



# Calday Grange Grammar School

## Welcome Back to School - Information for Parents/Carers and Students

It is with great pleasure that I am able to welcome you back to school very soon and may I extend a warm welcome to our new Year 7 and Year 12 students. It has been a long time since 'normal schooling' was in place and staff are looking forward to resuming lessons. Over the coming weeks, we will be taking important steps on our journey to re-establishing school routines and returning to some form of normality.

You may recall that I wrote to you in the final week of term. This document has been produced to remind you about the key messages which were relayed and also to update you on matters as necessary. It is designed to act as an aide memoire and is underpinned by the following considerations:

- Minimising the risk of infection for staff, students and visitors to the site.
- Putting enhanced hygiene measures into place.
- Limiting year group cross contamination through regionalised areas and limited movement around the site.
- Re-establishing routines and consistency quickly across the school.
- Maintaining a broad and balanced curriculum, with access to all subject areas.
- Employing a clear method of tracking student and staff contact.
- Offering support to students at all times as they transition back into school life.

### A reminder of key dates

Tuesday 1 and Wednesday 2 September are both INSET days. On Thursday 3 September, new Year 7 students are to enter the school site via the entrances on Grammar School Lane or Column Road. Staff will be on duty and advise students where to go. On Thursday, new Year 12 students joining us from other schools will also be in school from 8.35 am until 12.00 noon, along with selected Year 13 students (who will be notified by invitation).

On Friday, all of Year 7 and 12 will be in school (8.35 am to 3.35 pm). Other years groups (Years 8-11 and Year 13) will return to school on Monday 7 September. Lessons will start straight away following a short time in form groups.

### How will school be different?

There is no doubt that school will be different. For example, year groups will mainly stay in 'bubbles' and there will be no large gatherings of people (for example assemblies). From September, we are taking the first steps on the road back to normality. However, it will be some time before school as we used to know it returns. Students need to be aware of this and follow the guidance carefully.

### Health and safety

Our primary consideration is the health and safety of staff and students. Please find a link below to our full risk assessment. If time is short, please refer to the 'actions' at the back of the document (page 35 onwards), which acts as a useful summary. Remember, we can never eliminate risk, we can only mitigate it. Nevertheless, we have taken wide-ranging steps in order to do this.

[Risk Assessment](#)

Please be advised that nobody should enter the school site (parents/carers or students) if they show symptoms of coronavirus, which are:

- 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've noticed you cannot smell or taste anything, or things smell or taste different to normal.

We have adapted the school site in order to facilitate better hygiene and minimise the risk of infection. For example; one-way systems are in place within buildings, there are hand sanitation points around the school and new hand-washing troughs. Students are encouraged to wash their hands frequently and use alcohol-based hand sanitiser. The latter will be available around the site, but it is also advised that students have their own small bottle.

### **Student welfare**

We realise that it will be strange for students returning to school and that they will do so with some trepidation. Please be assured that staff are here to help and feel free to contact your child's tutor or House team if you would like to discuss any concerns in more detail. In all cases, we will do whatever we can to aid students' reintegration into school.

### **Personal responsibility**

Never before has it been more important to have clear rules and expectations. Students are expected to behave in a sensible manner at all times and comply with staff instructions at the first time of asking. Students must take responsibility and not behave in a manner which affects the safety of their peers. This includes behaviour on transport to and from school. Normal disciplinary protocols will resume immediately on returning to school. All that we ask is that students have respect for one another and the staff who are here to help them. The 'COVID-addendum' to our Behaviour Policy can be found here: [Post Covid Contract](#)

### **Transport**

Students are encouraged to walk or cycle to school if possible. Normal bus services will resume. However, there will be enhanced hygiene measures in place. Students will have to sanitise their hands at the start and end of their journey and **must** wear a face covering, in line with national guidance. Please speak to your child about the importance of following these guidelines and behaving in a sensible manner when on school or public transport.

Parents using school operated transport (C and W buses to Wallasey, Ellesmere Port, Chester and North Wales) should now have set up their payment for their pass. All passes and information regarding bus stops and times will be posted this week. If parents still need to order a pass, we ask that this is done as a matter of urgency by clicking on this link <https://www.calday.co.uk/buspass>.

Merseytravel have also provided the following link to information regarding travel <https://www.merseytravel.gov.uk/customer-information/rethink-travel/>

### **Dropping students off**

Those parents/carers dropping children off should do so on Column Road or past the school on Grammar School Lane. Please do not drop students on roadsides with yellow lines or on the main school site.

## **'Bubbles' and the school day**

Please note that we are unable to accommodate students before the start of the school day, so therefore students should not be coming onto site before 8.20 am. This is due to social distancing requirements and the need to maintain effective 'bubbles' and I apologise for any inconvenience this may cause. In addition, students must leave the school site promptly at the end of the day (no later than 4pm).

Students will be in year group 'bubbles'. They need to enter the site at the entrance nearest to the block they are based in. Movement around the site will be kept to a minimum. Staff will generally go to the students, rather than the usual arrangement whereby the students move. After an initial form time of 20 minutes, students will go to lessons, which will now be 55 minutes in length. This allows for 'movement time' and for lessons to be staggered (at the start and end) around the site.

Rooms will be ventilated and there will be no bells. Students will be asked to wipe work areas at the end of lessons if they are moving between classrooms.

There will be one-way systems in place within buildings and designated areas for year groups during break and lunch times. Food will be consumed in these areas.

The final lesson will end at 3.30pm, to allow students more time to exit the school site.

Please refer to link below with details of where year groups are based:

[Year Group Arrangements](#)

[Year 7 Bubble](#)

[Year 8 Bubble](#)

[Year 9 Bubble](#)

[Year 10 & 11 Bubble](#)

[Year 12 & 13 Bubble](#)

## **Uniform**

Students will return in full uniform, in line with Government guidance. If they have PE, students can attend school in their sports kit and wear it throughout that day in order to remove the need to change. Sixth Form students should attend in business attire.

## **Marking and assessment**

As a school, we will have to adapt the way in which we mark and assess work. Online platforms, such as Seneca or Google Classroom, will be used more.

## **Gatherings of people**

There will be no major gatherings of people for the foreseeable future. Therefore, there will be no assemblies or mass events. These will be conducted using online platforms.

## **Mobile devices**

Staff will be taking a firm line on mobile devices in school. We appreciate that young people will have been using mobile devices a great deal since March and we will use the first few days of the new school year to remind them of our expectations. It is expected that students will put away mobile devices (including earphones) when they enter the school site. Use of devices is not permitted around the school site, including at break and lunch times or in lessons, unless directed by the teacher (for example if the class is doing an interactive quiz). Earphones and the device will be classed as one and the same and both will be confiscated if used inappropriately. Sanctions will then be imposed. May I ask that you do not contact your child via mobile phone during the school day.

Any messages should be relayed through the school office. We are taking this stance on safeguarding grounds and to maintain a positive learning environment in classrooms. I will issue further reminders about this throughout the first few weeks of term.

### **Equipment and practical lessons**

Please ensure that your child is fully equipped for school, as sharing of equipment will not be allowed. Unfortunately, practical lessons will not be taking place in the first instance and PE lessons will be restricted when compared to normal. Some of the basic equipment required is as follows: pens in black, green and purple ink, pencils, ruler, rubber, protractor, a glue stick and a set of coloured pencils. Parents are encouraged to purchase the 'art kit' from our 'Parent Pay' service. Teachers will relay specific requirements in the first lesson of their respective subjects. The school has purchased mini whiteboards for all students to use in lessons.

In addition, students are encouraged to carry a small bottle of hand sanitiser, in order to facilitate good personal hygiene when on the site.

### **Toilets**

Students will have designated toilet blocks. In addition, we have installed additional temporary toilets for students when they are outside.

### **Wet breaks and lunches**

A bell will signal a wet break or lunch and students will remain in their current classroom. They will be released early in order to use the toilet and transition to their next class.

### **Food**

The school dining area will not be serving food to students in September. Please ensure that your child has a packed lunch and water with them. In addition, water fountains will not be in use.

### **Face coverings**

You will be aware that the government has changed its guidance on the use of face coverings in school. Face coverings must be worn when using school or public transport. If students feel more comfortable and reassured wearing a face covering in school, they may do so. The type of face covering used must be appropriate for school and not contain any offensive messages or emblems. Therefore, you are advised to purchase plain face coverings or the 'disposable' type. Staff may ask students to remove face coverings for short periods of time, to facilitate effective communication. Students are expected to comply with such requests.

At this stage, it is not mandatory to wear a face mask in corridors or around the school site. This approach is being adopted by many schools on the Wirral. As always, this is subject to review and if the situation changes, I will inform you in a timely manner.

### **Contact with the school**

The main method of contact will remain to be via telephone or email. You must not enter the school site without a prior appointment. Face-to-face or online meetings (via Google Meet) will continue to take place.

### **Student Attendance**

You may have seen media coverage regarding the expectation that all students will attend school in September. We echo that sentiment but realise that recent events have affected people in different ways. Therefore, we will work with families to address barriers to attendance and adopt a supportive approach to reintegrating students. However, legal proceedings may be used as a final resort.

Sixth Form students will have modified arrangements during their non-contact periods and the exact nature of these will be communicated by the pastoral team on their return.

### **Our focus**

Our initial focus will be on reintegration into school life and routines. Teachers will recap key concepts and knowledge before moving forward. Please be assured that we have already taken steps to put support into place for students for next year. We realise that it will take some readjustment, but we must remember that young people are resilient and highly adaptable. Our overriding focus is on the well-being of our students and we will do everything within our means to ensure that current cohorts are not disadvantaged by the coronavirus pandemic.

### **What happens in the event of a local lockdown?**

As you are aware, the situation is changing rapidly. In the event of an outbreak of coronavirus in school or at a local level, the Senior Leadership Team will liaise with the Local Authority and public health teams to take the necessary steps. This will be communicated to you at the earliest opportunity. In the event of a lockdown, lessons will be delivered remotely, using 'Google Meet'. Students will follow their normal timetable in such circumstances.

### **Lockers**

Due to year groups being in 'bubbles' and not entering certain parts of the building, many students will not be able to access lockers. We apologise for any inconvenience that this may cause.

### **Conclusion**

I hope that you find this document reassuring. What we need to do now is get back into school and return to some form of normality. The national picture is constantly changing, but please be assured that we are working with the appropriate authorities to ensure that we put the relevant measures in place to ensure that our return is done in a safe and orderly manner. To some extent, we are dealing with the unknown and strategies will be refined and amended as we move forward. I thank you in advance of your understanding on this matter.

With best wishes

Mr S Gray  
Headteacher