

31 December 2020

Dear Parent/Carer

Firstly, although Christmas was very different this year, I hope you had an enjoyable time with your family. As you may be aware the government announced yesterday (30/12/20) new guidelines for schools regarding the start of term 3, which for our pupils, is Tuesday 5 January. Please read the letter below carefully as it is different from my last communication on Friday 19 December. We continue to ensure health and safety remains our top priority. We continue to follow the government guidance to support us during these unprecedented times.

### Primary Phase:

- The Pre-school is open as normal.
- Start and finish times remain the same for each class in the primary phase.
- Please ensure you drop your child off and leave immediately. All parents must socially distance in the playground.
- To maintain a 2 metre distance, staff will not take messages on the gate. Please email [dropoffmessages@cavendishschool.net](mailto:dropoffmessages@cavendishschool.net) if you require a message to be passed on. The messages will be checked at 9.30 each day. Any messages after this time should be directed through the main office.
- School dinners remain the same.
- All staff are advised to wear a clear visor when teaching.
- Ventilation - classroom doors and windows will be open at all times. Classrooms will be fully ventilated when pupils are in PE lessons.
- Each bubble will be staffed with 2 adults and the integrity of the bubble will remain a top priority.
- To reduce the number of teachers coming into contact with pupils, no specialist lessons from secondary phase teachers will happen in term 3 in the primary phase.
- Children are only allowed to bring a packed lunch, named water bottle, reading book and reading record into school. Pupils will be set online homework to help reduce equipment and materials being brought into school.

### Secondary Phase:

All secondary pupils, except those who are vulnerable or who are children of critical workers, will access remote learning for the first week of Term 3 (Tuesday 5 - 8 January). Currently, the guidance for returning to school is as follows:

**Tuesday 5 January:** Remote learning for all (except children of critical workers and vulnerable)



Specialist Schools  
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**Monday 11 January:** All Year 11 pupils, children of critical workers and vulnerable only (Year 7 - 10: remote learning)

**Monday 18 January:** All year groups in school as per normal timetables

### **Remote lessons**

- Remote lessons in Week 1 will be pre-recorded and saved in the following folder: <https://drive.google.com/drive/folders/1rozioizaSJs4eYhGAEGkE26jZwRoRb9P>
- Remote lessons in Week 2 for Year 7 - 10 will also be pre-recorded and saved in the same folder.
- Pupils will receive the same amount of pre-recorded lessons as their timetable. For example, if a pupil has 4 English lessons, they will have 4 pre-recorded lessons.
- Class teachers will be available to contact for the full hour, according to pupils' normal timetables, through email. Pupils are encouraged to communicate with their teachers and to send in work for instant feedback (within the timetabled hour lesson).
- Teachers will initiate contact at the start of the hour through an email, encouraging pupils to ask questions and send in work for live marking.
- Lessons will be uploaded daily, as opposed to all at once, so that pupils can easily follow their daily timetable.

### **Critical workers' children and vulnerable pupils attending school**

Each group will form small year group bubbles and will have their own classrooms.

- Year 7: 105, Year 8: 207, Year 9: 103, Year 10: 126 and Year 11: 399
- The start and end of the school day will be as normal times
- Pupils will be expected to wear their full school uniform and be fully equipped for learning
- Bubbles will access the building through the pupil entrance next to The Little Theatre
- Bubbles will follow the remote online learning timetable
- Pupils will be provided with packs to complete their work

We have already acquired the list of children of critical workers who require a place in school during the first week of term, through a survey sent last term. However, this list did not include Year 11 pupils as the guidance at that time did not include this year group. If you are a critical worker and a parent/guardian of a Year 11 pupil who requires a place in school during week one, please complete this [survey](#) by 10am on Monday 4 January.

### **Year 11 (week commencing Monday 11 January 2021)**

- Year 11 will continue to enter/exit through their usual doors
- Year 11 Guidance and Progress Leader will welcome Year 11 at the start of the day
- Year 11 will follow their normal timetabled lessons
- Year 11 will have no tutor session for this week only. Instead, they will have an extended P1 so should report to their period 1 lesson instead of their tutor rooms

We will provide pupils in receipt of free school meals a voucher (the same as over the Christmas holiday). The voucher will be sent out during the first week of Term 3.

You will have read in the news that the Government plan for all secondary schools to implement mass testing in January. We are currently awaiting detailed guidance on the logistics and details of this and will inform you as soon as this information is available.

Finally, may I take this opportunity to thank you for your continued support in these difficult times. I shared with all staff at the end of term 2 the many messages we received from parents and carers supporting the Cavendish Community. I know they were greatly appreciated by all staff at the school. In times of challenge, working together is essential. If we have any further updates, we will communicate them with you as soon as appropriate.

Best wishes

Mr P Marchant  
Headteacher