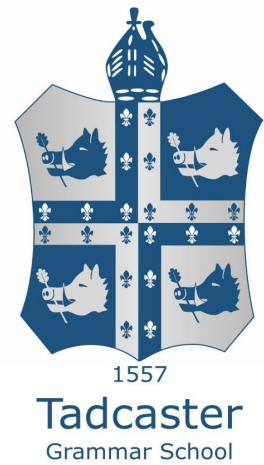


# Be your best self

Thursday 8th October 2020



Dear Parents, Carers & Students,

Five weeks into term and I have been so impressed with the responsible and considerate way our fantastic students are approaching their studies. Working under the conditions dictated by our current Covid-19 operational plan has been challenging for students as they are not given the chance to mix with other year groups or access the full physical resources of the school. As I look out my office window now, I can also see staff laden with their lesson resources (in the inclement weather) moving between up to 6 different rooms a day across the site to teach different year groups, in addition to completing school supervisory duties. I hope we will be able to reflect on this situation in the near future as a past chapter in school life.

You will also be aware that recently we have managed two positive Covid-19 cases within school which regrettably meant that groups of Year 7 and Year 9 students had to isolate at home. The Year 9 case came to our attention last Saturday and through many members of the pastoral team and senior leadership team working extensive hours during their weekend we were able to reopen the school for Year 9 on Monday, minus the group of those in isolation who will continue their education on-line.

Both of the positive Covid-19 cases amongst our students came to our attention during out-of-hours periods when the school switchboard was closed. We need to know about positive cases as soon as possible, even when the school is closed. As such, I will be writing to you again soon to detail how parents/carers can report a positive Covid-19 test if one occurs with their children who are currently at the school out of school hours via the school website.

I also write to keep you updated about a number of operational issues which have been amended as we review our current way of working to ensure all students and staff feel safe and supported.

## The STAR MAT face covering protocol



A reminder about our face covering protocol. Students have been superb on the whole in keeping to this guidance. Students must be in possession of a face covering at all times and the responsibility to provide a face covering rests with the individual student. The mode seems very much the washable type of face covering.

### Students

- Students should not normally wear face coverings in lessons or outside.
- However, if wearing a face covering in lessons or outside benefits a student's wellbeing, they may wear one.
- Students must wear a face covering when leaving lessons, at transfer times and when moving within buildings (unless exempt).
- Students should remove face coverings when eating and drinking during the allocated break times for individual year groups.
- Students are only permitted to wear a face covering which covers the nose and mouth.
- **Students must provide their own face coverings.**
- Face coverings should ideally be plain coloured and acceptable in a school setting.
- Year Team Leaders will act as the arbiter of what is an appropriate type of face covering.
- At the end of lesson 6, students who are using school buses should put their face covering on before leaving their classroom under supervision of the adult(s) present (unless exempt).

### Parents and carers

- School is closed to routine visitors. Any essential visits to school should be sanctioned by SLT in advance and normally scheduled to take place outside of school hours (3.30 pm onwards).
- All parents and carers visiting the school site must wear face coverings, unless exempt, if invited onto school grounds.
- All Trust school entrance foyers will be provided with sterile masks which can be given to visitors who may present without a face covering.

You can access the full STAR MAT guidance on face coverings and other COVID-19 updates at:

<https://web.starmat.uk/coronavirus-covid-19-updates/>

### COVID-19-related student absence

A reminder of what action to take with Covid-19-related absence can be found on our website [here](#). I have included this important information at the end of this letter as well (although the hyperlinks will not be active).

Can I also ask that if your child is absent with a Covid-19 related illness or issue, and especially if they are taken for a test, that you confirm the outcome of the test and the return date with our Attendance Officer (Ms L. Oxer [attendance@tgs.starmat.uk](mailto:attendance@tgs.starmat.uk) before they return to school.

## Amendments to the internal timings of the school day

### CURRENT MODEL

	AM REG	8.40 - 9.05	9.05-9.35	9.35-10.05	10.05-10.35	10.35-11.05	11.05-11.35	11.35-12.05	12.05-12.35	PM REG	12.35-1.05	1.05-1.35	1.35-2.05	2.05-2.35	2.35-3.05
Year 7			2		3	4a	lunch	4b	5a	break	5b			6	
Year 8			2		3	break	4	lunch	5	break				6	
Year 9			2		3	break	4	lunch	5	break				6	
Year 10			2		3	break	4	lunch	5	break				6	
Year 11			2		3	break	4	lunch	5	break				6	
Year 12/13			2		3	4	lunch	5	5					6	

### NEW MODEL: From Monday 12th October 2020

	AM REG	8.40 - 9.05	9.05-10.05	10.05-11.05	11.05-11.35	11.35-12.05	12.05-12.35	PM REG	12.35-1.05	1.05-1.35	1.35-2.05	2.05-2.35	2.35-3.05
Year 7			2	3	break	4	Lunch	5	5				6
Year 8			2	3	4	Lunch	5	5	break				6
Year 9			2	3	Lunch	4	5	5	break				6
Year 10			2	3	Lunch	4	5	5	break				6
Year 11			2	3	Lunch	4	5	5	break				6
Year 12/13			2	3	4	Lunch	5	5	break				6

As a result of reviewing our school Covid-19 operational plan and taking the views of students and staff, we will be moving to a slightly amended set of internal school timings from Monday 12th October 2020.

Currently Year 7 students have some lessons which are split in the middle and they are therefore having to stop half way through their lesson for a break which is not the best arrangement for effective teaching and learning. The new timings also bring us closer to where the school was before the March lockdown.

### Vacant places at Tadcaster Grammar School

We have a small number of vacant school places in years 8, 9 & 10, largely due to existing students recently moving to other schools in different areas of the country and abroad. If you wish to make enquiries about these places (or know someone else who would be interested), please contact Mr R Vernon (Deputy Headteacher) [r.vernon@tgs.starmat.uk](mailto:r.vernon@tgs.starmat.uk) at your earliest convenience.

**Points of contact - please note the new direct telephone numbers/extension numbers**

	<b>Year Leader</b>	<b>Pastoral Leader</b>
<b>Year 7</b> <b>01937 837618</b> <b>or extension: 218</b>	Ms C Hodgson c.hodgson@tgs.starmat.uk	Mr D Bass d.bass@tgs.starmat.uk
<b>Year 8</b> <b>01937 837656</b> <b>or extension: 256</b>	Ms C Kenny c.kenny@tgs.starmat.uk	Ms J Hodgson j.hodgson@tgs.starmat.uk
<b>Year 9</b> <b>01937 837625</b> <b>or extension: 225</b>	Ms C Yewman c.yewman@tgs.starmat.uk	Ms C Egan c.egan@tgs.starmat.uk
<b>Year 10</b> <b>01937 837615</b> <b>or extension: 315</b>	Ms D Naylor d.naylor@tgs.starmat.uk	Mr J Fox j.fox@tgs.starmat.uk
<b>Year 11</b> <b>01937 837677</b> <b>or extension: 277</b>	Mr A Punt a.punt@tgs.starmat.uk	Ms E Proctor e.proctor@tgs.starmat.uk

	<b>Director</b>	<b>Pastoral Leader</b>
<b>Sixth Form</b>	Ms R Knapton r.knapton@tgs.starmat.uk <b>01937 837623</b> <b>or extension: 223</b>	Ms J Gadsby j.gadsby@tgs.starmat.uk <b>01937 837635</b> <b>or extension: 235</b>

General contact with the school

Please ring Reception on: 01937 833466

Or use the following contact form: <https://tgs.starmat.uk/contact/>

## Behaviour For learning

You may be aware that earlier this year we decided to carry out a full review of our behaviour for learning and recognition policy. As a result of this review we made a number of amendments.

One of these amendments was around classroom management. Previously we have run a C1-C7 model (C standing for consequence). This model of managing classroom behaviour for learning worked for us to a point, but we felt it was the right time to implement some of the practices which research tells us create and encourage measurable changes in positive behaviour, relationships and learning through restorative practice. This approach emphasises to students the value of learning from mistakes rather than just sanctioning. Essentially, as two of our core student values state:

<b>Responsibility</b>	To take ownership of our actions
<b>Respect</b>	To be considerate to ourselves and others

As a result of these amendments, we have moved towards a new classroom system based upon the sequence;

### **Ask : Tell : Sanction : Class Support : (Lesson Exit)**

Using this approach allows students the opportunity to refocus and re engage in the lesson if they become distracted. However, it is a process that also allows us to remove a student from a lesson temporarily if they do not learn from the negative choices they have made and refocus, thereby safeguarding the learning of others.

## Recognition

Recognition is an area we pride ourselves on at Tadcaster Grammar School. As part of the review we decided to enhance our recognition systems. On top of the many rewards we offer to recognise appropriate behaviour for learning, we have developed new initiatives that will run at different times throughout the school year.

A significant addition to our recognition system is our lapel badges. As you will be aware, at Tadcaster Grammar School, we encourage the development of our four key student values; **Ambition, Resilience, Responsibility and Respect**. We truly believe that it is just as vital for a student to leave compulsory education understanding the importance of these values and upholding them in school and wider life as it is to gaining the best academic results possible. This is why we have decided to incorporate these values with our new recognition lapel badge system.



When students display any of our four core student values in lessons, they receive a positive point on their school record. In order to secure each lapel badge, they must achieve 125 points for each value. The lapel badges arrived in

school today and I hope you will agree, they look really smart. We cannot wait to see our students proudly wearing them. Having looked at the points data collected since the start of term, there are a number of students not far from achieving their first lapel badge. The challenge is to collect all four lapel badges before the end of the school year.

### **Coming Soon!**



We have recently accessioned a fantastic software suite called Class Charts. We are currently embedding this into school with our staff and students. Class Charts allows us to instantly record behaviour and recognition points on students' records.

Class Charts also has iOS & Android apps for parents and provides a powerful mechanism for parental monitoring in real time on how their child is doing in school each day in terms of behaviour and recognition. We hope to roll out this app to all parents in the coming weeks.

### **Car drop off and pick up**

We have recently seen an increase in cars parking outside on the main road at the end of the school day. Please can we ask for your support not to park there. We have reviewed and made some changes to how drop off and pick up is managed which has increased the flow of traffic and speeded up the process of cars coming through. We have had some really positive feedback from parents on the improvements to this system.

Please can we ask that you drop off and pick up your child(ren) using the school grounds and not the main road. It has caused gridlock a few times over the past couple of weeks as cars struggle to overtake the parked cars. This is dangerous to both you and pedestrians walking along the path. We will have staff out there in the coming weeks to ask drivers to move on from that area.

### **And finally**

Thank you again for your continued support. As always, I hope you have a high level of confidence in the school and that your concerns and suggestions are addressed. Thank you for the supportive emails and telephone calls which staff really appreciate.

Kind regards,

**Andrew Parkinson**  
**Headteacher**

## Covid-19 related pupil absence

### A reference guide for parents and school / setting staff (as of 16<sup>th</sup> September 2020)

What to do if...	Action Needed	Return to school when....
<p>... my child has developed <b>one or more</b> Covid-19 symptoms:</p> <ul style="list-style-type: none"> <li>• a new continuous cough</li> <li>• a high temperature</li> <li>• a loss of, or change in, normal sense of taste or smell (anosmia)</li> </ul>	<ul style="list-style-type: none"> <li>→ Do not come to school or setting</li> <li>→ Contact school or setting to inform us</li> <li>→ Child to get a test via nhs.uk online or by calling 119</li> <li>→ Members of the household should self-isolate for 14 days. See <a href="#">Stay at Home</a> guidance</li> <li>→ Inform the school or setting immediately about the test results</li> <li>→ If after 10 days, your child still has a temperature they should continue to self-isolate and seek medical advice</li> </ul>	<p>...the test comes back negative or a period of 10 days has passed since the symptoms started, the child feels well and does not have a temperature.</p>
<p>... my child tests positive for Covid -19</p>	<ul style="list-style-type: none"> <li>→ Do not come to school or setting</li> <li>→ Contact school or setting to inform us</li> <li>→ Agree the earliest date for the possible return (minimum 10 days)</li> <li>→ Members of the household should self-isolate for 14 days. See <a href="#">Stay at Home</a> guidance</li> </ul>	<p>...10 days have passed since symptoms began, even if they still have a cough or loss of taste/smell (these symptoms can last for several weeks) <b>AND</b> the child feels well</p>
<p>... my child tests negative</p>	<ul style="list-style-type: none"> <li>→ Contact school or setting to inform us</li> <li>→ Discuss when your child can come back (same day/ next day)</li> <li>→ Subject to the following:                             <ul style="list-style-type: none"> <li>• everyone they live with who has symptoms tests negative</li> <li>• everyone in their support bubble who has symptoms tests negative</li> <li>• they are <b>not</b> a contact of a confirmed case</li> <li>• they are well – if they feel unwell, stay at home until feeling better</li> </ul> </li> </ul>	<p>...the test comes back negative</p>
<p>... my child is ill with symptoms not linked to Covid-19</p>	<ul style="list-style-type: none"> <li>→ Contact school or setting to inform us</li> <li>→ Ring on each day of illness</li> </ul>	<p>...after 48 hours following the last bout of sickness or diarrhoea (as per the attendance policy).</p>
<p>...someone in my household has Covid-19 symptoms</p>	<ul style="list-style-type: none"> <li>→ Do not come to school or setting</li> <li>→ Contact school or setting to inform us</li> <li>→ Members of the household should self-isolate for 14 days. See <a href="#">Stay at Home</a> guidance</li> <li>→ Household member to get a test via nhs.uk online or by calling 119</li> <li>→ Inform the school or setting immediately about the test results</li> </ul>	<p>...the test comes back negative</p>
<p>... someone in my household tests positive for Covid-19</p>	<ul style="list-style-type: none"> <li>→ Do not come to school or setting</li> <li>→ Contact school or setting to inform us</li> <li>→ Agree the earliest date for the possible return (minimum 14 days)</li> <li>→ Members of the household should self-isolate for 14 days. See <a href="#">Stay at Home</a> guidance</li> </ul>	<p>...my child has completed 14 days of self-isolation.</p>

... NHS test and trace has identified my child as a close contact of a confirmed positive case	<ul style="list-style-type: none"> <li>→ Do not come to school</li> <li>→ Contact school to inform us</li> <li>→ Agree the earliest date for the possible return (minimum 14 days)</li> </ul>	...my child has completed 14 days of self-isolation.
... NHS test and trace has identified a household member (not my child) as a close contact of a confirmed positive case	<ul style="list-style-type: none"> <li>→ The household member must self-isolate for 14 days</li> <li>→ Child can continue to attend school</li> </ul>	...child(ren) can continue to attend school.
...my child has been identified as a close contact of a confirmed positive case within school	<ul style="list-style-type: none"> <li>→ You will receive a letter of notification from school</li> <li>→ Child must not come to school</li> <li>→ Support your child at home with any remote education provided by your school.</li> <li>→ Your child will need to self-isolate for 14 days.</li> <li>→ Other siblings may continue to attend school</li> </ul>	...my child has completed 14 days of self-isolation.
... my child's sibling at another school has been sent home to self-isolate due to being a contact of a confirmed positive case in their school	<ul style="list-style-type: none"> <li>→ The sibling must self-isolate for 14 days</li> <li>→ Child(ren) at this school can continue to attend.</li> </ul>	...child(ren) can continue to attend school.
... my child has travelled abroad from a country or territory that is NOT one of the exempt list of countries. (i.e. they need to self-isolate after returning from this country).	<p>If returning from a destination where quarantine IS needed please see full <a href="#">travel guidance</a>:</p> <ul style="list-style-type: none"> <li>→ Minimum of 14 days self-isolation for all those who travelled.</li> <li>→ Contact school to inform us you are back in the country and we will agree an earliest date for possible return to school</li> </ul>	... the quarantine period of 14 days has been completed.
... my child has travelled abroad from a country or territory that IS one of the exempt list of countries. (i.e. they do NOT need to self-isolate after returning from this country).	<p>If returning from a destination where quarantine is NOT needed:</p> <ul style="list-style-type: none"> <li>→ Check the current <a href="#">Exempt Countries and Territories list</a> to confirm the country you have travelled from or through is on the exempt list.</li> <li>→ Ring school to inform us you have returned to the UK and agree a return date to school.</li> </ul>	...you have informed the school or setting office of your return (they may ask you a few questions about your travel).
...I have travelled from a country that requires us to quarantine (but my child didn't travel).	<ul style="list-style-type: none"> <li>→ As long as you do not have/ have not had symptoms in the last 14 days, your child can continue to attend school.</li> <li>→ The person who has travelled MUST NOT leave the house, including to do pick-ups and drop offs</li> </ul>	...child(ren) can continue to attend school.
...we have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> <li>→ Do not come to school.</li> <li>→ Contact school to inform us.</li> <li>→ Shield until you are informed that restrictions are lifted and shielding is paused again.</li> </ul>	<p>... school inform you that restrictions have been lifted and your child can return to school again</p> <p>...you receive medical advice that your child may return to school.</p>
...I am unable to get a test for someone in the household who has symptoms.	<ul style="list-style-type: none"> <li>→ If you are unable to get a test, your child and anyone they live with must continue to self-isolate for 14 days. Anyone in your support bubble must also stay at home.</li> </ul>	... the child has completed 14 days of isolation.