13th July 2020

Dear Parents / Carers,

Re: Detailed plan for students’ return to school in September 2020

Over the past few months the circumstances around coronavirus (COVID-19) has been a challenge for everyone: children, young people, parents/carers and school staff. Normal life has been disrupted in a way that most people have never experienced before.

The number of coronavirus cases has reduced significantly and so the government has now asked all schools to plan for all children and young people, in all year groups, to return to school from the beginning of the autumn term. We are therefore planning for our school to open at the start of September. The safety, wellbeing and educational experience for your child is our highest priority. Please note that the government will make a final decision on this on 11th August.

Outbreak planning

As part of this planning, Coventry has a city-wide approach for COVID-19 and this includes a clear plan for what happens if an individual child is showing COVID-19 symptoms, or is tested positive, and what happens if more than one pupil in our school has symptoms or is tested as positive. This planning also sets out specific steps of what would happen if there was an outbreak within a geographical area of Coventry or if there was a wider outbreak across Coventry. The commitment from our school and from Coventry City Council is, that if these circumstances were to arise, there would be clear communication with you about your child’s attendance at school.

Your role as a parent - guidance

Please take a few minutes to read the guidance published by the government:


As we move to re-opening of schools in September, we must consider the safety of parents as well as children. Parents must help schools by taking responsibility for their own health and safety. We respectfully expect you to take responsibility for yourself at the school gates and in and around school by following social distancing, hand hygiene and observing any rules published by the school for your safety.

We may need to contact you again with updated arrangements for returning to school during the holiday, following the government decision on 11th August.

Yours faithfully,

Mr C Bishop (Headteacher)

Please find enclosed with this letter:

☐ Appendix 1: Details for years 7 and 12 return to school on Wednesday 2nd September
☐ Appendix 2: Details for all year groups on Thursday 3rd September
☐ Appendix 3: School start times and arrangements for the Autumn term for years 7-11
☐ Appendix 4: Plans for the Autumn term for years 12 & 13
☐ Appendix 5: Diagram of the school with zoning
☐ Appendix 6: FAQ for parents
Appendix 1

Wednesday 2\textsuperscript{nd} September 2020 - Year 7 First Day

The new Year 7 cohort will start on Wednesday 2\textsuperscript{nd} September 2020. Year 7 and 12 will be the only cohorts in school on this day to support them in settling in, meet their mentors and make some new friends. Students should arrive through the ‘top pedestrian gate’ between 08.30 and 08.50 and follow the signs to their college areas.

There will be a range of transition activities in the morning followed by their first lessons with their new teachers in the afternoon.

The schedule for the first day is outlined below.

<table>
<thead>
<tr>
<th>Time/Period</th>
<th>Asiatic</th>
<th>Barbary</th>
<th>Katanga</th>
<th>Masai</th>
<th>Nubian</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:50 – 09:05</td>
<td>Welcome message and introductions</td>
<td>Welcome message and introductions</td>
<td>Welcome message and introductions</td>
<td>Welcome message and introductions</td>
<td>Welcome message and introductions</td>
</tr>
<tr>
<td>09:05 – 09:35</td>
<td>Planners and timetables</td>
<td>Photos</td>
<td>Expectations, daily routine and key information</td>
<td>Expectations, daily routine and key information</td>
<td>Treasure hunt</td>
</tr>
<tr>
<td>09:35 – 10:05</td>
<td>Photos</td>
<td>Planners and timetables</td>
<td>Treasure hunt</td>
<td>Social media session</td>
<td>Expectations, daily routine and key information</td>
</tr>
<tr>
<td></td>
<td>Thumb prints 9:05 A01-A05</td>
<td>Thumb prints 9:35 B01-B05</td>
<td>Thumb prints 10:05 K01-K05</td>
<td>Thumb prints 11:30 M01-M05</td>
<td>Thumb prints 11:00 N01-N05</td>
</tr>
<tr>
<td>10:05 – 10:35</td>
<td>Expectations, daily routine and key information</td>
<td>Expectations, daily routine and key information</td>
<td>Planners and timetables</td>
<td>Photos</td>
<td>Social media session</td>
</tr>
<tr>
<td>10:35 – 11:00</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>11:00 – 11:30</td>
<td>Treasure hunt</td>
<td>Social media session</td>
<td>Photos</td>
<td>Treasure hunt</td>
<td>Planners and timetables</td>
</tr>
<tr>
<td>11:30 – 12:00</td>
<td>Social media session</td>
<td>Treasure hunt</td>
<td>Social media session</td>
<td>Planners and timetables</td>
<td>Photos</td>
</tr>
<tr>
<td>12:00 – 12:15</td>
<td>Meet horizontal mentor</td>
<td>Meet horizontal mentor</td>
<td>Meet horizontal mentor</td>
<td>Meet horizontal mentor</td>
<td>Meet horizontal mentor</td>
</tr>
<tr>
<td>12:15 – 13:00</td>
<td>Lunch M block</td>
<td>Lunch M block</td>
<td>Lunch M block</td>
<td>Lunch M block</td>
<td>Lunch M block</td>
</tr>
<tr>
<td>13:00 – 14:00</td>
<td>Period 4 lessons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14:00 – 15:00</td>
<td>Period 5 lessons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The new Year 12 cohort will start on Wednesday 2 September 2020. Sixth Form students will be forming their own Sixth Form bubble in school and until further notice should arrive through the pedestrian entrance of the vehicle gate. All Year 12 students should go directly to their mentor room for an 08:50 start. There will be staff on hand to direct students who are new to the school and timetables will be sent out in advance.

There will be a range of transition activities in the morning followed by Period 4 and 5 lessons in the afternoon. All Year 12 students are required to attend the morning sessions. For an interim period, Sixth Form students will only be required on site when they have taught lessons. Students who have study periods in the afternoon of Wednesday 2nd July will be permitted to leave the site from lunchtime. Sixth Form students will need to make their own provision for lunch and are permitted to leave the site between 12:25-13:00.

The schedule for the first day is outlined below.

<table>
<thead>
<tr>
<th>Time/Period</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:50 – 09:05</td>
<td>Meet the Mentor Welcome and introductions / 'getting to know you' activity</td>
<td>Mentor rooms</td>
</tr>
<tr>
<td>09:05 – 10:05</td>
<td>Welcome assembly from the Head of Sixth Form</td>
<td>Mentor rooms</td>
</tr>
<tr>
<td>10:05 – 11:05</td>
<td>Mentor time activity on Independent Learning Expectations Daily routine and key information</td>
<td>Mentor rooms</td>
</tr>
<tr>
<td>11:05 – 11:25</td>
<td>Break</td>
<td>Sixth Form outdoor zone</td>
</tr>
<tr>
<td>11:25 – 12:25</td>
<td>Virtual introduction to the Study Centre and Library Planning for academic enrichments Timetables and study time</td>
<td>Mentor rooms</td>
</tr>
<tr>
<td>12:25 – 13:00</td>
<td>Lunch <strong>NB: On site canteen facilities will not be available</strong></td>
<td>Students may go off site or to the outdoor Sixth Form zone</td>
</tr>
<tr>
<td>13:00 – 14:00</td>
<td>P4 lessons or home study</td>
<td>Sixth Form teaching rooms / home</td>
</tr>
<tr>
<td>14:00 – 15:00</td>
<td>P5 lessons or home study</td>
<td>Sixth Form teaching rooms / home</td>
</tr>
</tbody>
</table>
Appendix 2

Thursday 3rd September 2020 - Year Group Start Times

The start times will be staggered for the main school year groups on their first day back so routines can be established, and year group bubbles will work. Year groups should arrive on site between the times given and walk directly to their year group zone (see map in Appendix 5).

- Year 8 Arrive by 8:50
- Year 13 Arrive by 8:50
- Year 9 Arrive by 9:20 but no earlier than 9:00
- Year 10 Arrive by 9:50 but no earlier than 9:30
- Year 11 Arrive by 10:20 but no earlier than 10:00
- Year 7 Arrive by 10:50 but no earlier than 10:30
- Year 12 Arrive by 10:50 but no earlier than 10:30

Students should use the pedestrian gates as outlined below to enter the school site from their first day back. Normal lessons will resume from Period 3 on Thursday 3rd September 2020.

Friday 4th September 2020 onwards - School Start Times

In order to avoid mixing year group bubbles, students must use the school entrance allocated to their year group and will have the following start times (students must be on site by these times).

<table>
<thead>
<tr>
<th>WEEK 1</th>
<th>8:50 To Mentor Period</th>
<th>9:05 To Period 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 7</td>
<td>Year 9</td>
</tr>
<tr>
<td></td>
<td>Top pedestrian gate</td>
<td>Main pedestrian gate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 2</th>
<th>8:50 To Mentor Period</th>
<th>9:05 To Period 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 8</td>
<td>Year 10</td>
</tr>
<tr>
<td></td>
<td>Top pedestrian gate</td>
<td>Main pedestrian gate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 7</th>
<th>Year 9</th>
<th>Year 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top pedestrian gate</td>
<td>Main pedestrian gate</td>
<td>Vehicle pedestrian gate</td>
</tr>
</tbody>
</table>
Appendix 3

Arrangements for Years 7-11 Autumn Term

Structure of the day:

Week 1:  
Start 08:50 Years 7, 9, 11  
Start 09:05 Years 8,10, sixth form

Week 2:  
Start 08:50 Years 8,10, sixth form  
Start 09:05 Years 7, 9, 11

Students who start at 08:50 on either week 1 or week 2 will have mentor time before lesson 1 that week.

Students who start at 09:05 on either week 1 or week 2 will have a daily online mentor time that they can access from home either before or after school.

Lesson times will remain unchanged due to the zoning of the school to limit contact with other year groups.

Lunch arrangements and food provision:

In order to limit contact between the year groups the canteens will not be selling breakfast or be open at breaktime for the Autumn term.

For our lunchtime provision we will be keeping split lunches with each year group purchasing their food from particular canteens. In order to limit the cross contamination between year groups across the two lunchtimes, the menu will be a selection of hot and cold grab and go items which will be served in cardboard containers. Students will be able to purchase their food and eat it in their allocated zone rather than sit in the school canteen. Although this will slightly reduce the hot meal provision there will still be a wide range from which to choose.

The split lunch arrangements are as follows:

First lunch:  
Year 7  E Block Canteen  
Year 9  M Block canteen  
Half of Yr 11  Tuck Inn Cabin

Second lunch:  
Year 8  E Block Canteen  
Year 10  M Block Canteen  
Half of Yr 11  Tuck Inn Cabin

Students will need to bring bottles of water with them and these can be refilled during the school day.
Appendix 4 – Sixth Form Information

Sixth Form students will return to school in September as per Appendix 1. For a temporary period, Sixth Form students will only be required on site when they have timetabled lessons and will be expected to carry on with their studies at home at all other times. Only students who have trapped study periods (i.e. a study period in between two blocks of lessons) will be permitted to study on site in one of the allocated zones. This arrangement will be reviewed regularly and as soon as it becomes possible, Sixth Form students will be expected to return full time and the normal privilege system will resume. All Sixth Form students must enter and leave the school through the pedestrian vehicle gate.

Sixth Form students will be part of their own social bubble and must use the outdoor allocated zone at break time. At lunch Sixth Form students may either leave the site or use the outdoor zoned area. During this period canteen facilities will not be available for Sixth Form students but this will be reviewed regularly.

Sixth Form students are expected to bring a laptop or device to school and will be asked to sign our ‘bring our own device policy.’ Mobile phones are not permitted during school hours.

All Sixth Form students are expected to wear business dress at all times. Please check the Sixth Form areas of the school website for more details

Students who are financially struggling may apply to our bursary scheme which can offer support to students with a low household income by emailing: l.wilkinson@finhampark.co.uk.

Sixth Form students will meet with their mentor who will be on hand to offer support and guidance during allocated mentor times. If students require additional support during the school day they will be required to go to the Sixth Form hub. Students will not be permitted to move freely around the school site or locate teachers in person throughout the day. Correspondence with staff outside of lessons must be via email only until further notice.

If students are unwell please keep them at home and report absence to the Sixth Form absence line in the normal manner. If Sixth Form students develop symptoms during the school day they will be isolated and parents called to collect them wherein the government guidance on isolating and testing should then be adhered to.

During the course of the year, alongside their mentor and subject teachers, students will be supported by the following team:

Mr R Morey – Assistant Headteacher Post 16
Mr P Shepherd – 2i/c Sixth Form
Mrs L Wilkinson – Study Centre Manager
Mr S Chatha – Sixth Form Learning Mentor
Ms S Wright – Sixth Form Receptionist
APPENDIX 5 – School zones

Ground floor plan
First floor plan
Outside zone plan
APPENDIX 6
FAQ - Finham Park School September Reopening 2020

Health and Safety

How regularly is the school cleaned?
During the closure the school has received a full deep clean. Once open in September, classrooms and facilities, along with the toilets, touch points and desks will be cleaned regularly each day. Students will be briefed each lesson on hygienic protocols to ensure each student is regularly washing their hands and sanitising on entering and leaving each room.

Will all of the students be using the same toilets?
No, toilets have been allocated to specific year group bubbles. They will be told which ones they can use during their first mentor time.

Will there be food on sale?
Yes, Year’s 7-11 will be allocated to a specific canteen at a specified time within their year group bubble only. Food will be take-away only and we will not be selling full cooked meals, though some hot food will be available. Students will not be able to sit and eat in the canteen. There will not be a canteen provision at this time for the Sixth Form but this will be reviewed regularly. All Sixth Form will either leave the site for lunch or being a packed lunch and eat in their outdoor zone.

Will there be a food provision for FSM students?
Yes.

Will there be drinks and water available?
Students should bring their own water from home in a bottle. They can top this up from the fountains if required, but where possible please ensure your child has enough water for the day with them.

Will there be a first aider on site?
Yes.

Will there be a safeguarding member of staff in school?
Yes, at all times.

Will there be a senior leader in school all the time?
Yes, all staff will be back on site each day in September.

My child is on medication, is there somewhere it can be stored?
Yes, we have a secure medical cupboard. We are encouraging students to take medication before and after school where this is possible. If your child has emergency medication the medical team will need to be made aware and a supply kept in school. Please notify your child’s mentor and they will make the arrangements.

If my child becomes ill during the day what will happen?
They will be sent to first aid for an assessment. If they are displaying COVID-19 symptoms they will put into our COVID-19 isolation room and parents will be called to collect their child immediately.

If my child becomes ill at home do I need to notify the school? Who do I notify?
Yes, please notify us by calling reception in the usual manner stating the suspected reason behind the illness.

If my child displays symptoms what should I do?

Children should be kept at home as per the Government guidance for 7 days and be tested for the virus. Please inform the school that your child is isolating and if your child has a positive COVID-19 test.

Will the students be expected to socially distance from one another?

No, students are being zoned in year group bubbles and so it will not be necessary for them to socially distance. However, students should avoid mixing between year group bubbles.

Will teachers be 2m away from the children?

Yes, rooms have been designed in a way that allows the staff member to remain 2 metres apart from students.

Will there be hand sanitiser available in every room?

Hand sanitiser will be in every classroom on the wall by the door as students enter the room.

Should my child be wearing a facemask?

The government guidance states that they do not need to wear a mask however if they choose to on site, they can. If they are removed, they should dispose of them in a plastic bag and take them home.

Should my child be wearing gloves?

Gloves may be worn on the way to school. However, they provide no more protection than hand washing/sanitising. They should then be removed when on site so that hands can be sanitised upon arrival.

Will teachers be wearing PPE?

This is not a requirement from PHE, but some staff may choose to wear face masks.

What happens if a child purposely coughs over another child?

Behaviour for Learning Policies have been reviewed in the light of any changes to support discipline around social distancing. For ease of use, normal sanctions will apply – it has been agreed that ‘not following COVID-19 health and safety rules’ will be escalated to senior leaders in the school immediately.

If my family have been contacted by ‘Track and Trace’, do I need to contact the school?

Yes, please contact reception.

If my child is unwell but doesn’t have COVID-19 symptoms can they still come into school?

No, students will be sent home at the first signs of illness regardless of symptoms.

If I am in a shielding group, do I have to send my child into school?

Yes, from September all children are expected to return to school.

Will there be reminders to wash hands etc?

Yes, posters are being put up around the site and students will be briefed at the start of each lesson on new routines regards hygiene and hand sanitising.

How will you manage the numbers of students trying to use the toilets?

Toilets have been zoned into student bubbles and toilets will be regularly cleaned.

Will there be hand sanitiser available in the outdoor areas?

All hand sanitisers will be located inside classrooms.
Can students go anywhere on site?
No, they will only be allowed into the rooms for their lessons and zoned areas. All classes except specialist classes will be taught in their zoned block and each year group has an allocated part of the school for break/lunch.

What will happen if there is a fire alarm?
Students will be asked to evacuate the building in the normal way to ensure a speedy evacuation, they will then meet at the muster point on the tennis courts in their year group mentor group.

Arrival and Exit

Will I be taken to court if my child doesn't attend school?
All students are expected in school from September so the normal procedures will be back in place for non-attendance.

Are all students arriving/leaving at the same time?
No, within the timetable it states start and finish times. These are staggered depending on year group. Students will need to attend a pre-recorded virtual mentor time on one week and physical mentor time the next.

Can I meet my child outside school?
Where possible students should be traveling to and from school alone and not on public transport. This reduces the amount of people traveling to and from one location at a time and means that it will be easier to observe social distancing. We ask that parents and carers and other students should not congregate / meet outside the school gates. Where students need to use public transport, they will need to wear a mask if they are over 11 years old, as per the government guidance. The mask must be placed in a plastic bag when not in use at school.

Do students have to use particular entrances?
Yes, dependent on their year group.

How are you going to stop children hanging around in groups before school?
Students will be arriving at staggered times to reduce congestion and duty staff will be on duty to ensure students are not congregating outside their year group bubbles.

On-site movement

How are you going to limit exposure to other children when my child is moving around the corridors?
Students have been allocated to year group zones. Where possible, they will be taught in the same block as their bubble. Where students need to move outside their block for specialist lessons, one-way systems are in place to avoid congestion and exposure to other students.

Are students allowed mobile phones in school?
Yes, but they are not allowed to use them during the sessions or around the site. This includes the Sixth Form at all times on site.

Do students have to come in uniform?
Yes, students will be expected to wear full uniform and will also be issued with a year group badge so they can be easily identified. Sixth Form students will be expected to wear business dress and a lanyard which, for Year 12, will be provided in the first week of term.

**Will students be supervised before and after school around the site?**

Duty staff will be present to ensure students arrive and leave the site sensibly.

**Will the same behaviour system still apply?**

Behaviour for Learning Policies have been reviewed in the light of any changes to support discipline around COVID-19 health and safety rules. For ease of use, normal sanctions will apply – it has been agreed that ‘not following COVID-19 health and safety rules’ will be escalated to senior leaders in the school immediately. This policy can be found on the school’s website here.

### Organisation of Mentoring sessions

**Why has my child’s mentor group changed?**

Whilst the rules around COVID-19 are in place, students will temporarily be moved to a horizontal, year group mentor group. Students will still be in the same college and our vertical system will resume when this becomes possible. On the first day, Year 7 will meet both their vertical and horizontal mentor.

**Will my child have to bring equipment in with them?**

Yes, and equipment is not to be shared with anyone else.

**Do students need to bring exercise books with them?**

Yes, students should bring the normal equipment needed for lessons.

**Will my child be exposed to lots of different staff?**

Students will have normal, timetabled subject specialist teachers for all of their lessons and staff will socially distance from the students.

**Will my child be getting homework?**

Yes, home learning will be set online.

**If my child isn’t in a group with their friends can they move group?**

Students are not allowed to move groups as they have been put into a social bubble and cannot mix with others.

**Will my child be doing practical activities?**

Yes, practical subjects are happening at this time in some year groups but this may be restricted at this time.

**Will my child be doing PE?**

Yes, PE lessons have been planned carefully in order to avoid contact. Where equipment is used, it will be allocated to individual students and cleaned regularly.

**Will the timetable given on day one remain the same for the rest of the academic year?**

Yes.

**Can my child bring in the laptop to work on?**

Yes, Year 12/13 only are recommended to bring them in under our BYOD policy for the Sixth Form.
Where will the Sixth Form be studying?
Sixth Form students will only be required on site for lessons and must go home during study periods. Where Sixth Form have a trapped period in the day, the Library will be provided as their designated supervised study space.

Pastoral Support

My child has been suffering with anxiety, who do I contact?
You should contact your child’s mentor in the first instance, and they will be able to pass this on to the relevant person in school to help. Each social bubble will have its own support hub room.

If my child gets upset can they leave the room?
They may leave the room, but must be escorted to a quiet place with a member of staff.

If a child needs help with a subject will they be able to go and see their teacher at break or lunch?
Their teacher may not be available or may not be located in the same zone. Please email subject teachers with specific questions or contact your child’s mentor.

My child has special educational needs, how will you support them if they aren’t with their normal mentor?
Pastoral and SEND support are deployed in year group zone hub rooms to support prioritised pupils.

My child uses the PLC. Will this be open for students?
Pastoral and SEND support will be deployed wherever possible to support prioritised pupils. However, this will not take place in the PLC. A student’s mentor will alert the relevant member of senior staff to help provide support as required. Each bubble will also have designated pastoral and SEN support in their year group zone hub room.

Other

How are you going to communicate with parents when the arrangements change?
Multiple methods of communication will be used to make sure all parents get the same messages. This may mean some duplication of messages being received, with some arriving during the summer holiday.

Where do I go as a parent if I need to come into school?
You will need to have a pre-arranged appointment to come in to school. Where possible please email mentors in the first instance if you have a concern.

Will my child be able to lock their bike in the bike shed and how will you ensure there is social distancing in the bike shed?
Yes, there will be a one-way system, bikes will be spaced 2m apart, one student at a time will be allowed in.

If I have questions about these arrangements, how do I contact the school?
Use the contact form on the school's website so that your question can be directed to the appropriate member of staff.