

Guide to the reopening of Knutsford Academy and Cheshire Studio School for September 3rd 2020

**Welcome back &
welcome to Year 7 and Year 12**



Introduction

In July the government announced the full reopening of schools from September 2020. In recent weeks, and based on the guidance received, we have carried out detailed planning for the reopening of Knutsford Academy and Cheshire Studio School on Thursday 3rd September. Our priority is to provide a safe environment for staff and students based on the government guidelines we have received.

Our plans to reopen will focus around creating consistent groups (bubbles) which will reduce the risk of transmission. The bubbles will be primarily based in year groups which will stay together for most of the school day.

This guide has been produced to explain in further detail our plans for September, including separate entrance areas, form rooms and what to do if your son/daughter has COVID-19 symptoms.

Further updates will be provided to parents during the summer holidays and if guidelines change.

We hope you have an enjoyable summer holiday and look forward to welcoming students back in September.

Kind regards

James Whittaker – Headteacher, Knutsford Academy

Peter Kingdom – Headteacher, Cheshire Studio School

Arrival entrance areas per year group

Each year group now has a dedicated entrance and exit area.

Please ensure your son/daughter knows which entrance to use when arriving on the first day of term.

Westfield Drive

Year 7 – Via the link path from Bexton Road (where the buses drop off) or Westfield Drive

Bexton Road – also see photos on pages 7 & 8

Year 8 – Door to the right of the Student Entrance towards the school fields and link path

Year 9 – Student entrance on the leisure centre car park

Year 10 – Green gate to the right of the Studio building

Year 11 – Green gate to the left of the Studio building

Sixth Form – Rear gate just before the all-weather pitch or side entrance by Bexton Road leading around the back of the hall and music block.

On arrival on the first day of term your form tutors will meet you by the entrance area and you will be guided to your form room where you can sanitise your hands. Please make a note of your form room, see list below.

Classroom Layout

Classrooms will, in most cases, continue be laid out as normal with as many desks as possible facing forward. A 2-metre zone for the teacher will be clearly marked at the front of the classroom. Whilst in school, and in year group bubbles, students are not required to socially distance themselves from other students within their bubble. However, staff are required, where possible, to maintain a social distance of 2 metres from students.

Form Rooms and Year Group Bubbles

The majority of lessons at Key Stage 3 will be delivered in the rooms allocated to a Year Group. There will be more movement in Key Stages 4 and 5 to accommodate option subjects, but this movement will be minimised as far as practically possible.

A LIST OF FORMS AND FORM ROOMS IS PROVIDED ON PAGES 9 & 10.

Please ensure your son/daughter knows their form room for when they arrive on the 3rd September.

Start/finish time and timetable

To ensure year groups remain within bubbles and to reduce congestion on the corridors we are in the process of making some minor changes to the school day and lesson/break times. The school day will still remain as five one-hour lessons with two breaks during the day. The start and finish time will also remain as 8.45am and 3pm, apart from a Tuesday when the finish time is 3.20pm.

We will email the lesson and break times for year groups before the start of term.

One Way System

A one-way system will apply across the majority of the Bexton Road site for Years 8, 9, 10 and 11. On the first day of term all students in these years will be taken on a walk around the site to explain the one-way system.

Year 7 are self-contained on the Westfield Drive site and the Sixth Form are contained within the Sixth Form centre which means a one-way system is not required. However, students will be asked to walk on the left-hand side of the corridor.

Personal Hygiene & Toilets

Maintaining personal hygiene is critically important. On arrival at school, and before and after breaks students will sanitise their hands. Hand sanitiser will be readily available across the site. Students are also welcome to bring in their own hand sanitiser.

Toilets will be cleaned on a frequent basis during the day and students will need to thoroughly wash hands after using the toilet.

Uniform

Full uniform is to be worn. However, we are not able to provide changing facilities, so when students have a practical lesson requiring them to wear their kit, they must come into school in their kit and they will remain in kit for the whole day.

Lockers

As students are not required to carry their PE kit, lockers will not be available. This will also reduce excessive student movement around the site.

PE, Performing Arts and Art & Design lessons

For some subject areas we are required to follow special guidance related to teaching method and the use and sharing of equipment. We are working on plans to facilitate as many lessons as possible in specialist rooms/spaces whilst still preserving the integrity of the bubble structures.

Symptoms and testing for COVID-19

Any students displaying symptoms consistent with COVID-19 must not be sent into school and must be tested. If symptoms develop during the school day, students will be isolated from others and parents will be called to collect their child immediately and arrange a test. Once you have the result please inform the school straightaway.

To arrange a test please go to the link below.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

If the test is negative the student can return to school, if positive then the school will contact the local health protection team who will carry out a rapid risk assessment and then advise on the next steps. This may mean some students and staff having to self-isolate for 14 days.

School Catering Arrangements – updated 27th August

We will now be opening the catering facilities for all students from the start of term, so students now have the option to bring a packed lunch or purchase food at school.

The menu will not be as extensive as normal but will include a selection of hot and cold food including paninis, pasta dishes, jacket potatoes, sandwiches, fruit, cookies and a range of drinks.

The service areas will all be allocated by Year group with Year 7 using the Westfield Drive Canteen, Years 8 & 10 the Bexton Road Canteen at separate times, Year 9 have a new food service point near the Hub and Year 11 will use the Studio Café.

For the Sixth Form the Starbucks Cafe will also be open with its usual range of teas, coffees and snacks.

Travel to school and back home

We would encourage, where possible, students to walk or cycle to school. If this is not possible, and you arrive by car, then drop off your child near to the school in order to avoid any congestion at the main entrance. If students are cycling to school please ensure they wear a cycle helmet, high vis jacket and bring a lock to secure their bicycle.

Parents of students who use the Elite bus services will be contacted directly by the company with arrangements for the bus service from September. Elite can be contacted on 0161 480 0617, or schooltransport@eliteservicesltd.com.

Students who use other forms of transport such as rail, taxi, minibus or the D&G Bus Service - please contact your provider directly to confirm arrangements for September.

For students who use the Northern Rail service either from the Northwich or Altrincham areas please can you click on the link below to help Northern Rail with their planning for September.

<https://forms.office.com/Pages/ResponsePage.aspx?id=uH6JMEQ1xkubDrJvopBbM8vSLvfjMhhlvMsarVsO5pLUOVY3VDcxNDIPWkRFUE9ET1BISFM4OE5XQi4u>

Wearing of Face Coverings – updated 27th August

You will be aware from the news recently that guidance from the government on face coverings has been altered. In response to this, we are changing our approach and will be expecting students to wear a face covering if they are moving during lesson changeovers or congregating indoors. Additionally, we will be expecting them to wear a face covering when on the corridors during break and lunch time and when queuing for food or to use the toilets. Please make sure that students have a clean face covering with their belongings.

To be clear, we will not be expecting them to wear face coverings in lessons or outside during social times. You can also be sure that we would make exceptions in individual cases where there is an identified and agreed need.

Equipment

To avoid sharing all students must provide the following equipment in their pencil case.

Please note some items have been added to remove the need for sharing.

Blue handwriting pen (not biro)	Pencil
Eraser	Pencil sharpener
Long ruler	Green pen
Highlighter	Glue stick
Set of pencil crayons	Protractor
Set square	Compass
Scientific calculator (recommended model is Casio fx-85GT X CLASSWIZ)	

Government Guidelines with regards to re-opening

For reference please find attached a link to the government guidelines on the reopening of schools

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Year 8 Entrance, door to the right of the Leisure Centre car park



Year 9 Entrance – Student Entrance, centre of the Leisure Centre car park



Year 10 Entrance– Gate to the left of the Studio building



Year 11 Entrance – Gate to the right of the Studio building



Sixth Form Entrance 1

Gate to the right of the Leisure Centre car park



Sixth Form Entrance 2 – Gate on Bexton Road, round the back of the hall and music block.



Forms and Form Rooms – Please share this information with your son/daughter

Year 7

<u>Form name</u>	<u>Tutor</u>	<u>Room</u>
SHK	Miss Hancock	L26
LBG	Mrs Begg	L6
RWT	Miss Wheatcroft	L17
ARW	Mr Rowe	L23
PLN	Mr Lynn	L24
RIE	Mrs Ince	L5
EWK	Ms Woodcock	L13
VLV	Miss Lally	L11
MTN	Ms Tiffin	L12

Year 8

<u>Form name</u>	<u>Tutor</u>	<u>Room</u>
MKT	Mr Knott	U19
ERY	Mrs Riley (was LBG in y7)	U20
HME	Miss Mayne (was SHK in Y7)	U22
IHU	Dr Hughes (was PLN in Y7)	U25
LJN	Ms Jennings-Brown (FTT in Y7)	U21
BFS	Ms Fiddes (was RIE in Y7)	U23
SBL	Mr Bell (SBL)	U18
MSN	Mr Sheldon (was VLV in Y7)	U17

Year 9

<u>Form name</u>	<u>Tutor</u>	<u>Room</u>
HMY	Ms Mills-McCready	U11
DFR	Mr Foster	U6
CTM	Mrs Tims	U8
CBD	Mrs Bond/Mrs Bradbury	U9
GRN	Mr Robinson	U12
DAS	Mr Andrews	U14
DBN	Dr Britton	U7
CMS	Miss Moss	U13

Year 10

<u>Form name</u>	<u>Tutor</u>	<u>Room</u>
DBR	Mr Barber	U15
NWH	Miss Walsh	U16
PAN	Mr Atkinson	U5
AST	Mrs Stoddart	U3
LMN	Mrs Mason	U2
FRS	Mrs Routs/Mrs Capper	U4

Year 11

<u>Form name</u>	<u>Tutor</u>	<u>Room</u>
RBK	Mrs Brook	S1
MWT	Ms Wright (was form JSP)	S5
LAN	Miss Appleton	S3
RFR	Mr Foster	S8
CAS	Miss Adamsons	S2
MHN	Mr Hallyburton	S6

Year 12

<u>Form name</u>	<u>Tutor</u>	<u>Room</u>
LHS	Miss Hughes	U40
CTR	Mrs Taylor	U39
GBR	Mr Barker	U45
PST	Mr Scott/Mrs Scott	U41
JHC	Mrs Horan-Collins	U36

Year 13

<u>Form name</u>	<u>Tutor</u>	<u>Room</u>
CAN	Mrs Atkinson	U50
GSN	Mrs Speakman	U49
RWR	Mr Walker	U42
MCN	Mrs Cawthorn	U48
PMM	Mrs McCallum	U46
SDN	Mrs Dawson	U36