



Covid19 Parent Briefing – Start of the School Year: YEAR 11

The information in this letter should be read in conjunction with the document '**Crawshaw Academy: Full Opening in September**'. This letter is designed to pull out only the most important information and tailor it for each year group.

It is set out in the format of Frequently Asked Questions.

If you have more than one child attending Crawshaw then please also refer to their Year group parent briefing.

IS THERE ANY WORK I NEED TO HAVE DONE BEFORE RETURNING IN SEPTEMBER?

Please ensure that you have checked your emails and student files on the website before you return to ensure that any **catch up work** you have been set has been completed.

WHEN WILL I BE IN SCHOOL IN THE FIRST WEEK?

- **Monday 7th September 2020** - whole staff training (*no students in school*)
- **Tuesday 8th September 2020** – Year 11 **not** in school
- **Wednesday 9th September 2020** - Welcome back Year 11 – **11.10am – 3.00pm** (other year groups will be in school for part of this day too).
- **Thursday 10th September 2020** - Normal school opening (**8.45am – 3.00pm**)
- **Friday 11th September 2020** - Normal school opening (**8.45am – 3.00pm**)

HOW SHOULD I GET TO SCHOOL?

The Government advice is that students who live close enough to walk or ride a bike into school safely should do so.

To support student safety, students who will be driven to school should, ideally, be dropped off and picked up at the Kent Road gate. Parents will not be allowed to drop students off inside the school grounds (unless in the case of a specific, provided, medical pass – see later).

For reference, the government guidance can be found here

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>.

PPE when travelling to School

Crawshaw Academy, Robin Lane, Pudsey, Leeds LS28 9HU
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If students need to travel on public buses or the Tyersal bus service, they need to follow the current advice and wear a face mask and comply with any rules set by the bus company.

Any PPE equipment worn by students or staff will have to be disposed of (or put into a plastic bag for storage and stored until they are off site) at the main gates. Students are free to replace this with another face covering once inside the building and moving in communal areas.

WHAT TIME DO I NEED TO BE IN SCHOOL AND WHERE DO I GO?

Start of the Day

We have decided to opt for a staggered start or end time to help minimise 'bubbles' mixing on school site.

The school gates will open at 8.15am. Staff will welcome our students on to site every morning and will be positioned around the site and in the school building to ensure student safety.

If a Year 11 student comes to school with a sibling(s) who has an earlier start time, the Year 11 student will be allowed into the school grounds earlier than their start time, but **not** into the school building.

Year 11:

- Year 11 begin their school day at 8.45 am and should **enter the building between 8.35 and 8.43am** and make their way straight to lesson 1.
- If accessing from the main school drive, **students should use EITHER the main school student entrance OR the Theatre entrance** depending upon which 'block' / room their Period 1 lesson is in on that day (*please see later section on 'Movement around the school premises'*)
- If accessing from the **Kent Road gate**, students should use the most appropriate door to allow them to access the one-way system for their Period 1 room.

WHAT IS MY SCHOOL DAY?

	School Day	8.45 - 9.45	MOVEMENT TIME (5 mins)	9.50- 10.50	10.50- 11.05	MOVEMENT TIME (5 mins)	11.10 - 12.10	MOVEMENT TIME (5 mins)	12.15 - 13.15	13.15 - 13.45	MOVEMENT TIME (5 mins)	13.50 - 14.45	14.45 - 15.00	15.00 onwards
YEAR 11	8.45 - 15.00	PERIOD 1		PERIOD 2	BREAK - 15 mins		PERIOD 3		PERIOD 4	LUNCH - 30 mins		PERIOD 5	Tutor time	Interventions

You will receive your timetable on your first day. This will have your subjects, teachers and rooms showing on it.

Intervention

Although we have provided intervention sessions for Y11 for some years now, this year is especially crucial after the unique experience of lockdown. Please be aware that you will be



expected to attend intervention sessions between 3-4pm on selected days of the week. Individual intervention timetables will be arranged and discussed with you early in the term.

Breaks and lunchtimes

For break times, each year group has been assigned a designated indoor and outdoor area. Students must proceed to the indoor area first, even if wanting to proceed to the outdoor area, and remain in these areas as other year groups are still being taught during Periods 2 and 4.

YEAR 11 will be in the CANTEEN.

These areas will be supervised by the leadership team, pastoral team and our catering team to ensure student safety and to help students understand where they can and cannot go.

Each area will have designated toilets.

Students will initially remain indoors for their break and lunch times but there will be outdoor spaces assigned to for use as appropriate.

YEAR 11 will have the tennis courts at break and lunch.

WHAT ARE THE CATERING ARRANGEMENTS?

At break time we will have cold snacks and drinks available to purchase. At lunch time we will have sandwiches (including vegetarian options), home bakes (such as cookies and brownies) and drinks available to purchase.

We understand the importance of providing nutritious food for all students and will review our offering on a weekly basis, with a view to expanding the menu including hot food options, when we can safely do so.

All students will be issued with an ID card which will be used for contactless payment at the tills. **It is important that these are kept safe to use each day.** If lost or stolen replacements costing £1 will be available to purchase.

We have invested in our catering systems this summer and we are currently building a pre-order website that will enhance our offering further, allowing for individuals to build their own sandwiches. We hope to have this available soon and we will write to you separately when it is.

WHERE WILL I GO?

You will be taught in different rooms around the school site by specialist staff in specialist rooms as required.

DO I NEED A FACE COVERING?

We recommend that students wear a face covering during lesson transition. This is because of the difficulties in maintaining social distancing on corridors and stairwells due to the size of the



school population and the particular challenges of the building.

Therefore, students may choose to wear a face covering:

- When moving around the school, such as on corridors.
- When in communal areas where the number of students is higher, such as the dining area.

If students choose to wear a face covering on corridors or communal areas **the expectation is that they supply their own and be responsible for wearing and storing them appropriately** and cleaning or replacing them as required. **No face coverings will be worn in classrooms.**

Face coverings must be plain or with a very simple pattern.

HOW WILL I GET AROUND?

We will be implementing **a one-way system** for movement on school site and within the building; for example, for movement between lessons and classrooms. Do not worry about this – you will be walked around it on day one and there will be clear signs on the floor to help you.

Exiting the school building in the afternoon:

You will leave school from your Tutor time classroom (Form Room).

To the main school drive:

From the Upper Science corridor (SC4-SC9), Art, IT, Food, Design – please exit using the Technology corridor external door (*students should follow the pedestrian path to the bridge*). All other areas should follow the one-way system and exit from the student entrance.

To Kent Road:

Follow the one-way system to leave by the nearest external door towards Kent Road.

WILL MY PASTORAL CARE BE DIFFERENT?

Most students will remain with the same form tutor as they had in Year 10.

As Mr Murtagh is now a Head of House, his form will be led by Mrs Rogerson who is a very experienced form tutor and already knows the form well.

The Year Manager for Year 11 continues to be **Mrs Dyson**. Specific contact details will be shared in September. Please use the central email contacts in the meantime.

Students are no longer allowed to call in to the Year Manager office so Mrs Dyson will be available at the entrance before school and in the canteen at breaks and lunchtimes. Students can also email Mrs Dyson for an appointment if they need to talk more privately.

ARE THERE ANY NEW OPPORTUNITIES FOR ME?

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Along with our new House System there will be the opportunity for Year 11 to be involved in various **STUDENT LEADERSHIP** roles in school. The roles involved are House Captain and Deputy House Captain as well as Form Leader. We hope as many students as possible become involved in this opportunity to develop the Academy and have an impact on the student experience.

WHAT DO I NEED TO BRING (and other important information)?

As students will **not be able to borrow or share equipment** the equipment list now seems rather long. However, we have only included essential items and it will really help if students have these. New items to the equipment list are shown in bold:

- **A small bottle of hand sanitiser** (*to supplement the handwashing and hand hygiene procedures in school*)
- A coat
- A bag
- Their planner
- A reading book
- A pencil case
- x3 black biros
- x3 pencils
- A green pen
- **A highlighter**
- **A whiteboard pen** (**not** a permanent marker)
- A ruler
- A rubber
- A compass
- A protractor
- **A glue stick** e.g. pritt stick
- A basic scientific calculator
- **Headphones to use with PCs**
- PE kit (on PE days)
- An apron for the days of food and nutrition lessons
- A clear plastic bottle with water only. Please note our water fountains will not be available for the time being. Bottled water will be available to purchase at break and lunchtime. Only water is allowed in lessons.

Coloured pencils will be required for several subjects and, as such, we request that students bring their own wherever possible.

We request that students do not bring any equipment in that they do not need.

UNIFORM and DRESS CODE

The tie colour for Year 11 is **PURPLE** and remains the same throughout school.

Please make sure that all uniform items, especially trousers and shoes are correct. Just because a retailer advertises an item as school wear does not necessarily mean that it fits our requirements.



Piercings are limited to one stud per ear so any additional piercings will need to be removed. Make up should be discreet and only clear nail varnish is allowed. False nails are not appropriate for school and need to be removed before school starts. They can cause quite nasty accidents and can be extremely painful when caught/ripped. Long hair needs to be tied back, especially in practical subjects.

P.E. kit will be required although traditional winter activities will not be taught at first.

MOBILE PHONES

The rules on mobile phones have not changed. We do not encourage the use of mobile phones so please do not expect to speak to your child during the school day. If there is an urgent message, please contact reception.

ATTENDANCE

100% attendance at school is vital to ensure the wellbeing of students and to support them make good progress. The Government and Crawshaw Academy are expecting all students to return to Crawshaw in September. We will need your support as parents and carers to ensure this happens.

Should your child be too ill to attend school, please contact us on the first day of absence before 8:30am detailing symptoms of illness. You may be asked to provide evidence for the absence to be authorised.

Email: attendance@ca.rktf.co.uk

Phone: 0113 5323810 option 0

VISITORS

Please note that for the safety of our staff and students, access onto the school site will be very restricted. As such, we will **not allow visitors or parents onto school site** except in very exceptional circumstances. These will be arranged and agreed in advance should it be deemed necessary by us.

WHAT WILL HELP ME HAVE A SUCCESSFUL START IN SEPTEMBER?

Good study habits and homework

Completing homework will be especially important as teachers will set tasks that support memory for learning by revisiting content that has been previously taught as well as work to consolidate recently studied material. All our evidence shows that students who have established good study habits invariably achieve better in examinations. In Year 11, homework should be viewed as revision.

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Sleep: We are aware that many students are now on an entirely different sleep schedule to that which might be expected during term time. To support the return to school, we would strongly recommend students begin to return to normal sleeping patterns sooner, rather than later, as this could strongly influence their attendance, punctuality, emotional state and readiness to learn.

Screen Time / Mobile phones: Closely linked to sleep is the use of electronic devices and 'screen time'. We are aware from talking to parents, carers and students that the use of screen time has increased significantly since March. Equally, we are aware that some students may find it difficult to not have access to their phones during the day. However, as students will not have access to their phones while at school, we recommend that they taper their phone use. A good strategy for this would be to limit the time to an hour or two a day or, linked to the concern around sleep, ensure that all phones are off / inaccessible after 2100.

We look forward to seeing you all on Wednesday!

**Kind regards
Crawshaw Academy**