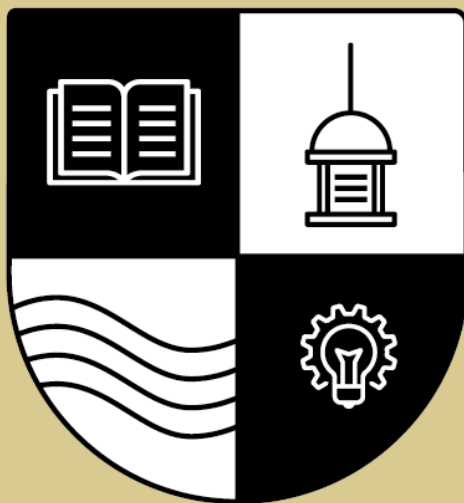


BACK TO SCHOOL IN SEPTEMBER

A GUIDE FOR ALL
STUDENTS & FAMILIES (V2)



CHIPPING NORTON
SCHOOL

WELCOME BACK!

Friday 20 March was the last time we had a normal school day. 166 days will have passed between that very strange day and the start of the new term in September. That is a long time in anyone's life, but particularly when you are young and so used to life at school.

We know that you will have had many experiences during that time and also have a variety of feelings about coming back to CNS. Its going to be strange and, at times, tough for us all. Getting used to all the bells and demands in a compressed school day will be hard and we are bound to feel tired and a bit frazzled at first. But, we shall be just fine and by the end of the first week we shall be back into the swing of things.

This booklet is designed to provide you and your family with the essential information you will probably want to know for September. We hope that you will look at it carefully with your family.

On your first day we shall run through all of the basics with you and so just make sure that on your first day you know what to expect.

In the meantime, here is a quick summary of what will be *exactly the same*:

- You will still register and be with your tutees and tutors each morning;
- You will still have 25 lessons per week in all of the normal subjects;
- You will still have the range of teachers you would normally expect;
- You will have break times (in fact three instead of one);
- You will be wearing the normal school uniform;
- You will still be accessing specialist subjects and classrooms, for example: art, computing dance, design and technology, drama, music, and science experiments.

There are certainly going to be a few things that are different:

- You will have to wear face coverings on school buses (but not in school);
- Your year group will be assigned their own doors to enter and exit the building;
- Your year group will have its own designated suite of classrooms, playground and toilets;
- Your teachers will travel to you.

Don't forget, if you have any questions then you can email us and we can do our best to provide an answer.

See you soon,

Mr Doherty

Headteacher

bdoherty@chippingnortonschool.org

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TOP 5 WAYS TO STAY SAFE AT CNS

1. Travel to and from school or use the buses safely.
2. Stick to the places that have been assigned to your year group.
3. Wash your hands very regularly with running water and soap. Always sanitise your hands when you enter or leave a classroom.
4. When you need to blow your nose make sure that you 'catch it, bin it, kill it' by disposing of all your tissues in the bins provided.
5. If you think you have any of the COVID-19 symptoms then you should stay at home and ask your parents or carers to contact the school to remind you what to do next.

YEAR GROUP ZONES

I suspect you will have already seen or heard a lot in the news about schools introducing ‘bubbles’ or zones. In order to return to school the government have advised schools to find ways to minimise contact between different year groups throughout the school day.

In September, your year group will be located its own classrooms, toilets, entry/exit points and social spaces. The table below summarises where each year group will be in our school. Note that each year group has their own colour.

Year Group Zone	Your Classrooms	Your Toilets	Your Entry and Exit Points	Your Social Spaces
7	8 classrooms: A1, A2, A3, A5, A8, A10, A11 (and A13 – The Bridge).	Current staff toilets by the Old Entrance	Old Entrance >>> A Block	Library, library garden and table tennis area. + Supervised quiet space in A13.
8	6 classrooms: E Block (E1 to E6).	Shared with Year 9: Business Studies crossroads and Tech.	Main hall fire doors >>> canteen >>>> E Block	½ MUGA and hardstanding area outside music. + Supervised quiet space in room between E1 and E2.
9	6 classrooms: K1 to K3, F1, F3 and F8.	Shared with Year 8: Business Studies crossroads and Tech.	K4 >>> art corridor	Art and Tech corridor and sunken hockey pitch. + Supervised quiet space in K1.
10	7 classrooms: D6 to D10 plus D1 and D5. Plus D8 (small computer room).	Near A8 and A9 + Maths toilet.	Doors by D4	Hardstanding area adjacent to F8 and a portion of the playing fields. + Supervised quiet space in D8.
11	10 classrooms: G2 to G6 and G8 to G13.	Near Drama Studio.	Science courtyard doors (next to G1)	Science Courtyard, hardstanding area outside changing rooms and ½ MUGA. + Supervised quiet space in A9.
VI	12 classrooms: SF1, SF4 (C2), SF6 (C5), SF8 (C7), L4 to L10. Plus SF5 (C4 / small computer room).	Sixth Form Centre	Sixth Form Entrance	Picnic ‘plaza’ (Mrs DB’s word) and the Sixth Form Centre (SF1 to SF4) and SF5 to SF8.

We shall make all of this clearer to you when you return in September.

THE NEW SCHOOL DAY

- The school day will still begin at 8:40am but will end ten minutes later, at 3:15pm. We planned to make this change a long time ago and so the slightly longer day will remain in place when everything gets back to normal.
- We have extended the day to give you more movement time between lessons and extend how much break time you will get. This will make it much easier for you to get to your lessons on time and avoid rushing about too much.
- There will still be five lessons per day and each lesson will last the full 60 minutes.
- Temporarily we shall move from having two breaks per day to having three breaks of equal length, each lasting 25 minutes. The new school day appears below:

Time	Activity	Duration	Notes
8:40am	Registration	15 mins	A warning bell will sound at 8:35am
8:55am	Lesson 1	60 mins	
9:55am	Movement time	5 mins	
10:00am	Lesson 2	60 mins	
11:00am	1st Break	25 mins	A warning bell will sound at 11:20am
11:25am	Lesson 3	60 mins	
12:25pm	2nd Break	25 mins	A warning bell will sound at 12:45pm
12:50pm	Lesson 4	60 mins	
13:50pm	3rd Break	25 mins	A warning bell will sound at 2:10pm
2:15pm	Lesson 5	60 mins	Teachers will escort you through the assigned exit and off the premises at the end of each day.
3:15pm	End of School		

FACE COVERINGS

- All students are now expected to carry two clean face coverings (washable or disposable) and keep them safely contained within a plastic bag (in their blazer pocket, for example).
- Face coverings are required on all school buses and public transport for the foreseeable future.
- Whilst entering into, working within and then exiting year group zones, students will *not* be expected to wear face coverings. This expectation may change if there is a local spike in infections or the school is advised or encouraged to review its approach to face coverings.
- The arrangement of the school's zones (or 'bubbles') means that whilst on the school site, students are highly unlikely to encounter busy communal areas that are shared with other year groups. In such scenarios, students will be expected to wear their face coverings.
- The issue of if and when students wear face coverings will be kept under constant review.

THE START OF THE SCHOOL DAY

- The school day will still begin at 8:40am.
- Everyone must enter the school from Burford Road – at the front of the school. In the first instance the rear gate / entrance will be closed to help reduce accidental year group mixing. We shall take a look at that decision after a few weeks and may relax that rule after that point. Please bear with us because we know it will add additional inconvenience for some of you.
- Every year group will have to enter (and leave) the school via a different doorway. The entry and exit point for you are summarised on that table on page 4.
- You can walk to school in the normal way. However, if you are dropped off we shall encourage your parents and carers to do so some distance away from the school to avoid traffic congestion at the front of the school.
- As you enter the school and as you enter every classroom each day, you will be provided with hand sanitiser to keep your hands clean. At this moment in time you will not be expect to wear face coverings or masks in school but this may change and we shall know more towards the end of August.

SCHOOL BUSES

- All of the normal bus routes will still be running. Your parents and carers will need to apply in exactly the same way as in the past for bus passes.
- As you wait for your bus each morning you must socially distance (2 metres) from all other students who are not in your household or in your year group.
- Whether you board a public bus or one of the school buses, you must always wear a face covering.
- All students must sit with students from their own year group only. This includes the journey to and from school. You need to sit in the same seat every day so that there is not a daily debate around who sits where.

REGISTRATION

- Registration will take place every morning for 15 minutes and will end at 8:55am. Whilst we cannot run normal year group assemblies we shall try doing some of them online!

EQUIPMENT

- Risks of surface transmission means that every student must ensure they arrive each day with all of the basic equipment they need to be successful. In registration each morning, tutors will be checking that every student has all they need to settle down quickly into their various activities.
- Every student in Years 7 to 11 must have the following: pencils (x2), highlighters (x2), green pens (x2), rubber, ruler (30cm), glue stick, scissors, protractor, a pair of compasses, calculator, reading book and a scribble / note pad. Students are encouraged to carry blank flash cards and sticky notes.

LESSONS

- All lessons will last the full 60 minutes. The introduction of movement time means that there will be no excuses if you arrive late to your lessons. We want you to remember that when you are late the whole class is affected.
- All of the teachers are ready and raring to go. None of us can waste a single minute next year and so be ready for the best lessons we have ever delivered at this school. We cannot wait to get going!
- Every teacher and every subject is different and it would be a very dull school if we all taught in exactly the same way. However, there are common features in the lessons at CNS and you will see a great deal more of that next year:
 - We shall do our best to design **activities that are really clearly explained** and allow you to get started when the teacher says, “off you go.”
 - You can expect many lessons to begin with **short tests or quizzes** to enable you (and the teacher) to find out what is sinking in and what is not.
 - Teachers are always perfecting the art of a **brilliant explanation**. This means that we like it when you can sit back for five or ten minutes and listen in **strong silence** to a teacher explaining new knowledge or concepts.
 - More and more often teachers will **model how to complete tasks** with greater success. You will see us comparing good versus great pieces of work and showing you how to rapidly improve your own writing, designing, experimenting, problem solving, drawing, cooking, performing or competing.
 - Teachers are encouraged to devote more time to let you **practise independently**. As teachers, our job is to take you only so far and then let go and let you learn to ride that bicycle without the stabilisers we provide. We shall of course pick you up when you topple but in the end we want to **give you great confidence in your own ability** to start and complete a task successfully.

HOMework

- Homework should now be our greatest strength. The lockdown has forced us as teachers to improve the way we use *Show My Homework* and set activities that are easy to follow and yet challenging. After a very brief pause, homework will continue as normal (*from Monday 7 September*) and we shall say more about that in September.

BREAK TIMES

- From September, we shall temporarily introduce three break times, of equal length (25 minutes).
- During those times you will have to remain in your year group zone. Your zone will have indoor and outdoor spaces and you can find out where those spaces are by looking at the final column of the table on page 4.

SPECIALIST LESSONS & ROOMS

- You now know where each year group will be in their own area or zone. Most of your lessons (and registration) will be in that zone every day. However, it is important that you are able to visit specialist classrooms and spaces as well. Therefore, you will have all or some of your lessons in the following subjects in the normal spaces: art, computing, dance, drama, design and technology, music, PE, and when you need to science experiments or watch demonstrations.
- When you have a specialist lesson your teacher will collect you from your year group zone and return you at the end of the lesson (including period 5). This ensures you do not end up mixing with other year groups during the school day.
- The library is in the middle of the Year 7 zone and cannot be accessed by students in Years 8 to 13 during school hours. However, once school closes at 3:15pm, students from all year groups will be able to access the library. In September, we shall explain how that will work as well.

HIGHER EXPECTATIONS

- The introduction of movement time means that there will be no reason for you being late to your lessons. We want you to remember that when you are late the whole class is affected.
- Well before the lockdown, we had decided that from September 2020 we were going to 'raise our game'. As teachers, we are committed to being even better teachers and we call upon you to become even better learners.
- Whilst teachers continue to design their lessons and their plans for your return, we need you to shift up a gear as well. In the past we have not been consistent enough with you and made it clear that it is simply not acceptable if you do not complete homework or classwork. This will change in September and we want you to be ready to raise your game and make every minute at home and at school count. There will be times when life is tough and gets in the way of finishing homework or being our best self in school – we shall still take care of you when those days come around!
- In the past we have had a 'three strikes' policy, which meant that students got two warnings before a detention was issued on that third strike. From September, there will be just one warning. Why? Because every misbehaviour affects the whole class and we do not want to waste a moment of learning next year. We can all make the odd mistake and that is why we shall still issue one warning (the yellow card), before a detention issued (the red card).
- Until further notice, all detentions will be during school hours, during one of the three breaks.

THE CANTEEN AND PACKED LUNCHES

- On Day One, everyone must bring in their own packed lunch.
- Until further notice, the canteen will not be open and Caterlink will instead provide an online ordering service. Purchased items will then be delivered to your respective year group zone for the start of the first break (11:00am) or the second break (12:25pm). Your parents and carers will be able to order by Friday for the week ahead by completing [this online Google Form](#). Payments will be taken in the normal manner.
- If you are eligible for a free school meal then you will be asked to choose what you want by either your head of year or your assistant head of year. They will be in touch.

AFTER SCHOOL CLUBS

- We are looking forward to all of the normal clubs and activities starting again from Monday 21 September. We shall confirm which clubs and activities are running in September so you can plan your time.

UNIFORM AND APPEARANCE

- All back to normal with how we all dress in September.
- Please study [the guidance booklet on our website](#) so that you are not only clear the day-to-day uniform (Years 7 to 11) or sixth form dress code (Years 12 and 13), but also PE kits as well.
- Please remember the expectations around hair colouring and piercings.
- Don't forget that shoes must be worn, not trainers or shainers!

PE LESSONS & KITS

- Whenever you have a PE lesson you should now wear your PE kit to school on that day. Please make sure you wear tracksuit bottoms and a sweatshirt with your coat / jacket because the weather will not stay mild for very long.
- We hope this will mean less time in changing rooms and more time on the playing fields.
- We shall provide more information about this on your first day of school. No one will have a PE lesson on their first day of school.

THE END OF THE SCHOOL DAY

- The school day will end at 3:15pm. At the end of every lesson your teacher will escort you back out through your year group's doors.
- Remember, in the first instance you will be unable to come and go via the rear entrance and gate at the back of the school.
- If you walk home or if you are picked up then you can make your own way once your teacher has escorted you to the front of the school.
- If you are getting on a school bus then we shall be asking you to wait whilst we arrange for one year group at a time to get on board the bus. The oldest year group will go first and be seated from the back. Year 7s will board last and be seated at the front.
- You will have to remain in your seat throughout the entire journey.

NEVERALONE@CNS

We think that it is really important that you begin every single day with some time with your tutor and members of your tutor group. Every year group has its own head of year and assistant head of year.

From September there will also be one member of the leadership team who will be very closely attached to your year group. Below is a summary of who will be looking after each year group each day:

Year Group	7	8	9	10	11	VI
Head of Year	Mrs Faulkner	Mrs Jackson	Mr Franklin	Ms Hopkins <small>(currently on maternity leave)</small>	Mr Robinson	Mr Ward
Assistant Head of Year	Mrs O'Brien	Mrs Davis-Batchelor	Mrs Cox	Mrs Hargrave	Mrs Cottrell	Mrs Davison
Leadership Team Link	Mrs De Bruyn	Mr Trainer	Mr Doherty	Ms Hancock	Mrs Armistead	Mr Gent

You will notice a few new names in there:

- Mrs De Bruyn was recently promoted to the position of assistant headteacher. This means that Mr Ward is our new Head of Sixth Form.
- Meanwhile, Mrs Armistead is also joining us as a second new assistant headteacher. Mrs Armistead is a Psychology teacher and those of you in the sixth form will get to see a lot of her as well.

During registration and lessons you will see an awful lot of your head of year, assistant head of year and leadership team links (sorry, Year 9!). They and we will be regularly checking in on you, ensuring that you are ready for learning and also visiting lots of lessons to make sure everyone is focussed and not wasting a moment.

In addition, we have many other people you can turn to if there is a problem. Do not forget we have our school nurse (Beth Llewellyn) if you have any physical or mental health worries. Plus, there is Mrs Budd and Mrs Green who are our two family support workers. Sometimes life at home can be tough and Mrs Budd and Mrs Green can ensure your family receives the right kind of advice and help when they need it most.

If in doubt, speak to your tutor and he or she can either help you on the spot or help you decide the next person you need to speak to so that you never feel alone at CNS.

PHEW... NEARLY THERE!

I did say at the beginning this letter that there is a lot to take in in one go. In putting this booklet together, we have tried to think of all the things you would want to know right now and hope we have covered everything for you. Try to keep this booklet handy and come back to it as August slowly moves towards September. If there is a question that is on your mind then you can email me directly and I shall do my best to provide you with an answer or tell you when we will know.