



# Our Lady's Catholic High School

## A National Teaching School

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Headteacher: Mr N J Ranson., BSc., M.A



Monday, 08 June 2020

Dear Parents and Carers

### This letter is for parents and carers of Year 10 pupils only.

You may have heard that the government made the decision that schools should open for a maximum of 25% of Year 10 pupils only, from Monday, 15 June and on a rotational basis, providing it is safe to do so. However, with the increasing R value in the North West in particular, we have been informed this morning that the Director of Public Health for Lancashire has stated that schools should not open on this date. I had hoped to be informing you that we would be opening partially for Year 10. All of the planning is in place and is ready for implementation as soon as we are told that it is safe to do so.

The Director of Public Health reviews his guidance each Monday. We therefore know that the earliest that schools could implement their plans is now Monday, 22 June, but this will be decided on in a week's time and I will inform you immediately.

For school to open partially, a very significant amount of work has taken place. Full risk assessments have been undertaken, equipment sourced, signage put in place and classrooms adjusted. Routines and procedures have been designed, all with the aim of ensuring that Social Distance (SD) can be maintained and everyone remains as safe as reasonably possible. I now need to explain to you the vital part that you must play, along with your child and our staff, in implementing these procedures. **I will not allow the selfish behaviour of any individual (pupil, member of staff or parent/carer), to compromise the safety of other members of our community.** My letter is necessarily lengthy; I apologise for this.

### Action requested by all Parents and Carers:

Even though we cannot now open on Monday 15 June, we still we need to gather important information from all our Year 10 families for when we do open. Having read this letter, I must ask that you then complete an online form by visiting the special webpage on our school website – [www.olchs.lancs.sch.uk/year10return/](http://www.olchs.lancs.sch.uk/year10return/) which will confirm either your wish for your child to return or remain at home. If this form is not completed, then your child will not be able to return to school. This form should be completed by **Thursday, 11 June at 1pm.**

### Underlying Strategy:

To provide a safe environment we will follow the guidance provided by the Department for Education and Local Authority:

- We will have a maximum group size of 16 pupils. Mr Charnock will decide into which group pupils will go
- Groups will remain separate from other group(s) for all lessons and break times
- Should a member of a group present with C19 symptoms we will contact home immediately and there **MUST** be a responsible adult who can come to collect the child and take them for a test
- Should the test prove positive for C19 then the whole group (bubble) will have to isolate for 14 days – but only members of that group
- For additional safety, within each group and at all times, pupils and staff must maintain SD
- Each pupil in Y10 will **attend school on just one day in the week – always the same day**
- We will be teaching pupils the core subjects of RE, English, Mathematics and Science
- Each lesson will be 2 hours in length and there will be two lessons in a single day with a 20-minute break in-between



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- Over a two-week period, pupils will have received a two-hour lesson in each of the 4 core subjects
- At this stage we cannot provide lessons in the options subjects
- Online home provision of work will continue for all subjects OTHER than the two that are being taught in that week
- The group of pupils will remain in the same classroom for all lessons and the teachers will change over

#### **Attendance:**

We shall notify you separately, via Schoolcoms, of the specific day of the week for attendance by your child. Attendance is not compulsory, and each family must make their own decision as to whether their child will attend. However, we must strictly account for all those pupils whose family confirms that they WILL attend. Pupils must remain on site for the full period of the day – we are not providing partial day attendance other than for medical appointments.

While unlikely, it could be that school needs to close quickly. Each child must have two contact telephone numbers that school can use to enact an emergency collection of the child which will be collated on the online form.

#### **Uniform:**

Full school uniform must be worn. All our expectations of appearance must be adhered to which includes hair style and colour.

#### **Travel:**

- Parents/carers must accept responsibility for their child getting to and from school
- Pupils must remain strictly at a minimum of 2m apart, at ALL times, for all parts of both journeys
- Should any pupil be seen to be disregarding the requirement for SD on the way to school, they will not be allowed into school as to do so would then compromise the safety of others who have respected the regulations. Parents/carers will be contacted
- Should pupils not respect the SD regulations on the way home then they will not be allowed into school for their next allocated session. Parents/carers will be contacted
- We ask all parents/carers, when accepting a place, to tell us how their child will get to and from school

#### **Arrival:**

- Senior staff will be at the gate to meet all pupils arriving
- No family vehicles will be allowed onto the school site – drop off at the gate
- Pupils cycling must abide by our cycle contract which is on the special webpage and must be read and agreed by parents. There is a clear part of the online form which allows you to do this
- School will open for Y10 pupils at 9.10am and all pupils should be inside the school gate before 9.25am
- Pupils must not arrive early as there is no provision for maintaining SD and anyone not maintain SD will not be allowed into school
- Pupils will be directed to the Restaurant, via the gate next to the Maths Block
- Each group will have an allocated section of the Restaurant seating and must not swap places

#### **Dismissal:**

- The dismissal process will begin for pupils at 2.10pm
- Senior staff will be at the gate to supervise the dismissal of pupils
- Pupils will be dismissed one at a time to ensure SD
- One group will be dismissed fully before another group is allowed to begin leaving



**Equipment:**

- Pupils must bring with them their own stationery equipment – 2 black pens, pencil, ruler, rubber and a calculator
- Pupils should bring their exercise books for the two lessons for that day
- No equipment will be handed to pupils
- Strictly no sharing of equipment will be allowed

**Behaviour:**

Our expectations remain the same as always. We want the day spent in school to feel positive, supportive and enjoyable. This will only happen if the usual great relationships within our school community are maintained. Behaviour 4 Learning will be in operation in all lessons. However:

- Stage 3 warnings will NOT involve the pupil moving seat
- Referrals will involve the pupil being sent to Reception rather than to another teacher's classroom
- Phone use regulations are unchanged
- **If a rule has not been mentioned in this letter, or in the addendum to Behaviour Policy on the website, then you must assume that it remains unchanged from normal**

**Hygiene:**

- Regular hand washing will take place, typically associated with any transitions
- Soap must be used and 20 seconds of washing
- Pupils must co-operate with all instructions, maintaining SD, remaining in queues as needed

**Break time:**

- Pupils will have an allocated area of school where they spend their break
- Pupils will be escorted to and from this area
- Pupils may bring a snack and a full bottle of water
- **No food will be available from the Restaurant**
- **Water bottles cannot be topped up (bring two if necessary)**
- Pupils cannot meet up with pupils from any other group
- Pupils and staff must maintain SD

Attached to this letter is a clear code of conduct that I ask you to read carefully as it must be followed in order for your child to return.

I am very sorry that we cannot do more at this stage; we are desperate to return to normal operation and look after and teach all of our wonderful pupils. However, nothing must compromise the safety of our school community and I call upon all of you to share the full details of my letter with your children. It is very important that you discuss the contents with them so that, when their turn to come into school occurs, they will be very much ready to make it a really successful day.

Please now visit the following webpage to complete the online form **before Thursday, 11 June at 1pm** – [www.olchs.lancs.sch.uk/year10return](http://www.olchs.lancs.sch.uk/year10return)

With my very best wishes



Nigel Ranson  
Headteacher

