



# Chipping Sodbury School

Bowling Road, Chipping Sodbury  
South Gloucestershire BS37 6EW

Headteacher: Ms K Turner BEd (Hons)

Telephone: 01454 862900

Fax: 01454 862901

email: enquiries@chippingsodbury.school.com

www.chippingsodbury.school.com

3<sup>rd</sup> March 2021

Dear Parent/Carer,

Last week I gave the welcome news of the reopening of our school for all students starting next Monday. There have been some minor amendments as we have finalised the details so please use the contents of **this letter** to guide you.

There are three key areas that you will need to understand:

1. A phased return to school
2. Covid 19 lateral flow testing
3. On Line Learning during initial testing

I appreciate there is a lot of information in this letter and you are likely to need to read it more than once. This is also on the website for future reference.

## 1. Phased return to school

To enable our school to run safely with the staffing levels available, on site sessions for vulnerable/critical worker children will end on **Friday 5<sup>th</sup> March**. Should this create a safeguarding concern, please communicate, in advance with the relevant Head of House to ensure we find a solution. The Access Centre will be open fully for all students from Monday 8<sup>th</sup> March.

The overview of the following week is as follows:

Year	Mon 8 <sup>th</sup> March	Tue 9 <sup>th</sup> March	Wed 10 <sup>th</sup> March	Thur 11 <sup>th</sup> March	Fri 12 <sup>th</sup> March
7	On site testing* – arrive for your test and then go home, remote learning. No uniform required. Wear a mask.	Remote learning at home	Remote learning at home	Induction and well being. Arrive at 8.50am. Depart at 1.30pm, no lunch required, wear school PE kit. On site testing will take place.	Normal lessons in school. Arrive for 8.40am and depart at 2.50pm. Wear correct school uniform/PE kit if you have PE.
8	Remote learning at home	On site testing* – arrive for your test and then go home, remote learning. No uniform required. Wear a mask.	Induction and well being. Arrive at 8.50am. Depart at 1.30pm, no lunch required, wear school PE kit.	Remote learning at home	Normal lessons in school. Arrive for 8.50am and depart at 2.55pm. Wear correct school uniform/PE kit if you have PE. On site testing will take place.
9	On site testing* – arrive for your test and then go home, remote learning. No uniform required. Wear a mask.	Remote learning at home	Remote learning at home	Induction and well being. Arrive at 8.50am. Depart at 1.35pm, no lunch required, wear school PE kit. On site testing will take place.	Normal lessons in school. Arrive for 8.40am and depart at 3.00pm. Wear correct school uniform/PE kit if you have PE.
10	Remote learning at home	On site testing* – arrive for your test and then go home, remote learning. No uniform required. Wear a mask.	Induction and well being. Arrive at 8.50am. Depart at 1.35pm, no lunch required, wear school PE kit.	Remote learning at home	Normal lessons in school. Arrive for 8.50am and depart at 3.05pm. Wear correct school uniform/PE kit if you have PE. On site testing will take place.
11	Remote learning at home	On site testing* – arrive for your test and then go home, remote learning. No uniform required. Wear a mask.	Induction, well being and OPV. Arrive at 8.50am. Depart at 1.30pm, no lunch required, wear school uniform.	Remote learning at home	Normal lessons in school. Arrive for 8.40am and depart at 3.05pm. Wear correct school uniform/PE kit if you have PE. On site testing will take place.
12	On site testing* – arrive for your test and then go home, remote learning. Wear a mask	Normal lessons, arrive for 8.50am	Normal lessons, arrive for 8.50am	Normal lessons, arrive for 9.00am. On site testing	Normal lessons, arrive for 8.50am

13	On site testing* – arrive for your test and then go home, remote learning. Wear a mask	Normal lessons, arrive for 9.00am	Normal lessons, arrive for 9.00am	Normal lessons, arrive for 8.30am. On site testing	Normal lessons, arrive for 9.00am
----	--	-----------------------------------	-----------------------------------	--	-----------------------------------

\*Please refer to the chart below to find the precise time your son/daughter should attend school for their first test. This has been arranged according to tutor groups.

## 2. Covid 19 Lateral Flow Testing

- A final reminder: please complete our online consent form by tomorrow night; this is needed even if you are actively refusing consent. We strongly advise students take part in the lateral flow testing available in school in order to support the safety of our school and the wider community. A link to the consent/non-consent form can be found [here](#).
- We will give lateral flow tests for those students where parents/carers have given consent.
- If you have *not* given consent, your son/daughter will not be tested and **should not** attend school on the specified dates when his/her tutor group are being tested for their first test ie Monday or Tuesday (see testing timetable below).
- For those students who are on site on Friday 5<sup>th</sup> March and receive their test, they **DO NOT** need to attend for their first test with their tutor group on Monday 8<sup>th</sup> or Tuesday 9<sup>th</sup> March. We have careful records of who has been tested and the Friday test will be classed as the first test.

Year Group	Test Day 1	Tutor Group	Timings	Test Date 2	Tutor Group	Timings	Test Date 3	Tutor Group	Timings
13	Monday 8 <sup>th</sup> March	13.1	8:30 AM	Thursday 11 <sup>th</sup> March	13.1	8:30 AM	Monday 15 <sup>th</sup> March	13.1	8:30 AM
12	Monday 8 <sup>th</sup> March	12.1	9:00 AM	Thursday 11 <sup>th</sup> March	12.1	9:00 AM	Monday 15 <sup>th</sup> March	12.1	9:00 AM
9	Monday 8 <sup>th</sup> March	9.1	9:45 AM	Thursday 11 <sup>th</sup> March	9.1	9:45 AM	Monday 15 <sup>th</sup> March	9.1	9:45 AM
		9.2	10:00 AM		9.2	10:00 AM		9.2	10:00 AM
		9.3	10:15 AM		9.3	10:15 AM		9.3	10:15 AM
		9.4	10:30 AM		9.4	10:30 AM		9.4	10:30 AM
7	Monday 8 <sup>th</sup> March	7.1	11:30 AM	Thursday 11 <sup>th</sup> March	7.1	11:30 AM	Monday 15 <sup>th</sup> March	7.1	11:30 AM
		7.2	11:45 AM		7.2	11:45 AM		7.2	11:45 AM
		7.3	12:00 PM		7.3	12:00 PM		7.3	12:00 PM
		7.4	12:15 PM		7.4	12:15 PM		7.4	12:15 PM
11	Tuesday 9 <sup>th</sup> March	11.1	8:45 AM	Friday 12 <sup>th</sup> March	11.1	8:45 AM	Wednesday 17 <sup>th</sup> March	11.1	8:45 AM
		11.2	9:00 AM		11.2	9:00 AM		11.2	9:00 AM
		11.3	9:15 AM		11.3	9:15 AM		11.3	9:15 AM
		11.4	9:30 AM		11.4	9:30 AM		11.4	9:30 AM
10	Tuesday 9 <sup>th</sup> March	10.1	10:30 AM	Friday 12 <sup>th</sup> March	10.1	10:30 AM	Wednesday 17 <sup>th</sup> March	10.1	10:30 AM
		10.2	10:45 AM		10.2	10:45 AM		10.2	10:45 AM
		10.3	11:00 AM		10.3	11:00 AM		10.3	11:00 AM
		10.4	11:15 AM		10.4	11:15 AM		10.4	11:15 AM
8	Tuesday 9 <sup>th</sup> March	8.1	12:30 PM	Friday 12 <sup>th</sup> March	8.1	12:30 PM	Wednesday 17 <sup>th</sup> March	8.1	12:30 PM
		8.2	12:45 PM		8.2	12:45 PM		8.2	12:45 PM
		8.3	1:00 PM		8.3	1:00 PM		8.3	1:00 PM
		8.4	1:15 AM		8.4	1:15 AM		8.4	1:15 AM

The safe and secure return to school for our students is our main priority. We strongly advise students take part in the lateral flow testing available in school in order to support the safety of our school and the wider community. Please be aware that these tests are self-administered by the students. Those taking the test will be supervised by trained staff. The lateral flow tests are designed to be quick and easy to do; they require students to use a swab of their throat and nose to be tested. Please find a leaflet with the overview of how tests will be conducted [here](#). There is also a helpful two minute film from the BBC illustrating the lateral flow test in a school which can be found [here](#). You are advised to talk through the process with your son/daughter before he/she attends on site for their first test to ensure he/she knows what to expect; this should be reassuring for anyone who may be anxious. There will also be a very short film clip we have made in school on the website by the end of the week to walk students through the route and the process.

I appreciate this may appear complicated and if you or your son/daughter have any queries, please follow this step by step advice should you need to seek clarity:

- Re-read the letter – the answer to your question may be here
- Use all the information on the website

- iii. Contact the relevant tutor
- iv. If your question is about the date/time of the first test, please email us on: [testing@chippingsodburyschool.com](mailto:testing@chippingsodburyschool.com) please only use this email address as a last resort.
- v. Any critical issues you need to raise not related to testing, please contact the relevant Head of House, Head of Faculty or use the [enquiries@chippingsodburyschool.com](mailto:enquiries@chippingsodburyschool.com) email address to contact your son/daughter's tutor in the first instance.

An additional letter for all Post 16 students will be sent today with further information regarding lessons across Cotswold Edge.

Following the government guidance, each student will be offered a total of three tests in school, each between 3-5 days apart. In order to complete the vast amount of tests for those students who are participating, we have created a detailed timetable (see above). We have nearly 2500 tests to conduct over a very short period of time so sticking to these timings is going to be critical and we will rely on your support to enable this to take place.

**Day of Testing:** The in-school testing will take place in the Gym. Students are to enter the site next to the Gym – this will be the only open gate, they will see the fire door to the Gym open where they will be guided to queue.

- Uniform *does not* need to be worn on the days students are only required to be on-site for testing (Monday and Tuesday).
- Social distancing *must* be followed when queuing, everyone is asked to wear a mask on arrival and keep their mask on until asked to remove it for testing purposes.
- Students should arrive in their allotted time, no earlier or later.
- There will be limited car parking capacity in front of the Sports Centre for parents/carers to wait during their allotted time. We ask parents/carers **not** to leave your cars, you will not be able to accompany your son/daughter for the test due to limited space and the need to socially distance. However, please be reassured there will be plenty of staff available to support our students. There is no available parking at the front of the school.
- When students enter the Gym, they will be asked to use hand sanitiser and will check-in for their appointment.
- Students must remain socially distanced at all times whilst in the Gym. At check in, students will collect their registration card with a barcode on it, they will pick up a yellow tray with the swab and will be guided to an available booth.
- Everyone will conduct their own test but there will be trained staff to support the process and a number of adults available to help and offer assistance/reassurance should it be required. However, if you feel your child will be particularly anxious it would be helpful if you made the relevant tutor aware of this in good time.
- There is a one way system through the Gym and everyone should exit through the girl's changing rooms. Again, there will be plenty of staff around to guide and help; nobody will be left to work it out themselves. Students should then leave the site immediately and continue to follow government lockdown guidelines. Refer to the film clip on the website to view this system.
- Looking to the weather forecast for next week, it may be wet so please ensure your son/daughter is suitably clothed as he/she may need to queue for a short period of time outside.

**Home Testing:** Once students have completed three lateral flow tests in school, they will be eligible to take test kits home. Letters with guidance about home test kits will go home, with the test kits, from week commencing 15th March. We have yet to receive all the detailed information about this next step. When we do, we will communicate with you all.

### 3. Online Learning over the testing period

Online live lessons will end on Friday 5<sup>th</sup> March. However, everyone should continue to follow their timetables as work will still be set via Teams and this could be an ideal opportunity for individuals to catch up with any missing work. Staff will be in school supporting students and planning for the return and so will not be able to provide live sessions.

We wish to ensure everyone has a positive return to school and recognise for many this will be such a relief to be back with friends, socialising and accessing 'normal' lessons. For others, we also appreciate this will bring some anxieties. Therefore we will be conducting a reintegration session for all year groups in key stages 3 and 4 as highlighted in my letter last week. These sessions, on Wednesday 10<sup>th</sup> and Thursday 11<sup>th</sup> March, will end at approximately 1.30pm and there will be no lunch break on site. Students should bring a suitable snack for morning break to see them through the morning/early afternoon session. Year groups will be dismissed from 1.30pm at 5 minute intervals. The second test will take place either Thursday or Friday when students attend their reintegration session and the final test during week commencing 15<sup>th</sup> March.

This whole, complex process would not be possible without the volunteers who have given so generously of their time to support our school. If you feel able to offer any time at all, just for this last push with mass testing, please contact Mr Hinkins at school, additional assistance is welcomed. Training and PPE will be provided: [david.hinkins@chippingsodburyschool.com](mailto:david.hinkins@chippingsodburyschool.com). On behalf of the whole school community, I do wish to thank everyone who has worked with us to implement this important public health strategy with a view to keeping us all safe.

Thank you for your continued support and your understanding.

Yours sincerely,



Katherine Turner  
Headteacher