



The Minster School

Parent & Student Information - Ready for September
Published : 15th July 2020 - updated 5th September

Introduction

Dear Parent / Carer,

The government has asked all schools to reopen from September 2020, offering a full curriculum for all students while maintaining a range of restrictions to help reduce the spread of Covid-19.

We at The Minster School are looking forward to welcoming all students back into our buildings and recommencing a fuller educational offer for all, although there will be some compromises. For students to return, significant adjustments have been made to our provision and onsite arrangements (based on extensive risk assessment) so that students, staff and the wider community are protected as much as possible from the spread of Covid-19. Our risk assessments are available on the school website.

It is essential that all students and parents / carers take the time to read through this guidance and watch the associated brief video before returning to school. There are new rules in place for students when we reopen to help us keep everyone safe and prevent transmission. Making sure you know what these rules are is really important; your time spent reading this information carefully and sharing it with your children is greatly appreciated.

From September it will be compulsory for children to return to school, including those in more vulnerable categories. We do understand that for some this will cause anxieties and would urge those with concerns due to underlying conditions to contact the school so we can discuss what can be done to help. The pastoral team are already in contact with many families to ease individual students' transition back into school. We, the staff, look forward with optimism to the coming school year and the chance to work directly with our students as a community.



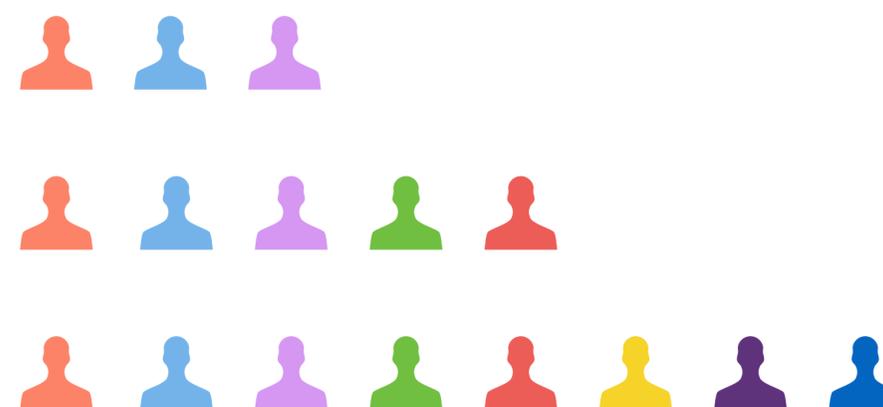
Government Guidance

Here are the links to latest government guidance regarding schools. Originally shared with families on 3rd July. This is subject to short-notice change.

- Parent guidance : <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/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>
- Schools guidance : <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Date	Year groups in school	First day back for ...
Tuesday 1st and Wednesday 2nd September	Staff training days	All staff
Thursday 3rd September	Years 7 and 12 and Juniors	Years 7 and 12 and Juniors
Friday 4th September	Years 7, 10, 12 and 13, Juniors	Years 10 and 13
Monday 7th September	All years	Years 8,9 and 11

A phased return in September



To help all students and in particular those who are new to The Minster School, different year groups will start gradually over a few days to make sure there is the time for them to be fully informed about the arrangements in school and also to make sure they receive a warm welcome. For students in year 7 we will focus on making them feel at home and getting to know the school and each other.



Learning and the school day

How the school day will run, including tutoring, worship and extra-curricular activities



Zones and groups

How we are arranging student groups to maintain separate year group populations



Arrival and Departure

Drop-off, pick up and transport



Staying well

Expectations for handwashing, cleaning and minimising transmission



Break and Lunch

Lunch arrangements, food and drink in school

What to bring to school

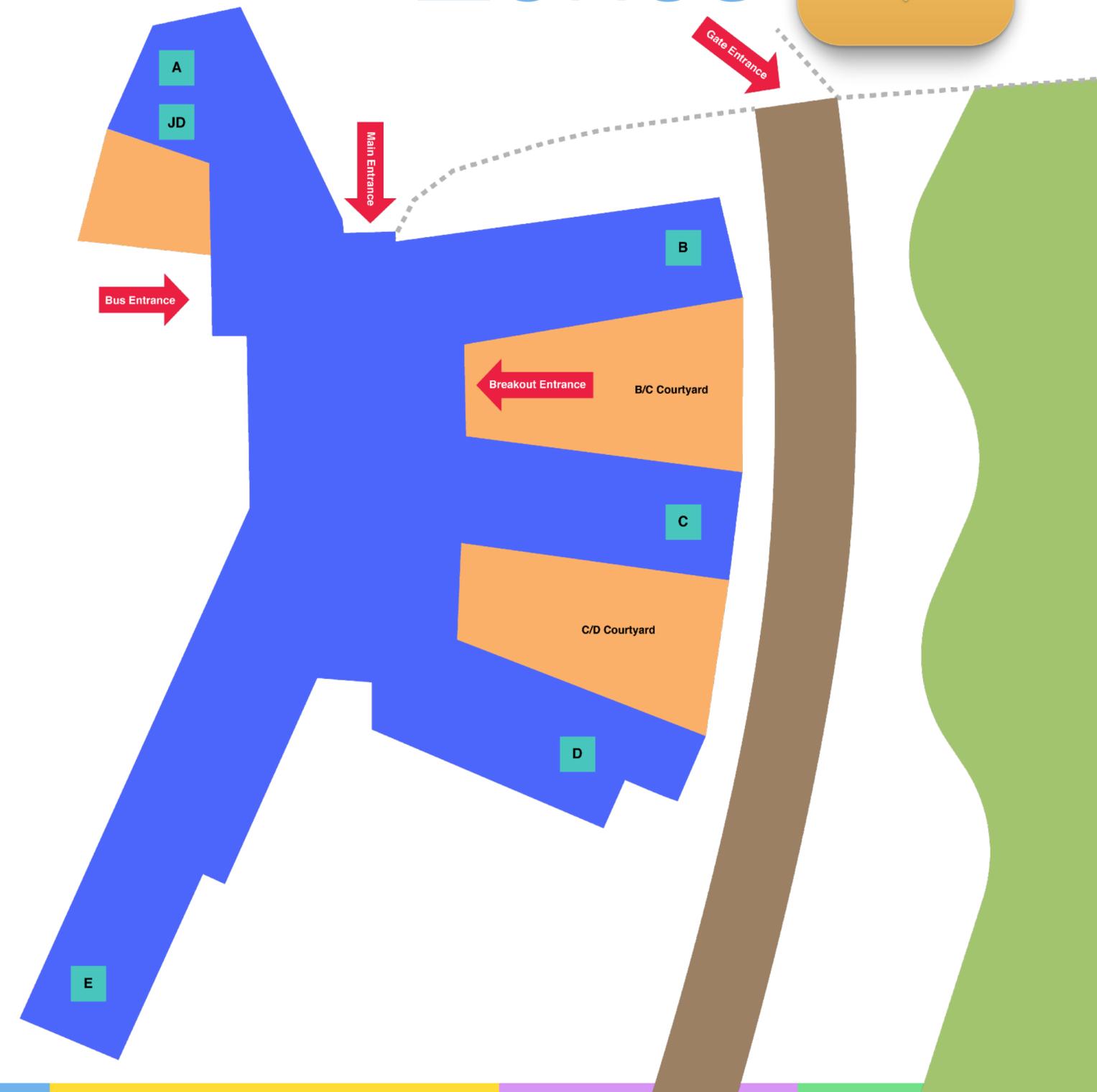


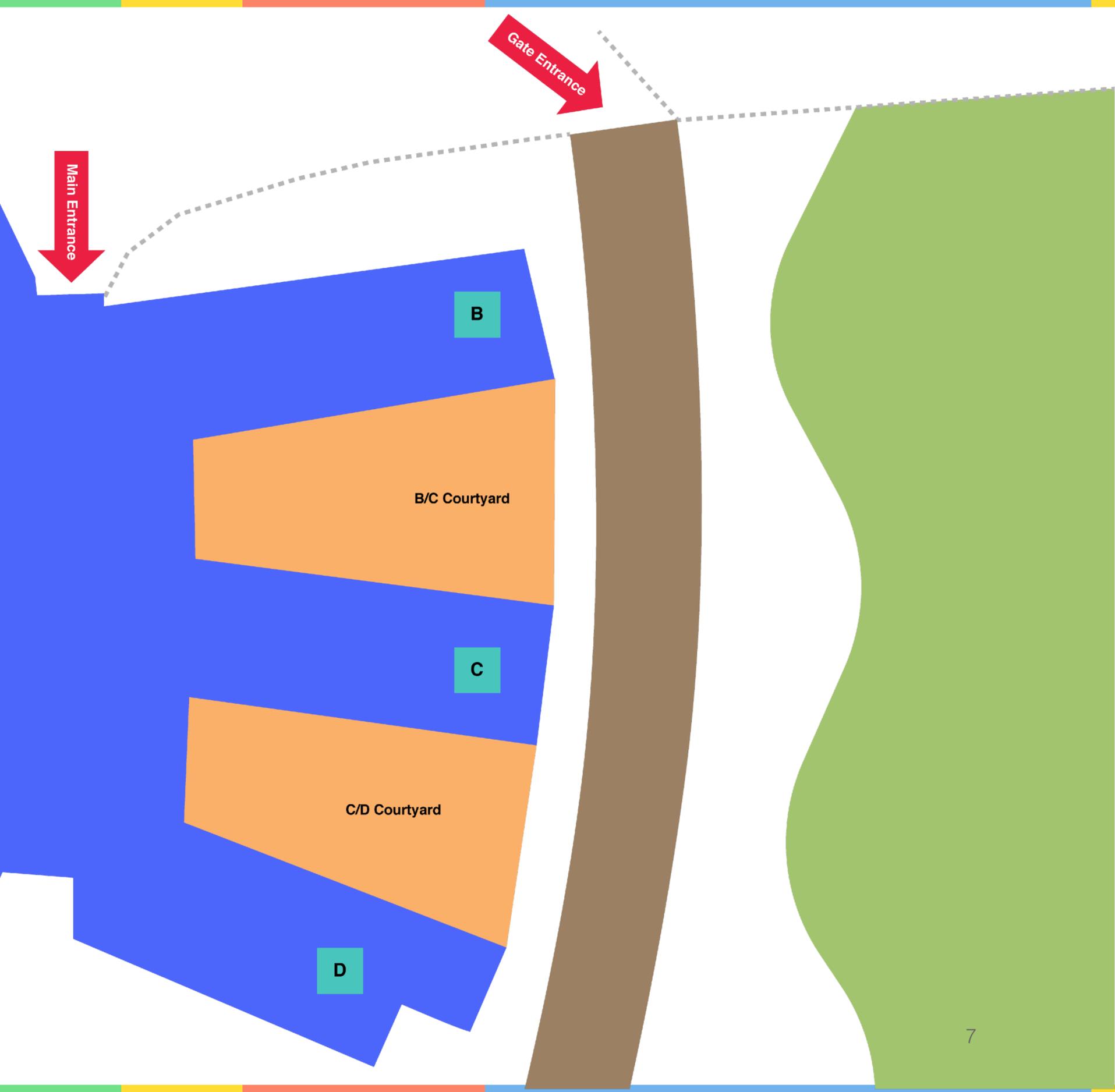
Equipment and uniform

Zones



- Each year group will be separate from others throughout the school day
- Students must remain in allocated year zones each day
- Where students move around the school (for example to reach specialist facilities) this will be controlled
- Each zone will include toilet facilities
- Year groups will have separate lunch and break spaces
- Teachers will mostly move to students for lessons with students remaining in their area of the school
- The pastoral support assistant and a member of the leadership team will be responsible for each zone. They will be available throughout the day to help





Zones

Students must make sure they are familiar with the Zone locations. We will help them with this on their first day back. They must go straight to their allocated waiting area at the beginning of the day and wait to be invited in.

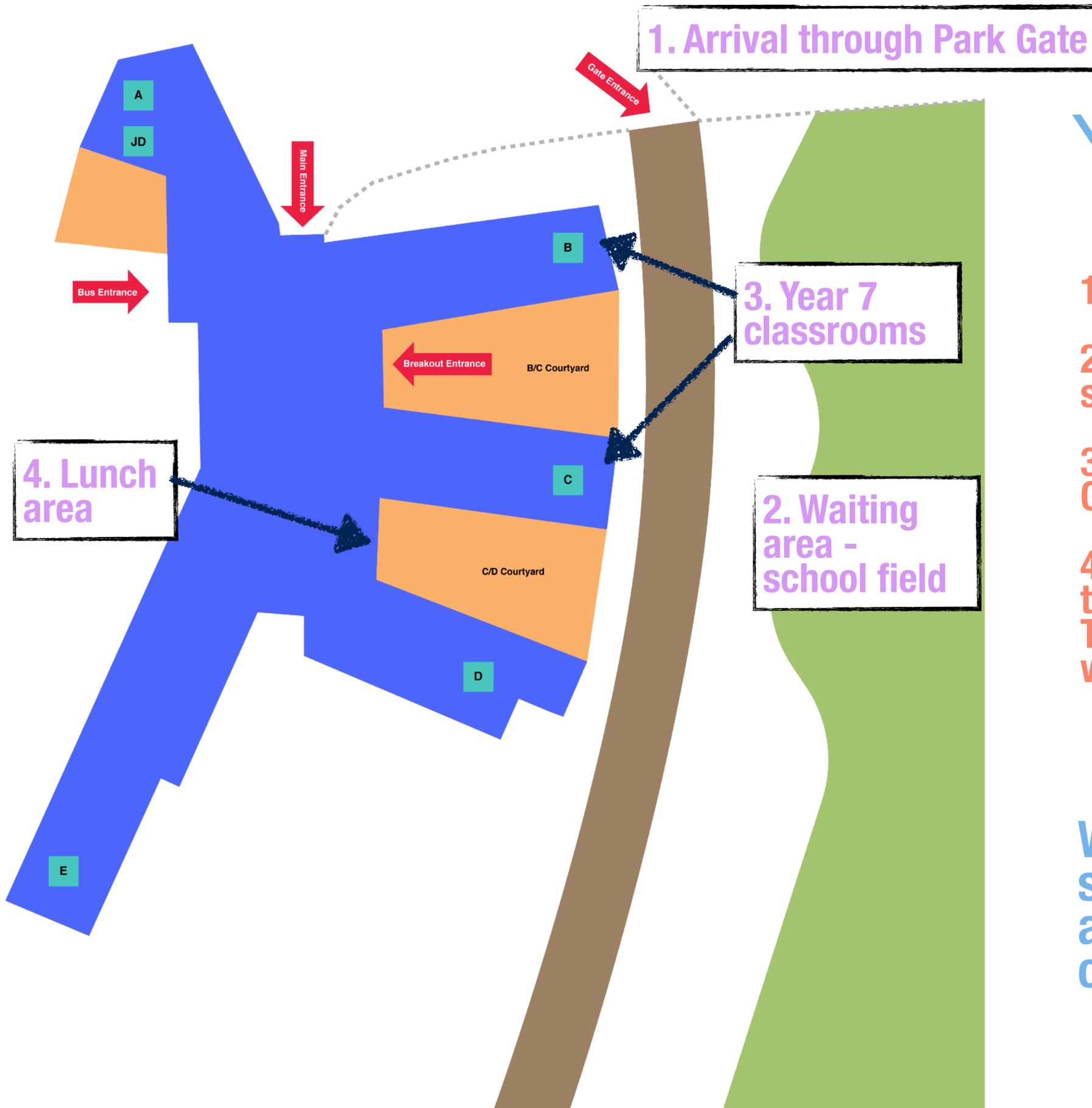
Teachers will co-ordinate and invite students into their learning areas.

Students should maintain social distancing where possible while waiting and during breaks.

Zoning applies all day every day.



Year 7



1. Arrival through Park Gate

3. Year 7 classrooms

2. Waiting area - school field

4. Lunch area

1. Students will arrive through the Park Gate

2. The waiting area for year 7 will be the school field

3. Classrooms for year 7 will be in B block and C block

4. Year 7 students will have lunch and break in the Courtyard cafe and in the C/D courtyard. They will also be able to play on the field if the weather allows

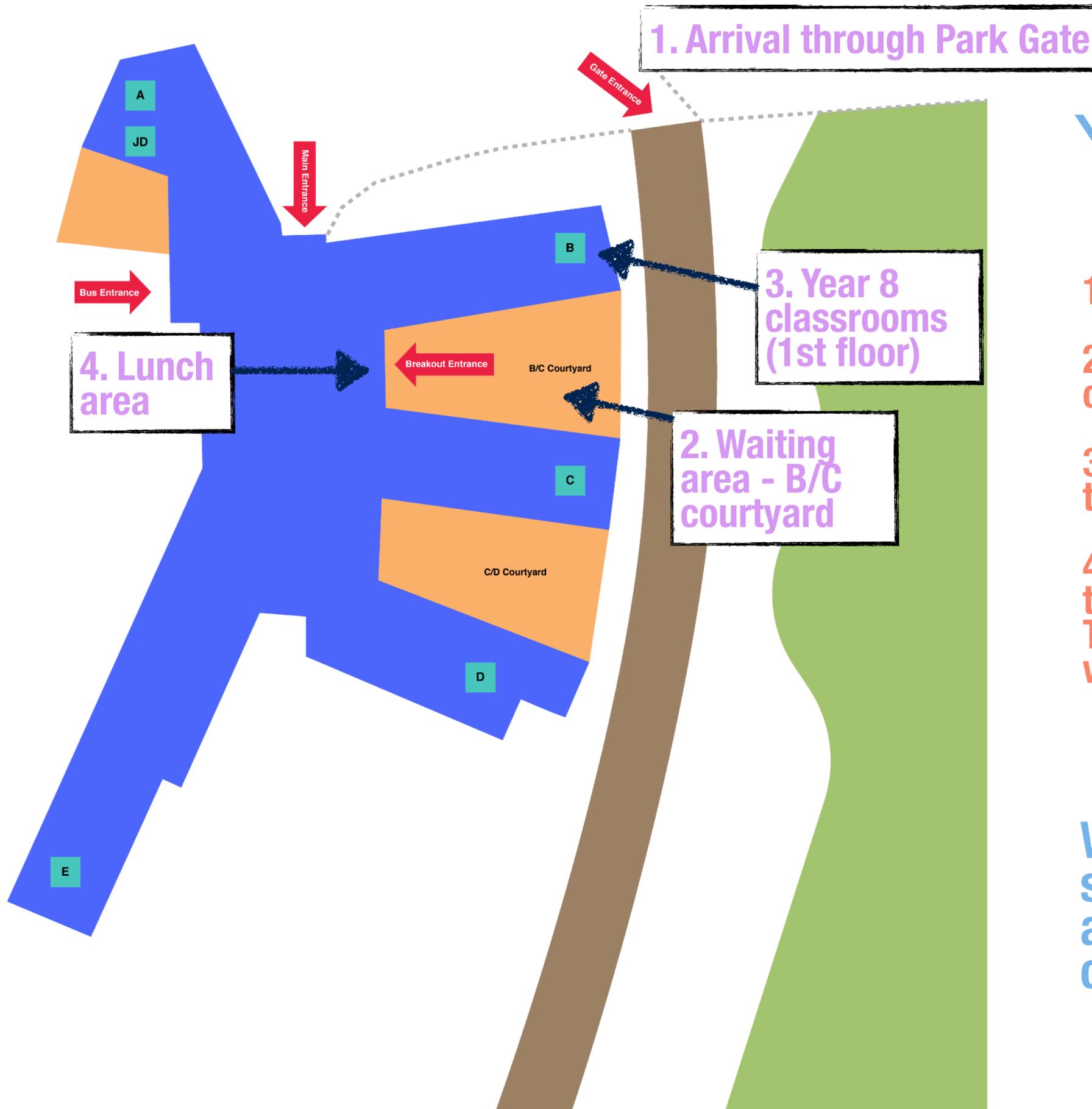
We will make sure all students are supported to understand the arrangements when they come in on their first day

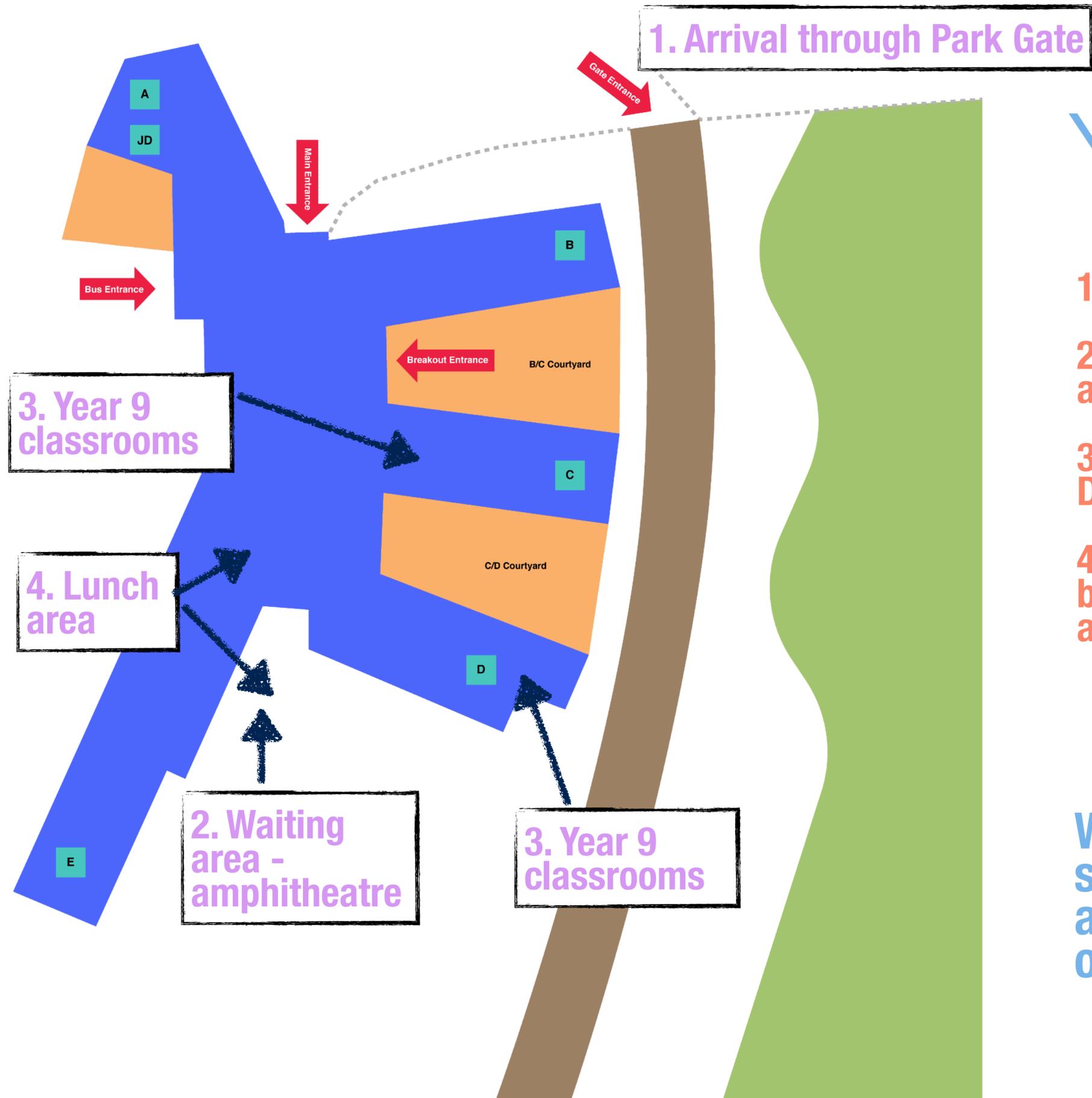


Year 8

1. Students will arrive through the Park Gate
2. The waiting area for year 8 will be the B/C courtyard
3. Classrooms for year 8 will be in B block on the first floor
4. Year 8 students will have lunch and break in the Hall Breakout and in the B/C courtyard. They will also be able to play on the field if the weather allows

We will make sure all students are supported to understand the arrangements when they come in on their first day





Year 9

1. Students will arrive through the Park Gate
2. The waiting area for year 9 will be the amphitheatre
3. Classrooms for year 9 will be in C block and D block downstairs
4. Year 9 students will have their lunch and break in the main dining area and the amphitheatre.

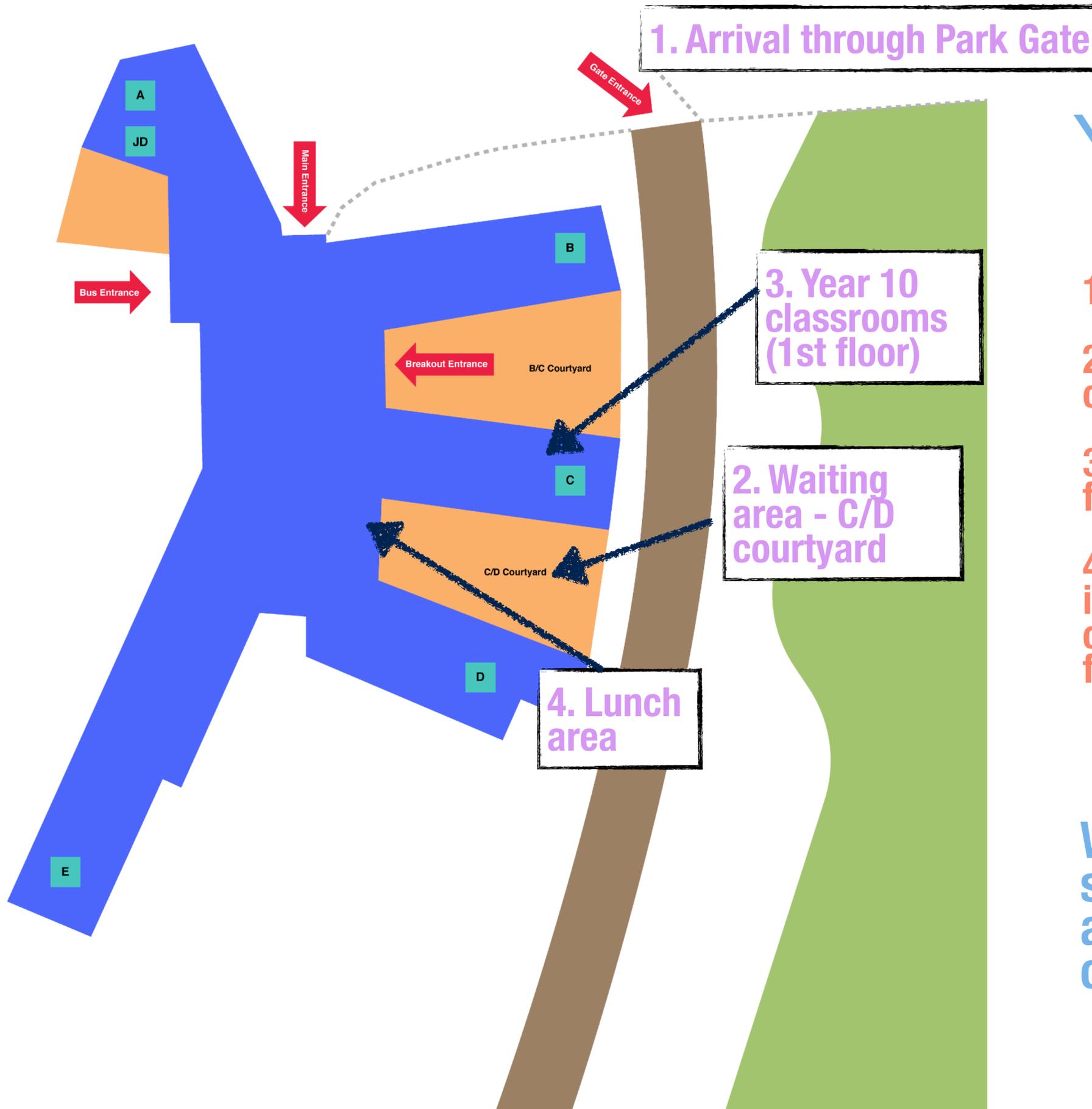
We will make sure all students are supported to understand the arrangements when they come in on their first day



Year 10

1. Students will arrive through the Park Gate
2. The waiting area for year 10 will be the C/D courtyard
3. Classrooms for year 10 will be on the first floor in C block
4. Year 10 students will have lunch and break in the Courtyard cafe and in the C/D courtyard. They will also be able to be on the field if the weather allows

We will make sure all students are supported to understand the arrangements when they come in on their first day





Year 11

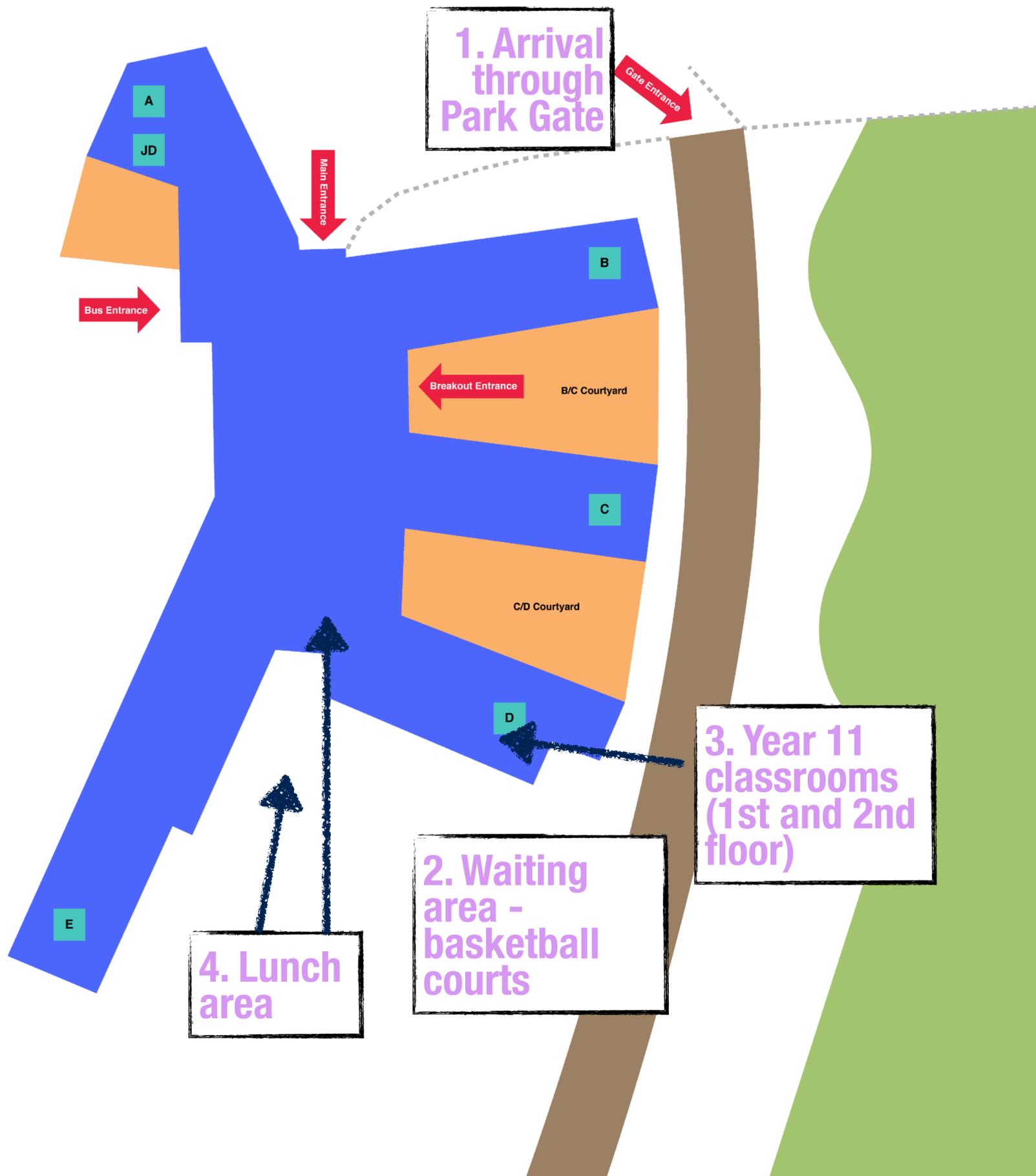
1. Students will arrive through Park Gate

2. The waiting area for year 11 will be the basketball courts

3. Classrooms for year 11 will be on the first and second floor in D block (nearest the fields)

4. Year 11 students will have their lunch and break in the main dining area and the amphitheatre.

We will make sure all students are supported to understand the arrangements when they come in on their first day





Year 12

1. Students will arrive through the Bus entrance

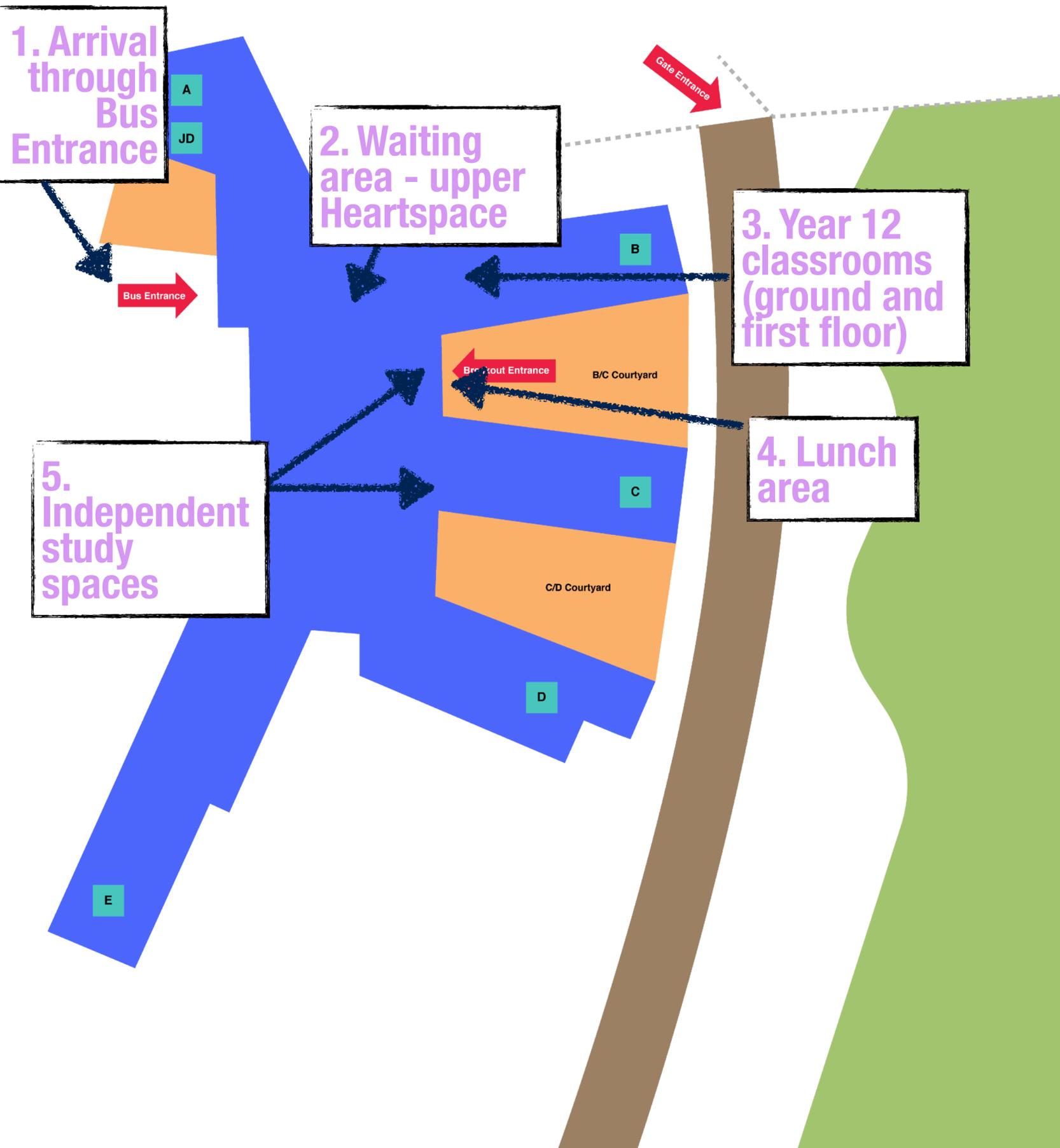
2. The waiting area for year 12 will be the upper Heartspace (near reception)

3. Classrooms for year 12 will be in B block (ground floor and first floor)

4. Year 12 students will have their lunch and break in the Hall breakout and courtyard.

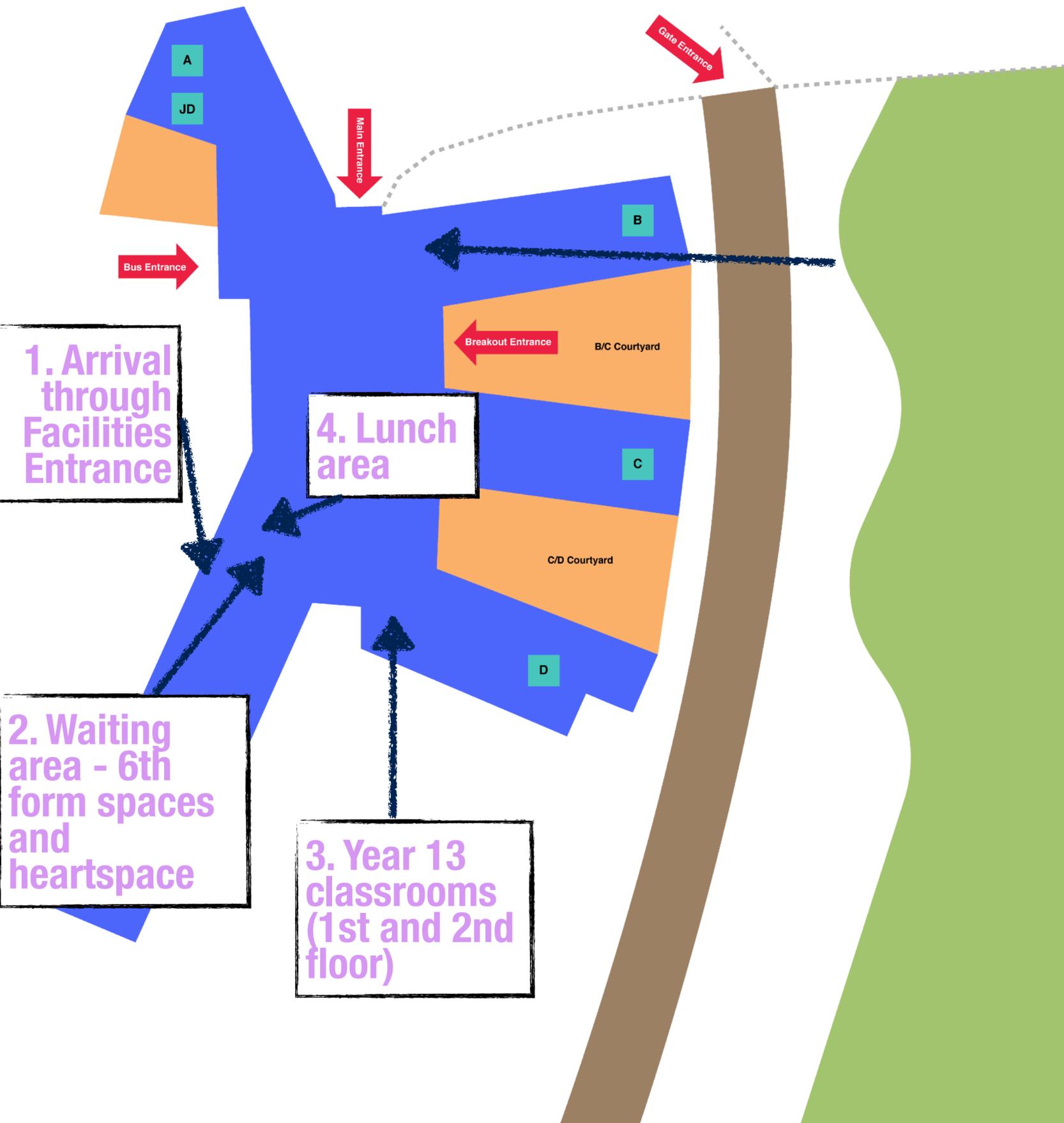
5. The breakout will also be their designated independent study space, along with the C45 ICT suite

We will make sure all students are supported to understand the arrangements when they come in on their first day





Year 13



1. Students will arrive through the Facilities Entrance and the 6th form cafe

2. The waiting area for year 13 will be the lower 6th form study room, cafe and the lower half of the heartspace

3. Classrooms for year 13 will be on the first and second floor in D block (nearest the Heartspace)

4. Year 13 students will have their lunch and break in the 6th form study room, cafe and “street cafe”.

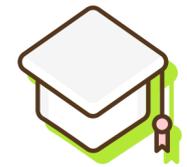
We will make sure all students are supported to understand the arrangements when they come in on their first day

Staying well



Hand washing

On entering the building students must properly use the hand sanitiser provided. They must also use hand sanitiser when they return from break and lunch. Students will also be asked to use antiviral wipes with some equipment from time to time



In the classroom

All classrooms will be arranged with desks facing forwards. There will be a seating plan and students must sit in their allocated space. If students need to move they must ask the teacher. The teacher will have a designated space at the front of the class - students can't go into this space.



Toilets

Students must use the set of toilets for their year group. They must wash their hands with soap and water after visiting the toilets. Students may go to the toilets at any time when in school.

Face coverings



Students should come to school with a face covering. They will be asked to use it inside when moving around in public spaces - for example at lesson changes. Students must bring a plastic bag for it to be kept when not in use. Disposal points are available in school if needed.

Staying well



- **Social distancing** - where possible students should keep 1m or more apart. This applies in particular before and after school, at break and at lunchtime when outside. We will use outside spaces as much as possible.
- There will be some **one way systems** and instructions when moving around. The general rule is “**keep left in corridors**”.
- There is no time when **physical contact** between students or with staff is OK, except in medical emergencies.
- **No sharing** of personal items - students should **bring their own bag** with the things they need each day and these must not be shared with others. **No lockers** will be available for the time being.
- **If your child has Covid-19 symptoms keep them at home - Follow the instructions on the additional guidance sheet on the school website.**
[CLICK HERE](#)

Arrival and Departure



1 As many students as possible are encouraged to walk or cycle to school. Social distancing rules must be obeyed on the way to and from school.

2 Parents /carers are encouraged to drive students to school if walking is not possible. Lifts must not be shared and drop off should be in the long stay car park (behind the leisure centre). With an increase in the number of cars, the area immediately outside the school car park should be avoided

3 School bus and public transport is available on the usual routes but parents must ensure any students using these facilities stringently follow the rules as set out by the transport provider, including wearing a face covering.

4 All students must make their way to their designated entrance to access the school site, regardless of how they arrive at school. Students must not congregate outside the gates either at the beginning or the end of the day.

5 Parents / carers are asked not to congregate outside the school. It is not possible for parents / carers to come onto the school site at present, unless by appointment in advance with a member of staff

Break and Lunch



- There is one 30 minute break in the middle of each day and one 20 minute morning break - students must remain in their Zones at break. Lunch and break will be staggered for different years with cleaning between sittings.
- Students will be outside and may need a coat / umbrella depending on the weather.
- Parents should add lunch money to student cards online - adding money in school won't be possible.
- School lunches will be served every day in each Zone although they will have a more restricted menu. Students must make sure they dispose carefully of all waste as this presents a particular risk.
- Students should bring a filled water bottle with them each day - access to drinking fountains in school may be restricted.



There will be a full curriculum on offer with all the usual subjects and specialist teachers. School trips are currently restricted.



Students will stay together as a distinct cohort (in one zone). Sometimes they may visit other areas of the school with a teacher to use specialist facilities. For example, PE and ICT. Some practical subjects may be taught in classrooms.



Teachers will move to students.



Tutor groups will be year based for now but will revert to vertical as soon as possible. Acts of Worship will be in tutor groups

Teaching and Learning

Important : Please note changed start and end times to the day



Time	All days except Wed
8.50am	Lesson 1
9.50am	Tutor time
10.10am	Lesson 2 including break
11.30am	Lesson 3
12.30pm	Lesson 4 including lunch
2.00pm	Lesson 5
3.00pm	Phased end of school day
3.15pm	School buses depart

Time	Wednesday
8.50am	Lesson 1
9.50am	Lesson 2 including break
11.10am	Tutor time
11.30am	Lesson 3 including lunch
1.00pm	Lesson 4
2.00pm	Phased end of school day
2.15pm	School buses depart



After school activities will be available including sports clubs, music and performance activities, catch up study sessions and detentions. They will all be year based. Late buses will run including on Wednesday afternoons.



Peripatetic music lessons will be available in school for some disciplines from next term. The music department will be sending further details.

Phased end of day (1 hour earlier on Wednesday) Buses depart at 3.15pm

2.45pm

Junior School

2.50pm

Year 7 - Park Gate

2.55pm

Year 8 - Main exit
Year 9 - Park Gate

3.00pm

Year 10 - Park Gate
Year 12 - Main exit

3.05pm

Year 11 - Park Gate
Year 13 - Main exit
& Caretakers exit

What to bring to school



Uniform

Students should wear the normal school uniform from September. Full details are available on the website.

On days where students have a practical PE lesson they should wear their school PE kit and trainers for that day. Full details will be sent by the PE department before September.

Personal equipment

Each student should bring their own set of equipment in a school bag each day. They must not share this equipment with other students.

- Pen, pencil and ruler
- Calculator
- Small pack of tissues
- Individual hand sanitiser (if possible)
- Glue stick
- Filled water bottle

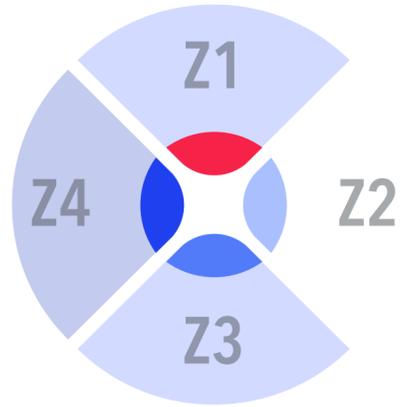
Mobile phones are permitted but should not be seen or used after 8.30am.

Exercise books

Students will be issued with exercise books for use in different subjects. They will need to keep these at home and bring them in their school bags on the days they have that subject. It is important students are organised and bring the right books on the right days.

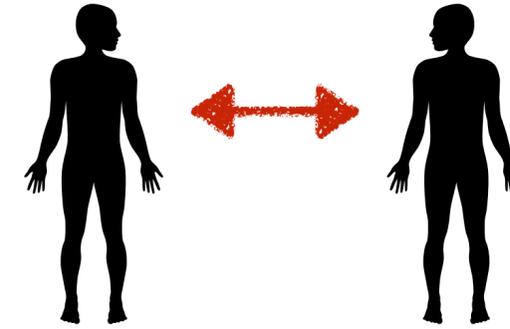
Teachers will collect, mark and return exercise books as usual, being mindful of hygiene when doing so.

Stick to your zones



No congregating
outside school

Maintain social distance
when you can - no contact



The Main Student Rules

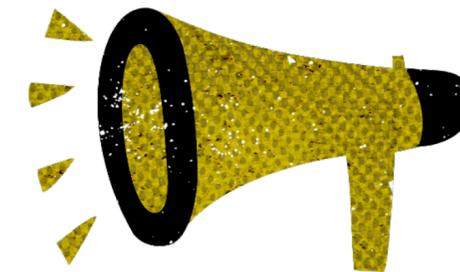


Come equipped
every day



Follow hand
cleaning guidance

Behave well in
learning sessions



Follow all staff
instructions

We look forward to welcoming students in September



Watch
video

Read
guide

Keep up
to date

Our expectations will be very high to support the health and well-being of all in the school community. Unfortunately if students are unable to meet our expectations they may have to be excluded from the provision for the safety of all.

Further emails and website updates will be sent over coming weeks and before our return in September. These will include:

- Emailed information about tutor group and tutor room
- Specific video briefing and information for year 7 families
- Specific information for year 12 registration and first day
- Information about peripatetic music lessons
- Information about PE lessons
- Updates as needed and according to latest national guidance
- Information about our online payment system, including adding money to student cards

If you have any urgent questions not covered in this guidance please contact the school through office@minster.notts.sch.uk