

Parents and Pupils COVID 19 – Health and Safety Guidance and Behavioural Expectations for the return to school

It is understandable that you may be worried about the safety of your child as they return to school. Therefore, it is important that we keep each other safe and we want to take this opportunity to assure you about the measures that we have put in place in order to minimise the risk of transmission of COVID-19 and to ask you for your support with this.

We will only follow trusted sources of information as we respond to COVID-19, the NCC Health, Safety and Well-Being team are keeping our arrangements up to date in line with PHE requirements. There is a lot of information in the public domain that is not based on evidence and it causes increased anxiety which is why we are ensuring that our response is appropriate.

This document summarises our arrangements and also details how you can help us by working together. If any significant changes happen to the arrangements then we will keep you informed about them. The document follows government guidance for full reopening of schools published 24th February (Guidance for full opening of schools [2021](#))

The school has completed and regularly reviews a full risk assessment. This can be found on the school website.

Public health advice to minimize coronavirus (COVID-19) risks

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practical.

How contacts are reduced will depend on our school circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups

- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

What we are doing to protect and support pupils and staff to reduce contacts and maximise social distancing

- We have assessed all activities in the school and changed them to ensure that we minimise contact between individuals and maintain social distancing wherever possible.
- We will carry out activities outside where we can, and we will open windows to increase ventilation inside the building when it is safe and appropriate.
- Where close contact will still happen, for example when moving into or from a classroom we will strive to maintain excellent universal hygiene standards by handwashing/sanitising more regularly and following the arrangements that are detailed in this document. A one way system for movement into and out of buildings has, where possible, been put in place.
- To minimise the mixing of pupils – this has been achieved through zones of year groups into separate areas throughout the school and through maintaining distance between individuals.
- Pupils will still have access to a broad and balanced curriculum, whilst minimising contacts and mixing outside of their year group zone – only staff will move between the year group zones and classrooms in different zones.
- Staff desks have been positioned to maintain distance from their pupils, and staff will, where possible, stay at the front of the class, ideally maintaining a 2 metre distance from the children. We know that this is not always possible but staff will avoid close face to face contact and minimise time spent within 1 metre of anyone.
- The classrooms have been arranged to ensure pupils are seated side by side and facing forwards, rather than face to face or side on, all unnecessary furniture has been moved out of classrooms to make more space.
- All classrooms have a supply of both surface and hand sanitisers.
- **All pupils in Years 7 – 13 are expected to wear a face covering/mask at all times in the classroom. This does not apply in situations where wearing a mask would impact on the ability to take part in exercise for example PE lessons.**
- **In addition all pupils in Years 7 –13 are expected to wear a face covering/mask when moving around the school, outside the classrooms, such as in corridors, in transitions between lessons, waiting in the dinner or breaktime queue's and in communal areas where social distancing**

cannot easily be maintained . (Unless they are exempt - and have been issued with a school exemption card).

- Pupils will not be expected to wear masks at break, lunch when outdoors.
- If a pupil forgets to bring a mask to school they need to report directly to their timeout area within their zone – where they will be issued with a disposable mask to use for the day.
- Pupils need to clean their hands before or after touching their face covering – including to remove or put them on.
- Pupils need to safely store their mask in a sealable plastic bag or container when not wearing it.
- All large gatherings such as assemblies or collective worship have been postponed and will not occur; where possible, year groups will receive virtual assemblies and whole school assemblies.
- We have new arrangements in place to ensure that only essential visitors come onto site and it is safe when they do, for them, our pupils and our staff; for example, to carry out essential maintenance for the safe running of the school.
- **No parents** can enter the school site unless they have a prearranged appointment or they have been advised to collect their child by school staff.

Measures for arriving at and leaving school

- Arrival and exit from the school site will be via designated gates as below:

Year 7 and 8 – via St Marys gate on the Lower playground

Year 9 via the Convent drive gate

Year 10 and 11 Via St Peters Gate on Ber Street

- Then pupils need to go directly to their allocated form room in their year group zone.
- **We ask that parents do not gather at the school gates and do not come onto the school site without an appointment. This includes new year 7 parents, please say your goodbyes well away from the school gates.**

Universal hygiene

Staff are implementing these universal hygiene measures and encouraging our pupils to do the same:

- Washing their hands (thoroughly with soap and water often, following the [NHS guidance](#)). Only using alcohol-based hand sanitiser gel if soap and water isn't available. Everyone should wash or sanitise their hands, on arrival at school, before eating, after coughing or sneezing, before and after using water fountains and after visiting the toilet as well as at other regular intervals throughout the day.
- Sanitiser stations are found outside all buildings, within all classrooms and across the site.

- [Catch it, Kill it, Bin it](#) - Covering their mouth and nose with a tissue or sleeve when sneezing and putting used tissues in the bin straight away. Always washing their hands afterwards
- Avoid touching the face, eyes, nose, or mouth if they haven't washed their hands.
- Self-isolating if they or a member of their direct household has a new, continuous cough and/or high temperature/fever/loss of taste or smell.
- Pupils will be isolated immediately and sent home if they develop symptoms, no matter how mild.
- All pupils need to bring their own equipment, loaning of classroom equipment will no longer be available to reduce risk of infection (For example, pen, pencil, calculator etc).
- Students should not share equipment or other personal items.
- Students may take books to and from school.
- Please note government guidance recommends pupils limit the amount of equipment they bring into school each day to essentials only – no lockers will be available for access until otherwise informed.

Washing Clothes

- Clothing can be handled and washed as normal. There is no advice to increase the number of uniform washes that each family carries out.

Cleaning

- We have put additional cleaning measures in place, this includes disinfecting all contact points that are touched regularly such as tables, door handles, toilet flushers, educational equipment and taps. Where items that we use for education are difficult to disinfect we don't use them at the moment.

Educating and Supporting

- Pupils can become advocates in infection prevention at home and in their community by talking to others about how to prevent the spread of viruses, the Headteacher and Deputy Headteacher, will provide, all pupils on their first day back to school with a mini briefing about preventing risk of infection spread.
- We are very mindful about the anxiety and worries pupils may be experiencing and we are encouraging pupils to talk. It is normal that they may have different reactions and some may need to talk to pastoral staff about how they are feeling, advice on who to speak to will be given in to all pupils in the mini briefing.

First aid

We review our first aid arrangements regularly to ensure that they are still suitable, we have a number of new arrangements that we have put in place for the staff who provide first aid to follow.

What happens if someone has symptoms while they are at school

- We will be encouraging all of our pupils to tell a member of staff as soon as they feel ill and particularly if they have a new cough or start to feel like they have a temperature, no matter how mild it is. All staff are keeping vigilant for any signs of symptoms too and will be reminding pupils about this regularly.
- If a pupil feels ill we will keep them safe and away from others in a designated area while they wait to be collected. We will not leave a pupil who is ill where they are not safe to be left and a member of staff will stay with them at a safe distance. In an emergency we will call the emergency services, and we will continue to provide first aid for emergencies as we normally do. It is however essential you come and collect your child straight away, if a member of our staff ask you to (we will contact you if they become ill with either a temperature or a new, continuous cough).
- Our staff will go home immediately if they become ill at work with symptoms, no matter how mild.
- We will follow Public Health England (PHE) guidelines for enhanced cleaning if someone becomes ill at school.
- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.
- Please ensure that your household follows self-isolation guidelines if this happens. Click [here](#) for the Government guidance:
- It does not mean that the illness has been caused by the school as COVID-19 is widespread in communities.

What happens if a pupil or staff member becomes ill while they are not in school

- All pupils and members of staff who have either a new continuous cough or a temperature must not come to school and follow self-isolation guidelines for 10 days. The rest of their household must also self-isolate for 10 days (see link above).
- **Please ask your child how they are feeling before they come to school each day.**
- **It is important to note that if your child is unwell on arrival at school they will be sent home straight away – and this may cause unnecessary stress to them and others – hence your initial check each morning on their general health before you send them to school is essential.**
- Please also ensure you report absences in the same way you would normally by calling the school absence line – if your child fails to attend school but is expected you will receive a truancy call and a member of the pastoral team will contact you to advise your child is not in school.
- It is essential we ensure that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 10 days, and so we will ensure as above anyone developing COVID symptoms during the school day is sent home.

- These essential actions are to reduce the risk in school and further drive down transmission of coronavirus (COVID-19). All schools must follow this process.

What happens if there is a confirmed case of Coronavirus within the school?

- As above: when a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they will be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if they do not have internet access.
- Schools are advised they must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).
- School will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) that attended school – as identified by NHS Test and Trace.
- The health protection team will then carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
- The health protection team will work with school in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:
 - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - travelling in a small vehicle, like a car, with an infected person
- The health protection team will provide definitive advice on who must be sent home.
- A letter of advice will be provided by the Health protection team that school will then send to parents and staff if needed.
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:
 - if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.

Existing health conditions

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. We note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children ended on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - ‘shielding’ guidance for children and young people](#).

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will continue to offer them access to remote education.

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Supporting each other

Your support to help us achieve these standards in our school is vital. Please role model the hygiene behaviours that apply when you are at home and encourage your children to follow them. Please ensure that:

- You and your household self-isolate if anyone develops symptoms for community and school safety.
- In line with government advice and where possible, we recommend that students walk or cycle to school but please ensure you do so safely, i.e. wearing a cycle helmet, high viz and using bike lights. The school acknowledges that many young people travel from greater distances and in those cases need to follow government advice regarding using public transport. It is essential your child washes their hands before using transport and after using transport and they take the necessary precautions to keep them and others safe- as advised in recent government guidance and PHE.
- Families using public transport should refer to the [safer travel guidance for passengers](#)
- We advise you check any public transport your child may be intending to use for changes to timetables and routes due to COVID 19.

Pupil wellbeing and support

- We acknowledge pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. We realise it is important for pupils to contextualise these feelings as normal responses to an abnormal situation.
- Pupils returning to school will be made aware through form time and form tutors of how to access pastoral support workers, Heads of Years and external mentor support should they feel they need it.
- We will be vigilant and offer support as required as we realise there will be pupils that need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression, whilst others will not be experiencing any challenges and will be keen and ready to return to school.
- A key focus of form time will include pastoral activities designed to:
 - support the rebuilding of friendships and social engagement
 - address and equip pupils to respond to issues linked to coronavirus
 - support pupils with approaches to improving their physical and mental wellbeing
 - support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues

Behavioural Expectations for pupils returning to learning on school site.

- Our expectations of students are made explicit in our schools **Behaviour for Learning Policy** that can be found on our school website and in the student planner.
- There are no major changes to our school's behaviour policy.
- However, due to the COVID 19 pandemic and the need to ensure that all staff and pupils are safe and following government guidance on minimising the spread of the virus we have added a behaviour addendum to our policy, briefly outline below.
- The safety of all staff and pupils is paramount at all times. Guidance for schools relating to COVID 19 risks sets out criteria that schools must follow therefore all pupils will be expected to follow the health and safety guidance provided by the school at all times.
- Pupils will be taught in Year Group Zones, at set desks in set classrooms and asked to move around the school in a one way system that reduces risk of spread of infection.
- Pupils recreational time will also be in Year group Zoned areas.
- It is essential that pupils adhere to their designated zone restrictions, social distancing guidance, universal hygiene guidance outlined above and follow staff instructions at all times when on school site to minimise and reduce risk and spread of infection.
- In the event of a pupil refusing to follow year group zone guidance, social distancing guidance or staff instructions when on school site the following will occur:

Stage 1 – a verbal warning will be given

Stage 2 – If the pupil continues to not follow staff instructions Leadership Team (LT) will be called and the pupil will be spoken to and given the opportunity to reevaluate their choices that are putting them and others at risk – this might involve the need to spend a short period of time in their year group time out zone. HOY and Pastoral staff will be made aware of the incident and parents will be informed.

Stage 3 - If the pupil continues to not follow instructions of a member of LT Parents will be informed by a member of the LT that their child has refused to follow staff instructions and is persisting in not following the school behaviour policy – potentially creating an unsafe environment and therefore the parent will be requested to collect their child immediately. The pupil will then be issued with a fixed term exclusion for a **serious breach of the school behaviour policy** or **where allowing the pupils to remain in school would seriously harm the education or welfare of the pupil or others in the school.**

- All pupils will receive a briefing from the Headteacher and Deputy Headteacher on their first day back to school – this briefing will outline the needs for year group zones during structured (lessons) and unstructured time, seating plans in lessons, no mixing of year groups and social distancing – pupils will then have an opportunity to ask staff about any expectations they are not clear about – please remember this is for the safety of your child and staff to reduce risk of spread of COVID 19 and we therefore ask for your support.

Pupil Zones and Form Group Information

Year group Zones as listed below:

- Year 7 – St Mary’s Building – 30s corridor
- Year 8 – St John’s Building – 20s corridor
- Year 9 – St John’s Building – 30s corridor
- Year 10 – St Peter’s and St Paul’s Building
- Year 11 – Lady Julian and St Catherine’s Building

Year group Dining Zones as listed below:

- Year 7 – The Refectory
- Year 8 – The Refectory
- Year 9 – 12.30 - 12.55pm adjacent to St Catherine’s building
- Year 10 – 1.00 - 1.25 pm adjacent to St Catherine’s building
- Year 11 – Viva's
- Year 12 – 11.10am - 12.10pm + 1.40 - 2.30pm at the Refectory
- Year 13 – 11.10am - 12.10pm + 1.40 - 2.30pm at the Refectory

Year group allocated form rooms in zoned area:

Yr 7 ATI (LT-KFR)	2020 -21 Forms	COVID Zone Room
Andrew Clitheroe	7ACL	M36
Danny Sharpe	7DSH	M35
Jo Bruce (TJO)	7JBR	M34
George Clarke	7GCK	M33
Jo Sell (ASE)	7JSE	M32
Stephen Maxwell	7SMX	M31
Andrea Neville	7ANE	M30
Jesus Santana-Nunes	7JSN	M23

Yr 8 PHE (LT-RHI)	2020-21 Forms	COVID Zone Room
Peter Johnson	8PJO	21
Celia Miller	8CMI	22
Simon Everett	8SEV	23
Sarann Dye	8SDY	27
Anna Fox	8AFX	25
Ben Gallacher	8BGA	26
Chris Moore	8CMO	24
Debbie McShane	8DMC	10

Yr 9 IOR (LT- JMK)	2020-21 Forms	COVID Zone Room
Katie Sellwood	9KSE	31
Caroline Hirst	9CHI	32
Marco Nuzzaco	9MNU	34
Charlotte Simpson (RHO)	9CSM	35
Adam Pritchard	9APR.	36
Andy McNally	9AMC	33
Jillian Chadwick	9JCH	37
Maria Kirwin	9MKI	38

Yr 10 CJA (LT- JCC)	2020- 21 Form	COVID Zone Room
Sarah Curtis	10SCU	S29
Sam Orciel	10SOR	S28
Jermey Aldred	10JAD	S19
Freddie Greef	10FGR	P23
Gary Olley	10GOL	P28
Beth Cooper	10BCP	P22
Miaria Tirado Diez	10MTD	P24
Matt Rowe	10MRO	S18

Yr 11 JHD (LT-PSH)	2020 - 21 Forms	Covid Zone Room
Imogen Burns	11IBU	L32
Sarah Bird	11SBD	L12
Gerry McCormack	11GMK	L23
Rob Whittle	11RWI	L22
Jane Buck	11JBU	L21
Naomi Gapper (JSP/MAR)	11NGA	L31
Julian Faulkner	11JFA	L10
Alison Banks (TJO)	11ABK	L11

Yr 12 AFU (LT-KMC)	2020-21 Forms	Covid Zone Room
Dr Laurence Thistlewood	LTW	P30
Obi Iyaji	OIY	P20
Tom Pritchard	TPR	15
Liz Ridley	ERI	J22
Emma Rhodes	ERH	P18
Alex Spalding	ASL	C22
Nathan Hill	NHI	42
Harriet Griffiths	HGR	M22
Hugh Catleugh	HCA	14

Yr 13 QHA (LT-TPI)	2020-21 Forms	Covid Zone Room
Alex Dyer (KMT)	ADY	L24
Annabell Fulham	AFM	M23
Ty Roberts (EPO)	TRO	C20
Cari Cooke	CCO	C10
Andy Eaton (TBE)	AEA	J20
Sarah Ping	SPI	J23
Diana Claridge (HNU)	DCL	C21
Frances Cook	FCO	12
Miriam Sharif	MSH	P22