



**Headteacher: B Baxter**

**The Cooper School**

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14<sup>th</sup> July 2020

Dear Parent/Carer

### **Arrangements for Term One (September - October Half Term)**

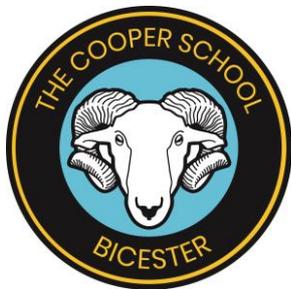
As we prepare to break for the summer holiday on Friday we would like to thank all of those parents who supported us in getting their children engaged with their remote learning during this incredibly challenging time for students, parents/carers and staff alike. We will set work until period 5 on Friday. Our Keyworker school provision will also now close for the summer at 3pm on Friday 17 July.

As you will realise from news reports, full time return to school in September will be a very different place to the school that students left in March. The Coronavirus will continue to impact our lives and our school in the new term. The reasons for this are clear. We need to make our lives in school as safe as possible for students and staff and take measures that we would not normally consider to be in the best interests of our students.

The Department For Education guidance for full school re-opening states that we need to create year group 'bubbles' and year group social zones for students so that only students in one year group can mix at any one time. Those of you who are familiar with our site will understand the complexity of doing this on such a small but heavily populated secondary school site. To this end:

- **Year 7 and 8 students** will be taught all of their lessons in a 'home room' with staff moving to teach them. Some students in Year 7 will not be able to have their requested language in MFL on a temporary basis. Students will not be moving to be taught different lessons
- **Years 9, 10 and 11 students** will be taught in a home room but move to other rooms within a given block for their specialist subjects, teachers and sets. They will not be moving around the school as normal
- **Years 12 and 13** will mostly be taught in P16 only. They will not be allowed off site at lunchtime and will need to bring food from home rather than expect to go to the shop/bakery at lunchtime
- **Assemblies:** there can be no mass gatherings in this term in one inside space. We cannot provide assemblies in the conventional way. Key Messages will be conveyed during form times
- **Social times** will be spent in **designated outside areas only**. Wet breaks will be spent in 'home rooms'
- **Toilets:** Specific toilets will be available for each year group. We have increased toilet and handwashing capacity within the school
- **Social distancing:** whilst students are required to sit next to each other again, they should avoid contact, hugging or touching their peers at all times
- **Hand sanitiser** will be available in rooms and hand washing facilities in designated toilets. Students can bring their own small bottles of hand sanitiser in their bags





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- **Uniform:** students should return to school in September in usual uniform but can choose whether to wear a jumper or a blazer each day, they do not need both for this term; in addition students should wear their TCS PE kit all day if they have PE on the day they wear it, as changing facilities will not be available
- **Phones:** we will return to our normal expectation of phones not being seen on site and kept in bags/turned off during the day. Students who need to phone parents during social times should report to Reception to ask permission, as before
- **Start times** will be slightly varied for different year groups as will departure times. (Bus students will simply wait on the bus park until they are permitted to board the bus.)

#### **Staggered Starts**

8:50 Y7 and Y11 and Y13

8:55 Y8 and Y10

9:00 Y9 and Y12

**Please ask your child to stick to these arrival times closely so that we can manage arrivals in as socially distanced a way as possible with nearly 1300 students to get onto the site.**

#### **Staggered Departure**

3:00 Y7 and Y10

3:05 Y9

3:10 Y8 and Y11 and P16

- Students are only be allowed **off site** at lunch time in **exceptional circumstances**, agreed by their Head of Year/SLT link with parents
- **Food:** We will ask students to bring in their own **packed lunches** as food on site will be very limited in our very small canteen. Biometrics (fingerprint payment) will not be operational in September, any items purchased from the canteen will need to be pre-ordered online and paid for using ParentPay. Food will be available for those who cannot provide their own. Food will need to be pre-ordered with the canteen (details to follow) and picked up by the student at their allocated time. Food for FSM students will still be provided
- **Student desks** will face the front of the classroom with a teacher zone at the front. Students will not be able to move around the classroom freely and lessons will be quiet with teachers leading any questioning rather than the normal approaches to group work/paired discussion
- **Students will work in books** for each subject in years 7 and 8 and keep their books in their home room
- **Students will work in books in years 9, 10 and 11** and be required to take books home with them and bring them back for timetabled lessons. Consideration must be given to the size of a student's school bag, if buying a new one for September, so that 5 books per day can be carried easily along with stationery (pens/pencils/ruler etc.) and a packed lunch
- **Students will bring their own paper and folders in years 12 and 13**, as normal





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- **Marking will be very different:** we will move to more self-assessment/use of success criteria/book checks/whole-class feedback sessions rather than physically marked books
- **Assessments will be marked as normal:** where they are done on paper, they will be quarantined for 48 hours before marking. Any work completed online can be marked as normal

In order to manage the students return to these very unusual new ways of schooling and get them used to the new school routines and expectations, the following changes have been made to students return dates:

**1/9/20 and 2/9/20:** Staff training for using the site/Covid Secure protocols for learning

**3/9/20:** Year 7 and Year 9 onsite only

**4/9/20:** Year 8 and Year 10 onsite only; Year 13 for UCAS tutorials

**7/9/20:** Year 7, 11 and 12 onsite only

**8/9/20:** All years back onsite

We will no longer be having another INSET day **on Friday September 25**. This will be a normal school day. We will have an INSET day on **Monday 2 November** instead.

Whilst we are very aware that this changes school life very significantly for our students for term one at least, we know that we have to make these changes for the health and safety of everyone on site. Thus we hope you will support us in talking these changes through with your child/children so that they are aware of what school life will be like in September. We will have the highest expectations of behaviour and compliance in order to make this an effective return to full time education for all concerned.

Best wishes for the summer break.

**The Cooper School Senior Leadership Team**

### **Appendix**

**Please see the behaviour for learning guidance for students below. We would appreciate it if this was shared with your children before September.**

### **TCS Behaviour for Learning** **(Sept 2020)**

We are looking forward to welcoming you all back in September. Our school might be organised slightly differently but our high expectations remain the same. There are also some new expectations in light of the current situation; remember these new rules are designed to protect everyone in our community.

We should all display the behaviour standards of **'Be Kind', 'Be Respectful' and 'Work Hard'**, always.





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### Be Kind

Be polite and courteous to all

Look after each other; accept help from others

Be a positive role-model

Be kind to others by washing my hands regularly and following safety instructions in school

Act in a safe manner; following designated routes around site and staying in my "zone" & teaching room

### Be Respectful

Keep my hands to myself

Respect other people's personal space and different reactions to this situation

Listen to, and act upon, instructions from all adults immediately

Be in the right place, at the right time

When in class remain in my assigned seat and work quietly

Respect the school environment and community - leave rooms tidy and move around quietly

### Work Hard

Be ready to learn safely and bring **my own** equipment

Work to the best of my ability - be my best self everyday

Engage with the learning and take pride in my work

Dream big and focus on improving my work

Have a positive impact in the classroom

Complete all homework and attend extra sessions when invited.



The Cooper School is an academy managed by Bernwode Schools Trust, which is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxfordshire OX26 4RS



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<p><b><u>Mobile Phone Reminder</u></b></p> 	 <p><b><u>Behaviour for Learning and Values</u></b></p>	<p><b><u>Uniform Reminders</u></b></p> <p>For the Autumn term, students should arrive in full uniform but can choose to wear either a blazer OR a jumper PE uniform can be worn on days when students have a PE lesson</p>
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