

Head
Rob Pavey

Cheney School
Cheney Lane, Headington
Oxford OX3 7QH
T: 01865 765726 F: 01865 767399
E: office@cheney.oxon.sch.uk
W: www.cheney.oxon.sch.uk



Community Schools
Alliance Trust

*Improving Every Learner's
Life Chances*

Think for yourself, act for others

Rob Pavey – Headteacher, Cheney School

27/08/2020

Dear Parents and Carers,

Cheney School September reopening

You will be aware that schools are reopening fully at the beginning of September, and that all students are expected back in school. The times for each year group to be in school are at the end of this letter. The government guidance on full reopening is on the link below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Below is a link to further government guidance, entitled “what parents need to know”:

<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>

Although many parents and their children are very keen to get back into school, we are very conscious that there will be an equal number who are anxious or who have perfectly legitimate questions about how this will work. I will lay out the main elements in this letter; the full risk assessment and a full copy of our reopening protocols are on the school website:

<https://www.cheney.oxon.sch.uk/latest-news/school-closure-phased-return-information/>

Risk to staff and students

We need to be honest that there is no such thing as ‘perfectly safe’, and we cannot absolutely guarantee that no student will catch Covid-19 while at school. However, the evidence increasingly shows that young people are at very low risk of serious illness, that children do not transmit the disease more readily than adults (unlike other common viruses) and that staff are not at significantly increased risk from being at work in school. In common with the government guidance, we believe that returning to school is very much the best course of action, although we understand that some individuals or groups may be more at risk. **If this is the case, we would ask parents or carers to Adele Shepherd ash@cheney.oxon.sch.uk as soon as possible, so we can discuss any adjustments we could make as a school.**

Main control measures

The first line of defence is promoting handwashing and good respiratory hygiene, keeping students or staff away from school if they display symptoms, and adhering to guidance from Public Health England. In addition to these, we are taking the following steps:

Year group bubbles: year groups will have separate areas of the school, separate toilet facilities and separate recreation spaces. The maps at the end of this letter will make this clearer.

Staggered break and lunch: the table at the end of this letter shows the adjusted times of the day.

Separate entrances: the maps also show the different entrance and exit points for each year group.

Consistent classrooms: as far as possible, students will stay in the same room, and will have a consistent seating plan. This is most possible in Years 7 and 8, as GCSE and A-Level options prevent students from staying in tutor groups for the whole day.

Social distancing: wherever possible, teachers will have a clear two metre space at the front of classrooms. There are also one-way systems in corridors and staircases where appropriate, which will be kept under review. Desks have been arranged to face the front, and movement will be minimised both between lessons and in lessons.

No physical contact: it is not feasible to enforce social distancing between students. We are therefore introducing a 'no physical contact' rule, which will be enforced with an immediate detention. At the risk of stating the obvious, this means that students may not touch another person while in school. **This includes handshakes and hugs.** This is a significant shift in approach, but we believe it is the clearest and simplest measure we can introduce, and is proportionate in the circumstances. We hope the reason for this is clear, and we ask that parents support us in reinforcing this, as it represents a large adjustment for our students to make.

PE: students will come to school in PE kit on days when they have PE, and we will not be doing contact sports. This will remove the need to use changing rooms, but we recognise that this means that students will have to stay in their sports kit after their PE lesson. If this is likely to cause discomfort, please contact your Head of Student Progress.

Enhanced cleaning: sanitiser and wipes will be available in all classrooms, and the facilities team have put in place extra cleaning of the most likely points for transmission, such as door handles.

PPE: although the situation is changing, guidelines do not currently require or suggest wearing masks or other PPE in schools in areas where the background rate of transmission is low. This may change, and when it does, Cheney will ensure the new guidance is fully implemented. Until then, staff or students who feel more comfortable wearing a mask or other items of PPE are very welcome to do so. The school has a stock of PPE, but it is not

bottomless, so students will need to bring their own for regular daily use.

Equipment

It is going to be important that we minimise the possibility of transmission via shared equipment. All students will need to bring the list below to school. This is not a change from our usual expectations, but because of the situation, we will be enforcing it much more rigorously than in the past. All students must have the following:

- Working pen (and spare)
- Pencil
- Ruler
- Eraser
- Glue stick
- Scissors

Curriculum changes

Cheney will be offering the full curriculum across all year groups, including PE. Unfortunately, in order to minimise movement and to allow separate areas for each bubble, our ability to use specialist rooms is very limited, so practical subjects will initially be concentrating on the theory side of the course. We hope that we will be able to manage a return to at least some specialist rooms over the course of the autumn term, but it very much depends on how things develop and how quickly students settle into the new routine.

Provision for students absent from school

We are clear that the best provision is to be in school. However, we understand that some extremely clinically vulnerable students may not be able to return, or individuals or groups may need to self-isolate for a period. This aspect of the coming term is one of the hardest to plan for, as the extent of the issue is very unpredictable. Our preparation falls into three categories:

- Short-term absence of a day or two: we have some new platforms that provide online lessons to fill gaps like this, in addition to anything a teacher may send.
- Longer-term absence, short of another lockdown: we are looking at ways for students to join live-streamed classes, and how we can deploy TAs to facilitate this. It may also be possible for teachers who themselves need to self-isolate to take charge of virtual provision. I will be honest that this is a work in progress, and we are not likely to hit on the best solution immediately. I am very conscious of the need to balance full access for absent students with the fact that I cannot ask teachers to teach a full timetable in school, and then to duplicate this work virtually.
- Full lockdown: every department has set up a Google Classroom, which will be used to support normal learning as appropriate, but which will quickly switch to become the main vehicle for teaching in the event of another lockdown.

Travel to and from school

We have not introduced staggered start times after the first days of term (school site will open at 8am as normal, with tutor time at 8.30) as many siblings in different years travel together, and the effect would be to bunch students outside, while waiting for school to open. The same is true for the end of the school day. We do ask parents not to accompany their children unless it is essential, and we ask students to walk or cycle as much as possible.

Catering

Lunch and break times are staggered (see table at the end of this letter). The canteen is being divided into two sections, to allow two year groups to be served simultaneously. Year 7 and Year 10 will start lunch 10 minutes early. Both hot and cold food will be available, but the choice is likely to be more limited than usual. There will be no seating in the canteen, so all food will be take-away, and eaten in students' normal recreation areas. We would ask as many students as possible to bring in packed lunches from home at least in the first week, while we see how the catering arrangements work in practice.

Detentions

We are simplifying the way that detentions are run and communicated. Instead of different types of detention on different days, there will just be one single behaviour detention, which will be sat on the same day as the infringement, or on the following day if the detention is set during last lesson. A text will be sent home informing parents or carers of the detention; if a discussion is necessary, a member of staff will ring home, but this is likely not to be possible until after the end of the school day. Homework related issues will be handled within departments initially, as academic support or re-explanation of the task may well be more appropriate. It will become a disciplinary matter if a student does not attend the academic support session.

Each bubble will have its own detention room within its own area, so sitting detentions will not mean breaking bubbles.

Q&A sessions

I hope you have seen the communications over the last couple of weeks about Q&A sessions. We are running four events, and we hope to record at least one of them. They are as follows:

- Tuesday 1st September at 5pm in Cheney (already full)
- Tuesday 1st September at 6pm, via Google Meet
- Wednesday 2nd September at 4pm in Cheney
- Thursday 3rd September at 5pm at Bayards Hill primary school

Please use the sign-up form on the link below. This is the same as the one included in the email from the communications office. There will also be the possibility of asking anonymous questions in advance, which will be answered during the sessions, as I imagine many people

will have similar concerns.

<https://forms.gle/aHB2qWwRW2HX9Vfm6>

Detailed timings for the return to school

All students (except Year 7 and 12 - see below) should come to the main attendance gate on Gypsy Lane in the first instance on Monday 7th September. There will be a series of assemblies and an extended tutor time on the first morning. To avoid congestion and breaching year group bubbles, for the first day only, there will be a staggered arrival time. After that, year groups will be expected to come in through their specific entrance. Since Year 7 and Year 12 will have been in school for two days the previous week, they will be expected to come in through their normal entrances on Monday 7th September, but through the main entrance on Thursday 3rd.

Thursday 3rd September

Year 12: 0845

Year 7: 0820

Monday 7th September

Year 13: 0830

Year 12: 10.20

Year 11: 8.20

Year 10: 8.50

Year 9: 9.20

Year 8: 9.50

Year 7: 9.00

Kind regards

Rob Pavey

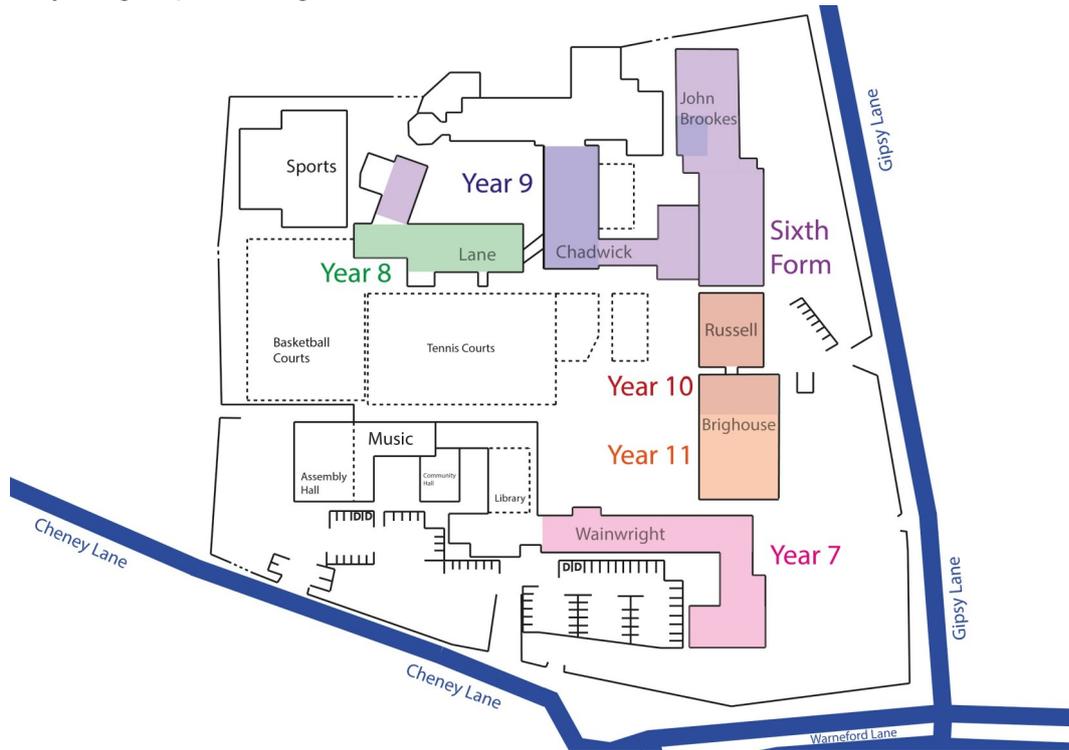
Headteacher, Cheney School

Outline timings of the day

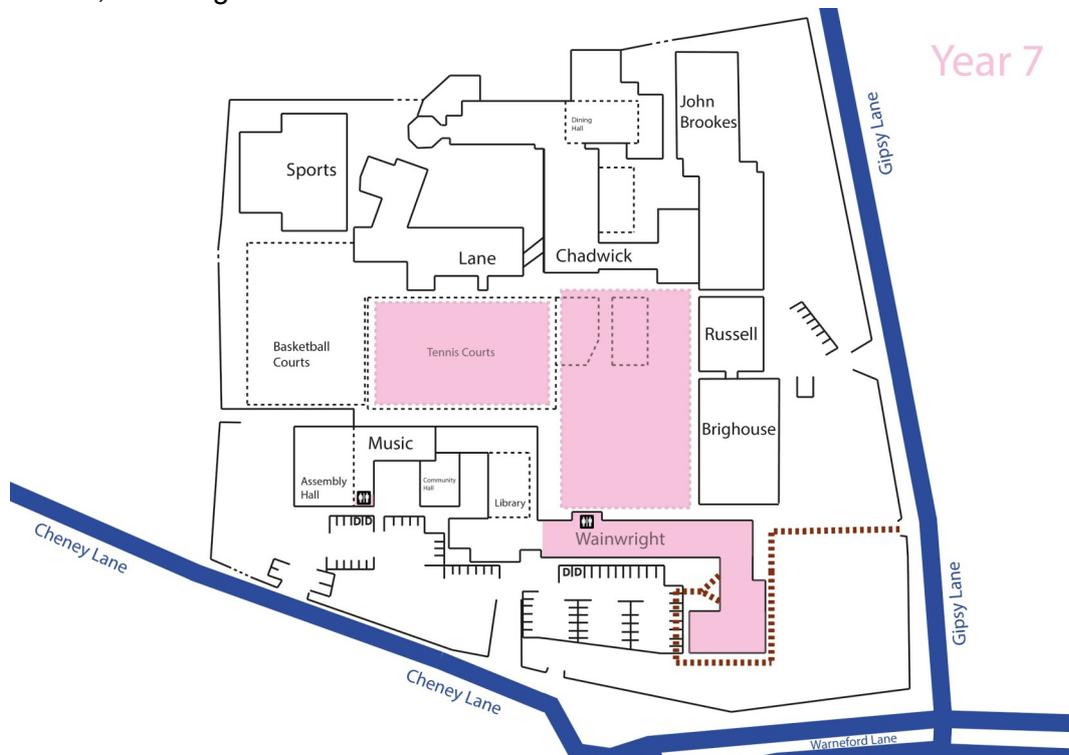
	Year 7	Year 8	Year 9	Year 10	Year 11	Y12	Y13
Entrance	W block side entrance	PE gate	Assembly hall entrance	J block entrance	attendance gate	Sixth Form entrance	Sixth Form entrance
Morning social space	W block playground	Basket Ball courts	Tennis courts	Picnic area	Inside BR block	L1 or L2	L1 or L2
Lesson area	W Block	Lane upstairs 2 floors	C Block and J18/J17	R Block and BR23, 26, 27, J25, Music rooms	BR Block Downstairs and BR28, 29, 21, 22	One Bubble based in L1 and L2 plus teaching rooms in J block and Art, Ground floor of L block	
08:30	Tutor	Tutor	Tutor	Tutor	Tutor	Tutor Weeks 1 to 4 then not tutor time	No tutor time
09:00	Period 1	Period 1	Period 1	Period 1	Period 1		
09:30	Period 1	Period 1	Period 1	Period 1	Period 1		
10:00	Period 2	Period 2	Break	Break (canteen from 10.15)	Break		
10:30	Period 2	Period 2	Period 2	Period 2	Period 2		
11:00	Break	Break	Period 2	Period 2	Period 2	Break	Break
11:30	Period 3	Period 3	Period 3	Period 3	Period 3		
12:00	Period 3	Period 3	Period 3	Period 3	Period 3		
12:30	Period 4	Period 4	Lunch	Lunch 10mins earlier	Lunch		
13:00	Period 4	Period 4	Period 4	Period 4	Period 4		
13:30	Lunch 10mins earlier	Lunch	Period 4	Period 4	Period 4	Lunch	Lunch
14:00	Period 5	Period 5	Period 5	Period 5	Period 5		
14:30	Period 5	Period 5	Period 5	Period 5	Period 5		
15:00	Home	Home	Home	Home	Home	Home	Home
Exit	W block side entrance	PE gate	Assembly hall entrance	J block entrance	attendance gate	Sixth Form entrance	Sixth Form entrance
Social Spaces at break and lunch	W Playground, Tennis Courts and picnic areas	Lane playground and basketball courts	C Block bridge, Sculpture garden and Lane	Picnic area outside and basketball courts	W block Playground and tennis courts	L1 and L2 or off-site (Yr13)	
Toilets	W block and assembly	Lane	C block	R block staff toilet	BR	Sports hall	Sports hall

Maps of year group areas

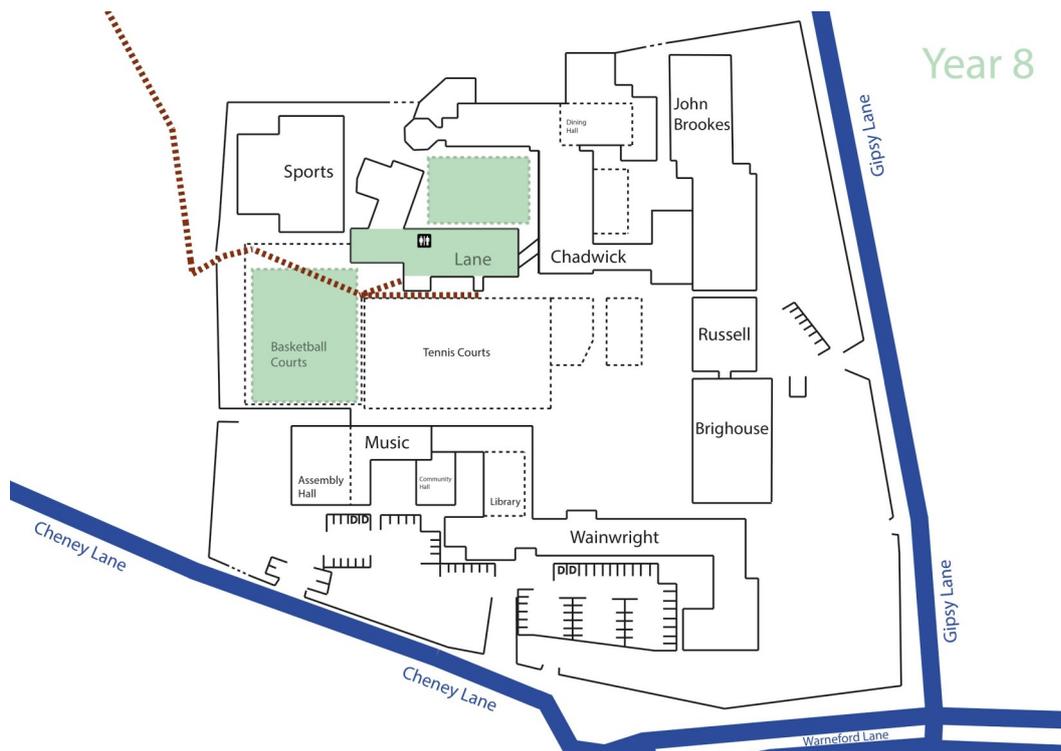
All year group teaching areas



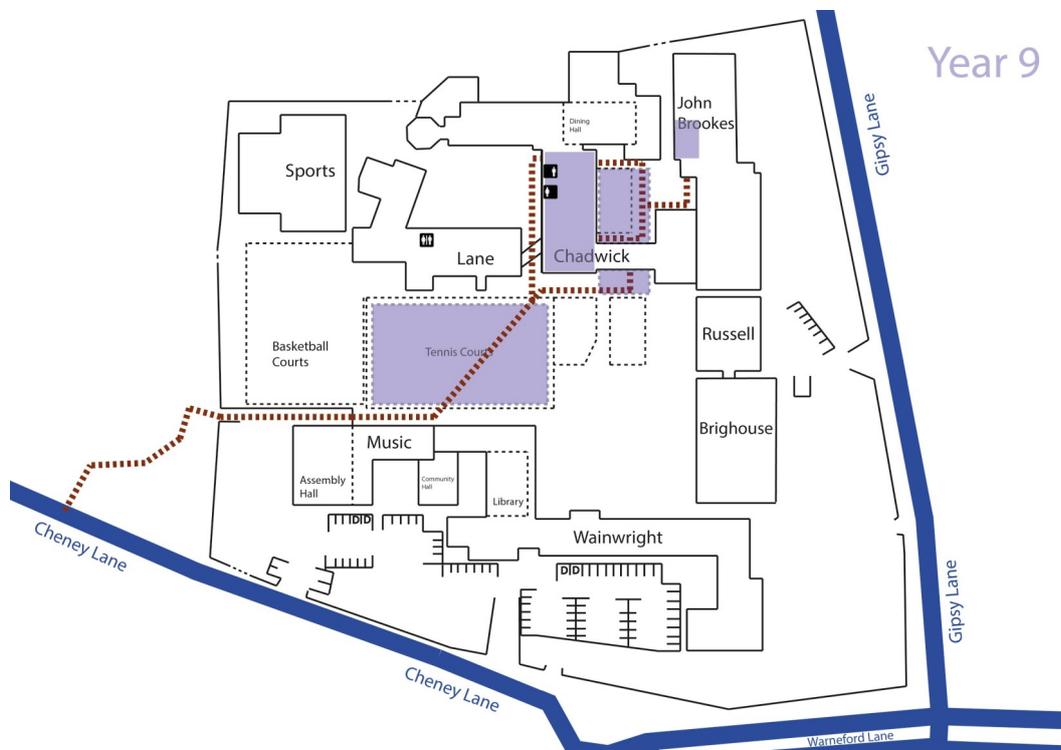
Year 7, including entrance behind W block



Year 8, including entrance via PE gate

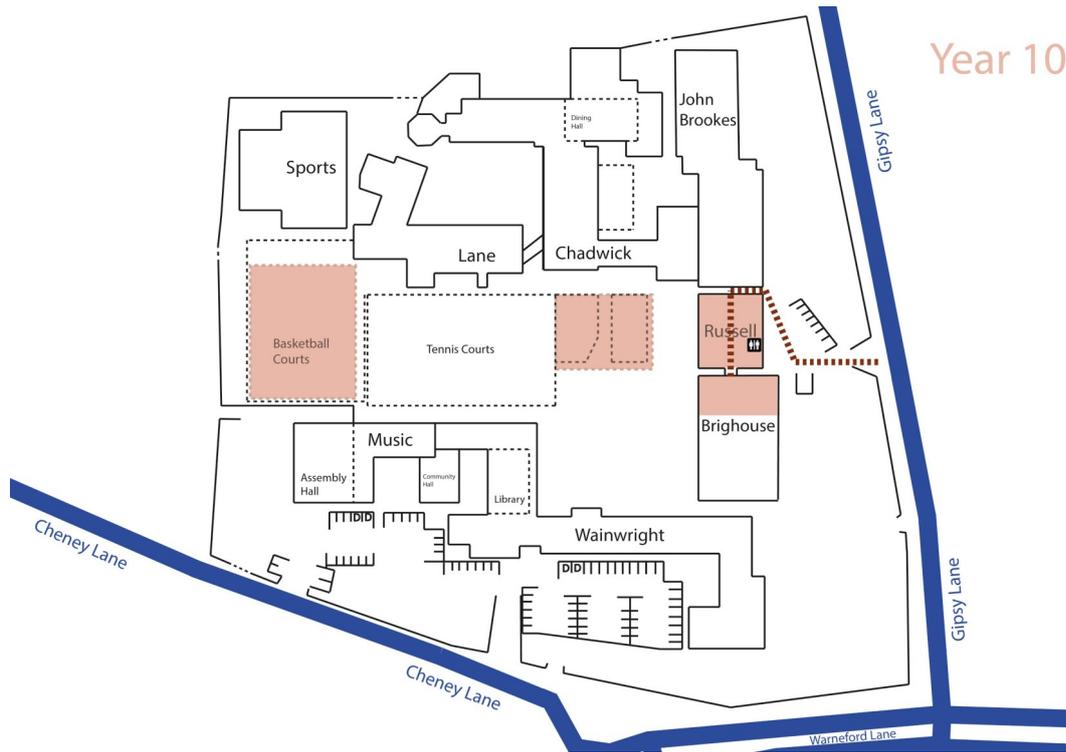


Year 9, including entrance via assembly hall gate.

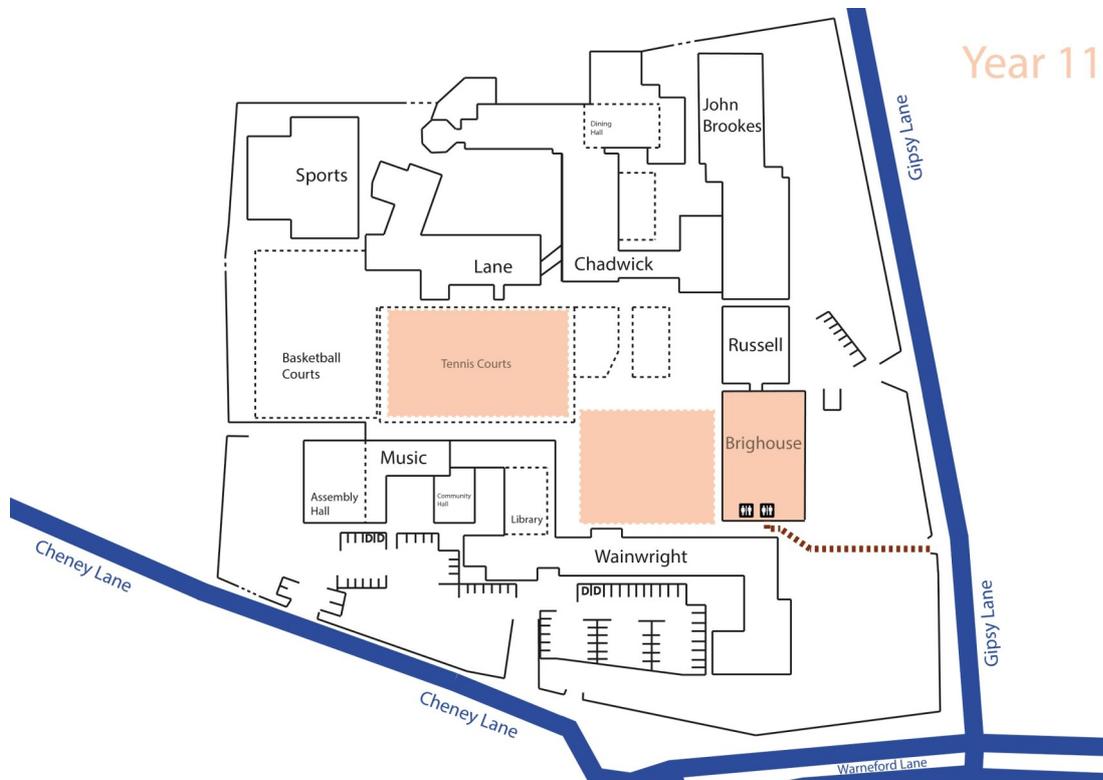


Note that Year 9 will have the tennis courts in the morning before tutor time (as shown), but will have the Lane playground (shown allocated to Year 8 above) for break and lunch.

Year 10, including entrance via J block gate



Year 11, including entrance via attendance gate



Sixth Form, including entrance via Sixth Form gate

