



## Covid19 Parent Briefing: Friday 18<sup>th</sup> September

### CONTACTING SCHOOL

Please note our new email addresses:

[covid19@ca.rklt.co.uk](mailto:covid19@ca.rklt.co.uk) for Covid related matters, questions or messages.

[info@ca.rklt.co.uk](mailto:info@ca.rklt.co.uk) for all other matters.

### REFLECTIONS ON RE-OPENING

At the end of the first full week of opening, we have been reflecting on how nice it is to have everyone back in school. As you would expect we have been observing, reviewing and adjusting some of the processes and systems within school. We have been so impressed with how the students have dealt with the changes showing good humour, understanding and quickly adjusting to those aspects that are different to last year.

### BEGINNING OF THE SCHOOL DAY

#### Entry into school and timings

To support the safety of students we are operating a system where students are brought into the school grounds in waves and held in year groups to allow us to control the entry into the school building. For example, from the top gate we utilise the pedestrian drive to group students and filter down to the student entrance. This means that we do not have large numbers of students gathering at the top of the school drive and allows us to have them safely within the grounds.

This process allows us to control entry into the school building in their year groups bubbles whilst we check uniform and ensure hand sanitisation. As you may appreciate this can take a little time, especially with the second group of Years 8, 9 and 11. As such, **from Monday we are changing the timings for Year 11 and ask them to be on site by 8.30am.** This means that they can be brought into the school building immediately after the Year 7 and 10 groups and be directed to the **canteen** space. This will help us ensure that Lesson 1 starts promptly as we can maximise the spread of students entering the building between 8.15 and 8.40am.

#### Coats

Please be aware that this system of entry into the school building will continue, even in inclement weather. **You must ensure, therefore, that your child is suitably dressed in the**

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**event of poor weather – for example with a coat.** Any outdoor clothing should be removed on entry to the school building. We do not have the capacity to have all year groups separated and supervised within the school building before the start of their school day.

## ADJUSTMENTS DURING THE SCHOOL DAY

### One-way system

Students and staff are adjusting well to the one-way system. We have been able to monitor and make some small changes to allow the movement to be further improved and make the system as logical as possible given the complexities of our school site.

### Catering

We have continued to evolve and improve the set up and layout in the Theatre to improve the experience for those year groups who have this as their servery. We have changed the way that we manage the queues to increase the speed and efficiency of the service. A consequence of operating different year group breaks and lunches is that there is much more space for students to sit and eat.

From Monday we are further developing our provision by offering hot food. We will be trialling different things on the menu as we widen our service. For further information on next week's choices please see the menus at the end of this briefing.

## FACE COVERINGS

Our recommendation and expectation are that students wear a face covering when moving around the school, such as on corridors and when in communal areas where there may be more mixing, such as the dining area. We shall be stepping up our communication and expectation of this to students next week as we have had a number of our school community becoming upset and anxious over this matter. At this moment, the mandatory wearing of face coverings would occur should the national government guidance come into force in the event that our local area is identified as entering a 'Tier of restriction' i.e. a spike in local infection which reaches an identified threshold for national intervention. The Red Kite Learning Trust will continue to review the guidance on the wearing of face coverings.

## COVID-19 PROCESSES and CONCERNS

You will be aware that we cannot accept any child into school who has any one of the symptoms of Covid-19. As a reminder, these symptoms are listed below. **If your child has one or more of these symptoms, you MUST NOT send them into school** and you must self-isolate as a household (see further below for more details).



For any absence you must contact school via phone: **0113 5323810 option 0** or email: [attendance@ca.rklt.co.uk](mailto:attendance@ca.rklt.co.uk)

Our school staff will be asking for the reason for absence and, in the case of symptoms that may relate to Covid, they will remind you of the need to self-isolate and **seek a test. Your child (and any siblings) will not be allowed to come back into school until you have received a NEGATIVE test result.** If the test is inconclusive then you must organise another test.

### **The most common symptoms of coronavirus (COVID-19) are recent onset of:**

- **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 have noticed you cannot smell or taste anything, or things smell or taste different to normal

If your child develops symptoms at school, they will be sent home. A parent will be contacted and arrangements must be made for the child (and any siblings) to go home and the household to self-isolate.

Please note **that should a test come back as a POSITIVE outcome you MUST contact school ASAP.** This can be via the attendance number, attendance email or the Covid email address: [covid19@ca.rklt.co.uk](mailto:covid19@ca.rklt.co.uk) . If contacting via email please ensure you give full details including the child's name and form group along with any siblings who attend Crawshaw.

**In the event of the report of a positive test result**, there are set procedures and steps that we will take. The first of these is to contact the DfE / Public Health England. They will discuss the situation with us and decide on how to proceed; the specifics of this will depend on the nature of the situation. Parents will be informed, as appropriate, on any actions that may result in any student(s) requiring to be sent home to self-isolate. Should this be necessary we will provide more detailed guidance at the time.

### **What to do if your child develops symptoms of COVID 19**

If your child develops symptoms of COVID-19, they must remain at home for at least 10 days from the date when their symptoms appeared. Your child should also be tested



for Covid 19 ideally within the first five days of having symptoms, this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

All other household members who remain well, must stay at home and not leave the house for 14 days. This includes anyone in your 'Support Bubble'.

Further information is available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The 14-day period starts from the day when the first person in the house became ill.

Household members must not go to work, school or public areas and exercise must be taken within the home.

## ATTENDANCE

Good attendance at school is important and, therefore, you should ensure that your child attends school unless they are not well enough to do so. 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](mailto:attendance@ca.rklt.co.uk)

**Phone:** 0113 5323810 option 0

## UNIFORM AND DRESS CODE

A reminder that our **normal uniform expectations apply** and compliance is insisted upon.

The following explains what is allowed as footwear in school:

- Flat, all-black leather or leather look shoes only. NO SUEDE.
- The definition of shoes does not include trainers, or any trainer type shoe or canvas shoes.
- We will not allow trainers.
- Any item of footwear that covers the ankle is defined by the school as a boot and is therefore unacceptable.

Please note: footwear should not have sport logos such as Nike or Adidas etc. Converse are not allowed; however, we will allow leather Vans with the logo removed.

For safety reasons, long hair needs to be tied back.



## TEAMS TRAINING AND NEW STUDENT LOGINS

This week all students have received their new Crawshaw Academy login details. This is important because students now have a new email address and login for Microsoft Office 365. All students have also undertaken initial training on Microsoft TEAMS. Further details on the use of TEAMS will be circulated next week (along with Homework expectations) but this will be important in the case of self-isolation or a wider requirement for remote learning.

## CARS and PARKING

A reminder that we request that students walk (including after having used public transport) or cycle to the school site. Should there be no alternative but to drop students off by car outside the school gate, we ask that parents do so using the Kent Road Gate to reduce the impact of congestion around the main school gate.

We have had some complaints from residents local to the school about the volume of cars and congestion at the top gate, especially at the end of the school day, and we request that parents are mindful of the impact on residents and are considerate should you must park along Raven's Mount.

A reminder that no cars or parents are allowed onto school site (except for those that have had a pass issued).

## ARBOR PARENT PORTAL

Crawshaw has been using a new Management Information System (M.I.S.) since September 2019 called Arbor. An MIS is a system that helps schools collect, store, manage and use all the information they need.

**It is extremely important that ALL students have at least one Primary Guardian with access to the Arbor Parent Portal / App.** For Year 7 and Year 8 Parents we will be launching the Arbor Parent portal over the next couple of weeks. Years 9, 10 and 11 parents should already have login details from the launch last year.

Whereas you may be used to completing Data Collections Sheets in the past, from this year we are asking all parents to check your child's details and your own parent/guardian contact details using the Arbor parent Portal to ensure that our records are up to date. We shall provide information on how to do this shortly.

Yours sincerely,  
**Crawshaw Academy**



# CATERING NEWS!

## Hot food is back!

From next week hot food will be available from the Dining Hall and the Theatre with all your favourites on the menu.



**More services coming soon!**

**Week 1**  
**Y9 & Y10**  
Theatre



**Kitchen@Crawshaw**



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>MAIN ONE</b>  <b>£2.10</b>	<b>CAJUN CHICKEN PASTA POT</b> (Strips of chicken in a Cajun cream sauce, finished with parmesan cheese & mozzarella served with garlic bread wedge) (gl) (mk) (h)	<b>MEATBALL PASTA BAKE</b> (Cooked in a rich tomato and basil sauce and glazed with cheddar and parmesan) (gl) (mk)	<b>SPAGHETTI BOLOGNESE</b> (The Italian/British classic, finest steak mince cooked in a rich tomato sauce, tossed with spaghetti & parmesan cheese) (gl) (mk)	<b>PASTA POLPETTE</b> (Meatballs, Bolognese sauce, parmesan & a touch of cream tossed with pasta shells and served with garlic bread wedge) (gl) (mk) (eg)	<b>POPCORN CHICKEN</b> (Little chicken nuggets of goodness, served with chunky chips, corn & BBQ dip) (gl) (mk) (h) (eg) (mst)
<b>MAIN TWO</b>  <b>£2.10</b> (Vegan option available on request)	<b>NEOPOLATANA PASTA POT</b> (The kids favourite, tomato sauce, pasta shells & cheese, simple but great, served with garlic bread slice) (gl) (mk) (v)	<b>QUORN KORMA</b> (Chunks of Quorn in a rich korma sauce and served with rice & mini naan bread) (mk) (v) (eg)	<b>NAPOLI PASTA POT</b> (Pasta shells tossed with tomato sauce, mascarpone cheese, pesto & parmesan served with a garlic bread wedge) (gl) (mk) (v)	<b>QUORN PASTA BOLOGNESE</b> (Quorn mince in a rich tomato sauce tossed with spaghetti & vegetarian parmesan cheese and served with a garlic bread slice) (gl) (mk) (eg) (v)	<b>BBQ CHEESEBURGERS</b> (Seared beef burgers topped with cheese and BBQ sauce, lettuce, tomato & wrapped ready to go and served with chips) (gl) (mk) (ses) (sd)(mst)

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**Week 1**  
**Y7, Y8 & Y11**  
DINING HALL



## Kitchen@Crawshaw



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