



CANSFIELD

ACHIEVING EXCELLENCE TOGETHER

21st August 2020

Dear parents and carers,

I hope you have all had a relaxing holiday. We have had an interesting summer watching the issues with exam results play out and I am happy to report that once again this has been a record breaking year for Cansfield High School and our Year 11 students achieved a strong and fair set of grades, which were in line with the continued improvements we have seen in the last few years. I hope it goes without saying, but we are very excited to welcome back all of our students in September and have clear plans in place to ensure that this is done in a safe and supportive manner. Below you will find details of how the first few days will look, for which we are planning a phased return to ensure that we have time to embed the necessary changes, along with an outline of the steps that we are putting in place to ensure safe practices in the school. I recognise that some of you will not want this level of detail, so if not please skip that section and go straight to the 'Things to note' section of the letter.

We have deliberately held back on sending our final plans out to you so we could take stock of all available evidence, particularly in relation to our views on face masks. However, this is a dynamic situation – no doubt advice will change again over the next few weeks and likewise I have no doubt that many of you will have further queries and questions. If this is the case then please do not hesitate to contact me via email (g.baker@cansfield.wigan.sch.uk) and I will address any issues directly.

Plans for the first week back

In light of the changes we have decided to have a phased return for the first week to ensure that all new practices can be firmly embedded before the full return of the school

Date	Year Groups present
Wednesday 2 nd September 2020	Year 7 only (supported by PALs by prior arrangement)
Thursday 3 rd September 2020	Year 7, 8 and 9
Friday 4 th September 2020	Year 7, 10 and 11

The school gates will open at 8.00 and the day will begin at **8.30** as per the school timetable. The gates of school will open at 8am and students will be greeted by staff who will inform them which group they should make their way to. We have had substantial refurbishment and remodelling work completed to the school and large parts are virtually unrecognisable. Therefore, all students will be issued with a map to ensure they can navigate the school safely. During the first week we would ask that all students immediately go to their form rooms upon arrival at school.

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During the first few days of school the first two lessons of every day will be form time which will give teachers an opportunity to ensure that all students are up to speed with the provision we have put in place to ensure good health and safety practices. I recognise that this will be particularly difficult for parents of Year 7 students, but we would ask that for health and safety reasons all drop offs are completed as quickly as possible and parents do not congregate outside the school or delay sending their children in. Just to clarify also, all students should return in September in full school uniform as normal.

Ensuring that students are safe and supported while at school

Priority 1: Ensuring that there is strong provision for students' wellbeing

We fully recognise that for many the return to school is going to be a source of anxiety and that a number of students have experienced loss and trauma over the last six months. Our pastoral system will continue to function as usual, with Heads of Year and Senior Leaders being a visible presence. Likewise form tutors have had specific training in supporting students' wellbeing and we have 14 qualified Mental Health First Aiders. Finally, this year we have appointed two counsellors. We will obviously be particularly attentive in this regard, but if you do feel particular support is needed please contact myself or your child's Head of Year to discuss.

Priority 2: Focus on good hygiene practices throughout the school

- We have installed hand sanitising units in key locations across the school and students will be encouraged to use them regularly in passing.
- Our housekeeper, Linda, and our caretakers, Mark and Steve, will be conducting a rolling deep clean of the school in addition to enhanced cleaning provided by our school cleaners. This will include more regular cleaning of toilets and IT rooms.
- All classrooms have been decluttered and deep cleaned.
- Tissues will be available in every room for pupils and staff for sneezes and coughs.
- We have asked that students bring as little as possible into school.
- Doors will be open and weather permitting windows will be open to facilitate circulation of air.
- We are removing the fingerprint biometric system and replacing with a contactless card system. Students will be issued with new cards on the first day back. These will be distributed free of charge, but if cards are lost students will need to purchase a new one at a cost of £3 if they want to use the canteen.
- Anti-bacterial wipes will be available in every room for students and staff who want to wipe down their workspace and, in addition to more regular cleaning of all IT rooms by our cleaning team, we will be asking students to wipe down keyboards and mice on computers before using.
- Face masks will be optional. We will not enforce the use of them anywhere in the school, but we will support those who make the decision to wear them. Masks must be plain white, blue or black. We will keep this advice and review in half term.
- Reminders are all over school about good hygiene practices.

Priority 3: Minimise contact between individuals where possible

- All PE will be completed in school uniform without ties and in trainers. We will be reviewing this on a fortnightly basis and hope to return to full PE kit as soon as we can.
- We would encourage as many parents as possible to send their children in with packed lunches and a drinks bottle. We will provide a reduced offering at the canteen for those students who want to purchase lunch or have free school meals, but this will only be a grab bag containing a cold lunch.
- We already have a staggered lunch for students to access the canteen and the pod. This will be more rigorously enforced and will not rotate weekly for the foreseeable future.
- During lunch times and break times students will be allocated a room and a particular area outside to minimise contact outside of their year group.
- Although the end of school will remain 3.15, we will be releasing year groups in a slightly staggered manner to minimise the numbers leaving at once.
- No whole school assemblies will be held for the foreseeable future and year group assemblies will be held in the Sports Hall to allow for social distancing.
- In the mornings gates will open at 8.00 and all students should go straight to form at 8.15 to prevent unnecessary interactions between different Year groups while on the school site.
- At the core of our approach to minimise unnecessary contact between students is a rigorously implemented one-way system to minimise surges in movement around the school. This will involve classes being dismissed from particular areas in an orderly manner and, in some cases, students lining up outside to be brought in by their class teacher when ready.
- For the foreseeable future breakfast club will not be open. If this presents any issues, please contact us because we can provide a breakfast grab bag for those who rely on this.
- The canteen will not be available at all during break time. Students will have an opportunity to eat their break from home or socialise in their internal or outside Year group zones, which will be supervised by members of staff.
- Teachers will have a demarcated zone at the front of the room around their desks that will be marked out by tape on the floor and we would ask that students do not cross this to ensure that staff can distance appropriately during lessons.
- Where possible desks have been laid out in straight lines to face the front.
- Reminders about social distancing have been placed throughout the school.

Priority 4: Keeping individuals with Covid-19 symptoms, or with family members with symptoms, away from school

- For obvious health and safety reasons we are asking all students and staff who experience any recognised Covid 19 symptoms, however mild, to stay away from school, get an immediate test and let us know the outcome.
- Any student or staff member who develops any recognised Covid 19 symptoms, however mild, will immediately be removed from general circulation and placed in a protected area. In the event that students do develop these symptoms parents will be contacted immediately and we would ask that you either give permission for them to be sent home or collect them as soon as possible.
- In the event that there is a positive diagnosis of Covid made we will follow all Government track and trace guidelines and would ask that you do likewise.

Adhering to these rules

We expect all students to recognise the motivation for these rules and systems and that they will support them accordingly. We are certain that all students will be supportive, as we have seen during the Year 10 sessions and the conduct of our Key Worker children. However, for health and safety reasons, any incident of purposeful non-compliance with these processes and systems will result in students being sent home for the protection of our community. Before they return to school a full Risk Assessment will be drawn up with the student and parents to ensure their long-term compliance.

The curriculum

We aim to keep the curriculum as broad and challenging as possible. In light of the above we are confident that students can participate in all lessons ensuring that they get the full breadth of the challenging curriculum we provide. The main exception being PE, who have prepared an adapted curriculum that recognises that students will be wearing their uniform with trainers for now. The introduction of the extended day has been fortuitous all things considered. For the first few weeks we will be using the extra time this affords for directed reading in form only, while the changes noted above are embedded, following which we will progress with the exciting plans we have already shared with you.

Things to note

- For now, students should only bring trainers for PE lessons.
- Use of face masks at the school is not necessary, but we will respect individuals who chose to wear them in school. If you do choose this, then they must be plain white, black or blue.
- The canteen will not be open at all during break so please bring a snack to school.
- Please send children into school with as little as possible – a school bag with a pencil case, lunch box and, if relevant for that day, trainers for PE.
- On the first day students should enter via Cansfield Grove and they will be sent to their classroom.
- If any student shows recognised Covid 19 symptoms, however mild, we would ask that they are kept away from school and tested as soon as possible.
- All students should return to school in full school uniform.

As always thanks for your support. Any questions please email me. We look forward to another great year for our community and we are particularly excited about welcoming our new Year 7s.

Best wishes,



Dr Geoff Baker,
Headteacher.