



Our Ref: JNE/SeptemberStart21

26th August 2021

Dear Parents/Carers,

I hope that you and your families are well, and have had an enjoyable summer.

As you may already be aware, the government has implemented new operational guidance for all schools from 16th August 2021. This means that, in September, there is no longer a requirement for us to 'bubble' children. Face coverings will also no longer be advised in school but they should be worn on public transport. We would urge you to encourage your child to wear their face coverings if catching a school bus in order to keep themselves safe.

Please note that, as per the full guidance, masks in classrooms and other measures may be 'stepped up' if there is a local outbreak. If this happens, we will follow all instructions from our local Public Health team and update you accordingly.

Regarding self-isolating, the government guidance states: "From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so."

The rest of this letter contains all the information you need for your child to make a safe and successful start in September.

Start dates for each year group in September 2021

Year 7	Monday 6 th September 2021
Year 8	Wednesday 8 th September 2021
Year 9	Wednesday 8 th September 2021
Year 10	Tuesday 7 th September 2021
Year 11	Tuesday 7 th September 2021
Year 12	Monday 6 th September 2021
Year 13	Tuesday 7 th September 2021

Year 7 and Year 12 pupils will also have their school photographs taken for our records during the afternoon of Monday 6th September.

The school day will start at **8.40am for all children** and **finish at 3pm**.



Lateral Flow Tests

Lateral Flow Tests for home use are not being provided by the government over the summer break but we will continue to issue them from September, when pupils are back in school.




In line with government guidance, we will be conducting lateral flow tests for each year group ahead of your child's return. We would ask that you complete the consent form for these tests to take place prior to our return in September:

<https://forms.office.com/Pages/ResponsePage.aspx?id=hVh-eMTdU0Wnv6udzkyo6lpr1Q9ztlhBvW7RNkHV3MdUODk2U05VU1BRMlIZVVA0QIdFWFVCODkzUi4u>

There is a second letter, personalised to your child which will confirm the date and time of their first test. This will be posted out to you in due course.

The second letter will also give information regarding your child's House, Head of House and Form Tutor.

The schedule below illustrates the dates that year groups are invited to complete their lateral flow tests (with your prior consent).

 Test 1 arriving to school and then returning home.	 Pupils return back to school and remain in throughout	 Test 2 taking place during lesson time
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	Fri 3 rd Sept	Mon 6 th Sept	Tues 7 th Sept	Wed 8 th Sept	Thurs 9 th Sept	Fri 10 th Sept
Year 7	First test	Return to school	Second test during lesson time			
Year 8			First test	Return to school and remain		Second test during lesson time
Year 9			First test	Return to school and remain		Second test during lesson time
Year 10		First test	Return to school and remain		Second test during lesson time	
Year 11		First test	Return to school and remain		Second test during lesson time	
Year 12	First test	Return to school and remain	Second test during lesson time			
Year 13		First test	Return to school and remain		Second test during lesson time	



Overview of the school day

Pupils are welcome onsite from 8.25am and will line up for registration on the front playground at 8.40am, where they are met by their form tutors. The structure of our day is as follows:

8.40am	AM Registration
9.10am	Period 1
10.10am	Period 2
11.10am	Break (20 minutes)
11.30am	Period 3
12.30pm	Period 4 (including 30 minute Lunch break)
2pm	Period 5 (PM registration taken)
3pm	Dismissal

There is a rolling programme for lunches which are listed below:

12.30pm	Year 8 and Year 11
1pm	Year 7 and 6 th Form
1.30pm	Year 9 and Year 10

Pupils who wish to purchase hot food will be directed to the canteen. Pupils who choose to bring a packed lunch from home, or purchase sandwiches on site will eat in the main hall.

Our extra-curricular activities menu will be published in September and updated termly on the school website.

Nut allergies

Please note that we have several pupils who are severely allergic to nuts and some could even go into anaphylactic shock if exposed. To be considerate to everyone, please do not provide your child with nuts for packed lunch, break, etc.

WisePay

I would ask that Parents/Carers of existing pupils ensure any debt is cleared and accounts are topped up for September.

Parents/Carers of new pupils joining us in September; I thank you for giving permission for your child's biometric registration to take place. This will be scheduled for your child's first day back in September.

Free School Meals

If you believe that your child is entitled to free school meals, please email enquiry@decschool.co.uk stating your child's name and form group and a member of staff will contact you as soon as possible.





Entry points

All pupils arrive onsite through the top gate on Woodbrooke Road. If pupils arrive after 8.40am, they will enter through the bottom gate on Woodbrooke Road and be met by staff who are supervising the late gate.

For safeguarding purposes, both gates on Woodbrooke Road will be locked at 9am. Children arriving after this time should use the intercom at the top gate in order for Reception staff to allow them access to the site.

All entry points will be supervised by Senior Leaders. In line with the government guidance pupils will be encouraged to wash their hands on entry to our school site and hand sanitise whenever entering a classroom or break/lunch venue.

Transport to school

Please do not bring your car onto school site. It is dangerous for our children when parents/carers are driving their cars into the car park to pick up children and the risk to children when parents/carers are manoeuvring their cars is significant. Where a car is absolutely necessary, I would ask that parents/carers arrange a safe place for their children to meet them for transport home that does not require parents/carers to park directly outside the school gates. Of course, where possible, encourage your children to walk or cycle rather than take public transport. If your child chooses to cycle, please make sure they wear a helmet.

Uniform

As you are aware, we are very determined to maintain the high standards of uniform with all of our pupils and I thank you for your continued support with this. We expect that all pupils are looking smart in September and abiding by the school's uniform code. More information regarding school uniform, including the updates which have previously been communicated, can be accessed on the school website: <https://decschool.co.uk/uniform/>

Any child not in correct school uniform will not be in circulation until their uniform has been corrected.

Sixth Form Dress Code

It is an expectation that students in the sixth form wear smart business attire.

Please follow the link with regards to the Sixth Form Dress Code:

<https://www.decschool.co.uk/wp-content/uploads/2020/07/6th-Form-Uniform-Guide-v5.pdf>

PE Kit

Government legislation at present suggests that there is no longer a need for pupils to avoid getting changed into their PE kit. From September, pupils must arrive to school in full uniform and bring their PE kit with them to get changed in to.

Punctuality

Pupils in Years 7, 8, 9, 10 and 11 will be marked late if they arrive at their form room later than 8.40am.



Attendance

We would encourage all pupils to have 97%+ attendance to school if they are to access their learning and achieve their potential. Government guidance is that we are not able to authorise any absence request during term time for family holidays. A week's holiday is 25 hours of lost learning time for your child. Please be aware that the Education Welfare Service **will** issue a fixed penalty notice and government legislation states that if the fine is not paid within 21 days the fine will increase. Further failure to pay can result in a court appearance.

Appointments during school time

Unless absolutely unavoidable, please avoid taking pupils out during the school day for appointments of any kind (e.g. medical, dental). If you do need to take your child out for an appointment, please inform the House office for your child in advance.

Equipment

All pupils need a school bag that will hold an A4 folder. Please do not allow your child to have a large handbag for school. Pupils also need to have a pencil case with pens (including a green pen), pencils, a ruler, a rubber, a protractor and a scientific calculator. Please can we ask that your child does not bring scissors into school as these will be provided by staff where necessary. It is essential that all pupils also bring a reading book to school every day.

Mobile Phones

At Dame Elizabeth Cadbury School, we are a no mobile phone usage site. Our policy is that if mobile phones are in school, they should be switched off and out of sight. If a pupil is found with a mobile phone, this will be confiscated. Please refer to the policy on the school website.

Please note that Dame Elizabeth Cadbury School has the power to search without consent and will **not tolerate any prohibited items** being brought into school.

Prescribed Medication

Pupils must not carry any medication on their person. As you will appreciate, there is a safeguarding risk if they do. If your child needs to take prescribed medication, please ensure that you have read and completed the correct paperwork within our Supporting Children with a Medical Condition policy available here:

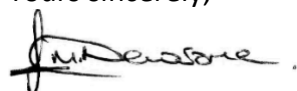
<https://decschool.co.uk/wp-content/uploads/2021/03/Supporting-Children-with-Medical-Condition1.pdf>

Your contact details

It is important that we have your most up-to-date contact details, especially your mobile phone number. Please let us know if anything changes by emailing enquiry@decschool.co.uk with your updated details. Please ensure that we have at least two emergency contact details for your child on our system.

Looking forward to seeing you in the new term.

Yours sincerely,



Ms J Newsome
Headteacher