

Full re-opening of St Wilfrid's RC College Safety information for all parents and carers

Safety Measures to Reduce the Risk of Transmission and Based on Government Advice

Travel to and from school

- If possible, pupils should walk or cycle to school.
- Unfortunately, during this period we will be unable to welcome any parents into school. If you have any queries, please email your pupil's Head of House.
- If travelling on public transport or school buses pupils must wear a face covering. On arrival at school facemasks must be removed and placed in a sealable plastic bag (provided by parents) before entering the site.
- Where possible we encourage pupils to walk or cycle to school. Pupils must bring a bike lock to school. KS3 can lock bikes at the front of the school, Y10 & Y11 can lock bikes in the rear yard.
- Pupils should **not** travel in groups to the College.
- Pupils should not congregate outside the school gate but travel singularly.
- If parents drop pupils off at school, this must be off site and near to the gate the pupil is to enter school by.

Uniform

- Pupils will need to come fully equipped to school with a Pen, Pencil Ruler Rubber.
- **Please send pupils to school in their full uniform each day (including blazer and tie). There is no requirement for uniforms to be cleaned any more than usual.**
- **This is a change from the information we shared with you previously based upon current guidance.**
- On a day where your pupil has PE they should come to school in PE kit.
- If parents have been unable to purchase new uniform, please let us know and we will endeavour to support you.
- As they will be outdoors a good deal, a coat will be required.
- Please ensure that all long hair is tied up, plaits or "buns" are particularly suitable to reduce risk of viral transmission.
- There is no requirement for pupils to wear face masks or coverings **whilst in school**, if masks are worn for the journey to school.

PE

- PE will take place outdoors.
- Pupils must wear St Wilfrid's PE kit for school on the day they have PE. No other sports wear is permitted.

Drop off and Pick up

- We understand that new Year 7 parents will be anxious to see their son/daughter at the end of the day, however under the circumstances, we request that parents should avoid congregating at the school gates.
- Pupils should arrive at the site individually.
- Pupils will arrive at / leave school in a given time slot, please see the table attached. Pupils must arrive at their designated gate.
- The College will be operating additional entrances during this period
- Staff will be at the different entrances to instruct pupils on entry to school to the entry path they should follow.
- Once on the yard pupils will be directed to a designated area that they **must** remain in prior to entering the building.
- All pupils will be asked to wash hands for at least 20 seconds or sanitise hands as soon as possible on arrival.
- Pupils will be dismissed from the exits marked on the attached table.

- Pupils must carry School Uniform in their bag in case PE kit gets wet or very dirty.

Bubbles:

- School will be divided into a number of “Bubble Groups”
- pupils will work in their classes.
- The bubble structure will help to reduce the number of people pupils and staff have contact with each day.
- Each Bubble Group will have their own entrance and exit (external classroom doors) and handwashing stations.
- All pupils will be taught by subject specialists.

Hygiene and cleanliness

- Pupils will wash their hands upon entry to their bubble and will be reminded to wash their hands frequently during the day.
- Tissues will be available in each classroom.
- Classrooms, toilets and doors will be cleaned regularly, throughout the day.
- Classroom doors and windows will be kept open to aid ventilation.

- After lining up on the yard in form groups, pupils will be guided to their 'bubble' and will remain in that 'bubble' for the duration of the day, leaving for lunchtime, break time or physical activity.
- Pupils will work in their classes within their Year Group bubble.
- Each bubble will have a staggered start and end to the day to ensure that pupils enter and exit at different times.

- Visual reminders, posters/ displays / videos, will be used too, to reinforce the hand washing message and method.

Social Distancing - In the Classroom

- There will be no social distancing imposed between pupils within each classroom, but pupils must remain at a 2-metre distance from adults.
- This means that each year group is a "Bubble" of pupils, who do **not** have contact with other pupils throughout the day.
- Pupils will be allocated their own table and chair within the classroom.
- All tables will face forward and pupils will sit side by side.
- They will not share any frequently used equipment or resources with other pupils.
- Pupils will only move from their table when asked by the teacher.
- Lining -up times will still be carefully managed to allow for good hygiene practices to be maintained.
- Pupils will remain in their allocated classroom for the day, only leaving for breaks and physical activity, with the pupils from their classroom.
- Key stage four and five will have access to some specialist rooms for science / technology.
- Whole school activities, such as assemblies, **will not** take place in their traditional format.

Lunch Time

- Lunch will be served in allocated areas for each year group bubble.
- It will be the intention for pupils to spend the majority of their time outside during lunchtime. (Weather permitting)
- Pupils will be issued with a contactless card to pay for items using a contactless system.
- Money should be put on parentpay to avoid children handling cash in school

Using outside areas

- We are keen that the pupils have regular time outdoors, with their bubble. This is good for their physical and mental wellbeing at this time.
- When outdoors, pupils will only mix with pupils from their own year group.
- This means they will not have contact with pupils from other year group "Bubbles" during outdoor times.
- Pupils will wash their hands prior to going outside and on entry back into the classroom.
- They will be reminded of the importance of social distancing whilst outdoors too.

- In the classrooms, there will also be visual reminders for the staff and pupils about the importance of maintaining social distancing.

Use of toilets

- Each Year Group bubble group will be allocated specific toilets for use.
- Toilets will only be accessible at the beginning and end of the school day as well as break or lunch. Pupils will not be permitted to leave the classroom unless absolutely necessary.
- Pupils will hand sanitise before using the toilet.
- Pupils will wash hands, using soap, for 20 seconds after use of the toilet. Guidance should be adhered to at all times.
- Pupils should dry hands using the paper towels provided. Used towels must be placed in the bin.

First Aid

- Our school first aider will be available as normal.
- If pupils feel unwell, they must let their teacher know.
- The teacher will follow the appropriate protocol to isolate the student in order to reduce risk to others.
- A separate isolation room will be designated and equipped for the event of a member of the school falling ill.
- Pupils falling ill during the school day will need to be collected by a parent immediately.

- Pupils should adopt a sensible social distancing when queuing to use the toilet.

Attendance

- All pupils are now expected to attend full-time.
- pupils who are shielding or live with someone who is shielding, are now able to return to school.
- Some pupils who remain under the care of a healthcare professional may need to discuss their care with their health professional before returning to school in September.
- If, on the advice of those professionals, a pupil remains unable to attend school they will have access to remote education. Their absence will not be penalised.
- Usual attendance policies and procedures will be resumed.

Covid19 Symptoms

Pupils must not attend school if they, or anyone in their household, have any symptoms or have tested positive in the last 7 days.

If pupils have any of the following symptoms they must stay at home and you should contact school to let us know:

- Cough
- New loss of taste or smell
 - If your pupil is displaying Covid symptoms, please keep them at home for seven days, whilst the rest of the household self-isolates for 14 days.
 - It is parents' responsibility to seek a test within 3-5 days of symptoms appearing.
 - If a positive case is confirmed, then the whole of the classroom bubble including adults, will need to self-isolate for 14 days.
 - If a test proves negative, school will need proof of this result before the pupil returns to school.
 - If there appears to be an outbreak of the virus within school, then the Bubble, or potentially the School, will likely close and deep cleaning will follow.
 - Please do not send any pupil to school who is at all unwell.

All staff and families will be expected to engage with the NHS Test and Trace process (please see separate sheet)

Home-Learning

- If a pupil is unable to return to school in September, then they will be given immediate access to remote home learning.
- Home learning will no longer be an optional activity; pupils not attending school will be required to follow work set.
- Teachers will continue to email set work, for home-learning, and this will be mirrored in the work completed at school.
- Work will focus on consolidating, reinforcing and reviewing key knowledge and skills, in order to ensure that this learning is not lost.
- Work will also continue to prioritise pupil emotional wellbeing.
- We are always happy to be given constructive feedback regarding home-learning, from parents and carers.
- As teachers will be teaching in class all day, responses to home learning queries may not be as frequent. Please be patient as they will respond. Parents can support by ensuring that each day your child logs into Google Classroom at the designated time and opens the relevant timetable.

Safeguarding

If you have any safeguarding concerns, please contact: Mrs McDiarmid or your pupil's Head of House on 0191 4569121 **or by email cmcdiarmid@st-wilfrids.org**

There is also an appendix, for COVID-19, to our Safeguarding Policy, which is available to read on our Website.

NHS Test and Trace

Staff and parents/carers will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including pupils under 5, but pupils aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or pupil care, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. By the autumn term, the School will have a small number of home testing kits to give directly to parents/carers collecting a pupil who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Parents and staff to inform the School immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Entrance and Exit times – WEEK ONE

Year	Bubble area	Door Entrance	Entrance & Exit	First day Back	Start / End
7	Humanities	English car park	Temple Park Road	Tuesday 8th September 0840	<i>0840 -1505</i>
8	English	Main entrance	Temple Park Road	Thursday 10th Sept 0855	<i>0855 -1510</i>
9	MFL	PE entrance	Grey Hen	Thurs 10th Sept 0855	<i>0855 -1510</i>
10	Science/Art/DT	Harton Lane	Harton Lane	Thurs 10th Sept 0855	0855- 1505
11	NEW STEM	Grey Hen/STEM	Grey Hen	Weds 9th Sept 0840	0840-1505
12 & 13	Sixth form block, Music & IT	Sixth form block	Temple Park Road	Year 12 Tues 8th Sept 0845 Year 13 Weds 9th Sept 0845	0845-1510

CCNE	Music	Music	Grey Hen	Tuesday 8th Sept 0900	0900
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Year Bubble Organisation

Bubble	Entrance/Exit
7	<ul style="list-style-type: none"> ● School day 8.40-15.05 ● Enter school via the main drive at 8.40am ● Y7 yard (English carpark) for line-up, pupils will be taken into the building by their form tutor through the staff entrance and up the English stairs. ● If weather inclement students will go straight to their form room via the staff entrance. ● Students will leave school at the end of the day via the main drive.
8	<ul style="list-style-type: none"> ● School day 8.55-15.10 ● Enter school via the main drive at 8.55am ● Year 8 pupils are to enter the building via the main entrance and make their way out onto the KS4 yard for line up. ● Year 8 will line up on KS4 yard, pupils will be taken into the building by their form tutor through the English doors leading off the KS4 yard. ● If weather inclement students will go straight to their form room via the main entrance. ● Students will leave school at the end of the day via the main drive.
9	<ul style="list-style-type: none"> ● School day 8.55-15.10 ● Enter school via the Grey Hen gate at 8.55am ● Year 9 should go to the MUGA for line-up. Pupils will be taken into the building by their form tutor through the PE doors and taken up the stairs to the MFL department via the stair in PE. ● If weather inclement students will go straight to their form room via the PE entrance. ● Students will leave school at the end of the day via the Grey Hen Gate.
10	<ul style="list-style-type: none"> ● School day 8.55-15.05

	<ul style="list-style-type: none"> ● Enter school via the Harton Lane Gate at 8.55am ● Year 10 should enter the building by the old sixth form entrance and make their way through to the KS3 yard for line-up. ● Students will be taken into the building by their form tutor through the middle doors off the yard into the old science/ art DT block. ● If weather inclement students will go straight to their form room via the Harton Lane entrance. ● Students will leave school at the end of the day via the Harton Lane Entrance.
11	<ul style="list-style-type: none"> ● School day 8.40-15.05 ● Enter school via the Grey Hen gate at 8.40am. ● Year 11 should line up on the field next to the cycle lane gate. ● Students will be taken into the new stem block by their form tutor through the STEM block doors. ● If weather inclement students will go straight to their form room via the Grey Hen gate entrance. ● Students will leave school at the end of the day via the Grey Hen Lane gate Entrance.
CCNE	<ul style="list-style-type: none"> ● School day 8.55-3.10 ● Enter school via the Grey Hen gate at 8.55am. ● CCNE students should line up in the old car park at the back of the school. ● Students will be taken to the music rooms by their form tutor via the music door entrance. ● If weather inclement students will go straight to their form room via the Grey Hen gate entrance. ● Students will leave school at the end of the day via the Grey Hen Lane gate Entrance.
12 and 13	<ul style="list-style-type: none"> ● School day 8.45-15.10 ● Enter school via the main drive at 8.45am ● Students can enter the sixth form building or access to music/IT rooms via the door opposite to access form rooms.. ● Students can go straight to their form room. ● Students will leave school at the end of the day via the main drive.