

Thursday 3<sup>rd</sup> September 2020

**RE: Start of term protocols and information**

Dear Parents and Guardians,

We are very pleased to welcome all students back to school. Year 7's only from Friday 4<sup>th</sup> September, Years 8, 9, 10 and 11 from Monday 7<sup>th</sup> September 2020 and Year 12 and 13 from Tuesday 8<sup>th</sup> September. After the challenges of the school closure since March 20<sup>th</sup>, we have worked hard to ensure that school is as safe as possible for our students and for our staff. Below is important information outlining changes that students should expect on arrival. Please take the time to read through this with them.

**Before School:**

- Please do **not** come to school if you are displaying any COVID-19 symptoms (high temperature, persistent cough, flu-like symptoms, loss of taste and/or smell). Visit [www.nhs.uk/conditions/coronavirus-covid-19/](http://www.nhs.uk/conditions/coronavirus-covid-19/) for more information and guidance on self-isolation.
- You should only seek a COVID test if: 1) An individual develops one or more of the main coronavirus symptoms: a high temperature; a new, continuous cough; or the loss or change of their sense of taste or smell; or 2) they are recommended to get tested by a healthcare provider (e.g. GP or nurse). If a pupil, student or staff member develops one or more of the main coronavirus symptoms described above, only they should be tested. There is no need for their households to have a test, unless they are also symptomatic.
- Students who have been absent for COVID-19 symptoms will require proof of negative/positive test on return to school.
- Please follow government guidelines on face coverings and social distancing when travelling to and from school.
- Pupils are expected in full uniform. Year groups which have a PE session will be expected to wear their PE kits and school coats as uniform on that assigned day. This is to promote more frequent washing of uniform.
- Students should bring some fruit as a snack. We are offering hot lunches, but there will be no break time food available.

**Arrival at school:**

- Students are expected to arrive at the assigned time outlined below per year group. This is to promote social distancing and a range of exits and spaces will be used.
- There will be no clubs or activities available before or after school.
- Students will be directed to their relevant entrance by staff.
- Temperature checks and Hand Hygiene will be observed at entrances each day.
- Students have been assigned a year group "bubble" – they will stay in this space for the day. This is to promote social distancing.
- Our normal timetable has been adapted into approximately 2 hour sessions. This will reduce movement of pupils around the school.

**Arrival in classroom:**



**Diocese of Westminster**  
An Outstanding Catholic School



- Each class has been assigned a “Bubble Base” as their assigned room. There will be some minimal movement within year group bubbles to access specialist teaching spaces.
- Students are expected to be fully equipped each day. This is to ensure equipment is not shared.
- Students will be assigned a seating plan.

### COVID-specific protocols:

- Hand hygiene should be implemented regularly throughout the day. Hand washing basins and hand sanitising stations have been installed throughout the school.
- Tissues used by students will be placed in a special lidded bin.
- Students should be considerate when sneezing and coughing by covering their mouths appropriately.
- Students are encouraged to be mature and respectful to others, specifically when related to COVID-related behaviours.
- Students should maintain a 2 metre distance whenever possible, and should observe social distancing at all times out of the classroom.
- If a student starts to display COVID-19 symptoms, they will be taken to a separate medical room and home will be contacted.
- Parents and visitors are not allowed to enter the school building. Staff will endeavour to maintain excellent lines of communication through the planner or by telephone.

### Departing from school:

- Students will be dismissed at intervals, as indicated in the table below.
- Students are expected to go directly home, and are not allowed to gather in the local area or local shops.

### Staggered timings for whole school:

Year Group	Start Date	Entrance Time	Entrance	Exit Time	Exit
Year 7	4.09.20	8.00am +	Main Student Entrance	14.30	Main Entrance
Year 8	7.09.20	08.45	Late Gate	14.15	Main Entrance
Year 9	7.09.20	08.50	Main Student Entrance	14.05	Late Gate
Year 10	7.09.20	<b>10.00am 7<sup>th</sup> only</b> 08.55am 8 <sup>th</sup> onwards	Late Gate	14.45	Main Entrance
Year 11	7.09.20	09.00	Main Student Entrance	15.10	Main Entrance
Year 12 & 13	8.09.20	08.50	Main Student Entrance	15.00	Green Car Park Gates
EAL Projects	7.09.20	09.10	Main Student Entrance	14.30	Late Gate

Please ensure that you and your child have read and signed the full policies and expectations in the student planner. You will also receive a letter requesting that you update any changes to address, email and telephone contact details, as well as a short survey of digital access in your home. We kindly request that these are both completed and returned by Monday 14<sup>th</sup> September.

We thank you for your support in these unique and challenging times, and we shall endeavour to deliver the same world-standard education your child deserves.

Yours Sincerely,

**Mr D P Coyle**  
Headteacher