



COMMUNITY

28th August 2020

## Whole-School Pastoral Letter

Dear Parent/Carer,

We are really excited to finally welcome all students back to school!

As we approach the start of the school year, we wanted to outline some **key changes and information** you and your child will need to know in preparation for their return to school life.

### The Pastoral team

There have been a number of new additions and changes to the pastoral team. Each year group will have a dedicated Behaviour for Learning coordinator (BfL) who is responsible for your child's wellbeing and will be the first point of contact for yourself. The BfL's are as follows:

- Year 7 BfL - Ms Brook
- Year 8 BfL - Ms Hirst
- Year 9 BfL - Ms Jones
- Year 10 BfL - Mr Sinclair
- Year 11 BfL - Ms Gledhill

Alongside these BfLs, we also have **Ms LeRoy** who is our **Home Liaison Officer** and **Ms Wood** our **School Counsellor**. Both of these staff members are part of our wider Safeguarding Team.



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## Attendance

As with all school years, this is no different regarding attendance. **Students are expected** to attend on time, every day, during term time. If for any reason your son/daughter cannot attend school, you must contact the main office before 8:45am each day your child is absent from school. If your child is absent and we have not received a call informing us of this, your child's BFL or a member of the attendance team will contact you to confirm the reason for absence.

If your child is absent for **COVID-19 related issues**, please inform us of this and follow government guidelines with regards to self isolation and testing. Please see the flowchart at the end of this letter for support.

If your Child is anxious about returning to Newsome High School and you fear they may not attend due to their level of anxiety, we advise that you contact us as soon as possible so we can reassure them and arrange a plan for their successful return. It is paramount that we start the academic year positively together.

- Please email Ms Leroy at [rleroy@newsomehigh.kirklees.sch.uk](mailto:rleroy@newsomehigh.kirklees.sch.uk) if you have any concerns.

## Behaviour

We always maintain high expectations of behaviour from our students and this year is no exception. The Behaviour Policy remains in place but with additional amendments to reflect the current situation (the addendum AD policy can be found on the school website).

**As well as the current behaviours listed in the Behaviour Policy which can result in a sanction, the following are additional examples of unacceptable COVID-19 related behaviour:**

- Refusing to sanitise hands
- Refusing to wear a face covering
- Deliberately making contact with another person
- Deliberately moving or attempting to move within an unacceptable distance of a member of staff
- Refusing to stay in allocated social area
- Deliberately performing actions associated with symptoms of COVID-19 such as coughing and/or sneezing

**\*This list is by no means exhaustive**

**The key amendments to the Behaviour Policy are as follows:**

- If a student receives a C3 during a lesson, they will be removed from the lesson and continue their work with their BFL for the remainder of that lesson.
- If a student receives two C3s in a day, their parent/guardian will be contacted and the student will incur a 30 minute detention with their BFL the following day from 3-3:30pm.
- If a student receives three C3s in a day, they will face a significant sanction up to and including a fixed term exclusion.

Our system for rewarding and recognising those students who perform well in both classroom and social settings remains intact and we expect to see a high number of our students continue to gain their RITA reward badges.





## The school day

### Key Stage 3:

	Year 7	Year 8	Year 9
<b>Zone</b>	Tower Block Upper	Tower Block Lower	Science
<b>Entry</b>	HI Entrance	MFL Entrance	Student Entrance
<b>Arrive</b>	<b>8:35</b>	<b>8:40</b>	<b>8:45</b>
<b>Team Time</b>	8:40	8:45	8:50
<b>Period 1</b>	9:10	9:10	9:10
<b>KS3 Break</b>	<b>10:05</b>	<b>10:10</b>	<b>10:10</b>
<b>Period 2</b>	10:25	10:30	10:30
<b>Period 3</b>	11:25	11:30	11:30
<b>KS3 Lunch</b>	<b>12:25</b>	<b>12:30</b>	<b>12:30</b>
<b>Period 4</b>	12:55	13:00	13:00
<b>Period 5</b>	13:55	14:00	14:00
<b>Exit</b>	<b>14:55</b>	<b>15:00</b>	<b>15:05</b>
<b>Toilets</b>	Tower block toilets	Student Toilets	Canteen toilet/PE toilets
<b>Social space</b>	LRC/Court	Dining Hall/Quad	Canteen/Astro





## Key Stage 4:

	Year 10	Year 11
Zone	Maths	CAPE
Entry	PI Entrance	PFL
Arrive	<b>8:50</b>	<b>8:30</b>
Team Time	8:55	8:45
Period 1	9:10	9:10
Period 2	10:10	10:10
KS4 Break	<b>11:05</b>	<b>11:10</b>
Period 3	11:25	11:30
Period 4	12:25	12:30
KS4 Lunch	<b>13:25</b>	<b>13:30</b>
Period 5	13:55	14:00
Exit	<b>14:55</b>	<b>Period 6 15:00-16:00</b>
Toilets	PFL (lesson)	Student Toilets (cleaned between)
Social Space	Canteen/Court	Dining Hall/ Quad





## Uniform

Students must wear **full school uniform**. Face coverings are to be **worn by students at all times** (unless instructed otherwise and/or for specific health reasons). In order to reduce the possibility of transmission of the virus between school and home, students will only be allowed to bring a limited selection of items. ALL basic school equipment will be provided in a personalised pack and kept at school this means NO pencil cases etc. to be brought into school. Also a reminder that chewing gum is strictly forbidden.

Students will need:

- Water bottle (labelled)
- Lunch/Snacks if not eating from the canteen
- A small bag to keep face covering in when not worn (while eating/outside)

If students need to carry anything else on their person, it must remain in their school bag at all times.

A reminder that no cash is to be brought into school. All payments must be made through ParentPay via Parent account or a barcoded letter can be requested from the finance team to use at a Paypoint (email: office@newsomehigh.kirklees.sch.uk).

## Start/Finish times

In order to limit the number of students entering and exiting the building at any one time, the school day has been slightly amended for students. Each year group will be allocated with a time slot to arrive at school as well as a specific entrance and exit. On entering school, students must sanitise their hands at the station and then go directly to their Team room which they will be informed of on their first day.

Year Group	Entrance & Exit	Entrance & Exit Time
7	HI entrance (next to the astro turf)	08:35 & 14:55
8	MFL entrance (to the left of reception)	08:40 & 15:00
9	Usual student entrance (Be Ready)	08:45 & 15:05
10	PI entrance (side car park, front)	08:50 & 14:55
11	PFL entrance (side car park, rear)	08:30 & 16:00 (P6)

- **Please note, students should not come onto the school site before their allotted time and must leave the school site promptly.**





## Drop-off and collection

The school driveway and car park will only be accessible for staff and those students who require specialised transport. **All drop-offs and collections of students must now take place away from the school site.** Parents/Carers and Children should observe social distancing and not congregate - please ensure any children picking up siblings are aware of and follow the guidance issued by primary schools. Any student not adhering to these guidelines will not be allowed to collect their sibling and it will be your responsibility to find alternative arrangements.

All parking restrictions and road markings on the neighbouring streets should be obeyed and congestion avoided. When these rules are flouted, the road becomes dangerous for our children due to reduced visibility and an increased risk of accidents.

## Social times

Each year group has been allocated a specific area of school for social time. Students are expected to stay within these designated areas at all times. Students will have their usual morning break and lunch although there will be some changes to the timings of these. They will be able to purchase food and drink but this menu will be more limited than usual. Please ensure accounts are topped up via Parentpay as we are operating a cashless system. **NO cash can be accepted at school.**

This time must also be used for going to the toilet. Due to the current situation, students will not be able to use the toilets during lesson times, except in emergency or for medical reasons. Students must also ensure they wash their hands thoroughly before leaving the toilets.

## Visiting the school site

Parents/Carers **must not come on to the school site without an appointment.** If you need to speak to your child or a member of staff, please contact school via telephone/email.

There have been a number of changes highlighted here and we are fully aware that it will take some time for all of us to adjust. It is however essential that we all adhere to these changes and procedures to ensure the safety and wellbeing of each and every stakeholder.

Yours faithfully,

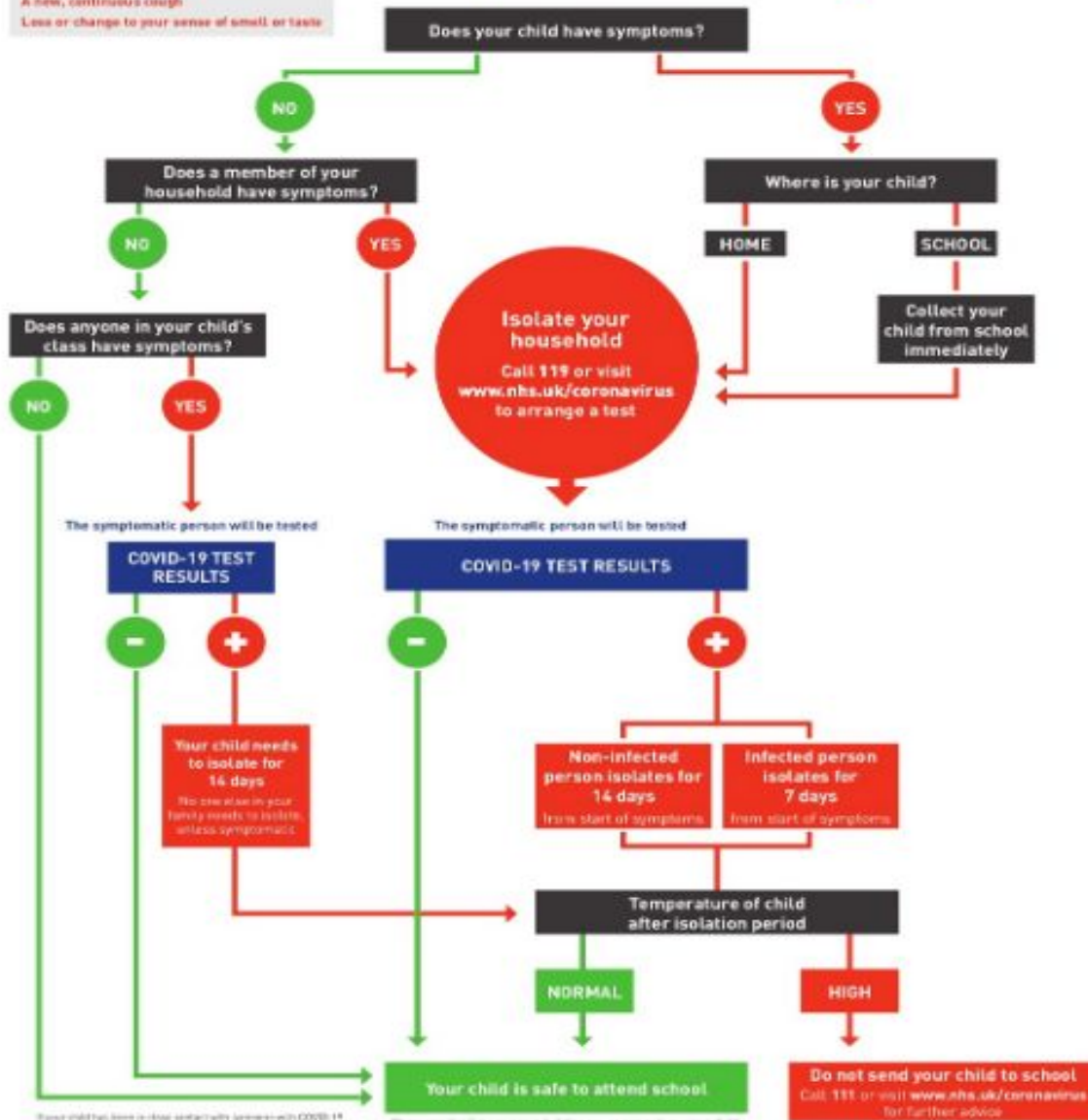
Mr S Mitchell  
Assistant Headteacher  
Personal Development, Behaviour and Attitudes





## School child isolation guide for parents and guardians

**Symptoms include:**  
 High temperature - 37.8°C or above  
 A new, continuous cough  
 Loss or change to your sense of smell or taste



If your child has been in close contact with someone with COVID-19 symptoms and that person does not like with you or attend the same school as your child, your child does not need to isolate. If your child develops COVID-19 symptoms please follow the chart above.

Please ensure that if you have been isolating, you do not attend your school, work or your child is to school until you have completed the full 14-day isolation period.

**Do not send your child to school**  
 Call 119 or visit [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) for further advice



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