



Our Lady's Catholic High School

A National Teaching School

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Dear Parents and Carers

I should like to share with you the first section of our guidance for pupils for opening in September 2020. This is the 'first draft', as we may receive further government updates before September so changes may be needed.

Opening Dates:

Our planned opening days where we welcome pupils back to school have changed, and the new ones are listed below. This is both a change from our normal opening routine and a change to the published calendar:

- Thursday 3 September – Year 7 pupils only (all day, with some Year 11 prefect helpers)
- Friday 4 September – Year 7, 10 and 11 pupils only
- Monday 7 September – All pupils

This means the first day of return to school for Year 8 and 9 pupils will be Monday 7 September. Governors, to allow school enough time to ensure staff are properly briefed and trained in the new expectations and operations, have approved these changes. When pupils arrive, it is essential that all staff know exactly what is required to ensure safe and effective opening.

Safe Operation - Pupil grouping:

When pupils arrive on their first day, they will be met at the gate and guided to where they will assemble prior to the start of the school day. Each year group will have its own designated area and pupils will not spend time in the company of pupils from other year groups. They may pass on corridors but at no point of the day will they remain in the company of pupils from other year groups. Within their own year group, pupils will be allowed to mix completely at break and lunchtime, when outside in the fresh air.

This approach allows us to still offer the full range of option subjects to pupils in KS4 and each class will be taught by a specialist teacher of that subject and in specialist rooms. The full curriculum will be in operation for all pupils.

To achieve this in a safe manner we must have excellent co-operation from everyone; we all have our part to play. The COVID19 virus does not select or avoid friends. It has become clear that much of the transmission has been from people with no symptoms themselves and children are least likely to display symptoms. Hence to keep safe, staff will not be allocated to a single year group; rather we will position tables in classroom to ensure a significant gap between teacher and pupils. Teachers will avoid contact with pupils (save for an emergency) but they will of course pass on the corridor. This allows staff to work with a variety of classes and year groups and is in accordance with government guidelines.

Safe Operation - Hygiene:

We ask that pupils always carry with them a **small bottle of hand sanitizer**. Pupils will be able to buy replacement bottles at school should theirs run out during the day. Each lesson will begin with:



- Pupils standing and the usual formal greeting
- Teacher asks pupils to sanitize their hands
- Tables and chairs sprayed with sanitizing fluid and wiped (keyboards and mouse)
- Each classroom will have a supply of hand sanitizer, sanitizing fluid spray and cloths
- Classrooms doors propped open to avoid touching door handles
- Windows kept open to ensure good airflow through the building

Toilets and hand washing areas shall be for individual year group use only, including during lesson time. Pupils and staff will be expected to wash their hands with soap and water for at least 20 seconds whenever they visit the toilet areas.

Pupils and staff will sanitize or wash hands upon arrival at school, at the start of each lesson, before and after eating, after using the bathroom and after touching shared resources. If using hand sanitiser only a penny size drop is needed.

No sharing of any personal items will be allowed. We should all avoid touching our face whenever possible particularly with unwashed hands and should not put items in our mouths, such as the end of a pen etc. The 'Catch it, Bin it, Kill it' guidance will be followed to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be sanitized immediately after disposal). Pupils and staff should catch coughs and sneezes in the crook of the elbow rather than in the hands, if a tissue is not readily available.

We have employed additional cleaning services so that the toilet areas can be cleaned during the day.

Uniform:

Full and normal school uniform is to be worn with no exceptions please.

Hair: over the period of closure we are aware that some pupils have had haircuts and styles of colouring that would not be acceptable for school. Please allow enough time over this summer holiday period for the colour, length and style to return to that which is acceptable for school. Our regulations concerning appearance and uniform are unchanged. We will operate as we always do on all such matters as our belief that all our pupils are equally valued and special in the eyes of God remains paramount.

What to Bring to School:

- School bag – packed
- Pencil case: two black pens, ruler, compass, pencil, sharpener, rubber, highlight pen, compass, protractor, calculator, glue stick, colour pencils, whiteboard pen (dry wipe)
- Drawstring bag if wearing a coat
- PE kit (on the day of their PE lesson only)
- Filled water bottle
- Hand sanitizer
- Packed lunch (if not taking a school meal)
- Cycle helmet (labelled)
- Plastic bag in which to keep face covering (if you have arrived using public transport)

Lockers, School Bags, Coats and Water:

During this period, lockers will NOT be made available to pupils. This means that pupils must always carry with them all their belongings. Please help your child to understand that they should pack their bag each evening with all that is needed for the following day ONLY.

Coats are encouraged for school, but they must be kept in a drawstring PE type bag so that they are not a trip hazard in classrooms and elsewhere. Please ensure that all items of uniform, bags and coats are clearly labelled, including the drawstring bags themselves. Pupils should bring a bottle of water, enough for their own personal use each day. There will NOT be the option of filling bottles at school. Flavoured water is for sale in the Restaurant and on the yard at break and lunch as normal.

Travel Arrangements:

We encourage pupils to cycle or walk to school. We are in the process of constructing a brand-new secure storage area for bikes. Please contact Mrs McArdle should you wish to cycle to school as a contract must be signed, a fastened helmet worn, and your bike must have effective brakes, lights and tyres.

Please speak to your child about safe cycling and walking to school as well as maintaining social distance on the journey.

Our school is at the end of a cul-de-sac and St Anthony's Drive is shared with primary school children. If arriving by car please consider not driving down St Anthony's Drive and dropping off on Cadley Causeway, leaving a final 5-minute walk to school – this is **much safer for everyone**. Under no circumstances should cars drive through the school gates to drop off children.

If using the school bus service, due to COVID19, face coverings are encouraged. If using public bus services, face coverings must be worn, by law. On arrival at school the face covering must be removed and placed securely in the plastic bag brought by your child which should then be stored in their school bag. It must be taken home. Hands should be washed or sanitised immediately after removing a face covering.

On arrival pupils will be welcomed and told where to go.

Break and Lunchtimes:

Break and lunchtimes have been designed so pupils in different year groups can keep separate. Pupils may only socialise with pupils from their year group. ONLY Years 7, 10 and 11 will use the Restaurant. Of these pupils, only ones buying either hot or cold food will be allowed into the Restaurant and this will be on a rota basis. Years 8 and 9 will purchase food from the service facility on the Yard, which will provide the same food as is available in the Restaurant. Pupils not buying a meal from school will go straight to their designated area where they may consume their packed lunch.

Once their Restaurant lunch is eaten, pupils will have to move out of the Restaurant to allow the next year group on rota to come in. Each area will be cleaned prior to use by another year group.

Movement Around School:

A new system of pre-planned routes around school has been designed. Teachers will help pupils understand which route they must take in order to get to their next classroom. Some of these routes will involve pupils going outside of the school building. To make this possible an additional pathway is being constructed round the back of school and additional cameras installed to monitor safe use.

The movement system allows time for other classes to have left an area so that it is vacant and ready to receive the next class of pupils as they arrive. It is therefore very important that pupils stick to the designated routes to keep everyone safe and prevent stationary queues outside classrooms.

The system is designed to avoid places where queues form on our narrow corridors and keep a continuous and safe flow. When moving around school pupils must keep apart as far as possible, avoid touching or linking arms and must not pause to speak with pupils from other year groups.

At the end of the day pupils must follow directions from their teacher to the exit. Pupils needing to wait for siblings must wait for them on the Yard.

School Rules and Safety Procedures:

Essentially, all school rules will apply, including those relating to school uniform and behaviour for learning. Where there are specific exceptions, these will be explained to pupils in detail to avoid any confusion.

If your child becomes unwell, they must inform a member of staff ASAP – any student reporting illness will be removed from the classroom. Pupils or staff presenting with COVID19 symptoms will be isolated in accordance with protocol and home contacted to collect. In the event of such an occurrence, please expect staff dealing with this to be wearing enhanced PPE. A COVID19 test must follow and the person will only be allowed to return 48 hours after a negative result, which has been shared with school.

In an emergency such as fire evacuation we shall follow the normal fire procedures. Pupils do NOT have to stay 2m apart during evacuation and the journey to the Yard. Once on the Yard, we will line pupils with distance for separation.

Responsible Behaviour:

Anyone who deliberately coughs, sneezes, makes an exaggerated yawn or makes a joke about COVID19, will immediately be removed to Reception and their parents or carers contacted with a view to picking them up and taking them home. They will only return once a satisfactory meeting has taken place with their Learning Manager or a Senior member of staff. We must all promote and support responsible and considerate behaviour. We shall of course explain this to all pupils when they return.

We are desperate to get back to our normal school day with familiar routines for our pupils and staff. Our plan is designed to get us as close to this as possible while keeping everyone safe. The final component is your help. We need all our families to talk about sensible, considerate behaviour and how not to be guided by what they see on television and social media.

Thank you for your support in helping ensure everyone can return in September to as safe an environment as possible. I believe strongly that by working together, we will have a very happy, safe and productive start to the year.

Please expect further communication from the week commencing August 17 onwards.

With my best wishes for the summer break.



Mr N Ranson
Headteacher