



September 2020 Return Guide for
Parents, Pupils and Staff

St Monica's RC High School – September 2020 Return Guidance

This guidance has been prepared to make clear expectations and processes to ensure the efficient and orderly return of all pupils and staff in September. DFE guidance that was issued to all schools¹ on July 3rd on how to do this safely. There are three over-arching principles that will inform the school approach to re-opening within the context of the guidance. These are;

- 1) The integrity and delivery of the school curriculum should be as broad and balanced as it can be.
- 2) The system of controls as outlined by Public Health England will be followed.
- 3) Actions taken will be risk assessed so as to demonstrate that the school is seeking appropriate approaches to minimise infection.

For each guidance area we will outline the steps we will take to ensure the school is September ready.

Area 1 - Public health advice to minimise coronavirus (COVID-19) risks

- a) Within school there will be clear adherence to the systems of control laid out by Public Health England. The table below outlines the six key areas of prevention and the school response to these. The details for some responses may be outlined in subsequent sections.

System of Control	In school action
1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<ol style="list-style-type: none"> 1) School will share with parents and pupil's guidance regarding Covid-19 requirements that are in place nationally. 2) Within school pupils will be reminded of their responsibilities on a daily basis. 3) Where pupils are ill the attendance officer will follow a Covid-19 script when speaking to parents to ensure that if necessary pupils do not attend school.
2) clean hands thoroughly more often than usual	<ol style="list-style-type: none"> 1) All desks in all rooms will have hand sanitiser on them, and the use of these will be built into day to day routines (see section 2 below) 2) Mobile hand sanitiser stations will be in place at all entrance and exit points to the school, and will be used on arrival to school. 3) As part of amended pastoral routines the need to keep hands clean will be discussed with pupils each day.
3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<ol style="list-style-type: none"> 1) Pupils will be asked to bring tissues as needed. Tissues will also be provided in school as necessary. 2) Additional bins will be provided in each classroom, and changed at regular intervals. 3) Within school pupils will be reminded of their responsibilities on a daily basis in reference to "catch it, bin it, kill it approach"
4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	<ol style="list-style-type: none"> 1) Cleaning around the school will be enhanced. 2) Pupils will wipe down desks after each lesson with anti-viral wipes as part of amended protocols. 3) Other surfaces (computers/desks) will be wiped down at appropriate times.
5) minimise contact between individuals and maintain social distancing wherever possible	<ol style="list-style-type: none"> 1) School day timings will be amended to limit as far as possible contact between groups of pupils and staff. On some days form time will not take place so as to limit additional pupil movement around the site. 2) Years 7-9 are taught in distinct half year bands. Pupils in band A are never in the same teaching space as pupils in band b at the same time.

¹ <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

	<p>3) Years 10 and 11 are taught in distinct half year bands. Both bands share the same optional learning subjects, but this only accounts for 30% of their curriculum time.</p> <p>4) Scheduling of the school timetable has been amended to limit pupil movement. Staff may move between lessons to avoid pupil movement.</p> <p>5) Clear and precise movement routines, including one-way systems on both floors will be embedded, along with room exit protocols in all areas of the school. This will ensure even pupil flow around the building when movement is needed.</p> <p>6) During lesson transitions pupils are expected to remain silent. This will be explained and reinforced prior to pupils returning to school.</p> <p>7) Year groups will be assigned areas of the school estate for social times. Pupils will be escorted to and from social spaces at social times.</p> <p>8) There is limited dining and food servery space. These will still be open but pupils and parents and staff will be asked to bring in a packed lunch to avoid using the canteen.</p> <p>9) Assemblies will not take place with full Year Groups. They will be delivered in rooms through an online platform.</p> <p>10) Extra-Curricular sporting events will not take place until revised guidance is issued.</p> <p>11) PE changing rooms will be closed, and where PE lessons take place pupils will need to come to school in full PE kit, including their school blazer.</p> <p>12) There will be limited access to the school staffroom.</p> <p>13) Whole school events (staff meetings/parents evenings) may take place in a different format to avoid risk of infection.</p> <p>For further details of the actions listed above please see section 2- School operations and logistics.</p>
6) where necessary, wear appropriate personal protective equipment (PPE)	1) PPE will be available as needed should the circumstances arise.

- b) Guidance points 7-9 as outlined below in appendix 1 would be followed were they to be relevant in our context.
- c) Almost thirty percent of pupils have a sibling in another year group.

Area 2 – School Operations and logistics

a) Start of the Day

School will be open from 8:20am from September. From September form time will take place three times per week, on a Monday, Wednesday and a Friday.

On Tuesday and Thursdays, the school day will start with period 1 at 8:30 and there will be a whole school assembly delivered into each classroom through Microsoft Teams. This reduces transition time between form time and period 1.

To improve the quality of transitions around the building Year 7 and Year 8 pupils will line up in a designated outside space and then be escorted to their **Form room** by their form tutor on Monday, Wednesday and Friday. On a Tuesday and Thursday Year 7 and 8 will line up in their allocated outside spaces and then be escorted to period 1 by their **Class teacher**.

Year 9, 10 and 11 pupils will go straight to their Form room or Class room for 8:30am following the one-way system. Staff duty point and times will be amended to facilitate this.

b) School Day Structure

A number of structure models have been investigated and tested. It has been challenging to manage the competing demands of reducing risk of transmission, alongside maintaining the integrity and balance of the school curriculum. As such from September the school timetable will be amended and the pre-break and pre-lunch learning sessions will be double lessons. The lessons will follow the current timetable structure. As such;

Week 1a Red– Lesson 1 and 2 will be week one Lesson 1. Lesson one will last for the duration of periods 1 and 2
Lesson 3 and 4 will be week one Lesson 3. Lesson three will last for the duration of periods 3 and 4.
Lesson 5 will ALWAYS be lesson five as normal.

Week 2a Green–Lesson 1 and 2 will just be Lesson 1. Lesson one will last for the duration of periods 1 and 2
Lesson 3 and 4 will just be Lesson 3. Lesson three will last for the duration of periods 3 and 4.
Lesson 5 will ALWAYS be lesson five as normal.

Week 1b Blue – Lesson 1 and 2 will be Lesson 2. Lesson 2 will last for the duration of periods 1 and 2
Lesson 3 and 4 will be Lesson 4. Lesson 4 will last for the duration of periods 3 and 4
Lesson 5 will ALWAYS be lesson five as normal.

Week 2b Yellow – Lesson 1 and 2 will be Lesson 2. Lesson 2 will last for the duration of periods 1 and 2
Lesson 3 and 4 will be Lesson 4. Lesson 4 will last for the duration of periods 3 and 4
Lesson 5 will ALWAYS be lesson five as normal.

Over the course of this four-week cycle, all pupils will experience all elements of their timetable. This will ensure that staff do not need to move across rooms. Timetable amendments will be made to try and ensure balance across staff timetables as far as is possible within these restrictions.

The rationale for this is as follows;

- 1) It ensures the integrity of the school timetable and curriculum remains intact. Pupils will receive their full curriculum entitlement over each four-week cycle.
- 2) Putting in place longer sessions of learning significantly reduces the need for pupils to move around the school, and thus reduces the risk of transmitting infection.
- 3) This will ensure staff can remain in their teaching space, where they will be able to continue to provide high quality teaching.

This timetable will be shared with pupils, and form tutors will on a daily basis reinforce the structure of the day so avoid confusion. The phased return will allow time for all pupils and staff to be comfortable with this.

c) Lesson Transitions

Suites of rooms will be placed into “clusters” depending on their location. Each cluster will be assigned a room exit order. This is to ensure that entrance from classrooms is orderly. Given how departments have been allocated to areas of the school, it could be that several subjects make up a cluster of rooms. As can be seen below, the school day structure has been amended to reduce transitions significantly. As most lessons are in effect doubles, most transitions occur after social times.

d) Break and Lunch time protocols

To facilitate break time effectively staff will escort their class to their assigned break area. It will be made clear to all pupils where assigned spaces are as outlined below.

e) Break time guidance - Escort and Collect

Break will be at 10.40 initially. Once routines are established this will be reviewed. The school canteen will not be used at break time.

At approximately 10.35 am a 'pre-notice bell' will sound. This will allow time for students to pack their bags and wipe down desks, chairs etc. They will be ready to leave the classroom at 10.40. Staff will then escort their class to their assigned break yard/area, following the school one-way system and the Room Cluster Exit order.

Students will be required to remain silent and walk in single file until their designated break yard/area is reached: -

Year 7 Junior Yard
Year 8 MFL area
Year 9 RE area
Year 10 Senior Yard
Year 11 Our Lady's Garden

SLT/Pastoral Team and Duty staff will be ready in their respective duty points in each designated break yard/area to welcome pupils. Break duty day and times will be assigned so they are compatible with staff timetables.

SLT/Pastoral Team will stay in the yard/area whilst staff teaching period 2 prepare to go and collect their next class.

Approximately 3 minutes prior to 11am SLT/Pastoral Team and Duty Staff will signal to students, using a whistle, for them to line up in form order within their designated break yard/area. Form order (BCFG etc...) will be clearly marked in each playground/area.

Period 2 Staff will then collect their class from the designated yard/area (i.e. Junior Yard) and follow the one-way system to escort the students to their classroom. Classes will be dismissed one at a time. ***It is essential that period 2 staff are in the right place at the right time.***

Students will be expected to remain silent and walk in single file until their classroom is reached. A protocol for break time should the weather be poor will be in place for September.

f) Lunch time guidance

Year 7

Lunch will be at 12.45pm – 13.40pm for year 7 for the first weeks of the school term. This will be reduced when year 7 become more used to the routines and are more comfortable with the geography of the building.

12.40 – Year 7 follow room exit procedure. Students to pack their bags and wipe down desks, chairs etc. and be lined up ready to leave the classroom at 12.45.

12.45 – Staff lead students to canteen following the one-way system. Students will be expected to remain silent and walk in single file until they reach the canteen.

Pupils will arrive at the canteen through the school hall and sit down. Staff will organise small queues for any students who do not have a packed lunch. Teaching staff remain with pupils while they eat as already happens with Year 7 pupils when they start at school.

13.00 – Staff lead students out to junior yard following one-way system and remain until duty staff arrive
Lunch duty staff to be at junior yard for 13.10

Year 8-11

Lunch will be at 13.10 – 13.40

13.05 – year 8-11 start room exit procedure - Students to pack their bags and wipe down desks, chairs etc. and be lined up ready to leave the classroom at 13.10.

Lunch duty staff to be at designated area for 13.10pm

13.10 – Staff lead students to the designated lunch zone using the room cluster exit order. Students will be expected to remain silent and walk in single file until their designated break yard/area is reached: -

Year 8 MFL area
 Year 9 RE area
 Year 10 Senior Yard
 Year 11 Our Lady's Garden

Canteen staff will be in each zone with lunch grab bag stations and canteen staff will keep a list of students collecting grab bags to record electronically later. SLT/Duty staff will organise queuing system, and students are responsible for putting all rubbish in the bins provided.

A protocol for lunch should the weather be poor will be in place for September.

5 minutes prior to 13.40 SLT/Pastoral Team and Duty Staff will signal to students, using a whistle, for them to line up in form order within their designated break yard/area. Form order (BCFG etc...) will be clearly marked in each playground/area. Period 5 Staff will then collect their class from the designated yard/area (i.e. Junior Yard) and follow the one-way system to escort the students to their classroom. Classes will be dismissed one at a time. Students will be expected to remain silent and walk in single file using the one-way system until their classroom is reached.

The table below is the model for the school day for September. This will be reviewed on a weekly basis as Year 7 will initially follow a different timing for lunch (please see above).

Year	Form Time 8:30-8:45 or P1	Lesson 1 8:45 – 10:40	Break Time 10:40:11:05	Collection and Transition 11:00 – 11:10	Lesson 2 11.10 – 13:10	Lunch 13:10 – 13:40	Collection and Transition 13:40 – 13:50	Lesson 3 13:40– End	Departure begins at;
7			Junior Yard			Junior Yard			14:40
8			MFL Area			MFL Area			14:40
9			RE Area			RE Area			14:50
10			Senior Yard			Senior Yard			14:50
11			Our Lady's Garden			Our Lady's Garden			Period 4 Revision sessions

g) End of the Day

There will be staggered departures to limit group mixing. This will be done by Year groups.

h) Toilet Arrangements

This protocol follows the guidance issued under the heading Prevention which states that schools MUST 'Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.' However, point 4 of this this guidance states that 'Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.'

Requests to use the toilets during lessons.

If a pupil requests to go to the toilet during a lesson, they will be permitted to leave the classroom to walk to the nearest toilet, adhering always to the one-way system. Pupils must wash hands thoroughly and apply sanitiser upon entry to the classroom. Staff should keep a log of toilet requests during a lesson (when a pupil has left the classroom unsupervised to go to the toilet and which toilet was used.)

Toilets at break times

By building in a comfort break during the lesson if needed, we reduce the numbers of pupils needing to use the toilet during break times. If a pupil still needs to leave the zone to go to the toilet during break, they must ask permission of the member of staff on duty, the member of staff must radio to member of staff at toilet that a pupil is on the way to the toilet.

Toilets at lunch times

This protocol assumes that no child will ever be out of their designated zone at lunchtimes. If a child requires the toilet during lunchtime, they will be given permission from the member of SLT on duty. SLT member to radio member of staff outside the toilet to inform them that a pupil is leaving the bubble to go to the toilet. Further handwashing and sanitising must take place before the pupil returns to the bubble.

Draft Break / Lunch Duty

Year Group	Zone	Zone SLT Leader	Other staff on duty in zone	Toilets to be used	Toilet staff	Route to take
Year 7	Junior Yard	JMC	DWB	Boys and Girls toilets opposite Room 35	RC	
Year 8	Outside up to Rm15	MBR	AH	Boys toilets next to Room 18 and Girls toilets next to Room 14.	PN	
Year 9	Rm 15+ RE rooms	SL	SA	Boys toilets by PE and girls opposite canteen door OR Upstairs Boys and Girls	DB/AR	
Year 10	Senior Yard	EK	SW, PM	Boys and Girls toilets in English Block	TD	
Year 11	Quad	CF	NH	Boys toilets next to Room 18 and Girls toilets next to Room 14.	PN	

Please note that staffing above models the feasibility of this process and does not reflect the actual staffing personnel.

- i) Portable toilets are being sourced and, if possible placed in outside areas – this would ease in school use of toilet facilities and provide better access for pupils if needed.
- j) Method statements for each subject will be developed so they make clear steps they will take in each subject to prevent infection.
- k) A method statement for fire alarm action has been included below.

Method Statement - FIRE ALARM DURING THE SCHOOL DAY

Instructions to follow should the fire alarm sound during the school day.

1. Staff to read the fire action notice in the classroom / office so you are aware of your nearest exit.
2. Make sure you have an alternative exit in case the directed one is blocked.
3. If you hear the fire alarm –
 - a. Stop what you are doing
 - b. Instruct everyone to leave the classroom / building via the nearest exit immediately and ask them to walk quietly and quickly to the senior yard observing guidance to limit the contact and avoid transmission.
 - c. Remind pupils to line up in form order once at the senior yard.
 - d. Follow the pupils out closing your classroom door behind you.
 - e. report to the assembly point - senior yard

Please note the one-way system is not in use during the fire alarm, leave the building via your nearest exit if clear.

Do not stop to collect belongings, use the lifts or enter the building unless instructed it is safe to do so.

Area 3 – Curriculum, behaviour and pastoral support

- a) The school will continue to operate a broad and balanced curriculum. Assessment of pupils will take place in the early weeks of September to ascertain where any learning gaps may be. Teachers will then plan how best to address these. Pupils will have access to academic, technical and creative subjects as they have always had.
- b) From September each Wednesday morning all pupils will access the school PSHCE programme. The first few sessions will focus on pupil well-being following the school closure. This programme will then move into Relationships and Sex Education, as this will be statutory from September 2020. The RSE model policy was shared with parents on July 6th 2020.
- c) For pupils in Year 11 data collection points will remain in the same place as they have historically been. Given the challenge of examinations in Summer 2021, the November pre-public examination series will be amended, and almost all subject pre-public examinations will take place in January 2021. Only at this point will any consideration be given to amending the curriculum for a very small minority of pupils.
- d) As per guidance, limits will be placed in some creative subjects such as music to limit the risk of infection. This may include the suspending of choral activities or orchestra or extra-curricular sporting activities. This will be reviewed at the point that further national guidance emerges.
- e) Pupils will continue to access Physical education, but will be required to wear PE kit on the day(s) they have Core PE. Guidance suggests that PE Changing rooms are not used. All pupils will be expected to wear school PE kit and blazer on these days. Extra-curricular activities may be phased in when it is deemed safe to do so. Contact sports will not take place.
- f) A revised school behaviour policy with reference to Covid-19 was shared with all parents at the point of return to school for a small number of pupils. This policy will be amended and shared again and the school will operate using these principles from September.
- g) There will be a renewed focus on school routines to ensure the risk of infection is limited. These have been outlined in Section 2 above.
- h) Attendance is compulsory for all pupils as per national guidance.
- i) Work will be provided for pupils who have had to isolate as per Public Health England guidance.
- j) Were a local/year group lockdown to occur, the school would transition to using Microsoft Teams as the learning platform. As has been shown from June 29th onwards, face to face online sessions can operate effectively. Dependent on the context the sessions would recommence for the appropriate groups of pupils and would model the school day and curriculum entitlement.
- k) Prior to July 17th, teaching staff will receive guidance on planning for longer blocks of learning time. CPD in September will also be delivered for staff around planning for longer sessions with pupils.

Area 4 – Assessment and accountability

- a) Year 11 pupils should expect GCSE examinations to begin in June. Parents are asked to avoid booking any holiday time for Year 11 pupils until the end of the 2020/21 academic year.

- b) Year 11 pupils will not officially leave school until their examinations have been completed. As has now become the custom, there will be no study leave for Year 11 pupils. This will maximise teaching time so they can be as prepared as possible.
- c) There may be the introduction of a “period 4” session from 2:50pm to 3:45pm over the course of the year in certain subjects. This will be designed to support Year 11 pupils. It is in the interests of pupils to attend these sessions where they are offered.
- d) Pupils may be offered catch-up sessions, as part of the national initiative and funding schools will receive. Details of this will be shared with pupils and parents in September, once the exact nature of the funding and how it is to be spent is confirmed to schools.
- e) Pupil work will still be marked as it would normally have been. Heads of Department remain responsible for the effectiveness of marking and feedback across their department.

Area 5 – Contingency Planning for Outbreaks

- a) Should remote education be required at some point in the 2020/21 academic year, teachers will provide online learning sessions through Microsoft teams. It is assumed that teachers would be onsite and pupils access the regular timetable at home unless national guidance stipulates otherwise. This timetable would follow as far as is possible a pupils’ in school timetable.
- b) Where pupils have distinct needs, reasonable adjustments will be made to support them
- c) School will provide additional ICT resources if this is applicable based on the circumstances of each pupil.