

25 August 2020

Letter to All Year 7 Parents

Dear Parent/Guardian

Re Arrangements for the Start of Term

We are looking forward to reopening our school and welcoming all pupils in Year 7 to Deer Park in September 2020. However, as you will be aware from the changes we have all seen in our daily lives, we have had to make some adjustments too! We are, therefore, asking everyone to cooperate and help us establish, follow and embed the new routines required to keep everyone safe.

We are sorry that we were unable to meet with you all face to face as a part of our normal induction activities, but we were delighted so many of you could join us at our virtual 'Welcome Evenings' and that many of our new pupils were able to meet face to face with their tutors and tutor groups briefly in July.

I am now pleased to be able to confirm the arrangements for Year 7 and the start of the new school year. To support their induction, we have staggered the start dates. **All pupils in Year 7 will start at Deer Park at 8:45am on Thursday 3 September 2020.** They and our pupils in Year 11 will be the only pupils in school on this day. Year 7 pupils should make their way directly to their Tutor Room, the location of which is detailed further on in this letter. Staff will be on hand to show them the way.

All pupils should attend in correct school uniform and ensure they are fully equipped for school as it will not be possible for them to share or borrow pens or pencils from their peers. Pre-ordered Maths equipment and locker keys will be distributed to pupils via their Tutor. We would be grateful if you could ensure that your child consistently wears our school uniform correctly and has the appropriate PE Kit. All items including the prescribed skirts and trousers can be obtained through D & J Sports in Cirencester or online via both D & J Sports and Trutex Direct. It will not be necessary for your child to bring their PE Kit to school on Thursday 3 or Friday 4 September as no practical PE lessons will take place on these days. The Friends of Deer Park will be holding a **second hand uniform sale in the Main Hall at the school on Tuesday 1 September** from 5.30pm – 6.00pm for Year 7 parents and pupils. Pupils in Year 7 will have a **formal school photograph taken on Thursday 10 September 2020.**

Please remember to name everything clearly with your child's full name as we do have a lot of unmarked lost property! Anything found in school which is named is automatically returned to its owner. Anything not named is held to be collected and then if unclaimed, is disposed of to charity at the end of each term.

This week government have restated their expectation that all pupils will return to school and that this is explicit in their guidance to schools: 'school attendance will be mandatory again from the beginning of the autumn term'. I remind you of our attendance policy, which requests that you telephone school before 8.50am if your child is going to be absent for any reason. This should be followed by a phone call on each subsequent day of absence or a signed absence note (either by letter or email to your child's tutor) on the pupil's return to school, giving an explanation for the absence. Pupils who miss registration for any reason must sign in at Reception otherwise they will appear on our list as absent. We operate an 'absence alert system' and you will receive an automated telephone call informing you of your child's absence until we receive notification from you of the reason for their absence.

Page 2

In line with the guidance we have received, we have worked hard to ensure our pupils can continue with their learning and 'receive high quality education that enables them to thrive and progress'.

Each year group 'bubble' has been allocated an area of the school and, with the exception of any lessons that require specialist classrooms, they will be taught in this area by their different subject teachers who will come to them. This will reduce movement around the school and minimise the number of contacts. **Year 7's home base will be on the first floor of the main building and in the PLC** and each tutor group has been allocated a room for tutor time which will take place at the beginning of the day:

Tutor Group	7DE	7DO	7DU	7FR	7JE	7LI	7NI	7TU
Room	H2	H3	H4	H5	H7	R1	R2	PLC
Tutor	Miss Palmer	Mrs Gleed	Mr Schlaefli	Ms Cato	Mrs Voss	Miss Ellis	Mrs Lynch	Mrs Guy

Pupils are expected to arrive promptly and ideally not more than 15 minutes before their school day starts. Parents can drop pupils off at the rear of the school. However, all pupils, including those who arrive on foot, by bike or by bus, should make their way to their home bases following external routes and without entering or crossing other year group 'bubbles'. Pupils arriving by bus are expected to follow the procedures set out by Gloucestershire County Council and for public transport: <https://www.deerparkschool.net/news/?pid=3&nid=1&storyid=896>. We appreciate pupils travelling by bus may arrive a little earlier than their peers. If your child wishes to bring a bike into school, they must collect a permission form from the Pastoral Office.

The school day for pupils in Year 7 will begin with Tutor Time at 8:45am where the daily register will be taken **and will finish at 3:10pm**. There will be 5 lessons a day. These are of varied length to help us accommodate staggered breaks and lunch times which will be shorter in length than they used to be. However, we have also temporarily allowed 5 minutes movement time between lessons where appropriate.

8:45am-9:00am	9:00am-10:00am	10:05am-10:35am	10:35am-10:50am	10:50am-11:20am	11:25am-12:25pm	12:30pm-1:00pm	1:00pm-1:30pm	1:30pm-2:00pm	2:05pm-3:10pm
Tutor Time	Lesson 1	Lesson 2a	Break	Lesson 2b	Lesson 3	Lesson 4a	Lunch	Lesson 4b	Lesson 5

This is an interim timetable for the period from September to December 2020 and we will keep our provision under review so that we can respond to any developments accordingly. Pupils in Year 7 will have lunch in the main hall and access to the front field. Year 7 pupils will be encouraged to leave the site promptly at 3.10pm unless they are waiting for a bus or a lift home.

All pupils will be expected to abide by our school standards and observe the protective measures we have put in place including good respiratory and hand hygiene, appropriate social distancing and staying within their year group 'bubble' and designated areas.

Page 3

All pupils should:

- Wash their hands thoroughly on arrival and at intervals during the school day (we have invested in external hand washing stations for this purpose);
- Use hand sanitiser on entry to their classrooms;
- Wipe down any equipment and the area in which they have worked using the wipes provided;
- Comply with instructions, such as seating plans, and ensure they face the front at all times;
- Maintain appropriate social distancing between themselves (1m) and with all adults in the school (2m);
- Follow the clearly marked routes and designated one-way systems around the school;
- Report any potential COVID-19 related symptoms immediately.

We will take our new Year 7 pupils through their timetables when we welcome them to the school on Thursday 3 September 2020. We will also set out our expectations and go over these preventative measures we have put in place during an extended Tutor Time and Induction Session across Lessons 1 and 2.

For more detail about the reopening of schools nationally and the expectations on parents regarding attendance, testing and track and trace we recommend you read the latest guidance for 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> .

Our canteen will be open as usual in September, serving hot and cold food during morning break and lunch-times, although the variety and range is likely to be reduced due to our staggered and shortened breaks. Food is purchased in school through the use of a smartcard, and this same card is used to store the daily Free School Meal allowance for eligible pupils. Smartcards are topped up via WisePay, and a separate letter is enclosed giving details of your personal log-in and password so that you can top up your son/daughter's smartcard ahead of the start of term. Cards will be issued to all new pupils at the start of the day on 3 September. Please be aware that our tills do not accept cash, so use of a smartcard is the only way to purchase food in school.

As you are aware, your son/daughter's education has been disrupted since March 2020 due to Covid-19, so it will be important for them to attend school regularly from September to ensure they can learn and achieve well. There is a direct correlation between good attendance and high achievement and therefore we encourage all pupils to be punctual, aim for 100% attendance and develop their resilience. I advise you that in 2013-14 all schools received clear instructions from the government stating that:

'Amendments have been made to the 2006 regulations removing references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments made clear that Headteachers may not grant any leave of absence during term time, unless there are exceptional circumstances.'

Therefore, I advise you that parents taking their children out of school during term time risk facing fixed penalty fines and, ultimately, prosecution from the Local Authority.

Page 4

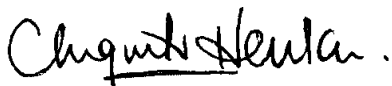
At Cirencester Deer Park School we operate a communication system that can contact you directly by text message to keep you updated with events in school or notification of any school closures, for example due to snow. We also issue a weekly email Newsletter to parents to keep you up to date with news and events. You will be automatically included in both of these systems if you gave us permission to do so via your completed 'permissions and consent form' as part of your admissions pack. We encourage all parents to give permission to ensure they receive important information from the school.

Owing to the protective measures we have put in place, parents are discouraged from coming into school unless they have an appointment and advised to make contact via telephone or email with the appropriate members of staff. Staff email addresses are published on our school website.

We regularly publish stories and news items on the Latest News section on our website www.deerparkschool.net and you can also follow us on Twitter for more instant news – the main school account is [@CDPStoday](https://twitter.com/CDPStoday) and our PE Faculty also tweet on [@CDPSsport](https://twitter.com/CDPSsport). Please check our school website regularly as we will continue to publish updates regarding our plans for the reopening of the school and the safety measures we have in place.

I hope your son/daughter is looking forward to joining Cirencester Deer Park School and that they are keen to make a fresh start and engage in new learning. Thank you for your co-operation and support in these challenging times.

Yours sincerely

A handwritten signature in black ink that reads "Chiquita Henson". The signature is written in a cursive style with a large initial 'C' and a long horizontal stroke at the end.

Chiquita Henson
Headteacher