



27th August 2020

Autumn term full school opening

Dear parent/carer,

We hope that you and your family have had a restful summer.

Whilst staff at Churnet View have found opportunities to relax over the summer break, I am sure you would not be surprised to hear that many of us have been working hard, in preparation for a full re-opening of school in September. As is always the case, ensuring that your child is always safe, healthy and happy, whilst providing them with an excellent, balanced curriculum and stimulating learning experience are our main priorities. When your child starts the new academic year, returning to us on **Wednesday 2nd September**, many will be new to us but ALL will find things are a little different. As we want to make every pupil's transition to us, or to our new procedures, as smooth and stress-free as possible, we will be taking careful steps in order to ease them back into school life carefully and considerately. We are all extremely conscious that every child's experience and perception of coronavirus will differ. We therefore want to ensure that all the necessary support mechanisms that are available to us are in place. To that end we understand that you and your child may be nervous or anxious about returning to school; therefore, please discuss with your child how they are feeling ahead of returning on Wednesday 2nd September and ask that they discuss any further concerns that they have, with us, when in school. We know that if we immediately launch them into extreme circumstances, in order to compensate for all the lost learning, we run the likely risk of setting them up to fail; something that we are not about to do. We believe that if we get their introduction back into school right now and invest time and energy into doing this correctly, we will unlock their academic potential and help to mould and shape them into becoming the young person that they aspire to be.

Information about procedural changes

The following information has been produced with the **main focus being the health, safety and well-being of all pupils and staff**. Some of the information is a repeat of the information sent out at the beginning of the summer holidays. Please read the details carefully to ensure we are able to comply with the Government guidelines. All planning has been done in line with the Government Guidance <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> **Please bear in mind that these plans are subject to change and that we reserve the right to change any of them, if we believe it is necessary, in particular, as a result of scientific and medical guidance, along with guidance from the Government or local Track and Trace arrangements..** We will endeavour to communicate as quickly as possible with you if this is the case.

By carefully reading the following information with your child you are helping them to adjust to new procedures in school that they must now have to contend with.

Hand sanitation

To encourage good hygiene and to prevent the spread of the virus, please make sure that your child washes their hands thoroughly before they leave the house and then again when they come in after school. Pupils will sanitise their hands before they enter the school building in the morning and then they will be directed to do this by staff at regular points throughout the day. To support with this, please refer to the original equipment list and send your child into school with their own hand sanitiser. We have included an additional break in the afternoon to facilitate more regular hand sanitation and to prevent the need for pupils to leave lessons as often to use the toilet facilities.

Drop off and Pick up times

Due to Government guidance and in order to maintain your children within year group/key stage bubbles, we will need to stagger the drop off times for the different year groups to facilitate necessary social distancing. Pupils will come into school and line up on the school yard on arrival. They will then sanitise their hands before entering the school building. Please see the time below to see when your child will be able to enter and leave our school premises.

You must adhere to the following times for dropping off your child. These times cannot be changed or negotiated:

Drop off time	Year group	Year Group	End time
8.35am	Year 6	Year 8	3.31pm
8.40am	Year 7	Year 7	3.34pm
8.45am	Year 5	Year 6	3.37pm
8.50am	Year 8	Year 5	3.40pm

School opens for pupils on Wednesday 2nd September for ALL pupils. Please follow this link on the school website to access our term dates <https://cvm.ttl.org.uk/about/term-dates/>

As mentioned in the letter before the summer holidays, we do appreciate that staggering times is difficult for some parents. If you have requested already or are about to request that your child is dropped off earlier than the times stated above, between 08:15am – 08:30am, you must book them in by following this link and adding their name.

<https://forms.office.com/Pages/ResponsePage.aspx?id=2ZEO4Wgo4kyLCjxILqW-hPqXvOIDirdKluONGPkzMIhUQIU0M05SRjZnQ1E3MDBHUFdRSFhCVkxMTC4u>

If you do not add your child's name, they will not be permitted on site until the allocated time slot for the year group that they are in.

Registered arrivals between 08:15am – 08:30am, must enter through the small gate (we call this the top gate) immediately next to our large double gates (by the barrier), where they will sanitise their hands. They will then be directed to the hall where they will stay until the time that their year group is taken into school by a teacher.

After 08:30am, ALL other pupils will need to come into school via the side gates and only at the time stated above.

Please also note that under no circumstances are we able to permit your child onto our school site before 08:15am. We do not have the capacity to do this and so because your child cannot be supervised, we are unable to facilitate this.

Parents/carers on school site

Whilst we appreciate that it is incredibly important for you to drop your child off at school, if it is that you do choose to walk them into school, we are unable to permit you on to school grounds to wait with them. Therefore due to restrictions on group gatherings and to promote healthy social distancing, if you are walking them to School we ask that you bring your child to school at the allocated time and minimise your time outside the school gates as best as you can. The same procedures must be adhered to if you are meeting your child at the end of each school day as well – these end times are given above also. **It will not be possible to permit you to drive on to site to drop your child off, so please can you factor this into your arrangements too.**

Please also note that parents/carers will not be permitted onto our school site or into reception without an appointment. If you wish to drop something off for your child you must ring the office first. If you need to give our office staff medicine or similar, you must book this in as an appointment with Mrs Salt, at your earliest convenience (cvm.office@ttl.org.uk).

We apologise for having to take these measures; however they are precautionary and entirely necessary. Your support and patience is vital. Please also understand that as we have never operated like this before this will be a learning experience for us too. Our number one priority is health and safety and so as each day passes we will evaluate and improve our procedures accordingly.

Once inside of our gates, staff members will show your child where to go and we will place them with their teachers. This process will need to be done outside of our main building and may take a little while on the first day. Therefore, please make sure your child has an appropriate waterproof coat in the instance that the weather is cold and wet.

Headteacher: Mr S D Fryer
Churnet View Leek Staffordshire ST13 6PU. Tel: 01538
384939 Email: cvm.office@ttl.org.uk Website:

Facemasks/coverings

As you will have no doubt seen, the Government has this week changed its guidance on face masks in school. From September, pupils and staff may be required to wear face masks when in corridors and communal indoor spaces. Although our local area is not subject to local lockdown restrictions currently, all schools are able to make this decision if they feel it is necessary. All secondary deemed schools within the Talentum Learning Trust – Westwood College, Leek High and Churnet View Middle School – have decided to take these steps now and make the precautionary steps mandatory. Although the advice around this seems to be mixed, we feel it is necessary to take every available precaution, to protect all of our children and staff, as best as possible. We have taken the decision to include year 5 and 6 as well because although these pupils will not move around school as much as year 7 and 8 (due to our primary curriculum model), they will still move in order to be taught PE, Design and Technology, Art, Computer Science, Science and Textiles, as well as moving through the corridors at break and at lunch. As well as giving us a consistent approach, which enables us to manage this more effectively, having all year groups and staff operating in this manner will offer increased protection for all, especially if pupils unavoidably cross paths with another bubble. **Please see the accompanying letter for further information about face coverings.**

Home Learning

Should we be required to close the school due to an increase in the R rate or local lockdown measures, we will support our pupils remotely through the measures and resources we are currently developing. More will be shared with you on this as required.

Home School Communications

If you wish to speak to the school please do not come into reception, please call or email and we will direct you to the correct member of staff who will then make contact with you remotely. We are not currently able to facilitate face to face meetings with parents/carers in school.

From September we will be communicating with parents via our MyEd app only. Many parents use this free ios or android app for mobile phones or tablets already and find it to be an excellent way of communicating with the school via text and email.

MyEd gives you a multitude of communication and information features to stay in touch with what is going on at school. The app allows for a number of things:

- It gives you direct access to your child's attendance, timetable, absence records, achievements, behaviour and much, much more. You will also see that we update and change the information in the app as the school year moves along.
- We send you messages directly to the **MyEd** app relating to important information about your child's education and to remind you of events that are taking place at school.
- You will receive a notification if we send you a message and there is no charge for the messages you send to us.

The **MyEd** app is available now for both Apple iOS and Android devices and can be found using the links below:

Step 1 - Go to your App Store

Step 2 - Search for **My Ed**

Step 3 - Download the Free

app [Apple iOS App](#)

[Google Android App](#)

Once you have installed and opened **MyEd**, search for **Churnet View Middle School** and follow the simple instructions to identify yourself.

Transport – Staffordshire County Council buses to school

Transport providers and not Churnet View Middle School are responsible for relevant health and safety measures when picking up, transporting and dropping off children at school. Any issues or queries in relation to measures taken must be directed towards the Staffordshire Moorlands transport provider: Tel 01785 278679.

Mobile Phones

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Churnet View Leek Staffordshire ST13 6PU. Tel: 01538
384939 Email: cvm.office@ttl.org.uk Website:

Please note that due to the increased need for communication between staff during the school day, staff will have their mobile phones/devices on them in lessons and around the school. This will not be for personal use but to contact the school office should an emergency situation arise. However, this does not mean that pupils are able to use their phones during the school day. Due to the concerns around hygiene, pupils will **no longer** be able to drop mobile phones off in reception. Where possible, we ask that they leave them at home. If they do need to bring them in to school for any reason, they must remain turned off in their bags. Any communication with home must be done through the school office. **Please be aware that if a pupil is seen with their mobile phone in use, or we are made aware that they have used it for any reason what so ever and without the permission of a member of staff, it will be confiscated until the end of the day.**

Zones/classes

Our planning supports the Government's approach to minimise as much as possible any unnecessary movement or mixing of pupils' year groups/key stages. To achieve this, children will be placed in year group/key stage bubbles. The current approach is to use mixed ability classes who will stay together for the majority of their subjects. These groups will only change for PE or DT as they may merge with another of their year group classes. Mixed ability teaching is not a new concept at Churnet View and has been in operation for several years. Pupils will be provided with their timetables on the first morning. They will spend an extended period of time with their form teacher who will go through the new routines and expectations with them.

10am Break sales and lunch (now starting at 12:25pm)

Please note that from September our caterers, Aspens, will be providing a reduced service due to the restrictions. Break sales will be available in designated year group areas. There will also be hot and cold deli meals and sandwiches at lunchtime. All food will be pre-packaged or served out in recyclable pots to avoid unnecessary handling of the food, cutlery and plates. Due to our social distancing procedures pupils will be served in Year group sittings and will be shown to a seat in the Hall or Diner. Pupils will enter the dining hall via the fire exit off the PE corridor, they will then buy their food and move to the diner to eat it. Pupils who bring in their own lunch from home will also eat inside. NO FOOD will be consumed outside. All tables will be cleaned between sittings and therefore it will be necessary for pupils to finish their meal and move outside quickly. Pupils are still able to bring in their own lunches but we ask that you avoid any product containing nuts as we will have a pupil with a severe nut allergy in school from September.

Please ensure that any packed lunch that you provide your child with is healthy and appropriately balanced. It must not contain sweets and confectionary. Small, snack sized treats are permitted but only as part of a healthy balanced meal. Staff reserve the right to confiscate unnecessary or excessive amount of foods which we feel are unhealthy, this will only be returned at the end of the day and only given back to parents.

Free school meals

We understand that financial circumstances may have changed recently for some of our families. If you think you may now be eligible for free school meals please see the link below for the quick and simple eligibility check.
<https://cvm.ttl.org.uk/wp-content/uploads/sites/11/2019/09/Free-School-Meals-Letter.pdf>

Adapted Curriculum

As well as our staff working on a recovery aspect for our pupils due to the time they have missed in school, some subjects will be a slightly different experience. Instead of cooking, pupils will have textiles lessons for the Autumn Term. The PE curriculum has been re-structured for this upcoming academic year and in line with AFPE guidelines, **we will be asking pupils to come to school in their PE kits on the days that they will participate in PE lessons. We will inform your child of when this is as well as placing the information on to our website. These measures have been taken in accordance with Government guidance.**

Year 5

As we were not able to facilitate our normal transition work with year 4 pupils in July, there will be additional transition work completed by their form tutors with them, upon starting with us in September. This will include individual class tours of the school to familiarise them with the building and facilities as well as a number of other activities aimed to acclimatise them school life at Churnet View.

School timings

8:15am – 8:30am	Early drop off but if you have registered to do this (see information above)
8.30 am onwards-staggered year group entry	Meet and greet teacher before entering classrooms
8.50am – 9.10am	Morning registration and reading Time.
9.10am – 10.10am	Period one
10.10am – 10.25am	Morning Break
10.25am – 11.25am	Period two
11.25am – 12.25pm	Period three
12.25pm –1.15pm	Lunch time
1.15pm – 1.35pm	Afternoon registration and reading rime.
1.35pm – 2.30pm	Period four
2.30pm – 2.45pm	Afternoon break
2.45pm – 3.40pm	Period five
3.31pm	Y8 dismissal
3.34pm	Y7 dismissal
3.37pm	Y6 dismissal
3.40pm	Y5 dismissal

Uniform Guidance

The Government guidance states that, ‘**all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.**’ Therefore, we will expect that all pupils will be in school uniform for the autumn term with the usual expectations. **Also, no jewellery, make up or extreme hairstyles.**

Although you will have the uniform you need by now, should you have any further uniform needs, please see a letter on the school website which details the other options you have for purchasing uniform.

<https://cvm.ttl.org.uk/wp-content/uploads/sites/11/2020/06/Uniform-Shop-Info-letter-June-20-amended-1.pdf>

Here you will also find the school uniform policy. Please read it to make sure your child has the correct uniform.

Please note that girls are now only able to come in to school in pleated black skirts

<https://cvm.ttl.org.uk/wp-content/uploads/sites/11/2020/05/NEW-Uniform-Policy-May20.pdf>

Equipment

Please see the link <https://cvm.ttl.org.uk/wp-content/uploads/sites/11/2020/05/NEW-Uniform-Policy-May20.pdf> for the equipment that pupils must bring. Please also include a small bottle of hand sanitiser, face covering (see separate guidance for further details) and an A4 plastic popper wallet to store books and planners in.

Toilets

Due to the restrictions around cleaning, key stages will be assigned to specific toilets. Year 7 and 8 will use the toilets by the diner

Year 6 will use the toilets by the Science labs

Year 5 will use the toilets on the corridor outside the year 5 area.

Other important information

- Our school site will be sectioned in to year group zones outside and pupils will not be able to go into another year group bubble. ***Please note pupils will not be permitted to bring their own footballs or balls to play catch with, in school. They will be allocated year group equipment.**
- There will be an enhanced cleaning regime before during and after school
- All arrangements and expectations will be explained to pupils on their return to school- behaviour expectations will continue to be in line with the guidance published on the school website. A link to this will be shared with you. Expectations will be shared regularly with pupils and available before the term starts so that you can share them with your child and prepare them for a full-time return to school.
- There will be alternative first week back activities which focus on the well-being of our pupils
- **Please note that in September, we have a pupil joining the school with a severe nut allergy. Due to the seriousness of this allergy, we are asking you to refrain from sending your child to school with products containing nuts in them.**

Further information regarding our Risk Assessment (RA) and necessary actions can be found on our website. This document is 'live' and will be updated continually as a result of ongoing evaluations.



S. Fryer
Headteacher
Churnet View Middle School