



4th September 2020

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Safeguarding: <https://www.nortoncollege.net/safeguarding>

Dear Parents and Carers,

Everybody in the Norton College community is looking forward to welcoming pupils back over the course of the next week. Whilst they may not say it themselves out loud, pupils themselves will welcome the routine of getting up, getting their uniform on, getting to school and taking part in structured learning. Dr Carson has provided numerous updates over the last few months in line with changing Government guidance and detailed below you will find a summary of how the school will operate during the first half term. Whilst the day to day operation of the College will seem very different at first, I think it is important to reflect on the many positives of returning to full time schooling.

For the first time since March, all pupils will be able to engage in live learning with staff, ask questions, receive feedback, have their progress monitored and acquire new knowledge and concepts through the skilful guidance of staff. Our staff will once again be able to provide the explanations, encouragement and motivation which can be difficult to maintain when learning at home. Of course, learning is the priority but the social aspect of being part of a school community is also important. Pupils will have the chance to catch up with their school friends, share experiences and laugh together.

I know that some of you will have concerns about your children returning to school but over the summer the College has taken steps to implement all of the guidance from the Department of Education and Public Health England to keep all of the College community safe. Trying to educate pupils at home can be difficult and, whilst current restrictions mean that school life will not be the same as before, we feel that the best place for pupils to learn is here, at Norton College.

We would be grateful if you would go through the information below with your son/ daughter to ensure that they are ready and equipped for learning.

First Week of Term

The new term starts with a professional development day for staff on 7th September, where we shall ensure that the site and all staff are ready to welcome students back into college from Tuesday 8th September. The timetable for the return of students is as follows:

Monday, 7 th September	Staff training day no students in college
Tuesday, 8 th September	Y7 begin; Y12 enrolment
Wednesday, 9 th September	Y8 and Y11 begin; Y12 induction
Thursday, 10 th September	Y9 and Y10 begin; Y13 begin
Friday, 11 th September	Normal lessons for all

The new headteachers Mr Johnson and Mr Whelan will address the students in year group assemblies on Friday 11th.



Travelling to School

On school buses students **must wear a face covering and sit according to a fixed seating plan** which will keep students in their year group bubbles, and they will **not** be allowed to change seats. This is in order to ensure that if a student becomes infected students who have been in close proximity to the infected student can be contacted and advised by NHS Track and Trace. In addition:

- Pupils and their parents/carers should ensure that pupils have washed and or sanitised their hands prior to boarding the transport service each morning;
- Pupils should queue at their designated bus stop/collection points in the usual orderly manner and take particular care not to make unnecessary contact with other pupils;
- On the return journey home pupils should wash and or sanitise their hands at school and queue up with the last to get off at the front of the queue followed by those getting off first

Local students are encouraged to walk or cycle to school. When doing so, they should avoid mixing with any other year group bubble, and should maintain social distancing at all times. If parents bring students to school by car, they must not:

- allow students from different year group bubbles to travel in the same car if they are from different households;
- enter the school site to drop off or pick up students.

Face Coverings

It is important that all students bring their own face covering to college (ideally reusable). They must wear them to safely move between lessons and this is especially true for students in years 10-13 as they will be moving through the college buildings to access specialist classrooms. **Face coverings must be plain without logos.** Students should also bring a plastic bag to store their face covering when they are in lessons. The government guidance states *“Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Students must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom”.*

Entry to the College Site

Students who are walking to college must enter the school gates and straight away make their way to their zones (see map) where they will be met by progress and pastoral staff. Students must not use the opportunity to meet friends and chat, especially if they are not in the same year group bubble. Students must remove any face coverings safely when they reach their year group zone and place them in a plastic bag to store and dispose of them in the bin if they are disposable.

Movement Between Lessons

Students and staff **must** wear face coverings when moving between lessons. SLT will have duty positions to monitor student conduct between lessons.

Timetable

Break and lunch are staggered to minimise mixing bubbles. It is important that students take their break and lunch in the correct places and use the correct toilets. Staff will be on duty to support with this. There is a staggered end to the day also to prevent mixing see below:



	Mentor	P1	P2 + break		P3	P4 + lunch		P5
Year	8.45-9.05	9.05-10.05	10.05-11.30		11.30-12.30	12.30-2.00		2.00-3.15
7	Rooms 31/32/33/34/AC 2		break - field - sixth form toilets			lunch - field - sixth form toilets		Dismissed at 3pm
8	Rooms 38/39/40/9/LRC			break - yard - main school toilets			lunch - yard - main school toilets	Dismissed at 3.03pm
9	Rooms 2/3/27/28/29			break - yard - main school toilets			lunch - yard - main school toilets	Dismissed at 3.06pm
10	Rooms 13/14/16/17/18		break - yard - main school toilets			lunch - yard - main school toilets		Dismissed at 3.09pm
11	19/20/21/23/24			break - field - sixth form toilets			lunch - field - sixth form toilets	Dismissed at 3.12pm
12	S1/S2/S3/S4/S7		break in sixth form			lunch - in sixth form		Dismissed at 3.15pm
13	S1/S2/S3/S4/S7			break in sixth form			lunch - in sixth form	Dismissed at 3.15pm

On a Monday week 2 the day ends an hour earlier at 2.15pm so students will be dismissed an hour earlier and years 9 and 11 will go to home straight from lunch.

Zoning

In order to reduce mixing as far as possible, students will be taught in year group 'bubbles'. There may be some mixing within year groups, particularly at social times and in KS4, but there will be no mixing between bubbles. The school will be zoned, and each year group will be allocated to a particular part of the school. For the first half term, students in key stage 3 (years 7 to 9) will remain in their teaching rooms as far as possible. In key stage 3, students will be taught in mixed ability groups and will not change teaching groups. This will mean we can reduce social mixing as far as possible between these bubbles.

In key stage 4, students will also be taught in zones. The entire year group will need to be regarded as a single bubble as teaching groups will need to mix to allow us to teach option subjects at GCSE. Students will move out of their zone and go to specialist rooms for subjects such as art, science, IT, and so on (this will also be the case for KS3 after half term, we hope). Specialist rooms will be cleaned between use by different bubbles.

Staff, therefore, will need to move from zone to zone so that students are taught by specialists. Staff must maintain a social distance of at least 2m from students and from other staff as far as possible, so there will be a 'teacher zone' at the front of every classroom. When students move around the site, either to specialist rooms, or at social times, a one way system will operate around the site and all students and staff will have to keep to this rigorously to minimise contact and maintain as much distance as possible around the site.

Curriculum

The full curriculum will be taught to all students, and we shall keep to the normal 5 period school day (with adjusted timings, as you have seen). Curriculum leaders and subject staff have modified their schemes of learning and their planning in the light of the work students have managed to do during closure including work missed from year 6 in English and maths. Students will not be able to share resources such as textbooks between bubbles, so these will also be zoned. Students will not be able to share or borrow basic equipment, so they must be fully equipped, Staff will have a basic supply in case students forget to bring equipment, but please ensure students do have their own equipment as far as possible.

Basic equipment is to be checked daily by mentors. This should comprise of:

- Blue or black writing pen (and a spare)
- Pencils - HB writing pencil, 2B drawing pencil for Art
- Pencil sharpener



- Pencil eraser
- Ruler 30 cm
- Pencil case / tin
- Strong bag for carrying books and equipment

Seating Plans

Students will sit in seating plans in all classrooms and must stay in their seats at all times unless asked to move by the teacher. This is for the same reason as we use seating plans on transport. Students will all face the front of the class in line with government guidance. Classrooms will also be subject to increased ventilation which may mean they will be cooler than usual.

PE and Sport

In PE and sport lessons students will be kept in consistent groups, equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Students will get changed in college for PE so students must bring their kit on the days they have PE but we will make use of extra space in addition to changing rooms to ensure the safety and enjoyment of students.

Uniform

Students need to be in the correct college uniform. The government guidance is quite clear on this *“Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal”*. If a student does not have correct uniform pastoral leaders should be alerted and they will escort students to the uniform office near reception and the student will be given new, clean uniform to wear. If you have any old uniform that no longer fits and is in good condition we would be happy for your child to bring it into school where we can clean it and use for others if needed.

Mobile phones

Mobile phone use will not be allowed in college **at any time including break and lunchtimes**, and mobile phones must be switched off and kept in bags if brought into school. If parents or carers need to contact students, or vice versa, this must be done via college reception. Use of phones encourages close proximity of students and possible sharing of the device which could lead to transmission of the virus.

Recognition

Our aim is to promote a culture of Recognition where we offer many and varied opportunities for success and achievement for all our students. Recognition points are awarded for demonstrating the ASPIRE values in lessons, during social time and for extracurricular contributions by all staff. These are electronically recorded in PARS and we also have Hot Chocolate with the Head for exceptional conduct and termly celebration assemblies. All recognition helps to create a positive working environment which in turn leads to a positive learning environment. The Recognition Boards can be found in all teaching spaces.



The Behaviour Charter

The Behaviour Charter is there to ensure an efficient, respectful and above all safe environment for students to learn. Our vision is for students to be **Ready, Respectful, Safe** at all times.

If you are Ready you have:	If you are Respectful you are:	If you are Safe you are:
... arrived on time to lessons	... following staff instructions	... ensuring you have high levels of personal hygiene whilst in college
... the right equipment to learn	... being polite and helpful to other learners	... following guidelines in practical lessons
... a planner	... complimenting others for good effort	... maintain high levels of attendance (97%)
... completed home learning	... listening to other's viewpoints	... having the highest standard of conduct around and beyond the school site
... uniform that is appropriate and smart	... looking after the college and its facilities	... aware of the dangers online
... a positive attitude to learning	... putting litter in the bins provided	... looking out for the safety of others

If students do not follow the charter there are associated sanctions:

Charter Break 1 = a verbal warning (recorded on PARS)

Charter Break 2 = a further warning (recorded on PARS)

Charter Break 3 = the incident recorded on PARS with a comment

Charter Break 4 = SLT ON CALL REMOVAL and removed to isolation for the rest of that lesson resulting in a 60 minute after college detention. The classroom teacher to log the removal on PARS with a comment.

There is also a full list of protocols that students must follow on their return to college to ensure they stay safe on the website here: <https://www.nortoncollege.net/attachments/download.asp?file=529&type=pdf>

For more information on behaviour see

<https://www.nortoncollege.net/attachments/download.asp?file=537&type=pdf>

Detentions

Detentions are issued for a Charter Break 4 and are carried out after school. They are 60 minutes after school supervised by the senior team every Tuesday 3.15-4.15pm in the Library. For 60 minute after school detentions parents/carers will be texted informing them of the detention at least 24 hours before the date of the detention. If any students catch a bus home they will have a place booked on our late bus by the senior pastoral leader to ensure they get home safely.

PARS Insight

All parents/cares have access to Insight where attendance, recognition and behaviour can be tracked in real time. Parents/Carers of new year 7 will be given their logon details next week.



Mentor Groups and Progress Leaders/Pastoral Leaders

Year 7 Mr S. Stones and Mrs Alngohuro

7 Edwards 1
 7 Senior 32
 7 Parton AC2
 7 Layton 33
 7 Raettig 31
 7 Pettitt 34

Year 8 Ms V. Briggs and Mrs Olley

8 Weale – was Gibson 9
 8 Searl – was Jackson 40
 8 Pridmore LRC
 8 Sims 38
 8 Bedford 39

Year 9 Mr S. Triffitt and Ms Sheppard

9 Atkinson 2
 9 Findlater 3
 9 Marshall 30
 9 Brown 28
 9 Lock 29

Year 10 Mr N. Fryirs and Mrs Medley

10 Meade 17
 10 Shipley 16
 10 Church - was Burnett 13
 10 Leone/Cooke 18
 10 Mackay - was Enticknap/Russell 14

Year 11 Dr A. Jackson and Mrs Austin

11 Machen – was Jackson/Creber 24
 11 Rowlands 23
 11 Wootton 21
 11 Waterman 19
 11 Turner 20

Sixth Form Mrs G.McDonald and Mrs Atkinson-Spragg

Mr Wigby S4
 Mrs Triffitt S1
 Mrs Stevenson S2
 Mr Morris S3
 Mrs Steele S7

Support for SEND Students

Students with support in class will be seated at the front of the class in most cases allowing teaching assistants (TAs) to support and still socially distance. The students will have a chromebook for their sole use and the TAs will have a laptop to monitor the work on the student's chromebook. Ideally students will also be placed near the door in case the TA needs to withdraw the student to do 1-1 work in another room. Teachers will provide the TA with lesson resources prior to the lesson to allow the TA to best support the student and make decisions in conjunction with the teacher about how best to facilitate this support. Any queries can be directed to our SEND co-ordinator Mrs Hutchinson.

Catering

Lunches Pre-ordering will be done using the Fusion Mobile App, allowing students to order food from the canteen that will be delivered to their zones at lunchtimes in grab bags. The system links to the cashless catering system and you should have had a separate letter in the post with instructions on how to download the app and register. Please note that as students will not be able to use mobile phones in college, they will need to order food before they arrive in school. Should students forget to do this, we shall ensure that we have systems in place to enable last minute ordering, and students should speak to a member of staff about this. We are asking parents to send their children with packed lunches during the week commencing 7th September, 2020, wherever possible if they are not in receipt of free school meals. Students will take their lunch outside into their designated area to eat their lunch ensuring they place all litter in bins to prevent any possible cross infection from the surface of this litter.

Attendance

Attendance is absolutely key to ensuring students come out with the very best life chances at the end of their time at Norton College especially when so many students have missed out on teaching time during the COVID19 pandemic. The DFE states *“Students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. The government expects schools to promote good attendance and reduce absence, act early to address patterns of absence and for parents/carers to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly”*. If your child is absent from school please contact Mrs Gilbank on **01653 673296 ex 0224** by 9.00am on the day of absence explaining why the child is absent and when we can expect them back at school. Shielding was paused on the 1st August and as a result all students that were shielding up to that date are expected to return to college. Please contact the college if you are anxious about the return and we will do all we can to reassure you and your child. Please see this link for more details on Norton College's Attendance policy:

<https://www.nortoncollege.net/attachments/download.a.sp?file=538&type=pdf>

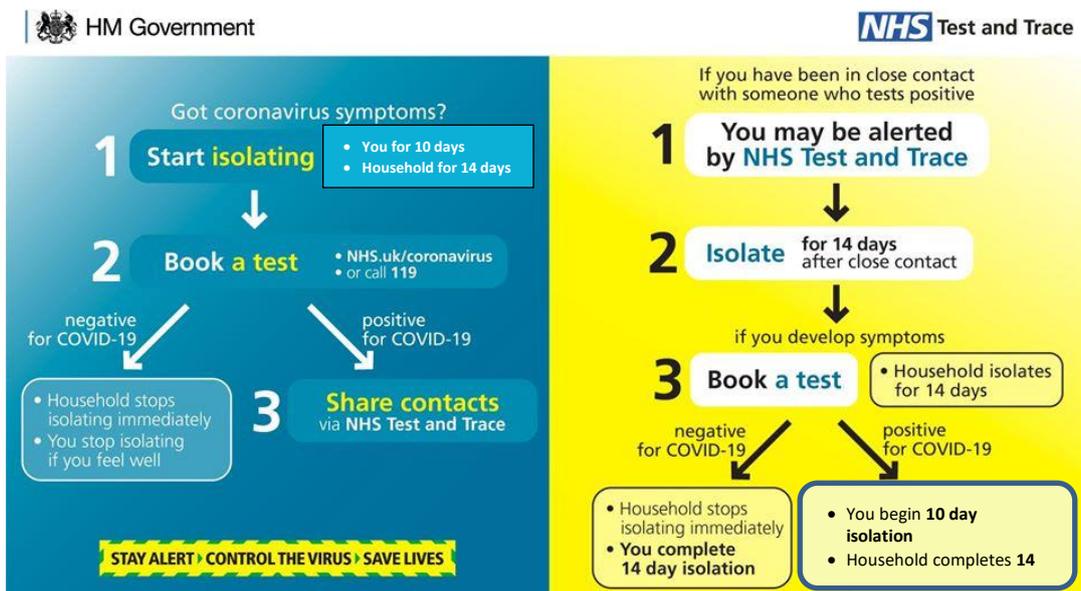


Mental Health

Norton College recognises that negative experiences and distressing life events, such as the current circumstances (brought on by COVID19 pandemic), can affect the mental health of our children and their parents. Norton College understands that mental health issues can bring about changes in a child’s behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. This can include for example being fearful or withdrawn; aggressive or oppositional; or excessive clinginess. Support for students will include existing provision in the school, although this may be delivered in different ways, (for example over the phone or webcast for those who are isolating) or via referral to specialist staff or support services. Norton College will ensure that teachers are aware of the impact the current circumstances can have on the mental health of those students (and their parents) who may have struggled during the period of lockdown and with potential anxiety about the return to full time education. We have a dedicated email address wellbeing@nortoncollege.net for students to contact college about any concerns they may have.

Physical Health

We are entering the colder winter months and coughs and colds will increase. The NHS advises that if a child has mild cold-like symptoms they should continue to go to school. Sore throats and blocked or runny noses are not symptoms of coronavirus. In the case of a heavy cold children may need to take a day or two off to get better and you should **not** book a COVID 19 test for them. However, if your child also has a **new continuous cough or a fever, or a loss of - or change in - their sense of smell or taste**, they may have coronavirus. In this case students will be isolated in college in a safe place and home contacted. It is vital that if your contact numbers change you inform the college so we have the most up to date emergency contact details. Parents/carers should pick up the students as soon as possible and take them home and book a test. The following steps should then be taken:



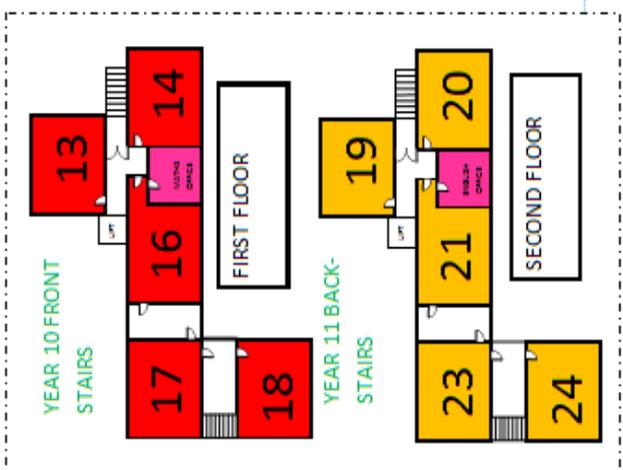
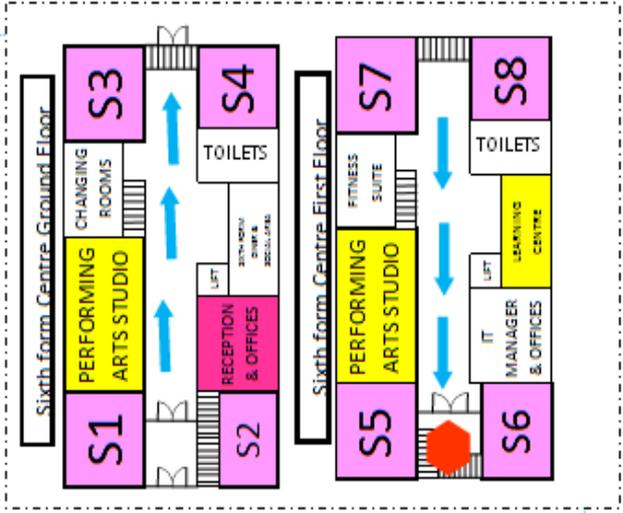
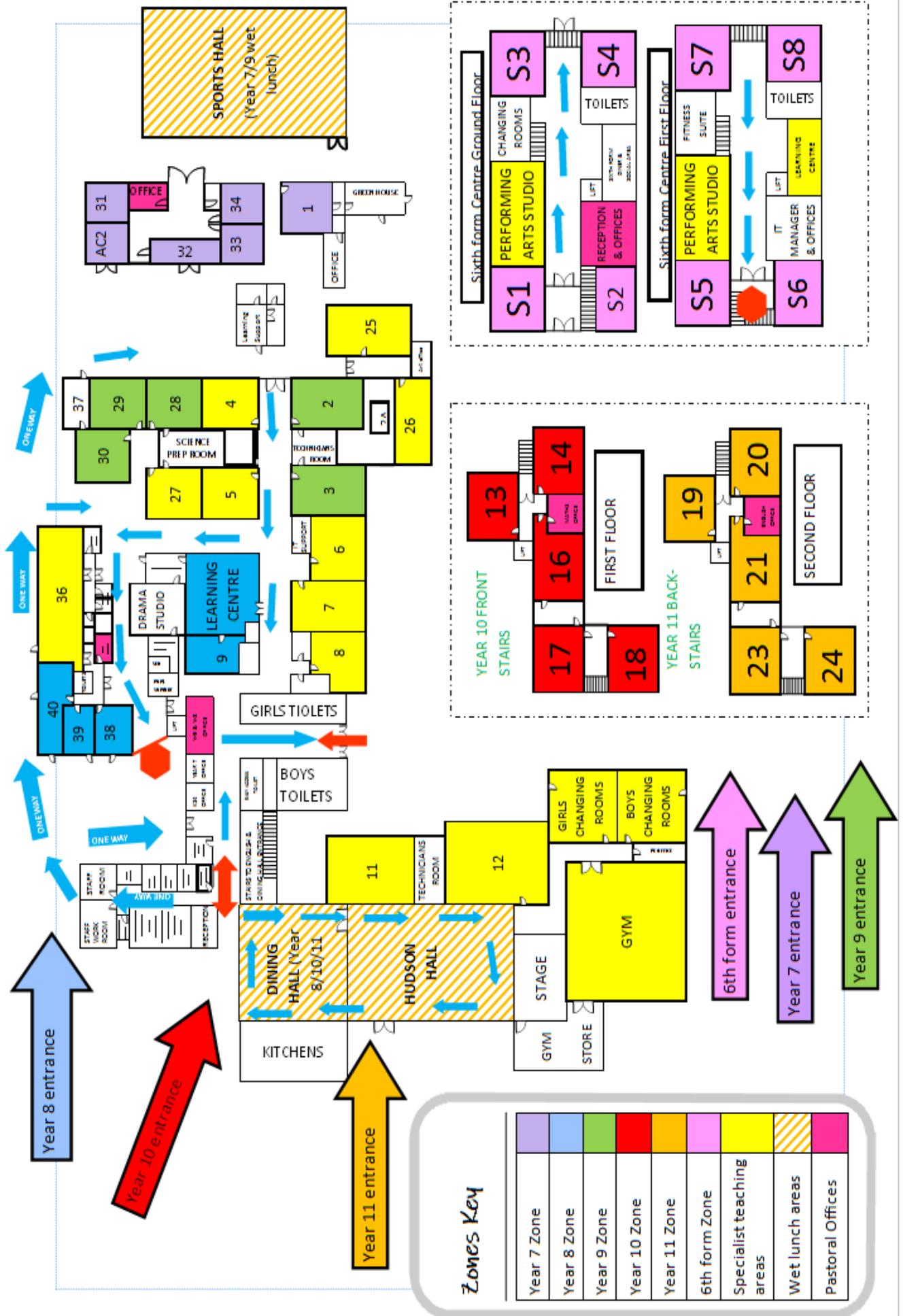
Please inform the school the outcome of the COVID 19 test when you receive it.

We look forward to welcoming all our students back to College

Yours faithfully,

Mr T Johnson
Headteacher Designate

Mr P Whelan
Headteacher



Zones Key

Year 7 Zone	Year 8 Zone	Year 9 Zone	Year 10 Zone	Year 11 Zone	6th form Zone	Specialist teaching areas	Wet lunch areas	Pastoral Offices
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