

28<sup>th</sup> August 2020

Dear families,

We hope that you have been keeping well throughout the summer weeks. It was lovely to see so many of you able to join us for a Meet Your Coach Day appointment before the end of the summer term.

It has been a busy few weeks for us as a school community. We have welcomed several year groups into school over the summer holidays for a series of activities as well as offering stay and play days for our new Reception cohort and a three-day summer school for our new Year 7 pupils due to join us in September.

We were also delighted to be able to meet with our exiting Year 11 pupils on the 20<sup>th</sup> August to issue the GCSE results, and are pleased to report that it was a highly successful year for our pupils. The qualifications accredited to them represent 5 years of study at Carr Manor Community School, and it was exciting and rewarding to hear of the pathways, courses and opportunities they now have before them. Well done to the class of 2020; it has not been an easy end to their high school studies and we are very proud of you all.

Additionally, throughout recent weeks, we have continued the detailed planning and preparation to ensure we are ready to welcome the school community back in full with safety measures and procedures in place. We are looking forward to our children returning to school and being able to settle back into the learning environment with the support and guidance of our school staff.

Hand sanitiser stations have been installed at frequent intervals around the school site; enhanced cleaning and hygiene procedures have been implemented and the plans for September ensure that year groups will be assigned separate areas of the school site, with their own spaces for eating and break times.

Cleaning frequency continues to be increased throughout both sites with all reasonable steps taken to ensure hygiene measures are robust and effective. Pupils must continue to ensure that they maintain good hygiene routines, handwashing for at least 20 seconds with warm water and soap and developing regular routines for this e.g. on arrival at school, after using the toilet, in transition between activities, before and after eating any food, including snacks and before leaving school.

We encourage children to catch their cough or sneeze with a tissue, then throw the tissue away or in the crook of the elbow: 'catch it, bin it, kill it'.

The issues we face in light of the Covid-19 pandemic are challenging for everyone. This process of restoring school and our school community will, as always, involve work as Partners in Learning to support the safe and effective restoration of our school community. At this unique time, school will look and feel different and we will all need to work differently to keep everyone as safe as possible. When we share information and routines with our children, we will be mindful of doing this in a child-friendly and reassuring way. The emotional health and well-being of our children is always paramount in our thinking – it is key within our RESTORE approach.

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Please find enclosed timetables for Years 8 – 11. Year 7 pupils will be issued with a timetable on their first day. School staff will be able to talk through any questions or queries your child has when they return to school and we look forward to welcoming all pupils in September.

**Key dates**

|                                   |                |
|-----------------------------------|----------------|
| Saturday 3 <sup>rd</sup> October  | Open Day       |
| Wednesday 7 <sup>th</sup> October | Open Evening   |
| Thursday 8 <sup>th</sup> October  | School Walk    |
| w/c 19 <sup>th</sup> October      | Y11 Mock Exams |

**INSET days 2020-2021**

Friday 9<sup>th</sup> October  
 Monday 23<sup>rd</sup> November  
 Monday 28<sup>th</sup> June  
 Monday 26<sup>th</sup> July  
 Tuesday 27<sup>th</sup> July

**MYCD and Parents' Consultation Meetings:**

|                                     |   |
|-------------------------------------|---|
| w/c 19 <sup>th</sup> October        | Coach Contact Week in PP                      |
| Wednesday 21 <sup>st</sup> October  | MYCD Secondary Phase (12.00pm-7.00pm)         |
| Wednesday 25 <sup>th</sup> November | Y11 Parent/Carer Consultation (3.30pm-7.00pm) |
| Wednesday 13 <sup>th</sup> January  | Y10 Parent/Carer Consultation (3.30pm-7.00pm) |
| Wednesday 10 <sup>th</sup> February | MYCD (12pm -7.00pm)                           |
| Wednesday 10 <sup>th</sup> February | Y7 Parent/Carer Evening (3.30pm-7.00pm)       |
| Wednesday 3 <sup>rd</sup> March     | Y9 Parent/Carer Consultation (3.30pm-7.00pm)  |
| Wednesday 24 <sup>th</sup> March    | Y8 Parent/Carer Consultation (3.30pm-7.00pm)  |
| Wednesday 23 <sup>rd</sup> June     | MYCD (12pm – 7pm)                             |

Thank you for your ongoing support.



Lucie Lakin  
 Principal

## **Secondary Phase Information**

### **Arrival and exit from school site**

Secondary phase pupils should arrive on site 10 minutes before the start of the school day. Secondary phase school day timings are as follows:

|           |              |
|-----------|--------------|
| Monday    | 8.50am – 3pm |
| Tuesday   | 8.30am – 3pm |
| Wednesday | 8.30am – 3pm |
| Thursday  | 8.30am – 3pm |
| Friday    | 8.30am – 3pm |

On arrival through the front gates, pupils will be directed to their specific year group entry point. Pupils will be dismissed from school in their separate year groups. This may result in a slightly longer exiting. Your support with this will be appreciated.

### **Lessons**

Each year group will be located in a specific area of the school, with staff predominantly moving between classroom bases. However, some specialist lessons will require pupils to move around the building to ensure we maintain our broad and balanced curriculum. Government guidance is that pupils should wear face masks in communal/corridor areas in regions that have been subject to a localised lockdown. As this is not applicable to Leeds, it is a personal choice and at this moment in time we are not making the wearing of face masks mandatory. We will continue to ensure we respond to any changes in Government guidance and advice.

### **Break and lunchtimes**

Pupils will be allocated a separate area to purchase and eat lunch and refreshments, and for their break times. Payment for break and lunch time food will be through the usual processes with enhanced hygiene measures taken. Wherever possible, it is helpful for families to use Parent Pay as a means of paying for school meals rather than bringing cash onto the school site.

### **Uniform**

School uniform for both Secondary and Primary phase pupils (jumpers / cardigans / polo shirts) can be purchased at the reception of the relevant Phase anytime during the year. Payment is by cash / cheque (payable to Carr Manor Community School). Unfortunately, due to Covid-19 regulations, we are unable to allow pupils to try items of clothing on. PE kit can be ordered from Monday 7<sup>th</sup> September in school.

### **Attendance**

It is expected that all pupils should return to school full time from week commencing 7<sup>th</sup> September. Full attendance is directly correlated to successful progress at school and we know that now, more than ever, pupils need to be in routines, working with their peers, learning and making good progress.

## **PE**

Secondary phase pupils are expected to bring their PE kit for their timetabled PE lessons. Suitable hygiene and cleaning processes will ensure that changing areas are adapted in line with Covid-19 guidance and protocol.

## **Equipment**

Pupils should arrive at school with suitable equipment for the school day and studies. The loan of equipment to pupils should be kept to an absolute minimum to support hygiene measures. Basic stationery sets are available to purchase from the office.

## **Covid-19 symptoms**

Children must not attend if they, or a member of their household, has any of the symptoms of Covid-19 and should therefore be self-isolating. If a child develops symptoms whilst in our care, we will adopt isolation measures and call you for immediate collection. In this instance, staff will be wearing PPE (Personal Protective Equipment).

If a pupil develops symptoms they will be sent home to self-isolate until they have been able to take a test confirming negative results. A pupil can return to school but only if a test has been carried out and results confirming negative status received. If two pupils test positive, the rest of their group will be sent home and will need to self-isolate for 14 days. Other members of households will not need to self-isolate unless the pupil or staff member they live with develop symptoms.

If children are unable to be at school, there will be learning activities available on a weekly basis. School can provide hard copies where necessary on request.