



16 July 2020

Dear Parents/Carers

Returning to school in September 2020

Over the past few months the circumstances around coronavirus (COVID-19) has been a challenge for everyone in relation to schools: young people, parents/carers and school staff. Normal life has been disrupted in a way that most people have never experienced before. There are still many challenges ahead, but we are slowly starting to see parts of life return to some normality.

The number of coronavirus (COVID-19) cases has reduced significantly and so the government has now asked all schools to plan for all students, in all year groups, to return to school from the beginning of the autumn term and so **we are planning to open at the start of September**. Please note, that the government will make a final decision about this on 11th August. The safety, wellbeing and educational experience for your child is **our highest priority** and so we are making detailed plans for welcoming them into our school environment for September.

Outbreak planning

Thank you for your continued support and feedback as we have continued to develop our plans for opening the school to all students in September. Following the successful re-opening of the school to year 10 as well as 4 groups of vulnerable students, children of key workers and students with Education Health Care Plans, we are confident that this experience has allowed us to plan effectively for the next phase of school re-opening.

As part of this planning, Coventry has a city-wide approach for COVID-19 and this includes a clear plan for what happens if an individual child is showing COVID-19 symptoms, or is tested positive, and what happens is more than one student at Finham Park 2 has COVID-19 symptoms or is tested as positive.

This planning also sets out specific steps of what would happen if there was an outbreak within a geographical area of Coventry or if there was a wider outbreak across Coventry. The commitment from all schools and from Coventry City Council is, that if these circumstances were to arise, that there would be **clear communication with you** about your child's attendance at school.

Your role as a parent - guidance

All students will be expected to attend school in September. Normal attendance procedures will be in place for non-attendance. The government has issued guidance for parents and carers, and so please take a few minutes to read this through: [What parents and carers need to know about early years providers, schools and colleges in the autumn term](#)

We will be in contact with you again about specific arrangements for returning to school, following the government decision on 11th August.

Students Showing Symptoms of coronavirus

Students must **not** attend school if they are showing any coronavirus symptoms.

If your child is unwell, let us know by using the **Studybugs App** on the first day of illness. You can register or download the app here <https://studybugs.com/about/parents>.



If a student shows signs of Covid-19 in school, they will be isolated until parents/carers can collect them. A separate room will be used and the person supervising will wear suitable PPE. Other students or staff will not need to be sent home at this stage. If a student tests positive the school will send home anyone who has been in close contact with them, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. If a student tests negative they will be allowed to return to school if they are well, including not having a temperature for 48 hours AND all in their household who have COVID-19 symptoms have also tested negative.

Sharing our plans with you

Careful consideration has gone into planning how all students and staff can return to school safely and we are following the Government guidance and updates closely. Our plans are subject to change and are constantly under review.

We know some parents/carers will be concerned about sending their child back to school. We understand the uncertainty and anxiety that recent months have brought; we care about your children and will listen to your comments about the next phase. We want to reassure parents/carers and their children that the safety and well-being of our students is paramount and will be at the heart of the decisions that are made and we know this will also involve re-building confidence and emotional resilience in our students.

Thank you for your continued support.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'R. Plester'.

Russell Plester
Headteacher



Summary of our plans for September

How will school be organised?

- All students will be in school and in full uniform
- Students will remain in year group bubbles throughout the day (120 students)
- Mixing between year groups will be avoided as much as possible
- Contact will be minimised around school between groups: students in different year groups will have separate entrance/exit doors; staggered starts to the school day, break, lunches, and end of school day (see diagram below)
- Spaces will be available for siblings if they arrive together but have different start times- *however, we ask parents to help us to limit the numbers of students arriving at the same time and ensure students arrive as close to their start times as possible*
- Staff will move classrooms to where students are based to reduce student movement
- Students' timetables will be kept the same to allow all students a broad and balanced curriculum
- First week back after the summer:
 - 1st September - training day for staff
 - 2nd September - transition for Years 7 & 12 only
 - 3rd September - all students will start back to school
 - 4th September - normal school day

Where can students go?

- Classrooms will be zoned by year group (each year group will be in the same area of the school)
- Students will stay in their 'base' classroom except for specialist or practical lessons and sets
- Toilets will be related to year group zones (but not limited to one year group)
- Social areas (courtyard, tennis courts etc.) will be zoned by year group
- Eating facilities will be open for 'grab & go' food at break and lunchtime (inc. hot food) – also zoned
- Edward's Keep and The Refectory will be available for wet break/ lunch- also zoned by year group

What will students learn?

- Students will continue with their normal timetable and curriculum subjects. GCSE options in years 9-11 will continue as planned.
- PE changing rooms will be used in year groups; students will be able to come to school in PE kit if they have PE period 1 but must have their uniform with them and go home in PE kit if they have PE period 5.
- OOSHL will be in year groups and will start once students and staff are used to the new procedures in school. P6 revision for year 11 will start before October half term
- Students' desks will be facing the front in almost all classrooms
- SEN support will still be available to those students who need it

How will students be kept safe?

- There will be an increased cleaning schedule
- Staff will socially distance from students and each other
- Emergency plans are being reviewed including fire evacuation procedures
- Sufficient soap, hand sanitiser and paper towels have been purchased
- Students will not be able to wear PPE in school and any gloves or facemasks must be removed before they enter the building (*this may change if government advice changes*)
- Visitors and parents will only be allowed on site by prior appointment
- Hand washing will take place regularly by all students and staff
- The behaviour policy has been updated- any incidents of students deliberately increasing the risk of potential spread of infection will be taken extremely seriously
- We will be actively engaged with NHS Test and Trace



How will students be organised?

- Vertical, mixed year-group mentor groups will be suspended and have been re-organised into single year groups e.g. just year 7, just year 8
- College leaders will still be responsible for their vertical college as the relationships built up with families are so important. College leaders will also have an oversight of each year group.
- Assemblies will be virtual, either recorded or live streamed

Preparation for the new school year

In order to reduce the sharing of equipment at school and the potential spread of infection, it is more important than ever this year that students bring the appropriate equipment to school with them and that they do not share these resources between each other. As a minimum, please can students bring the following equipment with them every day from their first day back in September:

- At least two pens: one to write with and a spare
- A pencil
- A sharpener
- A 30 cm ruler
- An eraser
- A highlighter
- A glue stick
- A Maths set including a protractor and a pair of compasses
- A CASIO fx-83GTX calculator
- An appropriate reading book

How the school day will look for students in September

Green= mentor time

Blue= lessons

Yellow= break/ lunch

	8.40-9	9-9.30	9.30-10	10-10.30	10.30-11	11-11.30	11.30-12	12-12.30	12.30-1	1-1.30	1.30-2pm	2-2.30	2.30-3pm	3-3.20
		Period 1		Period 2		Period 3		Period 4			Period 5			
yr 7	Green	Blue	Blue	Yellow	Blue	Blue	Blue	Blue	Yellow	Blue	Blue	Blue	Blue	Blue
yr 8	White	Blue	Blue	Blue	Blue	Yellow	Blue	Blue	Blue	Blue	Yellow	Blue	Blue	Green
yr 9	Green	Blue	Blue	Yellow	Blue	Blue	Blue	Blue	Yellow	Blue	Blue	Blue	Blue	Blue
yr 10	White	Blue	Blue	Blue	Blue	Yellow	Blue	Blue	Blue	Blue	Yellow	Blue	Blue	Green
yr 11	Green	Blue	Blue	Yellow	Blue	Blue	Blue	Blue	Yellow	Blue	Blue	Blue	Blue	Blue
yr 12	Green	Blue	Blue	Light Blue	Blue	Yellow	Blue	Blue	Yellow	Blue	Blue	Blue	Blue	Blue



The main differences to the 'normal' school day are:

- Years 8 & 10 will have mentor time at the end of the day
- Years 7, 9 & 11 will have an early break
- Break is longer by 5 minutes
- Lunch is shorter by 5 minutes

Starting the new school year

First day back for Year 7 (2nd September):

- Arrive to school via the Main Entrance at **8:30am** and go straight to the Courtyard.
- Students will be in school until 3pm
- Students must wear full FP2 school uniform
- Students should bring a school bag containing:
 - their completed Transition booklet
 - their best piece of writing 'Through the door'
 - a refillable bottle of water
 - snack for break time
 - packed lunch (if necessary)
 - Normal school equipment
- Students will also require their PE kit on the first day.

Any questions/concerns please contact Transition@finhampark2.co.uk

First day back for year 12 (2nd September):

- Arrive to school at **8:45am** and go straight to the Refectory.
- Students will be in school until 3pm
- Students must wear full business wear and follow the 6th form dress code.
- Students should bring stationery, lined paper, refillable bottle of water.
- A BBQ will be served at lunch time in the 6th Form Study Centre garden however, if students wish to bring a packed lunch as well they can.

Any questions/concerns please contact a.ditch@finhampark2.co.uk

First day back for years 8-11 (3rd September)

- **Years 8 and 10** should arrive at school by **8.55am** (mentor activities on the first day will start at 9am)
 - Year 8 should go to the Refectory (bikes can be locked at the front of school)
 - Year 10 should go to the Tennis Courts (bikes can be locked at the back of school)Students in year 8 and 10 will be in school until 3.20pm
- **Years 9 and 11** should arrive at school by **8.35am** (mentor time will start at 8.40am)
 - Year 9 should go to the Table Tennis area (bikes can be locked at the back of school)
 - Year 11 should go to the MUGA (bikes to be locked at the front of school)
- Students will be in school until 3pm
- Students should remain in their allocated areas above until staff meet them and direct them to year group bases.
- Students must wear full FP2 school uniform
- Students should bring a school bag containing:
 - a refillable bottle of water
 - normal school equipment
 - snack for break time
 - packed lunch (if necessary)

Any questions/concerns please contact contact@finhampark2.co.uk