

Mount Carmel return to full school opening and delivery of the recovery curriculum

From 8 March 2021, we opened to all pupils following government guidelines, implemented according to the school risk assessment in order to educate all pupils, ensure they have the best possible care and keep staff and pupils as safe as reasonably possible during the ongoing pandemic

OVERALL SCHOOL AIM:

To continue to provide effective education and support for all pupils, onsite whenever possible, and additional effective remote support if necessary, for families and pupils attending Mount Carmel RC High School during the ongoing COVID-19 crisis.

SCHOOL OUTCOMES:

1. To outline how the school will safely provide education and support for all pupils (using government criteria) – updated 23rd April 2021
2. To outline how the school will continue to provide education and support if there are cases of COVID suspected or identified in pupils, their communities and / or staff
3. As of 8 March, outline how the school will provide the recovery curriculum for pupils who have fallen behind during the closure of school between March 2020 and March 2021
4. To clarify roles and responsibilities of staff at all levels
5. To ensure the logistics for on-site school provision is safe for all concerned and constantly updated in line with the latest DfE and school COVID-19 risk assessments

This school policy is based on the latest DfE guidance included in the school risk assessment.

This policy continues to be reviewed by senior leaders and governors based on latest COVID infection rates within school and the local community. The next planned review will be undertaken with changes for after May/June half term 2021.

Our Mission:

Mount Carmel is the Roman Catholic High School serving the people of Hyndburn. With Christ at the heart of our community, we believe in the worth and dignity of each individual. Our aim is to nurture their gifts and talents by providing a caring, challenging and stimulating environment in which effective teaching and learning takes place. We seek to encourage our pupils to witness Christ's teaching and to participate in building the Kingdom of God.

This mission is never more important than during this time of national emergency, when our pupils have experienced a lengthy gap in on site education resulting in potential gaps in education as well as potentially experiencing a negative effect to their mental and physical health. Many of our pupils are already disadvantaged and we must ensure that any gaps in knowledge are closed at the earliest opportunity. We also have a high proportion of pupils with Social, Emotional and Mental Health needs. We will use information gathered at the end of the summer term when we met with pupils and their families in order to ensure they are supported on their return to school. It is important work we have been entrusted with and we will rise to the challenge.

This updated COVID-19 school policy should be read in conjunction with the most recent school risk assessment.

1. What part will the Lateral Flow tests play in ensuring school and community infection rates are as low as reasonably achievable?

When school reopened to pupils on March 8th 2021 after 'lockdown 3', pupils were tested using LF tests on 3 occasions over the space of 8 days. These tests were carried out by school staff who had undergone the required training. Over the course of the 3 tests, pupils were shown how to use the LF tests for themselves. Some pupils were shown the process more than 3 times to ensure they were competent at carrying out the testing process. Since this time, pupils have been issued with LF kits to ensure they always have enough testing kits.

Pupils have been instructed that they should carry out the tests each Monday and Thursday morning before coming into school. The procedure for 'void' and 'positive' tests have been issued to families through a letter that is also available on the school website.

Form tutors check with pupils each Monday and Thursday morning to ensure they have been tested. Pupils who have not been tested are reminded that they need to test before coming into school on the following day. Failing this, there is a 'pop-up' testing station situated in the pastoral area of the school.

2. How will the school day be structured to ensure the government guidelines are followed?

At the start of the school day, pupils can enter the school site from 8.35am and must be in the school grounds by 8.45am. The pupils enter site through 5 different entrances to ensure they have as much distance between them as possible. The tables below shows which tutor groups enter through which entrances.

Year 7

Form group	School entrance
C	Metal stairs from the yard
A	Metal stairs from the yard
R	PE corridor
M	Pastoral
E	Metal stairs from the yard
L	Pastoral

Year 8

Form group	School entrance
C	PE corridor
A	Science/Chapel
R	PE corridor
M	PE corridor
E	Science/Chapel
L	Science/Chapel

Year 9

Form group	School entrance
C	Pastoral
A	PE corridor
R	Science/Chapel
M	PE corridor
E	Pastoral
L	RE/DT

Year 10

Form group	School entrance
C	RE/DT
A	RE/DT
R	RE/DT
M	Pastoral
E	Science/Chapel
L	Pastoral

Year 11

Form group	School entrance
C	RE/DT
A	RE/DT
R	RE/DT
M	Pastoral
E	Science/Chapel
L	Pastoral

At the end of the day, the prayer bell will ring at 2.58pm to signal Period 5 teachers to say a prayer with their class. At 3pm, a second bell rings to signify the end of the day. Pupils will leave the building according to which room they have been in during Period 5. This will be as follows:

Room	Exit	Room	Exit	Room	Exit
G1	Science corridor	F1	Link - Science exit	S1	Link - Science exit
G2	SFG science exit	F2	Link - Science exit	S2	Link - Science exit
G3	SFG science exit	F3	Link - Science exit	S3	Link - Science exit
G4	SFG science exit	F4	Pastoral	S4	Pastoral
G5	SFG science exit	F5	Pastoral	S5	Pastoral
G6	RE / DT exit	F6	Pastoral	S6	Pastoral

G7	SFG science exit		F7	Science corridor		S7	Science corridor
G8	SFG science exit		F8	Science corridor		S8	Science corridor
G9	SFG science exit		F9	Science corridor		S9	Science corridor
G10	RE / DT exit		F10	RE / DT exit		S10	Science corridor
G11	RE / DT exit		F11	RE / DT exit			
G12	RE / DT exit		F12	RE / DT exit			
G13	RE / DT exit		F13	RE / DT exit			
G14	RE / DT exit		F14	RE / DT exit			
G15	RE / DT exit						
G16	RE / DT exit						
Reflect	PE corridor exit						
PE	PE corridor exit						
G18	Pastoral						
G19	Pastoral						
LRC	Pastoral						

Although preferable, there is no requirement for pupils to be 2 metres away from other pupils within their year group but should not be within 2 metres of any other pupils outside of their year group.

- Members of staff should ensure they do not come within 2 metres of another member of staff or pupil wherever possible.
- Staff should not be within 1 metre of another member of staff or pupil for 1 minute or more.
- They should not be between 1 and 2 metres of another member of staff or pupil for longer than 15 minutes.
- Where there is a need for this distance to be reduced such as during first aid, PPE should be worn. Training has been delivered by the school nurse to staff who are more likely to wear PPE.

3. What extra hygiene measures will be in place to ensure minimal spread of the virus?

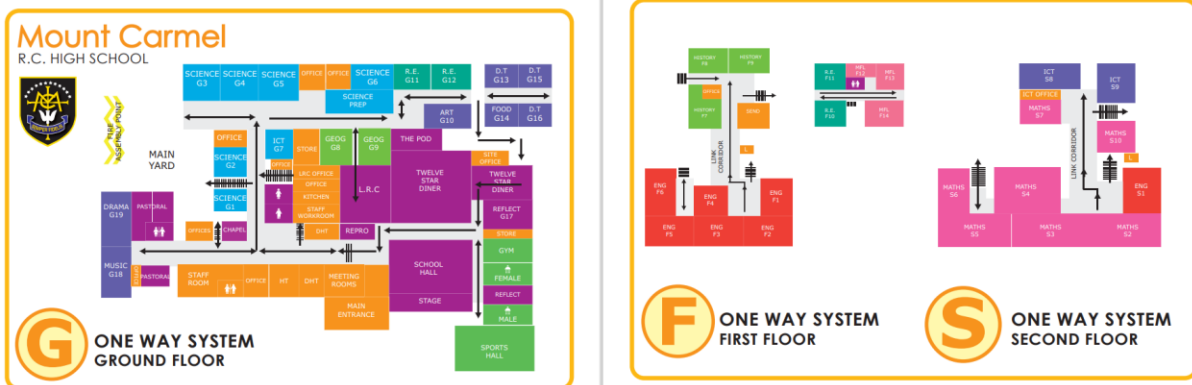
Most teachers in the school have their own classroom base. At the front of the classroom is a hygiene station with anti-viral wipes and alcohol sanitiser spray. Teachers will have the routine at the start of lessons of ensuring that the hands of each pupil have been sanitised. At the end of the lesson, desks are to be wiped down by the pupils. This will clean the desks and their hands. The sanitising stations will be restocked each evening by the cleaning team.

Toilets will be cleaned more regularly than 'normal' to ensure contaminants are reduced to a minimum.

Masks will be worn on corridors by pupils and members of staff (unless exempt).

Handwashing stations are situated around school to ensure there is running water for pupils to wash their hands. Signs and posters will be visible around school to encourage good hand hygiene.

Although not usually used, a one-way system is in operation within school. Although this one-way system is not possible in all areas of the building, by operating one way where possible, this will minimise contact between pupils of different year groups. A map showing the one-way system is here



4. How will the school operate to fulfil the risk assessment during break and lunchtime?

The split lunch for year 7 and 8 will mean that this period will be delivered in 2 sessions.

With the weather becoming warmer and less wet, it is important that pupils have access to as much outside space as possible. When outside, latest research shows that only 1 in every 1000 cases are transmitted outdoors. With this in mind, the outside space will be available for all year groups.

At break and lunchtime, the following areas will be used. When pupils are static in communal areas indoors such as the canteen, they will be separated into year group ‘bubbles’.

	BREAK		LUNCH	
	DRY	WET	DRY	WET
7	Outside + tennis court 1	Original bubble form rooms	Canteen + yard + tennis court 1	Canteen
8	Outside + tennis court 1	Original bubble form rooms	Ext. canteen + pod + tennis court 2	Ext. canteen + pod
9	Outside + tennis court 1	Original bubble form rooms	Hall + yard + tennis court 1	Hall
10	Canteen	Canteen	Canteen + yard + tennis court 1	Canteen
11	Ext. canteen + pod + tennis court 2	Ext. canteen + pod	Ext. canteen + pod + tennis court 2	Ext. canteen + pod

5. Minimising transmission into school

To minimise the transmission of the virus into school, parents will be advised to ensure their children are not sent to school if they show any COVID-19 symptoms. They will be advised to ensure their

child is tested using a PCR test at the earliest opportunity and to inform school of the test results. They will also be advised to follow the isolation and quarantine rules as set out by the government.

Pupils have been training to use the LF test and these will be used at home before they come to school each Monday and Thursday.

Visitors into school will need to show proof that they are testing twice each week, or they will be tested on entry to school before mixing in with the school community.

6. What happens if a pupil displays COVID symptoms in school?

If a pupil is displaying COVID-19 symptoms, or discloses that they have symptoms, they will be supervised in the PIR room. There will be 5 areas within this room, each allocated to a year group and these will be 2 metres apart. This room will be cleaned regularly as per the risk assessment. Parents will be contacted at the earliest opportunity and will be encouraged to have their child tested. Once parents have been contacted, the APLs will work with parents to facilitate such a test. These pupils will vacate site at the earliest opportunity and will be allowed to return when they have completed their 10 days isolation.

If there is an incident where an individual pupil must self-isolate, but are not ill, class teachers of that pupil should set work via Show My Homework as per the pupil's timetable so that they receive their full allocation of lessons per day. Teachers will be able to see who these pupils are because they will be given the SIMS absence code 'X'. The work, as far as possible, should replicate the work that they have missed in the lesson that day. APLs should also contact home each day to check on their health and safety and that the pupil is completing the work set by school, so they do not fall behind their peers.

7. What happens if a member of staff displays COVID symptoms in school?

If a member of staff is displaying symptoms, they must inform BGY / JBR immediately. Where it is safe for the member of staff to leave site, they must do so, and book a test at the earliest opportunity. If there is an onset of symptoms not in school, staff should follow the school absence policy and contact their line manager and XBS. Please ensure that XBS is given updates between 7am and 7.30 am each day until the member of staff can return to school in line with guidelines.

If there is an incident where an individual teacher must self-isolate for any reason, cover work should be set as per school policy. If possible, teachers should also aim to make use of Microsoft Teams to record instructional videos that explain key points within the lesson that cover teachers can share with the pupils to support their learning. The voice recording facility on PowerPoint should also be made use of to allow teachers to record instructions for tasks, explain key lesson content and talk through modelled examples.

8. What happens if a whole year group is instructed to self-isolate?

If there are instances where whole year group bubbles are required to isolate at home, class teachers will be expected to make best use of Microsoft Teams to deliver lessons to their classes. Teachers should invite pupils to join their lesson via the calendar function in Teams. The live lesson should last for 30 minutes with follow up work set that must be submitted to the class teacher via

Show My Homework. The lesson will be 30 minutes so that class teachers have time to move from one lesson to another and to set themselves up online. The timings of the lessons should be as close to the timings of the 'normal' school timetable as possible in that the start times will be as per school timings.

9. What happens if there is a full school lockdown?

If there is an incident that requires the whole school to lockdown, teachers will deliver all of their lessons via Microsoft Teams; these lessons will follow the school timetable and teachers should invite pupils to lesson via the calendar function in Microsoft Teams (staff without access to an appropriate device to deliver lessons should ensure CFY is aware of this at the earliest opportunity to allow this to be rectified). The live element of the lesson should be no more than 30 minutes long and pupils should be set follow up work based on the content delivered during the live lesson. Work should be set and submitted via Show My Homework.

10. Other information

Pupils will not be able to use their lockers during this time. It may mean that some pupils will leave items in their form rooms to avoid contamination from home, but we need some flexibility with this. Staff will also need to be flexible with leaving some items in their departmental base if necessary.

11. Pupil behaviour

Pupils will need to be quickly reminded of rules and routines; uniform will also be enforced although we will be understanding of families who are suffering from financial issues.

Physical distancing will mean that detentions will be difficult, therefore teachers using this sanction will need to bare this in mind. Sanctions work best where the sanction is used immediately and by the person issuing the sanction. Although sanctions such as writing lines may not have been previously used, this may be suitable in this situation.

Version to staff published: 23 April 2021.