

Thursday, 16 July 2020

Dear Parent/Carer

CEC Final Update and September 2020 plan 16.07.20

This will be the final letter for the 2019-2020 academic year and below I have included the plans for our return on Tuesday 8th September based on the current Government guidance. Unfortunately, this is subject to change as we may receive additional guidance or updates from the Government over the summer break. If that happens then I will write to you again using the groupcall system and will also share on our website and social media.

Before going into the detail, I want to start by again thanking you for your support and understanding during what has been the most unusual term as a school leader. You and your children have adapted to home learning and those who have been on-site have also adapted to the measures we had to put in place in Primary from the 1st June and Secondary from the 15th June. We are really looking forward to welcoming all of our pupils back to school in September.

A special shout out to Tuscan Jemison, one of our current year 10 BTEC music students who has been awarded a music scholarship to buy some equipment for himself. We are very proud of his musical achievements so far and this scholarship money will go a long way to purchasing expensive equipment which will push Tuscan's musical ability further. Well done from the staff here at school.

I also want to share some brilliant statistics with you regarding engagement over the past term, which is a true testament of the hard work of you, your children and our staff.

EYFS

We have been absolutely delighted with the level of engagement from our Early Years children – both Nursery and Reception - with their home learning. Daily phonics and maths learning plus weekly handwriting and a range of activities and challenges to try throughout the week have resulted in a flurry of emails sharing the children's lovely learning and comments on our Facebook page. Teachers have been very busy awarding house points for this superb level of engagement and we have seen a very impressive level of bronze, silver and gold awards being received. Thank you all for your efforts.

Primary

	Before 1 st June	After 1 st June
Year 1	90%	87%
Year 2	73%	82%
Year 3	75%	80%
Year 4	61%	74%
Year 5	76%	77%
Year 6	74%	82%
Average	75%	81%

Overall engagement has remained consistently high. On week 3 of the government lockdown we achieved 90% engagement with home learning across all subject areas in all year groups which is a huge achievement! Year 1 even hit the dizzy heights of 98% engagement for 2 weeks in a row.



Secondary

- Over 70% engagement in home learning for Core (English, Maths and Science) across all year groups with maths often reaching 78% engagement.

Years 7-9

- 70% of pupils have received a face-to-face mentoring session since the 15th June

Year 10

- A total of 154 face-to-face mentoring sessions have taken place for year 10 pupils over the last 3 weeks
- 95% of year 10 pupils have received face-to-face mentoring sessions
- All year 10 pupils have been provided with 2 ½ hours of face-to-face mentoring in addition to 30 hours specialist teaching.

I have added a contents page below so you can click on the relevant sections for you and your child(ren). Please also read the general guidance along with the specific relevant year group(s).

Contents

General guidance	3
Nursery plans	5
Primary plans	6
Reception	6
Year 1	6
Year 2 & 3.....	7
Years 4, 5 & 6	7
FISH (Wrap around provision).....	8
Secondary plans	9
Kickstart Scheme and how could it benefit my child? 16-24 year olds	10
Welcome video from Mrs Moretta – Head of School Primary	10
Mrs Wade’s Wellbeing Update	10
Important Dates 2020-2021.....	11



General guidance

The safety of the children, parents/carers and staff continues to be our first priority and a thorough risk assessment has been carried out, which has been approved by the Trust.

It is essential that you **do not** send your child to the Campus if they are ill. It is also essential that you ensure that your child(ren) wash their hands before leaving home each day.

The following Campus control measures will be put in place:

- All Year groups will return for full days. We are planning for things to be as normal as possible for pupils and meet the essential control measures set out by public health England.
- There will be multiple drop off and collection points depending on the Year your child is in. Please check these below.
- In line with current arrangements and to reduce the number of adults on site, only one parent/carer can drop off and collect.
- Parents/Carers are expected to follow social distancing rules at all times, and not to gather on the school grounds.
- Increased hand washing will continue and we recommend pupils bring their own hand sanitiser with them where possible.
- Each classroom will have a central stock of cleaning materials (e.g. hand sanitiser, gloves, wipes).
- Enhanced cleaning of the site will continue.
- Children will not be able to bring in toys or games from home.
- Pupils will be required to wear full uniform. Full uniform requirements for each phase can be found on our website here: <https://www.cranbrookeducationcampus.org.uk/about-us/uniform/>. You can purchase uniform from:
 - Honiton Sports Shop - <https://www.honitonsportsshop.com/school-wear> who are offering private appointments, order online or order via phone/email
 - Your School Uniform (Online only) - <https://www.yourschooluniform.com/schools/index/cranbrook-education-campus>
- PE Kit – Pupils will be required to attend in their PE kit for the days they have PE as we will not have changing room facilities open.
- Wrap around care will be running in both our Nursery (managed by us) and for Primary (managed by FISH – please see separate letter attached titled ‘FISH September bookings CEC’).
- We will continue to operate a one-way system for entry (via the pedestrian entrance) and exit (via the service road which will remain closed) from the site.
 - The car park will only be accessible for staff and parents/carers with a blue badge.
- Strict ‘keep left’ systems for moving around the site (both outside and inside).
- Lunches will remain as packed lunches for the first term. For Nursery and Primary, these will need to be ordered via the Aspens Select app. For Secondary, there may be a selection of grab and go alternatives.
- Normal absence processes will resume and attendance will be expected unless your child is ill/displaying Covid 19 symptoms.
- Clear behaviour expectations will be in place in all phases and any deliberate unsafe behaviour will result in a fixed term exclusion.
- Chromebooks which have been borrowed will need to be returned to reception to be signed off by the team.



- Specific toilets have been allocated for year groups – these will be labelled.
- One-way system in Secondary with specific stairs for going up floors (Main stairs) and going down floors (side stairs near Primary and Science).
- Frequency of hand washing for pupils and staff will be standard practice.
- Extra-curricular activities will not take place for the first half term and resume when we have updated guidance.
- Any messages for Teachers should be made using the school email address (reception@cranbrookeducationcampus.org.uk) or telephone.
- If you need to meet with someone from the admin/reception team then you will need to call/email in the first instance to pre-book this.

Staff will be visible and available to help with all the changes.



Nursery plans

- Red and Yellow to operate as a single bubble with shared outside space.
- Blue and Green to operate as a single bubble with some sharing of inside and outside space.
- Drop off and collection points:
 - Blue – black metal gate which will be labelled ‘Blue drop off and collection.’
 - Green – wooden gate into Blue outside area which will be labelled ‘Blue drop off and collection’. Once collected, you will need to leave via the far single gate of the MUGA and not back through the entry gate.
 - Red & Yellow – main wooden gate in MUGA which will be labelled ‘Red and Yellow drop off and collection’. Once collected, you will need to leave via the far single gate of the MUGA and not back through the entry gate.
- Drop off and collection – parents/carers will be able to drop off from 08:45 in the morning and collect from 14:45 in the afternoon to ease congestion.
 - from 08:45 to 09:00
 - from 11:45 to 12:00 for those collecting midday
 - from 14:45 - 15:00
- Breakfast and afterschool school club will operate in Green base and a separate box of resources will be used that will be cleaned daily.
- Outside space
 - Blue to use dedicated outside space
 - Green to use dedicated outside space
 - Red and Yellow to share dedicated outside space
- Toilets – toilets within bases will be used for each class.
- Lunch – packed lunches either by parents/carers or purchased via Aspens.
 - 12:00-12:30
 - Blue and Green to eat in their classes.
 - Red and Yellow to eat with Reception and Year 1 in the Atrium between 12:00-12:30. Pupils will sit on Year group tables so Red and Yellow will only be seated with peers of the same age.



Primary plans

Reception

- Reception will operate as a Year bubble with continuous provision within each base and shared learning outdoor and play space. Reception will link with Year 1 for play time and lunch and some interventions will run across Reception and Year 1 where necessary (stage not age).
- Drop off and collection points
 - Drop off via classrooms by going around extension via black double gates and then
 - Drop off point marked on the floor for each reception class
 - Exit via wooden gate into Bus area and out through atrium/main reception
 - Collection from classroom and exit back via extension (not atrium) exiting via single black gate (with yellow step)
- Drop off and collection times - parents/carers will be able to drop off from 08:40 in the morning and collect from 14:45 in the afternoon to ease congestion.
 - From 08:40-09:10 (to be reduced back to 08:40-09:00 after 2 weeks).
 - From 14:45-15:15 (to be reduced to between 15:00-15:15 after 2 weeks).
- Lunch – packed lunches either by parents/carers or purchased via Aspens
 - 12:00-12:30
- Play area
 - Tarmac by the bus for Reception and Year 1.
- Toilets
 - In reception classes or toilets in corridor near Mrs Simpson's office.

Year 1

- Year 1 will operate as a Year bubble with continuous provision within each base and shared learning outdoor and play space. Year 1 will link with Reception for play time and lunch and some interventions will run across Year 1 and Reception where necessary (stage not age).
- Drop off and collection points:
 - Drop off and collection from classrooms by entering site via black double gates onto MUGA and exiting via single black gate (with yellow step)
 - Drop off point marked on the floor for each Year 1 class
- Drop off and collection times:
 - From 08:45-09:00
 - From 15:00-15:15
- Outside learning:
 - Outside classrooms – shared by Year 1 classes
- Lunch - packed lunches either by parents/carers or purchased via Aspens
 - 12:00-12:30:
- Play area
 - Tarmac by the bus for Year 1 and reception
- Toilets
 - In Year 1 classes or toilets in corridor near Mrs Simpson's office
- PE
 - Pupils will need to attend school in their PE kit for the days they have PE



Year 2 & 3

- Drop off and collection points:
 - Drop off via new extension doors – staff supervising at all times who will support child with entry into the building. Entering site via black double gates onto MUGA and exiting via single black gate (with yellow step).
 - Drop off point marked on the floor.
 - Collection from MUGA behind labelled bus stops per class. Enter MUGA via single side entrance gate and then exit via single black gate (with yellow step).
- Drop off and collection times
 - 08:45-09:00
 - 15:15
- Lunch
 - 12:30-13:00
- Play area
 - MUGA, grass area and small tarmac area – split into different areas on different days for each year group
 - No opal at the moment
- Toilets
 - Upstairs toilets with two assigned toilets per class.
- PE
 - Pupils will need to attend school in their PE kit for the days they have PE.

Years 4, 5 & 6

- Drop off and collection points:
 - Drop off via old Primary entrance – staff supervising at all times who will support child with entry into the building.
 - Drop off point marked on the floor
 - Collection from outside main entrance with class Bus Stops clearly labelled:
- Drop off and collection times
 - 08:45-09:00
 - 15:15
- Lunch
 - 12:30-13:00
- Play area
 - Tarmac outside of sports hall (current play area) with dedicated toilets in changing room corridor.
 - No opal at the moment.
- Toilets
 - Upstairs toilets with one assigned toilet per class.
- PE
 - Pupils will need to attend school in their PE kit for the days they have PE.



FISH (Wrap around provision)

FISH have been closely reviewing the guidance set out by the government for childcare providers, which includes wraparound care providers, to ensure they can provide this vital service for families safely during this difficult time while taking all possible steps to ensure the safety of the children while in their care.

We have been working closely together to ensure we can provide a provision to as many families as possible whilst adhering to the regulations set out by the government.

From September, FISH will be using their existing room along with a further adjacent room and the canteen area if they need to. Children will be booked onto the club in two groups, a KS1 and EYFS group and a KS2 group. These groups will be kept in separate areas ensuring that there is no mixing and each will have their own resources. It is important that when making your bookings you book your children into the correct group.

They will follow the same routine they were using before the Easter holidays of parents signing in and out from the entrance door meaning we will be unable to invite you into the building.

We recognise that parents' childcare needs may have changed during this uncertain time. Therefore, if any parents wish to amend or cancel their existing priority bookings for September they must have contacted FISH before 17th July to do this.

We hope to have booking forms live on the website and ready for September bookings by 1st August, this is also when priority bookings should expect to receive their invoice for September.

The popular summer holiday FISH club is also operating at CEC this Summer and booking forms are already live on the website <http://www.funinschoolholidays.co.uk/>. FISH will be open from Week beginning 20th July for 6 weeks from 8.15am-5.45pm.



Secondary plans

We will run the full curriculum in the Secondary phase with pupils accessing their normal classrooms and teachers for lessons. There will be a strict one-way system in place with specific stairs for going up floors (Main stairs) and going down floors (side stairs near Primary and Science). Pupils will need to maintain social distancing between year groups at all times. All classes will be laid out in rows with 1m+ gaps between desks. Teaching will mainly take place from the front of the classroom and where pupils require help and support, teachers will not be able to spend longer than 10 minutes providing this within 1m of the pupil.

- Entrance and exit:
 - Pupils can arrive between 08:00-08:30.
 - Normal pupil/community entrance/exit which will be staffed so pupils are greeted and uniform will be checked.
 - Years 7-9 will be based in the atrium on Year group tables supervised by SLT/MLT or go to their tutor bases if tutors present.
 - Years 10 and 11 will go to the library which will be supervised or go to their tutor bases if tutors present.
 - All pupils to go to tutor bases at warning bell 08:30.
 - Breakfast club will take place – Staffed by Miss Webb, Mrs Wade and Mrs Hawkins. Pupils to sit on year group tables and be served by staff team.
- Break and lunch:
 - Year 7 to have lunch at 13:15 for the first 2 weeks (9 days).
 - Classes escorted to break/lunch by their class teacher.
 - All food is grab and go – no food can be touched and put back. Main canteen and snack bar to replicate the offer. Years 10 & 11 use snack bar and 7-9 use main canteen.
 - Year groups will sit on specific year group tables and have gaps between.
 - Outside zoning for year groups:
 - Tennis courts (Year 7)
 - Bus area & 3G will be used for Years 8 & 9 together and 10 & 11 together on rotation.
 - Contingency for rain:
 - main hall & sports hall will also be opened in addition to the tables in the main atrium
 - Main hall = Year 7
 - Sports hall = Year 10 & 11
 - Nurture space for break and lunch - old staff room classroom on top floor staffed by Mrs Hawkins and Mrs Wade on rotation.
 - Library to have a rota with 1-year group allowed access per day (Mon = Year 11, Tues Year 10, Wednesday = Year 9, Thursday = Year 8 and Friday = Year 7)
- Behaviour
 - Our new Behaviour for Learning Policy 2020-2021 and all associated changes can be found on our website here: <https://www.cranbrookeducationcampus.org.uk/about-us/behaviour-rewards/> and will be clearly communicated to pupils during their extended registration session on Tuesday 8th September.
 - If a pupil is late in the morning then they will be held in atrium on year group tables. Supervised by staff. A same day 30 min detention will be issued via ClassCharts (to take place with homework detentions).



- Homework detentions – these will run and pupils will be separated by year groups into rows. To be based in Mr Meehan’s room and staffed by Miss Clements Smith.
- Toilets
 - Year 7 & 8 – First floor
 - Year 9 & 10 – Second floor
 - Year 11 and the Bridge – Ground floor
- Equipment
 - It is essential that all pupils attend every day with the correct equipment.
- PE
 - Pupils will need to attend school in their PE kit for the days they have PE

Kickstart Scheme and how could it benefit my child? 16-24 year olds

Covid-19 has almost tripled the number of people claiming Universal Credit, and many of them are young people. The government has launched a new temporary employment programme called the Kickstart Scheme. It will provide a guaranteed 6-month job, paid at minimum wage, for those aged 16-24, claiming Universal Credit and deemed to be at risk of long-term unemployment

In last week's Summer Statement, the Chancellor announced a new programme called the Kickstart Scheme, which will provide a 6-month job to those young people at the highest risk of long-term unemployment. The government will place Kickstart candidates with an employer and pay them at minimum wage for 6 months.

To be eligible for the scheme, a Universal Credit claimant aged 16-24 must be identified as being at risk of long-term unemployment by their work coach at the JobcentrePlus. It will be open to employers from August 2020.

Find out more here: https://successatschool.org/advisedetails/1265/plan-for-work-kickstart-scheme-parents?utm_source=Parents&utm_campaign=7cca4e1bc1-Kickstart_Jobs_parents&utm_medium=email&utm_term=0_075a5d0dae-7cca4e1bc1-212067144&goal=0_075a5d0dae-7cca4e1bc1-212067144&mc_cid=7cca4e1bc1&mc_eid=6b1c7da9ea

Welcome video from Mrs Moretta – Head of School Primary

Mrs Moretta, our new Head of School Primary has recorded a short welcome video for Primary pupils and their parents/carers which can be found on YouTube channel here:

<https://youtu.be/6WT40jgISGc>

Mrs Wade’s Wellbeing Update

We made it! Students, parents and all school staff deserve a massive pat on the back for a fantastic joint effort during this prolonged and unusual time. I hope everyone enjoys a lovely Summer break with lots of rest, fresh air and things that make you happy. I am aware many of you may have concerns about your child’s mental health returning to school in September. Please do not hesitate to email me with any individual concerns and I am also happy to meet either virtually or face to face in September.

Take Care

Mrs Wade



If you have any concerns that the mental health of your children and young people is suffering or even more worryingly they could be vulnerable to suicidal thoughts or self-harming please email Anna on (anna.wade@cranbrookeducationcampus.org.uk).

Please remember, if you have any urgent concerns please email urgent@cranbrookeducationcampus.org.uk and someone will get back to you within 24 hours.

Important Dates 2020-2021

Attached are the important dates for next year so you can add them to your diaries and stick to your fridges. These are all subject to change and we will communicate the arrangements for each event nearer the time as they may not be able to take place as normal.

I hope you have an enjoyable summer break and get to have some rest.

We look forward to welcoming pupils back on **Tuesday 8th September 2020**

Stay safe and take care.



Stephen Farmer

Headteacher

