



26th February 2021

Dear Parents and Carers

I am writing to let you know our arrangements for the return to school from 8th March. Many thanks for your patience as we have worked this week to make plans and take into account the government guidelines that we have been issued.

We will be taking a phased return to school and will spend the first three days giving children their first test. Children will be invited into school at a specific time and will have their test and then return home. Remote learning will be set for these days. We will then welcome back Year 10 and 11 on Thursday 11th March and Year 7, 8, 9 on Friday 12th March. This will allow us to have a return to school programme running with them where we get used to changes and remind ourselves of the expectations and routines of school. We will also focus on wellbeing in these sessions.

A summary of the return details is in the table on the back page of this letter.

We will be posting home a consent form for testing and further details of testing and appointment times early next week- it is important that children arrive for their appointment slot. They will need to wear a mask and remain socially distanced. This is particularly important as if any of the students do test positive they and their 'close contacts' will be required to isolate. Miss Cassels can be contacted with any questions about this on LCassels@castlemanor.org.uk but I suggest waiting for the complete details next week before raising your questions.

As I also said in my letter earlier in the week students will be expected to wear masks in classrooms and indoors at school, including when we 'muster' in the mornings and after break and lunch. This is a short term plan from the Government in place until at least Easter. Children will be expected to bring their mask to school with them and I recommend they also bring a spare mask.

There are a small number of children who are medically exempt. These students will need to wear a lanyard to identify this so that they do not spend their day being told to wear a mask by staff. If you think your child needs this exemption please email Mrs Beaton on JBeaton@castlemanor.org.uk. Staff will most likely to be wearing a mask to teach when we return- this is the guidance if they cannot remain more than 2 metres away from children. This makes communication a challenge, especially for any children with hearing difficulties and we are working to make sure that we have clear adjustments including masks with clear panels that we can use if it supports children. Again Mrs Beaton can be contacted to discuss any issues with this.

Headteacher: Mrs. Vanessa Whitcombe

Unity Schools Partnership is a charitable company limited by guarantee and registered in England and Wales with company number 07400386. The registered office is at Unity SP Offices, Park Road, Haverhill, Suffolk, CB9 7YD.



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In order to support children to be prepared for the expectations of testing and mask wearing I will be releasing some videos to explain expectations, including one of our testing centre and how it works. I am hopeful that we can test as many children as possible and make sure that we are all doing everything we can to stay as safe as possible. We have been testing children in school since Christmas and I am so impressed with how well they have adapted- they so often show us the way!

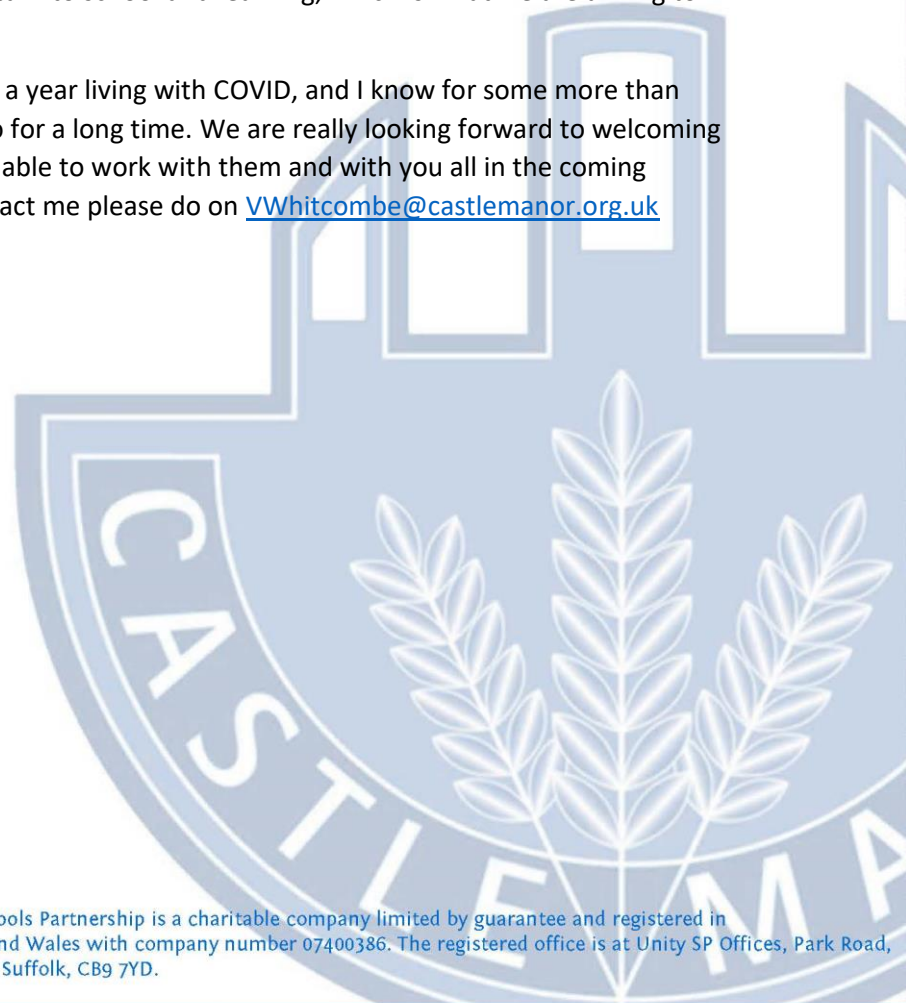
We are aware that children will have grown during their time at home and high street shops have not been open. I know many parents have purchased new uniform online, and really appreciate the efforts made as it can be very tricky. Of course we need to be kind and understand that there may be some issues, but we would like to work on expectation of full uniform from the return to school. If you have any problems at all please contact Mr Hughes on THughes@castlemanor.org.uk

In amongst all of this back to school planning we have also received guidance from the Department for Education about Year 11 grades and how they will be assessed by teachers. We will be in touch with Year 11 and their parents when we have more information to share, but the focus for them and all children needs to be on a smooth return to school and learning, which is what we are aiming to provide.

It is startling that we have spent almost a year living with COVID, and I know for some more than others it has really impacted and will do for a long time. We are really looking forward to welcoming your children back to school, and being able to work with them and with you all in the coming weeks. As ever if you would like to contact me please do on VWhitcombe@castlemanor.org.uk

My best wishes to you all

Vanessa Whitcombe
Headteacher
Castle Manor Academy



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Date	Testing Centre	Teaching	Key worker/ Vulnerable
Monday 8th March	11 and 10 TEST 1 Test and go home	Live tutor times Remote set work online	All groups open
Tuesday 9th March	9 and 8 TEST 1 Test and go home	Live tutor times Remote set work online	All groups open
Wednesday 10th March	7 (morning) TEST 1 Test and go home	Live tutor times Remote set work online	All groups open
Thursday 11th March	11 and 10 TEST 2 In school during lesson time	Extended tutor time for both Year 10 and 11 (session 1 and 2). Then normal lessons 7-9 remote set work online	Year 10-11 in mainstream lessons Year 7-9 open but places need to be booked with Mrs Horne on VHorne@castlemanor.org.uk
Friday 12th March	9 and 8 TEST 2 In school during lesson time	All years are back to school. Extended tutor time for Year 7-11 during sessions 1 and 2 then normal lessons.	
Monday 15th March	11 TEST 3 and 7 TEST 2 In school during lesson time	Normal lessons for all. Students to leave for testing	
Tuesday 16th March	10 and 9 TEST 3 In school during lesson time	Normal lessons for all	
Wednesday 17th March	8 TEST 3 In school during lesson time	Normal lessons for all	
Thursday 18th March	7 TEST 3 In school during lesson time-	Normal lessons for all	

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