



BISHOP CHALLONER CATHOLIC COLLEGE

August 2020

Important information for parents/carers on social distancing and changes to school operation from September

We are very much looking forward to welcoming your children back into school. We want our school to remain a warm, welcoming and safe environment for all.

In the table below we detail some of the changes both to the school environment and systems and procedures it has been necessary to make in anticipation of a full return of all students in September.

As this is an ever-evolving situation, we will, of course, continue to adapt and react to any changes in government advice.

We would ask that parents/carers continue to work in partnership with the school in reinforcing the key messages on **social distancing**. The latest government information on social distancing can be found here,

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

To frame and support discussions with your children you might ask them to reflect on how others may be feeling on return to school, both students and staff, perhaps having witnessed first-hand the devastating effect this virus can have on individuals, families and communities.

Our mission statement speaks of how we give glory to God in our service to others. There is no better way for our young people to live out this mission by recognising the individual and collective social responsibility we have to protect all within our communities by stopping the wider transmission of this virus.

We acknowledge that whilst the measures detailed below will go some way to protecting all within our school community, as with all schools, it is impossible for us to control every moment of the school day and so it is necessary for our young people to act with maturity and consideration of others at all times,

"Do unto others as you would have them do unto you."

In our continued Year of Community, we also ask our students to be mindful of their responsibilities to our own local community; including on their journeys to and from school.

The safety of all within our school community remains our primary concern.

We very much look forward seeing our young people again.

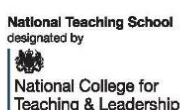
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Measures put in place by the school	
Arrival at school	<ul style="list-style-type: none"> • There will be a staggered start to the school day with year 7 and 8 arriving at 8:40am, year 9 at 9:00am, year 10 and 11 at 8:50am and year 12 and 13 at 8:40am. • Where possible, we ask that students arrive to school close to their designated start time however, school will be open from 7am as usual to all students. • We are fully supportive of sibling groups arriving together. • Sixth form will arrive to school through the main reception. Students should sign in with their lanyards. They should not use the touchscreen facilities. • Yr7-11 students will arrive to school through the main student entrance at the front of school. • Students should not be arriving to school in large groups and senior staff will be on duty to support with this. • All students should be mindful of the latest government guidance on safer travel https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#walking-and-cycling • If a student arrives late to school they should sign in at the main reception in the usual way. • We encourage all students to walk or cycle to school where they can. • We would respectfully ask that parents/carers do not gather at the school gates in the morning.
Classrooms	<ul style="list-style-type: none"> • Rooms have been arranged to ensure desks are forward-facing and it is clear where students should sit. • All rooms will have open doors (except fire doors) and windows to aid air circulation. Air conditioning will not be used. • Each classroom will have hand sanitizer available, tissues and suitable antibacterial wipes. • Classrooms will be regularly cleaned including during the day when not in use.
School buildings	<ul style="list-style-type: none"> • There will be lots of signage and posters up around the school. Students should pay close attention to the guidance on them. • The one-way system will be clearly signed and all students must follow it. • Plasma screens will also be used to share key information. • The school building will appear very open as, where appropriate, doors will be kept propped open as far as possible in line with fire regulations.
Breaks	<ul style="list-style-type: none"> • Break and lunchtimes will be staggered for different year groups. • The canteen will have designated seating areas for each year group and will be thoroughly cleaned between each staggered break. • The school Canteen will be open and students will be able to purchase food and drink before school and at their designated break and lunch times if required. All purchases will be made via Schoolcomms, students will not be required to use their biometric fingerprint but will instead simply provide their name and year group to the catering staff when at the till point. • Breakfast will be available before school as “grab and go” from the canteen. Students will not be permitted to sit in the canteen before school. • The main playground will be fenced off into clearly marked separate areas for year groups to support with social distancing. • During breaks, before and after school, students will be expected to queue to use the toilet and there will be a member of staff available to monitor this. There will be a limited number of students allowed to use the toilets at any one time to support with social distancing. • Posters in toilets will remind students of the Public Health England guidance on the importance of regular handwashing. • Hand dryers will be switched off and students will be expected to use paper towels disposing of these in the bins provided. • In order to reduce student movement the water machines in school will be out of use. This is a social distancing and health and safety measure and we ask that students bring a bottle of water with them every day. Water is available to purchase before school, at break time and at lunch time.

<p>Personal hygiene</p>	<ul style="list-style-type: none"> • All students will be given their own bottle of hand sanitizer on arrival at school for their first day. They should keep this on their person at all times. • Students will be expected to use their hand sanitizer on arrival at school, at the start and end of every lesson and before and after eating. • Students may bring their own hand sanitizer if they wish. • There will be numerous portable and wall-mounted hand-sanitization stations positioned at key points throughout the school including, in reception, the playground, the foyer and the canteen. • Students will be asked not to share any equipment so it is important they come fully prepared for school. • In the rare occasions where subject specific resources need to be shared they will be cleaned and sanitized between use. • Students should adopt the ‘catch it, kill it, bin it’ approach if sneezing or coughing; cleaning their hands after. • Students are encouraged not to touch their mouth, eyes and nose.
<p>Uniform and appearance</p>	<ul style="list-style-type: none"> • Year 7-11 students are required to attend in full school uniform. • To avoid the need for students to have to change for PE, students will be need to wear their PE kit to school and remain in kit for the whole school day when they have PE. All students must wear their school blazer everyday including with their PE kit. • Students will need to bring in trainers and girls can bring in PE shorts/leggings for Dramatic Studies. • Upon return, students in years 7-9 will be given coloured badges that they must wear each day on their blazers. These badges help to identify students in different year groups and support social distancing within the school. • 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.
<p>PPE</p>	<p>The school position on face coverings from September will be as follows:</p> <ul style="list-style-type: none"> • Face coverings can be worn by adults and students when moving around the school, such as in corridors and communal areas where social distancing is more difficult to maintain. • It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning. • Face coverings must be worn correctly. • Face coverings must be appropriate; plain in colour or a simple fabric pattern with no logos/emblems (see examples below). Decisions on appropriateness will be at the discretion of senior staff. A replacement will be provided if the design/style of a mask is deemed to be inappropriate. <p>We will, of course, continue to keep our approach under review. If Birmingham becomes subject to new local interventions/restrictions our position will be further revised and we will communicate this to parents/carers.</p> <p>No students will be excluded from attending school on the grounds that they are not wearing a face covering.</p>
<p>Circulation</p>	<ul style="list-style-type: none"> • The school will operate a revised one-way system from September. The new system will maximise the use of outside routes when circulating. The revised system will be shared with students upon return to school. All students must follow the one-way system at all times. • Due to the complex and compact nature of our school site we will require students to circulate between lessons. This will be a controlled movement with year 7 and 8 moving first and older year groups after. We expect older students to show maturity and adhere to social distancing as they circulate. All staff will be on duty to support social distancing between lessons. • Signage and floor markings will be positioned around the school to support with circulation and social distancing. • School bells will be used to indicate lesson transitions but will not be used for staggered breaks, arrival or departure.

<p>Departure from school</p>	<ul style="list-style-type: none"> • Sixth form students will leave school through the main reception. Students should sign out with their lanyards. They should not use the touchscreen facilities. • There will be a staggered end to the school day with year 7 and 8 leaving at 3:15pm, year 9 at 3:10pm, year 10 and 11 at 3:10pm and year 12 and 13 at 3:10pm. • With the <i>exception of Friday 4th September</i>, there will be an earlier finish each Friday with year 7 and 8 leaving at 2:45pm, year 9 and 10 at 2:50pm and years 11-13 at 2:55pm. • Year 7-11 students will be escorted to their designated exit point by their period 5/form teacher. • Year 7 and 9 students will leave school through the front gate leading on to Institute Road. • Year 8, 10 and 11 students will leave school through the St Dunstan’s gates leading onto the church carpark. • Students will not be permitted to wait for their friends, or to gather in large groups, either on site, or outside school. • We are fully supportive of sibling groups leaving together and there will be provision for students to wait on site as necessary. • We would respectfully ask that parents/carers do not gather at the school gates.
<p>Attendance</p>	<ul style="list-style-type: none"> • School attendance from September is mandatory. • Attendance calls on a daily basis will be made to parents/carers of students that are expected to be in school. • Students attending school are expected to be on time as per the revised start times. • If a student shows any signs of COVID-19 symptoms they should not attend school and we would advise they follow government guidance on testing. • Parents/carers should continue to follow the usual school procedure with regard to any other reason for absence.
<p>First aid</p>	<ul style="list-style-type: none"> • PPE will be used by staff when administering first aid and when dealing with a student displaying symptoms of becoming unwell. • If a student feels ill at any point whilst on school site they should immediately inform a member of staff and make their way to the First Aid room. • The First Aid room is now situated in the old finance office at the front of the school next to room L4. This is a larger venue with an outside exit route to main reception in the event of having to send any sick students home. • If a student displays COVID-19 symptoms parents/carers will be contacted and asked to collect their child from school. • All First Aid staff are fully aware of their responsibilities with regard to the control of the outbreak of COVID-19. • If a student, or close family member, tests positive for COVID-19, the school must be informed immediately by contacting reception or emailing us directly.
<p>Group sizes and mixing</p>	<ul style="list-style-type: none"> • Students will remain in year groups during the day. • Sixth form students will form one “year group” • There will be designated playground/canteen areas for year groups during breaks.
<p>Safeguarding and wellbeing</p>	<ul style="list-style-type: none"> • A designated safeguarding lead will be available on site every day. • Key pastoral staff will be available to speak with students as necessary. • Changes to fire/lockdown procedures will be communicated to students at the start of term including how and where to assemble.
<p>General</p>	<ul style="list-style-type: none"> • No visitors are allowed on our school site without a prior appointment, this includes parents/carers. • We will be offering before and after school clubs. Further information will be circulated to students upon return in September. All clubs will take cognizance of the social distancing and hygiene guidance outlined in this letter. • Parents/carers are urged to read our behaviour policy appendix available on the school website via https://www.bishopchalloner.org.uk/catholic-college/about/policies • The usual school rules on use of mobile phones still apply.