



Brookfield Community School

Brookfield Community School
Chatsworth Road
Chesterfield
Derbyshire
S40 3NS
T: 01246 568115

Headteacher: Mr K Hirst

Executive Headteacher: Mr T Croft - BEd

E: enquiries@brookfield.derbyshire.sch.uk

W: www.brookfield.derbyshire.sch.uk

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Dear parent/carer

I hope you are enjoying a restful summer break and looking forward to students returning to school next month. Staff across the school are planning for our full re-opening and are eagerly awaiting the return of normal school life. Following my communication to you in July, this letter is designed to provide you with further information regarding re-opening.

Staff at school have been busy planning a safe way in which we can support the government strategy that all pupils, in all year groups, will return to school full-time from the beginning of the Autumn term. We can assure you that the priority at the forefront of all our planning is, and will continue to be, your child's safety and well-being along with that of our staff.

Start dates

In order to ensure our plans can be put in place effectively, the start of the school year has been organised in the following way:

- **Thursday 3rd September** – staff INSET (school closed for students)
- **Friday 4th September** – school open to Year 7 students only. Details have been communicated separately to Year 7 parents/carers.
- **Monday 7th September** – school open to all year groups.

Sanitation and infection control

We have increased the number of hand sanitiser stations within each block. Students should bring adequate water to school with them, as we are unable to use the water fountains at present. The use of face masks in schools is not recommended by government guidance.

If your child or anyone in the household develops symptoms of COVID-19, they should self-isolate and arrange for a test according to guidelines. Please do not send your child to school in these circumstances. If anyone in the household tests positive for COVID-19, please inform school as soon as possible. We will continue to follow guidance and instruction from Public Health England, and follow instructions in managing any confirmed cases of COVID-19.



School Day from September

We will be introducing a revised timetable and school day from September that, as far as possible, maintains the planned curriculum while staggering break and lunch times to enable year group ‘bubbles’ to be kept separate, but to still have access to the dining area and suitable social space. The timetable summary is below:

	8.15-8.30			Period 2 9.55-11.10		Period 4 12.10-13.55	
Year 7	Arrive	Tutor Time 8.30-8.55	Period 1 8.55-9.55	Break 9:55 -10:10	Period 3 11.10-12.10	Lunch – 12.10-12.45	Period 5 13.55-14:55
Year 8	Arrive			Break 9:55 -10:10		Lunch – 12.10-12.45	
Year 9	Arrive			Break 10:25 - 10:40		Lunch – 12.45-13.20	
Year 10	Arrive			Break 10:25 - 10:40		Lunch – 12.45-13.20	
Year 11	Arrive			Break 10:55 - 11:10		Lunch – 13.20-13.55	
Year 12	Arrive			Break 9:55 -10:10		Lunch – 12.10-12.45	
Year 13	Arrive			Break 10:55 -11:10		Lunch – 13.20-13.55	

Break time and lunchtime provision

Food will only be available during the lunchtime period, and not at break. Students are welcome to bring in a snack to eat at break time. Lunchtime arrangements do involve two year groups at the same time, but that these year groups will use completely separate areas for lunch and social gathering. These areas are the Main Hall and the rear dining area. Sixth form students will use The Hub and The Hive.

Entry to school

To further minimise the mixing of groups, entry to school site by students will be staggered through different entrances (see table below). Different entrances will be staffed every day and students will be welcomed and reminded of expectations.

Year groups	Entrance
Year 7, 10 and 11	Storrs Road gate
Year 8 and 9	Main entrance – front of school
Year 12 and 13	Main entrance – front of school (fob entry)

Form rooms

On arrival, students should make their way directly to the following form rooms. Year 12 students should report to S block, Year 13 to Art and DT rooms (D block). There will be a high staff presence to direct students.

Form	Room	Form	Room	Form	Room	Form	Room	Form	Room
7B	H1a	8B	G1	9B	A3	10B	T1	11B	M1
7R	H1b	8R	G2	9R	A4	10R	T2	11R	M2
7O	E3	8O	B10	9O	B1	10O	T3	11O	M3
7K	E4	8K	B11	9K	B2	10K	T4	11K	M4
7F	E1	8F	B5	9F	B3	10F	T5	11F	M5
7I	E2	8I	B6	9I	B4	10I	T6	11I	M6

Limiting contact between groups

We have been asked to apply the overarching principle, *'to reduce the number of contacts between children and staff'*, whilst at the same time delivering a broad and balanced curriculum.

- Students, as far as possible, will be kept separate in year groups
- We have separated the school into zones for different year groups.
- For the vast majority of lessons, apart from PE, Design and Performing Arts, students in years 7, 8 and 9 will have their own separate teaching space. Movement between rooms will be minimised.
- Year 10 and 11 students will have their own separate teaching space. However, to maintain their curriculum, students will move for specialist provision such as PE, Design and Performing Arts.
- Sixth form students will be taught for the majority for their lessons in an identified zone, with some movement for specialist provision.
- Students in Year 7-11 will have their own identified area at breaktime for either indoor or outdoor break.
- Students in Year 7-11 will have a staggered lunch, but within the normal overall timings, to keep year groups separate.

We will operate in zones, where each year group will spend their school week together in a designated area. This approach is designed to prevent students coming into contact with other year groups, therefore reducing the opportunities for spreading infection, and enabling us to help track and trace should the need arise. The year group zones are as follows:

Year	Teaching zone	Break and lunch zone
7	E Block, H1a and H1b	Hall & Quad
8	G1, G2, B5, B6, B10-12	Back Dining Area & by the Willow Tree
9	A3, A4, A6, B1-4	Back Dining Area & by the Willow Tree

10	Top Floor	Hall & Quad
11	Middle Floor	Hall & Quad
12	S block, P1	The Hub/Hive
13	Art & D&T, B9	The Hub/Hive

Uniform and equipment

Students should return to school in their full Brookfield uniform. They should bring to school their full PE kit. The letter of 17th July detailed expectations regarding uniform and equipment. Further details can be found on the school website. All students should bring the following essential equipment:

Generously sized pencil case	Rubber
Black pens	30cm ruler
Highlighters: ideally four different colours	Set of colouring pencils
HB pencils	Scientific calculator
Pencil sharpener	Reading book

Student expectations

We have no doubt that our students will rise to the challenge of the new format of the school day and the restrictions that will be in place. If anything, we will have even higher expectations of our students. It is vitally important that behaviour is impeccable and students are aware of the expectations on them. Attached with this letter is a document outlining Student Expectations. I would be grateful if you could go through this document carefully with your son/daughter prior to starting back at school.

Extra-curricular activities

In the first few weeks, we will be unable to offer any extra-curricular activities beyond the school day, due to restrictions. However, once we have established a secure structure and routine within school, we will look at how we can safely re-introduce, across all year groups, important enrichment opportunities that Brookfield holds at the heart of the school community.

Everyone is very excited to welcome students back to school. We recognise that this will not be without challenges, but know we can rely on your ongoing support at this time.

Your sincerely



Keith Hirst
Headteacher