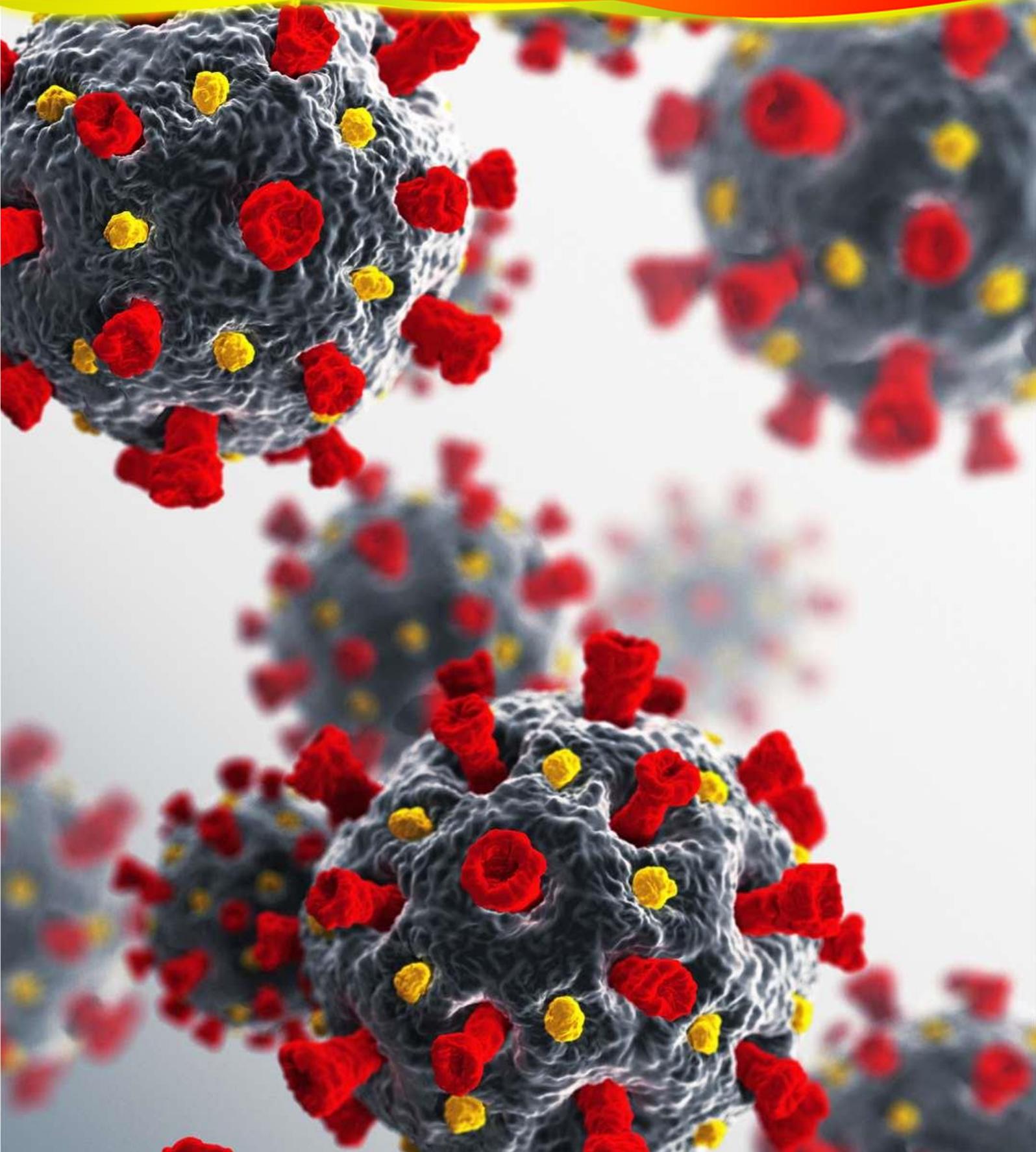


St. Joseph's Catholic School & Sixth Form Centre



COVID-19: Parental Guide for there-opening of St. Joseph's



Dear Parents/Guardians,

The coronavirus (COVID-19) has presented a great number of challenges to us and the whole education community. As part of national social distancing measures to limit the spread of coronavirus (COVID-19), limited numbers of children and young people have attended educational and childcare settings, to ensure that students and staff attending could do so safely. That is why, since 23rd March 2020, education and childcare settings have only been open to priority groups. As well as offering face-to-face provision for those able to attend, the school has provided a significant amount to support the remote education of those who have remained at home.

On Wednesday 3rd June 2020, the Education Minister announced her intention for schools in Wales to increase operations following the period of forced school closure. Due to issues highlighted in my letter to parents on 22nd June 2020 updating you on our current situation, St. Joseph's will be open from **Monday 6th July to Friday 17th July 2020.**

For the remainder of the academic year, the school will provide some face-to-face support to supplement the remote education for all students, especially those who are due to take key examinations next year, alongside the provision currently being offered to children of critical workers and vulnerable students. This increased face-to-face provision will supplement their remote education, which is likely to remain the predominant mode of education for some time.

The aims of our plan are to:

- Provide wellbeing support for our children who have been out of education for over three months and maybe dealing with a range of anxieties and emotions.
- Provide targeted support for the continuity of online learning, which is likely to form the predominant mode of our education provision for the foreseeable future.
- Build on the principles of blended learning, planning for a mixture of online and face-to-face activities.
- Minimise any detriment to individuals or groups of children by gathering information and providing support to try and meet their individual needs.
- Increase levels of engagement in online learning for all pupils, targeting support on an individual basis.
- Continue daily support for critical worker children.

It is recognised that a return to the physical school site, will be difficult for some students and staff who will have experienced a range of challenges during the last few months. These challenges may have presented themselves as a result of 'lockdown'; social distancing; illness; and, in some cases, bereavement.

It is anticipated that students, parents/carers and staff may feel apprehensive about the risks. However, the provision can be made far safer through adherence to the published government guidelines. These include social distancing, hygiene and self-isolation of those showing symptoms, or living with someone showing symptoms. This will minimise the risk of transmission of infection.

The decisions we have taken at school are based on what we feel is safe, practicable and directly linked to the Local Authority and Welsh Government guidance. We will be working with our students and staff to reinforce the key messages of frequent handwashing and good personal hygiene; maintaining social distancing, as far as is reasonable, as approaches to reducing the risk of infection. Following an analysis of the school site, we have established the class size capacity. As a result, while the 2m social distancing expectation remains in place, class

sizes will be capped and to reduce social mixing, each day each class will form a 'bubble'. These 'bubbles' will be situated in a designated classroom of the school. The same will apply for Year 12 but may be supplemented with additional afternoon sessions in suitably large areas of the school and managed appropriately and safely.

The purpose of the guide is to explain how school will operate before the Summer. It may not address every question but it is designed to provide clarity on how and why school will operate in this way. I anticipate that we will need to review this in readiness for September and we will continue to reflect changes as Welsh Government assessments are made.

I hope the guidance outlined in this booklet reassures you about the measures we have implemented which will enable us to keep your children and your family as safe as we possibly can.

Thank you for your patience during these uncertain times. Please take care and stay safe.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'E. Scourfield'.

Eugene Scourfield
Headteacher

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Why is St. Joseph's reopening?

The purpose of school reopening is for learners to check in, catch up and prepare for summer and September, and to enhance the distance learning that is currently taking place. Providing some opportunities for learners to have contact with school is also intended to help with their wellbeing and mental health.

How will you keep my child safe?

The re-opening of St. Joseph's will be based on Local Authority and Welsh Government guidance, aimed at keeping everyone as safe as possible.

The measures we have implemented include:

- ⇒ Strict physical social distancing for everyone.
 - ⇒ High visibility signage throughout the school.
 - ⇒ Restricted movement around the school in the form of class bubbles and a one-way system.
 - ⇒ Limited admission to the school building.
 - ⇒ Strict guidelines regarding hygiene and cleaning.
 - ⇒ Hand sanitising and cleaning equipment in every classroom being used.
-

Which pupils should not attend school?

All pupils in Year 7, 8, 9, 10 and 12 have the opportunity to attend school over the remainder of the academic year. However, there is no expectation that families send their child to school against their will. Our aim is to explain how we are mitigating the risk of transmission. However, while the latest health and medical advice around social distancing remains in place (ie. 2m distance), there is a limit on the numbers of pupils who can safely be on site.

We will be maintaining a record of attendance and we ask that families who have indicated their intention to send their child, notify the school if their child is unable to attend. This will help us in our planning and to identify further support, where required.

Please be aware that for some pupils, it is still not safe to attend school. A summary of these are below.

1. **Those displaying symptoms of COVID-19**

Under no circumstances should students or staff attend schools/setting if they

- ⇒ feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days;
- ⇒ live in a household with someone who has symptoms of COVID or has tested positive to COVID-19 in the past 14 days.

2. **'Extremely vulnerable' or shielding pupils**

Extremely vulnerable pupils have long-term serious health conditions, whose immune

systems are compromised as a result and who are therefore at high risk of serious illness if they are exposed to COVID-19. These individuals will have received a shielding letter from the Chief Medical Officer for Wales. Pupils in this category **must not** attend school and continue with distance learning.

So, should my child attend school?

It is recognised that many pupils will be anxious about attending school. The school environment has always been an exceptionally safe place to study. However, the virus has created uncertainty and varying levels of fear and anxiety.

The Education Minister has stated that parents/carers can decide if they wish to send their children back to school for the summer term. There are no repercussions for those parents/carers who choose for their child to remain at home. However, if your child is fit and healthy you may consider that the potential impact on your child's education and wellbeing of being away from school for six months outweighs the controlled risk of contracting Coronavirus. It is a personal decision for each family to take for themselves.

When can my child attend school?

All children who will be attending school must be registered by their parents using the online form available on: the school website, social media platforms, via the ParentPay e-mail. We can then plan our staffing requirements based on the responses. No child may attend unless registered correctly.

Due to the social distancing measures we have put in place and Welsh Government guidance we are required to limit the number of pupils who can attend school each day.

The structure is shown below:

Year 7 – 10

Learners will be divided into four vertical groups based on alphabetical ordering of surnames. This is intended to keep siblings together as much as possible, particularly during journeys to and from school. It will help particularly with school transport (those from the same household may sit together on a bus) and provide parents with more freedom to attend work.

- **Group A** - Surnames beginning with A-E. These pupils will attend on Mondays.
- **Group B** - Surnames beginning with F-K. These pupils will attend on Tuesdays.
- **Group C** - Surnames beginning with L-R. These pupils will attend on Thursdays.
- **Group D** - Surnames beginning with S-Z. These pupils will attend on Fridays

N.B. Children who live in the same household but who do not share the same surname will attend on the same day.

Year 10 only - The Wednesday of each week will be an additional opportunity for Year 10 pupils. This is in recognition of their particular place on their GCSE journey.

Therefore, the timetable for both weeks will be:

Monday	Tuesday	Wednesday	Thursday	Friday
Years 7-10 Group A	Years 7-10 Group B	Year 10 only	Years 7-10 Group C	Years 7-10 Group D

This model ensures that we follow our principle (informed by local authority guidance) that all learners will have the opportunity for at least two visits to school this term. Pupils in Years 7 – 9 may come to school on two occasions (once per week) and pupils in Year 10 may come into school on four occasions (twice per week).

Year 12

Our model for Year 12 pupils will follow the pattern of subject option lines. There will be one option line (A – E) per day. Students who study subjects from 3 option lines will come in to school three times per week. Those who study in four option lines will come in four times per week. Our arrangements for Year 12 recognise their particular place on their journey towards university and the world of work.

Monday	Tuesday	Wednesday	Thursday	Friday
Option B & UCAS Prep	Option A	Option C & WBQ	Option D & Tutor Reviews	Option E

Year 12 will also receive a separate letter with timetable and rooming information.

How will the day be structured?

The school day will start and finish at the same time. Students and staff will attend for full day sessions. However, each 'bubble' will be allocated staggered break and lunch times. For all pupils in Year 7 – 10 and Year 12, the day is likely to be split into three sessions.

08.45 – 09.00	-	Registration
09.00 – 10.30	-	Lesson 1
10.30 – 10.55	-	Break
10.55 – 12.20	-	Lesson 2
12.20 – 13.00	-	Lunch
13.00 – 15.00	-	Lesson 3
15.00	-	End of day

All sessions for Year 7 – 10 (and most for Year 12) will take place in the same room with the same teacher for the whole day this is in order to reduce movement around the school and the risk of contact with larger numbers of pupils.

Break and lunch will either take place in the classroom or in an allocated outdoor space.

What time should my child arrive?

Pupils should not arrive before 8.40am, and only at their allocated entrance. Any pupils who arrive before 8.40am will not be admitted to the building. Parents should not enter the school grounds under any circumstances when dropping children off at school.

What will my child do during the day?

The programme is designed to enhance (not replace) the home learning activities set on ClassCharts and available through Microsoft Teams and Google Classroom.

During the day your child will undertake a range of sessions aimed at 'checking in and catching up'. This will involve:

For Year 7 – 9: time developing pupils' literacy and numeracy skills in addition to time on wellbeing activities provided by the Local Authority.

For Year 10: time working with English and Maths teachers on literacy and numeracy activities and with Mrs Carson, Head of Year.

For Year 12: two sessions with your subject teacher (where possible) to review the distance learning experience that has taken place since March and provide further activities and guidance for the rest of the term and summer. This will be supplemented with work on Welsh Baccalaureate and UCAS Preparation and Form Tutor Reviews.

Lessons will aim to help and advise pupils in relation to their distance learning. There will also be a focus upon the emotional health and wellbeing needs of learners.

Practical activity involving the handling of apparatus, tools or utensils will not take place.

What should my child do when they arrive?

Pupils will arrive at specified, separate entrances to be met by a member of staff. Pupils will be informed of their entrance and classroom in advanced. They will queue at a marked 2m distances. Unfortunately, this will be the case even if it rains. Accordingly, pupils should not arrive at school too early.

On entering the building through either door close to the New Hall and Yard (for Year 7 – 10) and New Block (for Year 12) pupils should sanitise their hands using the wall mounted hand sanitisers. Pupils will be directed to their bubble's room for the day where they will be met by their teacher for the day.

Shortly after the start of the school day each class will be brought to our handwashing facilities to wash their hands. This will be in their bubble and they will not come into contact with other pupils.

Pupils must not congregate in groups at any time during the school day, even before school starts.

We have a new one-way system in operating and all pupils must comply with this at all times. The route you are required to take may not necessarily be the shortest/quickest (see Appendix 1).

Formal registration will be taken at the start of each session. This will be checked against the list of pupils expected to attend. If a pupil we are expecting does not turn up, we will contact home as soon as possible. Only those pupils expected by the school may attend.

During registration, pupils may order any snacks, drinks or grab-bags for later in the day. There will be an act of collective worship.

Will my child get food at breaktime and lunchtime?

Ordinary canteen facilities will not be operational. There will be no hot meals available and there will be no lunch queues. Pupils are advised to bring in their own lunch, snacks and drinks (personal, refillable bottles are ideal). If this is not possible, the canteen will be able to sell grab-bags, drinks and snacks. These can be ordered each morning ready for lunchtime. The school will not handle cash. The starts and ends of breaks and lunchtime will be staggered to minimise the risk to social distancing.

For pupils entitled to Free School Meals, the Local Authority will continue to provide the allowance directly to each parent. Therefore, parents are required to ensure that their child's ParentPay account contains necessary funds for a grab-bag, drink or snack if they wish their child to purchase during the day.

Is my child expected to adhere to physical distancing?

Yes, all staff and children must ensure that physical distancing protocols are observed.

- ⇒ Wherever practicably possible, all staff and children must observe a 2metre distance between each other.
- ⇒ Pupils will be politely reminded if they forget. However, persistent refusal to physically distance will result in the child having their place in school withdrawn on Health and Safety grounds.
- ⇒ No classroom will have more than 8 people present (9 including the teacher)
- ⇒ Wherever possible, children should remain within their class 'bubble'.
- ⇒ Contact between people must not take place unless absolutely necessary (e.g. first aid).
- ⇒ Pupils who persistently refuse to follow physical distancing will be dealt with under the school's Behaviour Policy.

What clothing should my child wear and equipment bring?

Pupils are not required to wear school uniform during the summer term. All clothing and footwear should be easily washable. Ideally, clothing should only be worn for one day before being washed at

a high temperature. They may choose to wear their PE kit. Pupils who do choose to wear elements of their school uniform should not wear their ties or blazers.

Coats and bags are difficult to wash so once in their classroom pupils will be asked to place their coats on the backs of their chairs and store their bags safely beneath their chairs or desks. All learners will be expected to bring with them their own pens and pencils etc. Learners may also bring into school their own electronic devices that they use for online learning. In the current circumstances, pupils may bring their mobile phones to school but these should be switched off and put away. Pupils may use them only with the express permission of their teacher. Please note that the school cannot be responsible for any loss or damage if a parent decides to send their child into school with a phone. Neither clothing nor equipment should be shared by pupils.

How should my child travel to school?

The safest way to get to school is for pupils to walk to school. This can be the daily exercise for the pupils. Pupils may be expected to walk for up to one hour or three miles. This is not a social activity. Pupil walking to school should do so directly in accordance with social distancing. They should not go call to the shops or call for each other or walk together. They should arrive promptly at school and go directly to their allotted entrance where they will be met by a member of staff.

Pupils from different households should not travel together in cars.

Pupils who must rely on school transport will be able to access their usual local authority provision but numbers permitted on buses will be limited to ensure social distancing. Please note that we are currently working with the local authority to identify those who will need to travel on school transport. We must know that parents intend their children to return to school **before** we can arrange transport (not vice-versa).

Unfortunately, we will not be able to operate our school minibuses. This means that parents of pupils who ordinarily rely on this means of travel will need to make alternative arrangements.

Pupils can, of course, travel on foot, in cars and on buses with members of their own household. Walking to school will reduce the number of cars on the road and the congestion outside the school.

Start and end times will be the same for all pupils (08.45 – 15.00) but they will be expected to use specific points for entrance and exit. Staff will manage the safe entry and exit of pupils.

Will my child be with his/her friends?

As far as possible, pupils in Years 7 to 10 will be placed into groups of 8, to be taught by the same teacher each day. This is specifically to limit contact to as few people as possible in order to reduce the possibility of spreading infection. Pupils will be placed in a bubble with other pupils from their year group following consultation with their respective head of year. Unfortunately, we cannot guarantee your child will be in a group with specific friends.

Wherever possible, Year 12 students will be taught by their specialist A Level teacher. They will be taught in rooms big enough to maintain social distancing and will have contact with only one class on any one day. Ordinarily, learners will not have sustained contact with any more than one teacher per visit to school.

How will toilet facilities work?

There will be specific toilets for Years 7-10, Year 12 and staff. There will also be disabled toilets. Toilets may be used at any point during the day but in order to maintain social distancing, only one person at a time will be allowed into a toilet. Everyone will be expected to wash their hands after any visit to the toilet. Soap, hot water and sanitiser will be available in all toilets. Toilets will be cleaned during the day and at the end of each day.

Teachers will be sensitive to personal hygiene and sanitary needs where some children may need to visit the toilet more frequently. Sanitary products will be available in all toilets for pupils to use. Staff will be available to supervise the toilet facilities, maintaining an orderly queueing system and only admitting one at a time to ensure physical distancing is maintained.

What support is available for children with Additional Learning Needs?

The additional learning needs of pupils will be given careful consideration. Social distancing must still be maintained even where there is one-to-one support for a pupil. Modifications to the support of learners will be discussed with parents and explained sensitively to pupils. We will liaise with the local authority inclusion service which has a helpline to support parents of children with Statements of ALN. <https://www.npt.gov.uk/23268>

What about cleaning and personal hygiene?

The school has significantly increased cleaning capacity and all high contact surfaces will be frequently cleaned throughout the day.

It is essential that all children exercise high standards of personal hygiene at all times. Maintaining high standards of personal hygiene is recognised as one of the strongest defences against the spread of Coronavirus.

The school will be cleaned thoroughly at the start and at the end of the school day. Cleaners will also be deployed throughout the day to maintain surfaces, door handles, stair handrails, toilets and deal with the cleaning of rooms where children have been unwell and awaiting collection by parents/carers.

All pupils and staff will sanitise their hands as they enter school. They will then wash their hands as soon as their bubble is established, before lunch, after lunch and before the end of the school day.

Good handwashing technique needs to be promoted by parents/carers and will be reinforced by the teacher. Children should be actively encouraged not to touch their face, nose or eyes, particularly if hands are not clean. It is important to ensure regular hand washing routines are observed throughout the day, especially at toilet and mealtimes.

What if my child is unwell?

No child should attend school if they are unwell or showing symptoms of Covid-19, or if they live with someone displaying symptoms.

The most common, though not exclusive, symptoms of COVID-19 are a persistent dry cough; difficulty in breathing; loss of taste and/or smell; and high temperature. Parents/carers and staff are asked to follow the national guidance in relation to 'stay at home' where these symptoms are identified.

Any pupil or member of staff who displays symptoms will be sent home immediately. Pupils displaying symptoms of coronavirus will be isolated, in a designated area of the school, so that they do not come in contact with other pupils and as few staff as possible. The pupil will remain safe until collection.

Where a symptomatic pupil is waiting to go home, they must use different toilets to the rest of the school to minimise the spread of infection. In the unlikely event of this not being possible, toilets will be cleaned immediately after use. Parents/carers need to be aware that, for the safety of other students and staff, they may need to be available to collect their child in the event of them displaying symptoms and/or become unwell.

In the case of a symptomatic student who requires supervision prior to collection

- ⇒ Supervising staff will wear a fluid-resistant surgical mask;
- ⇒ Where contact is necessary, supervising staff will also wear disposable gloves and a disposable apron; and
- ⇒ If there is a risk of splashing to the eyes, such as from coughing, spitting and/or vomiting, supervising staff will also wear eye protection;

⇒ Supervising staff will wash their hands thoroughly for 20 seconds, after the student has been collected.

All areas used by a symptomatic pupil will require a clean once vacated.

What if other children misbehave?

St Joseph's Behaviour Policy remains appropriate at this time and contains a range of strategies to promote positive behaviour. However, coughing, spitting or any other behaviour with the intent of causing infection, threatening potential infection or causing others unnecessary anxiety will be viewed as a serious breach. Pupils demonstrating behaviour of this nature will not be permitted to remain in school and parents will be contacted to collect them. Such a decision will be made on grounds of health and safety.

Can parents/carers visit the school?

Parents will not be admitted to the building except under exceptional circumstances and only when authorised by the Headteacher. Where possible, all parental communication will be conducted by telephone, text and letter.

Will distance learning continue?

Because not all pupils will be in every day, distance learning will continue for all pupils. We are also aware that not all pupils will be able to return to school at this point. It is fundamentally important to recognise that having opportunities to come into school does not bring to an end the expectation to engage with distance learning. School staff will maintain resources for distance learning right up to end of term.

Emergencies, accidents and first aid

There will be named members of staff who are qualified in first aid on site each day. In the event of an accident at school, the same procedures will apply. However, where a student requires first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; goggles and/or face-shield) whilst administering treatment. Any staff who administer first aid or have direct contact with students must immediately wash hands and avoid contact with face until hygiene practices have been observed.

Safeguarding

The school recognises that pupils will have encountered different experiences and home environments during lockdown. All staff have been reminded of their safeguarding duties within the statutory safeguarding guidance for education settings Keeping Learners Safe and with the Wales Safeguarding Procedures.

Safeguarding procedures remain the same. In the event of a safeguarding concern, then pupils and staff are expected to follow the usual procedures. Where there is a safeguarding concern, pupils and staff should report the concern to a member of the Safeguarding Team or in their absence their Head of Year or Mr Scourfield.

St. Joseph's Catholic School & Sixth Form Centre

Safeguarding & Child Protection

We want ALL pupils and students at St. Joseph's to be safe, healthy and happy.
If you do not feel safe or you are worried about someone else, you must speak to an adult that you trust.

The staff below are responsible for safeguarding and child protection at St. Joseph's:

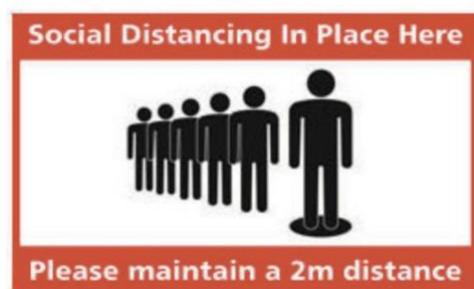
			
Ms D Evans ALNCO Designated Safeguarding Lead	Mr J M Torrance Assistant Headteacher Deputy Safeguarding Lead	Mr R Pyke Assistant Headteacher Deputy Safeguarding Lead	Mrs V J Johnston Learning Leader Deputy Safeguarding Lead

*Additional support and information is available from the Local Authority by contacting:
Mrs. Sam Jones, Education Safeguarding Officer on 01639 763363 or 07855 079790*

Examples of Visual Displays

Pupils and staff should expect to see visual displays around the school site which promote social distancing; good personal hygiene and one-way systems for transfer between different areas of the school site.

Examples of these displays include:



Appendix

Appendix 1 : One-Way System

