

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

**From 1 September, we plan to fully open 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) from 1 September 2020
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 1 September, outline how the school will provide the recovery curriculum for pupils who have fallen behind during the closure of school between March and August 2020
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 will be reviewed by senior leaders and governors after 2 weeks of operation with a focus on pupil / staff movement; pupil / staff health and wellbeing and then after the first half term with a focus on curriculum delivery.***

### **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 updated [school risk assessment](#).

**1. How will the start of the year be structured to ensure the new Year 7 pupils have time to make up for lost transition time?**

The new year 7 intake have had a much-reduced transition programme. Despite the many efforts to ensure they have felt supported during their transition process. This led to the decision to dedicate the first 2 days of the autumn term to the transition of these pupils. Therefore Wednesday 2<sup>nd</sup> and Thursday 3<sup>rd</sup> September are dedicated to these year 7 pupils. On the Wednesday they will enter the school through the school hall fire door at staggered times between 8.35am and 9.15am but from Thursday 3<sup>rd</sup>, they will enter through the front Pastoral entrance, again at 8.35am.

**2. When will the remaining year groups start their school year?**

On Friday 4<sup>th</sup> September we will have both year 7 and year 11 in school with an entry time of 8.35am. Year 11 must enter school through the side school yard gate and enter the building through the RE corridor, opposite DT.

The remaining year groups will begin their term on Monday 7<sup>th</sup> September with year 8 entering school via the sports hall gate and up the PE corridor, year 9 entering the building through the science corridor metal staircase and year 10 entering the science corridor nearest to the chapel. Years 8 and 10 will have a start time of 8.50am and years 7, 9 and 11 will enter at 8.35am, again the year groups will not mix due to the physically separate entry points.

**3. Dress Codes.**

Pupils should wear full school uniform; however, we have advised parents not to prioritise buying a blazer. Parents will be asked to ensure their child has a blazer once they return after the October half term. Where pupils do wear a blazer, it should be washed every day in line the rest of their uniform or kept in school. Parents have been asked through various communications to ensure that their child has a clean set of uniform to wear each day to school. From 21<sup>st</sup> September, as pupils will be doing PE, on the day they have PE, they can wear their PE kit for the full day.

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

Pupils will be encouraged to eat before they arrive at school.

As outlined above, at the start of the year, years 7, 9 and 11 will have a school start time of 8.35am with their designated entry points to avoid the year groups from mixing. From Monday 21<sup>st</sup> September, all pupils will have a start time of 8.35am. They will enter school and move directly to their form rooms which will allow year group zones to be created. Year 8s will enter to the hall and be held for 5 minutes until year 7 are in their form rooms. Pupils will sanitise their hands on entry to school.

**Face Masks:** In effect pupils are never at risk of having any 'direct contact' with other year groups and so in effect there are no communal areas for pupils. Some pupils may want to wear face masks on corridors and moving around school and in lessons. It is vital that face coverings are worn correctly. Please see [link](#) for latest government advice.

There will be no one way system in school. There will be a member of senior staff and the APL on duty to ensure the year groups do not mix once on school site. PLs will be responsible for visiting all form rooms each day and supporting FTs. The member of SLT on duty and attached to year groups are as follows:

Year 7 – CFY

Year 8 – DSY

Year 9 – JHL

Year 10 – KGY

Year 11 – PDE

XBS and BGY will be on duty at the front of school to ensure pupils are separated to their entry points.

No mobile phones should be in use after entry to school. The usual rules will be applied in that if a pupil is seen using a phone after this point, it will be taken from them. This applies from entry to school to exit from last lesson.

Form groups will spend form time with their form teacher. During form time and lessons, pupils will be arranged facing the front of the classroom with the pupils being 2 metres from the teacher (where possible). 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. There will be training delivered by the school nurse to staff who are more likely to wear PPE.

5 minutes before the end of the form period, a staff 'buddy' will arrive at the designated class area to allow the form tutor to move to their next lesson before the bell goes to indicate the movement of pupils. Each room area will have a 'buddy'. The staff 'buddy' will supervise the room until the next teacher arrives.

When there is a wet break, pupils will remain in their teaching rooms.

Pupils will move to the class on the bell, but this movement will always be within their year group zones. Year 7 will be required to move through classroom S3, mainly during the changeover between registration and period 1. Year 8 can move to their classrooms by moving down to the ground floor and back up the other staircase.

Year 7 – Maths

Year 8 – English

Year 9 – History / IT / LRO Maths

Year 10 – Science / Geog

Year 11 – RE / MFL

This movement means that sets and form groups can be maintained so as not to cause detriment to ability groupings, however zones can still operate.

Where year 10 and 11 pupils need to move to option subjects, these will be shown on their timetables, however where these subjects are DT, PA, music, art, IT and PE GCSE, staff will move these pupils to their specialist zones 5 minutes after the lesson change over to ensure no mixing of

pupil zones. This arrangement will also apply to KS3 for DT, art and PE. Pupils may need to be moved back to their zones at the end of period 5.

#### **5. How will the school operate to fulfil the risk assessment during break and lunchtime?**

Breaktimes will generally be spent in year group zones for years 7 to 9. There will be staff allocated to supervise each of these zones. Break time will be the same time for all year groups, 11.10am - 11.30am. Pupils in years 7 to 9 will be allowed out of their classes at break on a rota system. When pupils are in their rooms at break, they will not be allowed to eat in their rooms. Year 10 will have their breaktime in the dining room and year 11 will also be in the dining room in the extended area). Year 10s will be brought to the dining room past the LRC 2 minutes before break to allow them to vacate the corridor before KS3 go for break.

At breaktimes, years 7,8,9 and 11 will use their allocated toilets, however year 10 will use the changing room toilets. At lunchtime, 7, 8, 10 and 11 to use their own toilets but year 9s will use the changing rooms.

Lunchtime will see years 9 - 11 pupils taking their lunch roughly in the usual slot with years 7 and 8 having lunch during period 3 (see below). Again, the important factor is to ensure physical distance between the different year groups. They do not need to be 2 metres apart as they are still in their year group bubble.

The canteen will begin serving hot food in the traditional way from Monday 21<sup>st</sup> September.

#### **6. Toilet arrangements**

To ensure that we can maintain the year group zones, different year groups have been allocated specific toilets only to use as follows

Year 7 – pastoral

Year 8 – science

Year 9 – SEND corridor

Year 10 - Portaloos outside the bottom science corridor exit

Year 11 - RE / MFL - girls; portaloos outside in the POD - boys

All staff will be given single-use toilet slips to use so we can control the use of the toilets at any point during the day. It may be that staff will be letting more pupils out of lesson than usual. Pupils should always also be reminded which toilet to use and directed to maintain 2 metre social distancing with staff.

#### **7. 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 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.

Meetings involving external stakeholders such as parents, CSC etc will only occur in school that are essential, all other meetings will be held remotely.

#### **8. 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 either have a negative test result or 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.

#### **9. What happens if a member of staff displays COVID symptoms in school?**

If a member of staff is displaying symptoms, they must inform the headteacher 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.

#### **10. 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 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.

#### **11. 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. 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.

#### **12. 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.