

Dear Parent / Carer

I hope you are all well and enjoying the summer break.

We are looking forward to welcoming all of our students back to school in September and have carefully considered the Government guidance to ensure that all necessary measures are in place for staff and students to return safely. The high transmission rates, and current local lockdown, across Greater Manchester means that we have needed to make some changes to the normal school routines which are outlined below.

The Government guidance has asked us to implement the following essential measures:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

I would like to take this opportunity to thank you for your patience and support over these last few months. We have all needed to adapt to new ways of working and I am immensely proud of the resilience, creativity and initiative that has been shown by staff, students and parents. Our school community has embraced the challenge, and turned what will have seemed like huge obstacles, into new and engaging learning opportunities and more efficient ways of working.

I am hopeful that the risk of virus transmission will fall over the coming weeks and the new routines outlined below will be regularly reviewed to take into account the latest information. I would be grateful if you would discuss these new arrangements with your son / daughter to help them prepare for the start of the new academic year.

I will send further updates in the next few weeks so that you have all the information you need to make sure the start of term goes as smoothly as possible.

Mr A Bridson  
Headteacher

## Start of Term

We understand that many students will need some additional support on their return to school. Our pastoral and safeguarding support has continued throughout the lockdown and is based on the strength of relationships formed with students and parents. The usual high level of pastoral support will be available in September but we have needed to stagger the start of term for different year groups so we can go through the new routines and rules in detail.

Monday 7 <sup>th</sup> September	Year 7 Transition & Year 12 Enrolment (finish at 12.45pm)
Tuesday 8 <sup>th</sup> September	Year 7 Transition & Year 12 Induction
Wednesday 9 <sup>th</sup> September	Years 7, 11, 12 & 13
Thursday 10 <sup>th</sup> September	All students

## Year Group Zones

Each year group will be allocated an area within the school in order to minimise the number of contacts throughout the day. Students will be able to move between classrooms in their zone, but not between zones. Each year group will have their own entrance and exit as well as specified toilet facilities. The zones for the start of term are as follows:

Year 7 Zone	De La Salle Centre, PE classrooms & library
Year 8 Zone	Second floor Maths & English classrooms
Year 9 Zone	English & RE balconies
Year 10 Zone	First floor Humanities & Science classrooms
Year 11 Zone	Creative Arts, Ground floor DT & IT block, Ground floor Science
Sixth Form Zone	MFL classrooms, First floor DT & IT block, Business & Economics

## Structure of the School Day

Break and lunch times have been amended to allow year groups to be separated and to have their own dining facilities. The Government has asked us to consider staggering the start and finish times to limit movement in the community and reduce pressure on public transport. We appreciate that staggered start and finish times will introduce logistical challenges but believe that the current high level of transmission means this will need to be implemented at the start of term. It is hoped that this arrangement will only be a short term measure and will be regularly reviewed in light of transmission rates. An overview diagram of the structure of the school day is included at the end of this letter.

Years 7, 8 & 9                      start at 8.20am and finish at 2.30pm

Years 10, 11, 12 & 13        start at 9.50am and finish at 3.30pm

We are currently working with Transport for Greater Manchester to determine what additional school services they can provide to accommodate the later start and finish times.

## Curriculum

We will be offering the full range of subjects and have adapted our curriculum to account for the impact of lockdown. Classrooms have been reorganised so that desks are in rows and facing the front. Practical subjects will be taught, but access to specialist rooms will be limited to those in the year group zones. Access to specialist facilities have been prioritised for Year 11 and Sixth Form students who have exams in 2021. Due to the importance of physical exercise, we are planning on delivering a

full PE curriculum but are asking students to wear their PE kit to school on their timetabled days as there will be no access to changing rooms.

I understand that despite the programme of home learning, you will be anxious about the need for catching up on lost curriculum time. Please rest assured that we will be making sure all students have the support they need to get them back on track, whether this be emotionally or in their learning.

### **Attendance**

The Government has announced that attendance at school is compulsory from September. If your son or daughter has any coronavirus symptoms (high temperature, new persistent cough, loss of sense of taste or smell) then they must not attend school. Students will need to self-isolate for 10 days and be tested for Covid-19. Parents must inform us of the test result as soon as possible. If a student tests positive, and has been in close contact with other students, then the whole class or year group may need to self-isolate. If this is the case, we will contact you immediately.

### **Catering Facilities**

Our catering provider will be offering the usual hot and cold menu but there may need to be restrictions on the range of options available due to each year group using one of the catering areas. Our current cashless catering system has been replaced to enable contactless payment. There will no longer be an option of topping up student accounts with cash and all parents must use the Parentpay system. If you need to reset your username or password, then please email [admin@clrchs.co.uk](mailto:admin@clrchs.co.uk) for support. We are planning on having an additional dining area completed by early in the new term. Water fountains will not be in use and we expect students will bring their own water or purchase drinks from the canteen.

### **Cleaning & Hygiene**

There will be an enhanced cleaning regime in place throughout the day and students will be expected to use the hand sanitiser stands at the entrance to school as well as in each classroom. Social distancing will be encouraged during social times and students will be expected to follow the 'Catch it, Bin it, Kill it' procedure for good respiratory hygiene.

### **School Uniform**

We expect students to follow our normal school uniform policy in September. Our uniform suppliers are now open and online ordering is available. Full details of our uniform requirements is available on our website.

We are proud of the consistently high quality and business-like appearance of our students and we are keen for these high standards to continue.

Please read our [Uniform Policy](#) and speak to your child's Progress and Academic Leader if you have any queries.

In order to avoid any issues at the start of term, we would like to remind you of the following:

- Shoes must be plain black leather: sports shoes and boots are not allowed
- Trousers must be plain black, tailored leg with a waist band and zip (no denim)
- Skirts must be knee length or longer, pleated or A-line, with a waist band
- Hair must be a natural colour with no extreme styles
- Students may wear a watch and one small pair of ear studs
- Accessories such as nail varnish, acrylic nails and false eye lashes are not allowed.

### **Equipment**

In order to reduce the risk of virus transmission, it is important to reduce the need for sharing of equipment. We expect all students to bring their own supply of standard school equipment (pen, pencil, ruler, rubber, highlighter, glue stick, calculator). Students may bring other items e.g. coloured pencils, if they wish.

### **Visitors**

Visitors will not be allowed on site and any parent meetings will take place virtually or by telephone. If you wish to speak to a member of staff, please phone 0161 643 4009 or email [admin@clrchs.co.uk](mailto:admin@clrchs.co.uk)

### **School Transport**

Students are actively encouraged to walk or cycle to school if at all possible. If students need to use the dedicated school buses, then they will be asked to sit in year groups to mirror the arrangements in place in school.

At the moment, in Greater Manchester and nationally, there is a lack of public transport capacity due to social distancing measures and this has led to pressure on the network especially at peak times. Buses will be operating with a significantly reduced capacity. Clearly, to protect everyone's safety – once capacity is reached, additional passengers will not be permitted to board. [A new guide](#) is available to help people understand how to travel safely when they need to during the coronavirus outbreak in England.

Please help protect school buses and public transport for those with no alternative, and cycle or walk if possible. To get help and advice on cycling and walking, including tips on journey planning, visit <https://tfgm.com/coronavirus/cycling-walking>.

For students who must use public transport, space will be limited due to social distancing and with capacity restraints this may mean pupils won't be able to board all services. Also, when using public transport, students should keep themselves and others safe by wearing a face covering; keeping your distance; washing your hands regularly and buying tickets online or through mobile apps.

A TfGM iGo card is proof of age ID (needed for child tickets from age 11) and is also a smart card for buying tickets online, see [tfgm.com/igo](https://tfgm.com/igo) for details.

### **School premises**

If a parent wishes to drop off or pick up outside of school, we must stress that the session times are strictly adhered to and social distancing rules are always maintained. There are limited spaces in the front car park and please leave these for the use of vulnerable students who need them. If you park in the local area, please be considerate of our neighbours.

### **How can we ensure that students will follow the new requirements?**

Secondary age students should be able to understand the need for social distancing and the behaviour that is required. The new rules will be explained, along with an explanation of the reasons behind their introduction. It is expected that occasionally students may need to be reminded about the need for social distancing while they get used to the new way of working but that the majority of students will quickly adapt. Any student who maliciously breaches the social distancing or hygiene rules will be officially excluded and a risk assessment undertaken to determine whether they are safe to engage in face-to-face learning. There is an addendum to our school behaviour policy regarding the current situation which can be found on the school website.

### **Where can I find further information?**

The full risk assessment for Cardinal Langley will shortly be published on our website. The Government has also published guidance for parents which can be found [here](#).

## Structure of School Day at the Start of Term

	8.20-8.35	8.35-8.50	8.50-9.05	9.05-9.20	9.20-9.35	9.35-9.50	9.50-10.05	10.05-10.20	10.20-10.35	10.35-10.50	10.50-11.05	11.05-11.20	11.20-11.35	11.35-11.45	11.45-12.00	12.00-12.15	12.15-12.30	12.30-12.45	12.45-1.00	1.00-1.15	1.15-1.30	1.30-1.45	1.45-2.00	2.00-2.15	2.15-2.30	2.30-2.45	2.45-3.00	3.00-3.15	3.15-3.30
Year 7 A	Period 1			Break		Period 2			Form Time	Period 3			Lunch	Period 4			Period 5												
Year 7 B	Period 1			Period 2			Break			Period 3			Period 4		Lunch	Period 5													
Year 8	Period 1			Break		Period 2				Period 3			Lunch	Period 4		Period 5													
Year 9	Period 1			Period 2			Break			Period 3			Period 4		Lunch	Period 5													
Year 10					Period 2			Period 3			Lunch	Period 4		Period 5		Period 1													
Year 11					Period 2			Period 3			Period 4		Lunch	Period 5		Period 1													
Year 12					Period 2			Period 3			Lunch	Period 4		Period 5		Period 1													
Year 13					Period 2			Period 3			Period 4		Lunch	Period 5		Period 1													