

September 2020

**How we will make school safe:**

Safety measures to reduce the risk of transmission and based on government guidance for schools.

<p><b><u>Bubbles</u></b></p> <ul style="list-style-type: none"><li>• School will be divided into a number of 'Bubbles'.</li><li>• Students will be divided into Bubbles based on their Year group. For example, Year 7 will be a Bubble.</li><li>• The Bubble structure will help to reduce the number of people students and staff are with, helping to keep them safe.</li><li>• Each Bubble will work in a small section of the school. They will have a designated entrance and exit, handwashing stations, toilets and classrooms.</li><li>• As far as possible Bubbles will be self-contained and students will not travel to other parts of the building, except for lunch or to visit The Unit.</li><li>• Where more than one Bubble might be accessing a location, enhanced cleaning will take place in between any changeover.</li></ul> <p>To allow delivery of a broad curriculum and effective pastoral support, staff will be able to move across Bubbles but will follow strict hygiene protocols and maintain a distance of 2m from students (and other staff).</p>	<p><b><u>Hygiene and cleanliness</u></b></p> <ul style="list-style-type: none"><li>• Students and staff will sanitise their hands upon entrance to, and exit, from the building as well as regular hand sanitising throughout the school day in-line with government guidance.</li><li>• Classrooms, stairwells and doors will be cleaned on a daily basis.</li><li>• We are also introducing additional cleaning methods in high-use areas to enhance hygiene.</li><li>• Enhanced cleaning of toilets will take place throughout the day.</li><li>• Students will be provided with tissues and be encouraged to 'catch it, kill it, bin it'.</li><li>• Classroom doors and windows will be open, where possible, to aid ventilation.</li></ul>
<p><b><u>Travel to and from school</u></b></p> <p><i>The government is asking parents that wherever possible students walk or cycle to school.</i></p> <ul style="list-style-type: none"><li>• We are asking parents to discuss with their child observing social distancing as they make their way to and from school.</li><li>• Student must be dropped off outside the school premises and there will be no vehicle access onto the school site after 8.30am.</li></ul>	<p><b><u>Entrance to school</u></b></p> <p><b>Students to be on site <u>no earlier</u> than 8:30am</b></p> <ul style="list-style-type: none"><li>• Students should make their way to their designated outside space and wait there until the whistle blows for line up. (All year groups will now formally line up outside of school so that they can sanitise in an orderly manner on the way into school.</li></ul>

<ul style="list-style-type: none"> <li>● If you are dropping off / collecting your child on foot, you must remain at the school gates, and cannot enter the school site.</li> <li>● Current advice is when using public transport students must wear a face covering and should minimise the surfaces they touch. On arrival to school facemasks <b>must</b> be removed and placed in a sealable plastic bag (provided by parents) before entering the school site.</li> <li>● Please use the correct change or pass on the bus to reduce interaction.</li> <li>● Students should not congregate outside of school.</li> </ul> <p><i>Please be aware that public transport may be running at reduced capacity and, in addition, at the time of school producing this document the government has informed schools further guidance regarding transport will be produced for Local Authorities.</i></p>	<ul style="list-style-type: none"> <li>● Please see Bubble entrance / exit information table below, which details where students should go when they arrive at school.</li> <li>● Students will be greeted by staff and instructed when they can enter the building.</li> <li>● Students will sanitise their hands on entrance into the building.</li> <li>● Where possible, social distancing rules will be followed.</li> <li>● Clear signage will remind students about hygiene and social distancing.</li> </ul> <p>If students arrives late to school they will be met by a member of the admin team at the entrance of their bubble and then taken to their classroom. Being late will lead to the usual sanction of a detention on the same evening.</p>
<p><b><u>Attendance</u></b></p> <p>The government has clearly stated that: ‘school attendance will therefore be <b>mandatory</b> again from the start of the autumn term...the usual rules on school attendance will apply’.</p> <p><b><u>If your child is ill:</u></b></p> <p>If students have any of the following COVID-19 symptoms or have tested positive in the last 7 days, they must stay at home and parents should contact school to let us know. COVID-19 symptoms:</p> <ul style="list-style-type: none"> <li>● a new continuous cough</li> <li>● a high temperature</li> <li>● new loss of taste or smell (anosmia)</li> </ul>	<p><b><u>Measures within the classroom</u></b></p> <ul style="list-style-type: none"> <li>● Each Bubble will work in a designated section of the school.</li> <li>● Wherever possible, staff will maintain 2m distance from each other and from students.</li> <li>● Students will be seated side by side and facing forwards, in designated seats.</li> <li>● Wherever possible, any unnecessary furniture will be removed from classrooms to make more space.</li> <li>● Students will only move from their desk when asked by the teacher.</li> <li>● Students will have morning registration with their tutor in their tutor groups as usual allowing a continuity of pastoral care.</li> <li>● Year 9 students will be registered in teaching groups.</li> <li>● Initially students will have an extended registration each morning to support welfare and settling into new routines.</li> </ul> <p>KS3:</p> <ul style="list-style-type: none"> <li>● Students in Years 7, 8 and 9 will be taught in the same classroom (wherever possible) throughout the day to reduce contact.</li> <li>● Year 7 will be taught in class groups.</li> <li>● Students in Years 8 and 9 will be taught in their usual teaching groups which are set by ability.</li> </ul> <p>KS4:</p> <ul style="list-style-type: none"> <li>● Students in Years 10 and 11 will continue to follow the full range of core and option subjects within ability sets as usual.</li> </ul>

	<ul style="list-style-type: none"> <li>Students in Years 10 and 11 will be moving classrooms but this movement will be within their Bubble location.</li> </ul> <p>KS5</p> <ul style="list-style-type: none"> <li>Students in Years 12 and 13 will continue to follow the full range of courses.</li> <li>Students in Years 12 and 13 will be moving classrooms but this movement will be within their Bubble location.</li> </ul>
<p><b><u>Break and Lunch time</u></b></p> <ul style="list-style-type: none"> <li>Lunch times will be staggered with students spending the majority of time outside. (Weather permitting)</li> <li>Bubbles will have separate outside spaces.</li> <li>Year groups will have eating spaces allocated to them.</li> <li>Students will be issued with a card to pay for items using a contactless system.</li> <li>ParentPay should be used to add money to your child's account. <b>If you do not currently have a ParentPay account, please contact the school office on <a href="mailto:admin@st-wilfrids.org">admin@st-wilfrids.org</a></b></li> <li>Students can bring a packed lunch into school.</li> <li>Wherever possible, staff on duty will maintain a 2m distance from students.</li> </ul> <p>KS5 students can continue to leave site during lunch time, signing out and in at 6th form reception.</p>	<p><b><u>Moving around school</u></b></p> <ul style="list-style-type: none"> <li>When moving around the school, students will be asked to follow staff instructions and leave the room when told to do so.</li> <li>A one-way system will be in place to reduce contact.</li> </ul>

<p><b><u>Use of toilets</u></b></p> <ul style="list-style-type: none"> <li>Each year group bubble will be allocated specific toilets for use.</li> <li>Toilets will only be accessible at specific times for each year group, as well as break and lunch time. Pupils with a toilet pass will be allowed to go at other times.</li> <li>Pupils will hand sanitise before using the toilet.</li> <li>Pupils will wash hands using soap for 20 seconds after use of the toilet.</li> <li>Pupils should dry hands on the paper towels provided. Used towels must be placed in the bin.</li> <li>Pupils should adopt sensible social distancing when queuing to use the toilet.</li> </ul>
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<p><b><u>Uniform</u></b></p> <p><b>Government guidance encourages all schools to 'return to their usual uniform policies'.</b></p> <ul style="list-style-type: none"> <li>Our uniform policy and expectations regarding uniform remain as usual.</li> <li>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> <li>A copy of our uniform policy and expectations regarding uniform can be found on our website: <a href="https://www.st-wilfrids.org/school-life/uniform/">https://www.st-wilfrids.org/school-life/uniform/</a></li> </ul>
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We ask parents to read our uniform policy and thank you in advance for your continued support in ensuring our high expectations regarding uniform are maintained.

**On a day when students have a timetabled P.E. lesson:**

- In order to reduce contact students are not going to be able to access the changing rooms.
- Therefore, students will need to arrive at school wearing their P.E. kit and trainers.
- Pupils must carry School Uniform in their bag in case PE kit gets wet or very dirty.
- Students **must wear their school blazer** in order to clearly identify students as being part of our school community and this therefore **directly supports safeguarding**.

**UNIFORM WORN CORRECTLY**

Students who fail to wear uniform correctly will be dealt with according to the school's Behaviour Policy. The statutory guidance on uniform from the Department for Education states:  
*"Teachers can discipline pupils for breaching the school's rules on appearance or uniform. This should be carried out in accordance with the school's published behaviour policy."*

**Equipment**

- Students will require the usual school equipment as listed in the Student Planner which should not be shared with other students.
- The equipment required is: black/blue pen (and a spare); green pen; pencil; ruler; calculator and a school bag. **No calculators can be loaned out.**
- All students should have a reading book with them at all times.
- Where students will need to access other equipment supplied by school (for example subject specific equipment) this will only be used by students within a Bubble.
- Where equipment supplied by school needs to be used by students in different Bubbles it will be cleaned before use in-line with government guidance.

Students should bring a filled water bottle to school. **For hygiene purposes water machines will be unavailable and therefore students will be unable to refill their bottle at any time.**  
Bottles of water can be purchased at lunch time.

**Behaviour expectations**

These are **exactly the same** as usual, here are some reminders:

- Be respectful of each other and all staff.
- Follow instructions as soon as you are asked to do so.
- Mobile phones should be switched off /silent.
- If you feel worried or have any questions: tell a teacher and we will help you.

**First Aid**

- A First Aider is on site.
- If a student starts to feel unwell during the day, they need to let their teacher know.
- If a student starts to develop COVID-19 symptoms during the day staff will follow the

**End of School Day**

Students will be expected to:

- Follow staff instructions and leave the room when told to do so.
- Sanitise hands on exit of the building.

<p>appropriate protocol to isolate the student in order to reduce risk to others.</p> <ul style="list-style-type: none"> <li>• There will be designated isolation space within each bubble for use in the event a student or member of staff beginning to develop COVID-19 symptoms during the day.</li> <li>• Where a student falls ill during the school day with COVID-19 symptoms school will immediately contact parents and the <b>student will need to be collected as soon as possible.</b></li> <li>• Where a student is sent home with COVID-19 symptoms they must self-isolate for 7 days and should arrange to have a test to see if they have coronavirus. Other members of the household (<b>including any siblings</b>) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>• Where the symptomatic person tests negative other members of the household can stop self-isolating.</li> </ul>	<ul style="list-style-type: none"> <li>• Leave the school site straight away, unless attending a directed after-school intervention or activity.</li> <li>• Students should not congregate outside of school.</li> <li>• Parents who are picking up children must do so off site.</li> </ul> <p>If you are collecting your child on foot you must remain at the gate and not enter the school site.</p>
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### **Visitors to School**

School will be closed to all external visitors including parents, other than the emergency services, social workers or professionals from external agencies. **Parents cannot enter the school building.** If you need to speak to a member of staff, please telephone or email school.

It is important that you realise that teachers are in the position of parents/carers while you are in school. It is essential to follow all protocol procedures to ensure the safety of students, staff and their families. If at any time students fail to follow the protocols outlined or act in a manner that jeopardises the culture of the school or the safety of others, they will be required to be collected immediately.

**Please make sure that your contact details are up-to-date and where you might be unavailable due to work, you have provided the contact details of another trusted adult.**

**Please email: [admin@st-wilfrids.org](mailto:admin@st-wilfrids.org)**

### **Home Study Work**

If school/the local area goes into lockdown:

- Online home study work and assessment will be initiated immediately.
- Students should follow their daily timetable to complete the work set on Google Classroom.
- If a student is unable to return to school in September, then they will be given immediate access to remote home learning.
- Home study work is not an optional activity; students not attending school will be required to follow the work set.
- Work will focus on consolidating, reinforcing and reviewing key knowledge and skills as well as introducing new curriculum content.

- Work will also continue to prioritise student emotional wellbeing.

Our 'Useful Contacts' information is available on the school website: <https://www.st-wilfrids.org/school-life/wellbeing/>

### **Safeguarding**

**If you have any safeguarding concerns please contact: Mrs McDiarmid, Deputy Headteacher (Pastoral).**

**Email: [cmcdiarmid@st-wilfrids.org](mailto:cmcdiarmid@st-wilfrids.org)**

### **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 childcare, have priority access to testing.

#### **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.

**Bubble entrance / exit information:**

Bubble	Entrance/Exit
7	<ul style="list-style-type: none"><li>• School day 8.40-15.05</li><li>• Enter school via the main drive at 8.40am</li><li>• 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.</li><li>• If weather inclement students will go straight to their form room via the staff entrance.</li><li>• Students will leave school at the end of the day via the main drive.</li></ul>
8	<ul style="list-style-type: none"><li>• School day 8.55-15.10</li><li>• Enter school via the main drive at 8.55am</li><li>• Year 8 pupils are to enter the building via the main entrance and make their way out onto the KS4 yard for line up.</li><li>• 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.</li><li>• If weather inclement students will go straight to their form room via the main entrance.</li><li>• Students will leave school at the end of the day via the main drive.</li></ul>
9	<ul style="list-style-type: none"><li>• School day 8.55-15.10</li><li>• Enter school via the Grey Hen gate at 8.55am</li><li>• 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.</li><li>• If weather inclement students will go straight to their form room via the PE entrance.</li><li>• Students will leave school at the end of the day via the Grey Hen Gate.</li></ul>
10	<ul style="list-style-type: none"><li>• School day 8.55-15.05</li><li>• Enter school via the Harton Lane Gate at 8.55am</li><li>• Year 10 should enter the building by the old sixth form entrance and make their way through to the KS3 yard for line-up.</li><li>• 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.</li><li>• If weather inclement students will go straight to their form room via the Harton Lane entrance.</li><li>• Students will leave school at the end of the day via the Harton Lane Entrance.</li></ul>
11	<ul style="list-style-type: none"><li>• School day 8.40-15.05</li><li>• Enter school via the Grey Hen gate at 8.40am.</li><li>• Year 11 should line up on the field next to the cycle lane gate.</li><li>• Students will be taken into the new stem block by their form tutor through the STEM block doors.</li><li>• If weather inclement students will go straight to their form room via the Grey Hen gate entrance.</li><li>• Students will leave school at the end of the day via the Grey Hen Lane gate Entrance.</li></ul>
CCNE	<ul style="list-style-type: none"><li>• School day 8.55-3.10</li><li>• Enter school via the Grey Hen gate at 8.55am.</li><li>• CCNE students should line up in the old car park at the back of the school.</li><li>• Students will be taken to the music rooms by their form tutor via the music door entrance.</li><li>• If weather inclement students will go straight to their form room via the Grey Hen gate entrance.</li><li>• Students will leave school at the end of the day via the Grey Hen Lane gate Entrance.</li></ul>
12 and 13	<ul style="list-style-type: none"><li>• School day 8.45-15.10</li><li>• Enter school via the main drive at 8.45am</li><li>• Students can enter the sixth form building or access to music/IT rooms via the door opposite to access form rooms..</li><li>• Students can go straight to their form room.</li><li>• Students will leave school at the end of the day via the main drive.</li></ul>

