the Year base and supervised by the year tutors and SLT lead for the year group.

School Detention is a serious sanction for very poor behaviour, such as refusal to follow school rules or disruption to the learning of others, or not attending the short Break time detentions which are for lateness or school uniform infringements.

Internal Exclusions are now after school until 5pm and will be held in the Library for KS3 and in the Pastoral Hub for KS4. As there are very few students in Internal Exclusions, we can mix year groups as we can maintain social distance.

Although the legal position is that schools can detain students on the same day without notifying parents, however, we think it is better for our partnership that we inform you before the detention/Internal Exclusion.

6.PARENTS AND VISITORS

Reception is closed and no visitors are allowed in school. Sadly this does include parents. Please email or phone the school if you need to contact us or get a message to your child. Appointments or meetings will be by phone or TEAMS. Uniform needs to be ordered online and will be posted or given to your child to bring home. Please do not come onto site to meet your child unless they are ill and need collecting.

7.Support and welfare:

Thank you for letting us know if your child has had a difficult time during lockdown or is anxious or if your family has had a bereavement. If anything has happened since then, please do let us know. Your child's teachers will all have had this information so they can support your child. For the first three days of School, we are extending registration to the end of lesson 1 to give students time to process the experience of lockdown and the return to School with their tutors. We have a very good set of resources to support students in this and it will give us time to assess if we need to extend this further, and to identify individuals and groups of students who need more time to process this. All staff are very well aware that children will have had very different experiences. Please do reassure your child no one is going to blame them if they have not been able to do the work, or make them feel anything but welcome and reassured.

Key school staff are available as needed on return to school, so your child's tutor or Head of House should be contacted if there is an issue or something of which you need to inform us. Unfortunately, parents and carers will not be able to come in to school and meet with staff but we are still making appointments and can 'meet' online or by phone. If there is a safeguarding issue to report or discuss, please contact Mr Wordsworth (Deputy Headteacher) or Mrs Horsley (Welfare Officer). You can also use the safe@castle.somerset.sch.uk email to report a concern or problem.

Resources to help you support your child: <https://www.castleschool.co.uk/students/help-and-support.htm>.

9. COVID cases

Important information regarding COVID and how to stop the spread of it in our School

Illness: If your child has any symptoms of COVID, you must not send them into school.

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

We are being very careful to check that children have more than just a tickly throat before we send them home. We know the implications for you and your family, however, we cannot take a risk and allow children to remain in school in case they are positive. Sometimes that will be irritating for parents, but I am sure that you would rather we err on the side of caution for all of our community.

If a child shows COVID symptoms in School, they will be immediately isolated, we will contact you urgently and you must come and collect them immediately. They will be isolated until you do so.

The DfE guidance says this:

Do not send your child to their nursery, childminder, school or college if:

- they are showing [coronavirus \(COVID-19\) symptoms](#)
- someone in their household is showing symptoms
- [Arrange a test](#) if you or your child develops symptoms. Inform your nursery, childminder, school or college of the results.
- **If the test is positive**, please call this number: 274145 and speak to Mrs Broadway, who will take all the relevant information. If this number is engaged, please ring Miss Gregory on 273858. We will ask you a number of questions about close contacts in school so please ask your child to list all those students in any other year group he or she has been in close contact with so that we can alert those families. We will have your child's timetable so will be able to help with that.
- If you receive a **positive test** result outside of school hours, please email: covid@castle.somerset.sch.uk with your child's name and your contact details.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on,
- a face to face conversation, or unprotected physical contact (skin-to-skin) proximity contacts
- extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person
- If it is positive, you must obviously follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), and engage with the NHS Test and Trace process.

It is really important that you help us to implement these actions by following the advice set out here and wider public health advice and guidance.

Managing confirmed cases of coronavirus (COVID-19) amongst the school community

We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). This guidance is accurate at the time of writing but we are aware

it may change. Please consult the DfE guidance for the most up to date guidance:
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

- We will immediately contact the local health protection team and DfE. A team will also contact the school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. **This is why we need to know who your child has been in close contact with, especially another year group.**
- The health protection team will work with the school in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, the school will send home those students and staff who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. **In most schools where this has already happened, the whole year group has been sent home and had to self-isolate.**
- The health protection team will provide definitive advice on who must be sent home. **At the time of publication, schools with positive cases have been instructed to send all students in the year group home to self-isolate.**
- A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:
 - if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
 - if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

- The School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

9. Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Online learning for students if self-isolating

- If a student has to self-isolate due to being a close contact, we will do all we can to ensure he or she has work. This will normally be set on Show My Homework (SMHW).
- It is best when students stick to their timetables and do the work set.
- If they run out of work or there is some reason why the work is not on there (for example, we may well have staff absence or a technical hitch), students should read a suitable book, or practise their Maths or MFL. They will also have unfinished work or green penning to do.
- If work is not on SMHW, it may be because the teacher is unwell or there is a technical hitch. If this happens, students must follow the links below and find the subject on their timetable and the topic they are studying now, but also let the school know so that we can resolve any technical issues:
 - Key Stage 3: <https://classroom.thenational.academy/subjects-by-key-stage/key-stage-3>
 - Key Stage 4: <https://classroom.thenational.academy/subjects-by-key-stage/key-stage-4>

Online learning if the year group closes

- If staff are able to, lessons will continue as per the timetable and be live-streamed wherever possible.
- If staff are required to cover other lessons because of high levels of staff absence, work will be set on SMHW.

The school may have to close other year groups if staff absence becomes so high that it is not safe to manage the number of students. If this happens, Year 11, 7 and 8 will be the priority for the following reasons:

- **Year 11 have GCSEs.**

- Year 7 and 8s are the most likely to need parental supervision so, to enable parents to continue to work, we will keep these year groups in school for as long as possible.
- If we can, we will investigate ways of keeping as many students in school as possible, for as long as possible.