

Brownedge St Mary's Catholic High School



September 2020
Opening

Parent and Pupil
Information Booklet

We are extremely happy, following Government published guidance for the full reopening of schools, to welcome back all our pupils to school in September. By providing our pupils with a high-quality education, we will enable them to thrive and progress.

This guidance states, that with Covid19 very much still in our community, we must put in place appropriate protective measures for children and staff. These focus primarily by minimising the number of contacts that a pupil has during the school day, as well as implementing a series of controls in order to reduce the risk of transmission. In order to do this, we have considered the logistics and practicalities of how we take these government directives and put them into place in our particular school context.

We will keep our school community safe as practically as possible by following:

- a requirement that people who are ill stay at home.
 - Do you not send your child into school if they are unwell or showing any symptoms of COVID-19. These may include a new and persistent cough or a high temperature or a loss of or change in the normal sense of taste or smell.
 - If you suspect that they may have COVID-19, it is vital that you get them tested and let the school know immediately of the outcome. You must follow stay at home guidance for households with possible or confirmed coronavirus infection which sets out they should self-isolate for 10 days.
 - If your son/daughter is sent home with any COVID-19 related symptoms, they will be expected to collect any siblings at the same time, who must then self-isolate for 14 days.
 - If you have recently travelled to a foreign destination that now has imposed isolation on your return, please follow government guidance, notify our absence line and do not return your son/daughter to school until the period of isolation has ended.
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will 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

At the heart of all we do is the safety of all staff and pupils

1. Minimising Contact

- a. Two larger school bubbles – Year 7 and 10 and Year 8, 9 and 11.
- b. Year bubbles and where possible segregated areas for each year.
- c. Minimise movement in school to reduce pupil mixing
- d. Staggered start and end times of the day
- e. Staggered break and lunches
- f. Use of 3 entrances to segregate bubbles
- g. Fixed suite of rooms for each Year bubble as much as possible. Specialist rooms left for Year 11 priority and then other KS4 GCSE option classes.

Year	Room Base	Entrance Point	Start/Finish	Reg	Break/Lunch	Breakout area
7	8,9,10,11,15,Mu	Canopy – School Hall	8.45 - 3.00	am	Early	Chapel Yard
8	17,21,22,23,24, Dm	Canopy – School Hall	9.05 - 3.15	pm	Late	Chapel Yard
9	1,2,18,20,F1,F2	PE Corridor Technology	9.05 - 3.15	pm	Late	Tennis Courts PingPong area
10	4,5,6,7,16,13	Technology	8.45 - 3.00	am	Early	Tennis Courts PingPong area
11	L3,L4,L5,12,14,ILZ	Canopy – History	9.05 - 3.15	pm	Late	ELC Sports College

- h. Phased return of all Year groups, with all Year groups having an assembly to ensure that pupils clearly understand new procedures and safety measures. All pupils will enter school on the first day using the main school entrance.
 - i. Year 7 on Thursday, 3rd September
 - ii. Year 11 on Friday, 4th September
 - iii. Year 8, 9 and 10 on Monday, 7th September with staggered start times

2. Safety and minimising the risk of infection.

- a. In addition to the washing facilities in the toilets, every classroom will have
 - i. hand sanitiser and tissues.
 - ii. gloves, paper towels and cleaning spray on the teacher’s desk for incoming teachers to clean their workspace.
 - iii. a pedal bin for hygiene waste.
- b. Hand sanitiser stations will be located throughout school.
- c. Additional cleaning routines to clean toilets and shared areas throughout the day.
- d. PPE grab bags are available in the Pastoral Hub, ELC, School Office, Head’s office and Science Prep room.
- e. Face coverings can be used by staff and pupils, if they prefer to do this. This will not be mandatory unless our geographical area goes into local lockdown.
- f. Social distancing metres remain as identified in the government guidance. Staff should maintain a 2 metre distance from one another and with pupils avoid face-to-face contact and minimise the time that they spend within 1 metre of them.
- g. Designated pupil Covid First Aid room as operated during partial closure with immediate contact with parents for pick up, arrangement of Covid test and use of track and trace systems.

Additional Information

School Catering

In terms of break and lunch food service, we will continue to provide both hot and cold provision. However, whenever possible, we urge you to consider sending your child with a packed lunch. We also urge you to use our ParentPay system that allows a cashless system to operate across school. This is important as it ensures that pupils are not queuing unnecessarily and a reduction in the need for pupils to touch payment machines. We may move to a complete online payment system if this is not adhered to.

Face Coverings

Last week the Department for Education announced a change in their guidance about face coverings in schools. For a [summary document click here](#) and for the [full guidance click here](#). Our current return to school plan has ensured there is minimal movement of pupils, with staff moving between classrooms and designated entry, break and lunch areas for each year group. As a result of this, and due to our school having a wide outside space, our guidance to parents, staff and pupils in terms of face coverings is that we advise that face coverings are worn when moving around inside the school buildings and may be worn at other times if individuals wish to do so. Face coverings remain compulsory on all forms of school transport. You must also provide a “zip bag” for your child’s face mask if they choose to wear one or if they are using public transport and choose not to wear their mask in school. This is to restrict any potential cross contamination of germs. Should the guidance from the government change or we revise our current practices, we will update you immediately.

Personal Belongings

Government guidelines now permit pupils to bring essentials into school each day including school bag, lunch boxes, coats, school books, stationery, and mobile phones; these are not to be shared and all items must be clearly labelled with their name. Whilst there will be plenty of sanitation resources available throughout school and in each classroom, we ask that all parents and guardians equip pupils with their own hand sanitisers, wipes and tissues as necessary.

Attendance

School attendance will be mandatory again from September. This means from that point, the usual rules on school attendance will apply, including:

- Parents’ duty to ensure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age;
- Schools’ responsibilities to record attendance and follow up absence;
- The availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct;

If parents of pupils with significant risk factors are concerned about returning to school, please get in touch with us to discuss your concerns. We will hopefully be able to provide reassurance of the measures we are putting in place to reduce the risk in school.

Public Transport

Please be mindful that the Government want to encourage children to walk or cycle to school rather than take public transport when the new term begins in September. Any pupils having to use public transport must comply with wearing a face mask. They will not be allowed to travel without one. Again, we ask that pupils bring in a “zip bag” to store their mask during the day if they do not choose to wear it during the school day.

School Transport

Our school bus will continue to operate in September as normal. Any pupils using our school bus must also comply with wearing a face mask. They will not be allowed to travel without one. There will be hand sanitiser on the bus. There will be seating plans for the buses and pupils must sit on their designated seat to avoid pupils from different year group bubbles sitting together. All pupils must remain seated and face the front. Again, we ask that pupils bring in a “zip bag” to store their mask during the day if they do not choose to wear it during the school day.

Uniform

From September, all pupils must attend in full school uniform, following our uniform and appearance regulations. 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.

Physical activity and PE

PE lessons will still take place. However, whilst we have the flexibility to decide how physical education, sport and physical activity will be provided, we still need to follow the measures in our system of controls. That is, pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Therefore, outdoor sports will be prioritised where possible. When indoor spaces are used, we will maximise the distance between pupils and pay attention to cleaning and hygiene.

In order to support our changing room cleaning, we are asking Year 7 and 10 pupils ONLY to attend school in their PE kit on the days they have a CORE PE lesson. They must bring with them their full school uniform on this day to ensure they have dry change if needed. This needs to happen even if the sun is shining when they leave for school. We do want them having to be in wet clothes for the remaining part of the day and we will not send them home to allow them to change into dry clothes. To protect our young girls, they MUST wear leggings for their journey into and out of school on the days they have PE. Wearing PE kit on days of PE lessons is only a temporary measure until we are confident in our bubble procedures. PE staff will discuss further with pupils the requirements for their lessons.

Extra-curricular activities

These are an important part of school life and encouraged. These are especially encouraged as they:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- support pupils with approaches to improving their physical and mental wellbeing

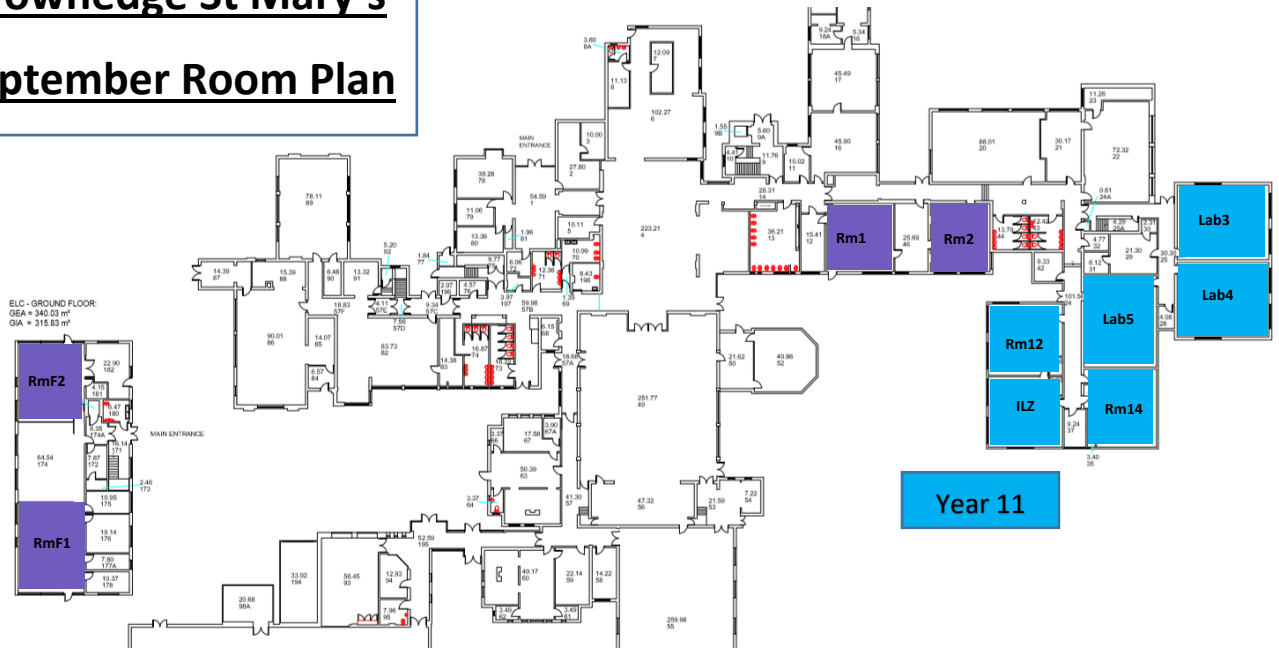
Extra-curricular activities will be restricted to the Year group bubbles that students are in and the same principles that apply to distance and movement in the classroom will apply to the running of extra-curricular activity.

General instructions

- Gathering on the school premises, particularly at drop off and pick up times, is not allowed.
- No external visitors will be allowed access to the school buildings beyond the main reception without a pre-arranged appointment.
- All correspondence with school should be done via email or phone call in the first instance.
- Whilst there will be plenty of sanitation resources available throughout school and in each classroom, we ask that all parents and guardians equip pupils with their own hand sanitisers, wipes and tissues as necessary. This will allow individual pupils to take responsibility for their own hygiene.
- We will be asked to engage with the NHS test and trace system.
- Entire year groups could be sent home if one tests positive for the virus.
- We all need to be prepared for the possibility of a local lockdown and therefore a return to our remote learning. Pupils will receive training to support this.

Brownedge St Mary's

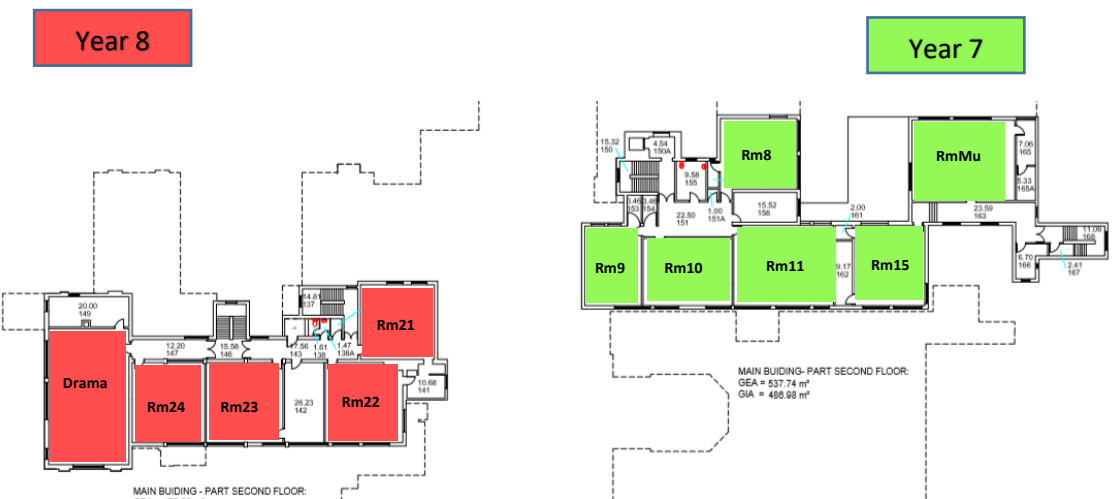
September Room Plan



First Floor



Second Floor



School Bubble One – Year 7 and Year 10

REGISTRATION 8.45-9.05
Period 1 9.05 – 10.05
Break 10.05 – 10.22
Period 2 10.22 – 11.22
Period 3 11.22 – 12.22
Lunch 12.22 – 12.55
Period 4 12.55 – 13.55
Period 5 13.55 – 14.55

Year 7

Year 10



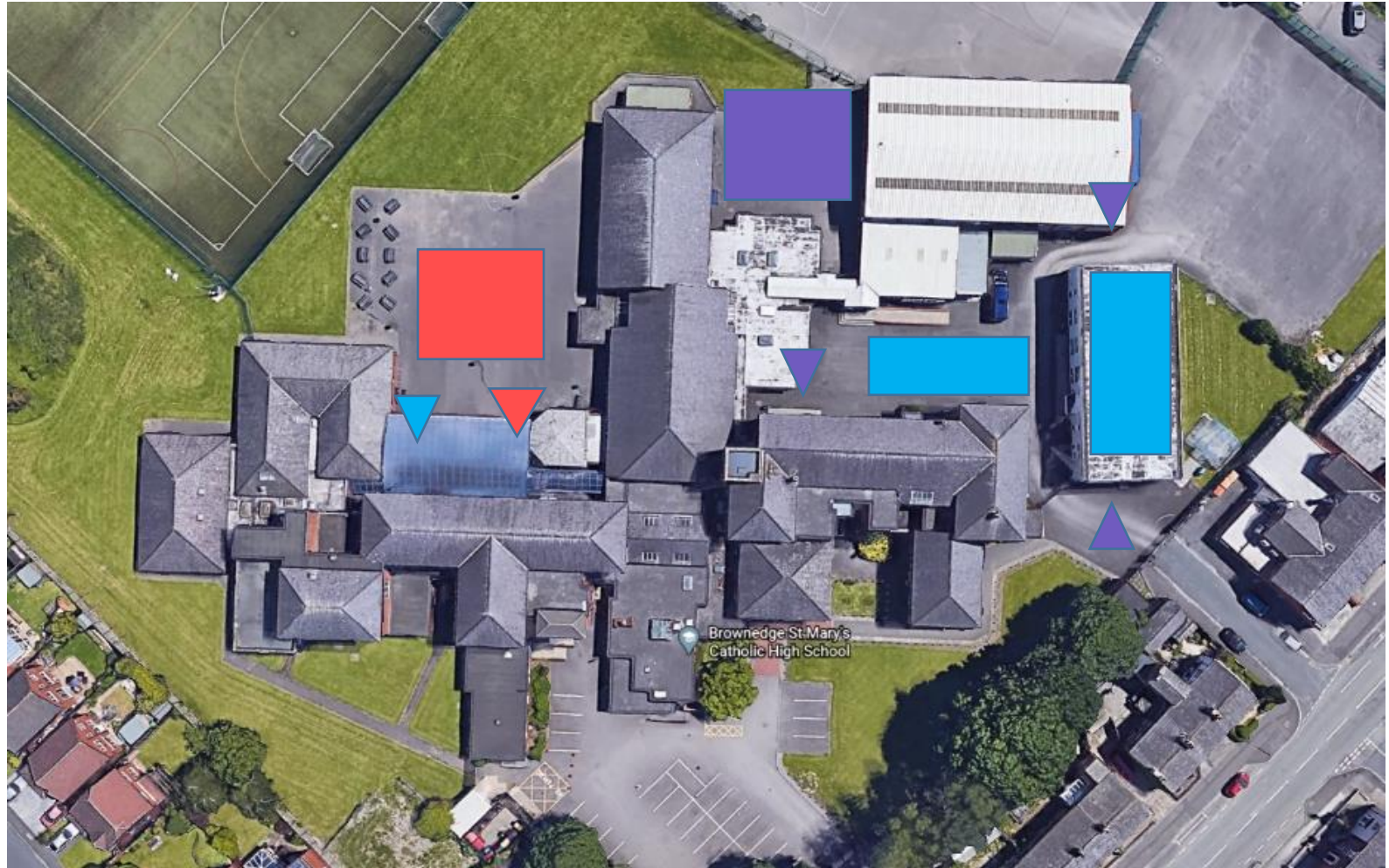
▼ Entry point (colour denotes year group)

■ Break/Lunch recreation area (colour denotes year group)

School Bubble Two – Year 8, 9 and Year 11

Year 8
Year 9
Year 11

Period 1 9.05 – 10.05
Period 2 10.05 – 11.05
Break 11.05 – 11.22
Period 3 11.22 – 12.22
Period 4 12.22 – 13.22
Lunch 13.22 – 13.55
Period 5 13.55 – 14.55
REGISTRATION 14.55 – 15.15



- Entry point (colour denotes year group)

- Break/Lunch recreation area (colour denotes year group)