



Covid19 Parent Briefing – Start of the School Year: YEAR 7

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 STARTING IN SEPTEMBER?

It would be great for you to bring in your transition tasks. We will be able to use them on day 1 when you are finding out lots of information and getting to know your new classmates. We are excited to see all the rocks you have painted as they are going to brighten up the Year 7 quad area.

You need to have read the novel "**The Dog Runner**" that we gave you in June and you need to have completed a minimum of 2 tasks for English, please bring those into school and give to your English teacher. You will have lessons connected to The Dog Runner so it is important that you have read it.

We hope you enjoyed completing the mathematics transition booklet and the experiments and booklet placed on the school website by the Science department – please bring these into school with you as you will be discussing your findings during your Mathematics and Science lessons and tutor time.

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** – Welcome to **Year 7 only** (*in school for the **full day** - 8.30am - 2.45pm*)
- **Wednesday 9th September 2020** - in school for the full day - 8.30am - 2.45pm (other year groups will be in school for part of this day too).
- **Thursday 10th September 2020** - Normal school opening (8.30am – 2.45pm)
- **Friday 11th September 2020** - Normal school opening (8.30am – 2.45pm)

Crawshaw Academy, Robin Lane, Pudsey, Leeds LS28 9HU
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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

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 7 student comes to school with an older sibling who has a later start time, the older student will be allowed into the school grounds earlier than their start time, but **not** into the school building.

Years 7:

- Years 7 begin their school day at 8.30 am and should **enter the building between 8.20 and 8.28am.**
- Year 7 **will access via the main school student entrance.** If required on entry to the school building, students will queue following social distancing guidelines. From the main entrance they will follow the one-way system to their form rooms ready for an 8.30 start.
- 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 form room. As your form room is in Science, English or Maths we would like you to **enter school via the Library Quad.**

WHAT IS MY SCHOOL DAY?

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	School Day	8.30 - 8.45	8.45 - 9.45		9.50 - 10.05	10.05 - 11.05		11.10 - 12.10		12.15 - 12.45	12.45 - 13.45		13.50 - 14.45	14.45
YEAR 7	8.30 - 14.45	Tutor time	PERIOD 1	MOVEMENT TIME (5 mins)	BREAK - 15 mins	PERIOD 2	MOVEMENT TIME (5 mins)	PERIOD 3	MOVEMENT TIME (5 mins)	LUNCH - 30 mins	PERIOD 4	MOVEMENT TIME (5 mins)	PERIOD 5	Leave school site

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

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 7 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 7 will have the bottom tennis court at break and lunch and the canteen patio (lunch only).

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.



When all our students are electronically enrolled next week, we will create Parent Pay accounts and send you your log in details so you can deposit money for school meals. Tuesday and Wednesday's food will be free to all Year 7s as part of their introduction to school.

WHAT LESSONS WILL I BE STUDYING?

We will be delivering a **full** curriculum to Year 7. The list of subjects is long but includes English, Maths, Science, Geography, History, Art, Music and PE. Homework will be used to reinforce and consolidate knowledge and understanding of work covered in lessons. Homework expectations will be shared with students, parents and carers in September.

WHO WILL I BE WITH?

Most of these lessons will be taught as a form group which means that within the Year group bubble, we are able to reduce the interaction between students even further.

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 Lesson 5 classroom.

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.

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

Students will not be able to borrow or share equipment. Students must bring with them each day:

- 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 biro
- 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.

LOCKERS

On some days you may have a lot of books and equipment and for this reason we have increased the number of lockers in school. If you would like a locker, they will be available to purchase with **cash** on Wednesday 9th for a **£5 deposit** that will be refunded when the key is returned at the end of the year. Students must collect a letter from their form tutor and return



it, signed, with £5 deposit to the desk in the canteen at break on Wednesday. Whilst we may still have some available after this date, we cannot guarantee it.

Please note access to lockers may be limited to before and after school only.

UNIFORM and DRESS CODE

Students will always be expected to attend in full uniform. The school rules for jewellery and make up remain unaltered. The only permitted item of jewellery is one stud earring in each ear. Make up should be discreet with only clear nail varnish allowed. False nails are not appropriate for school. Long hair should be tied back. Dyed hair should only be natural colours.

Coats must not be worn inside the building.

In bad weather students may walk to school in different footwear but must have the correct shoes on when inside the school building.

MOBILE PHONES

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.rklt.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?

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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 21:00.

Good study habits and homework

Completing homework will be especially important in Year 7. Teachers will set tasks that support memory for learning by revisiting content that has been previously covered as well as work to consolidate recently studied material. All our evidence shows that students who have established good study habits early on invariably achieve better in examinations and assessment. A homework timetable will be shared at the start of term.

We look forward to seeing you all on Tuesday!

Kind regards
Crawshaw Academy