



St Edmund Arrowsmith Catholic High School

Prepare the way of the Lord

Rookery Avenue,
Ashton-in-Makerfield,
Wigan, WN4 9PF
Telephone: 01942 728651
Email: office@arrowsmith.wigan.sch.uk
Web: <http://www.arrowsmith.wigan.sch.uk>
Headteacher: Mr. M. J. Dumican
B.A. (Hons), PGCE, NPQH, MSc, MEd

8 July 2020

Dear Parent/Carer

I am sure that you appreciate how difficult these last few months have been in such unprecedented circumstances. However, following the Government guidance last week, I am delighted now to be in a position to give you the details of our school opening in September.

I can also provide you with information regarding the induction process for your son or daughter as they join our school as our new Year 7 cohort.

Transition

On **Thursday 3 September 2020** we will begin the process of opening our doors to **Year 7** and Year 11 pupils only. Pupils should arrive at school by **8.25am** where they will be greeted and escorted to their designated 'waiting' area.

One of the reasons why we decided to only invite Y11 pupils along with the new Y7 pupils is so that your son or daughter receives as much support with their transition into secondary school as possible.

Whilst we did put a number of resources in place in June, we know that there are other elements to consider. Therefore, we have delayed the return of the rest of the school community until the following week so our new cohort can have a significant amount of time and assistance to familiarise themselves with their new surroundings and systems.

A bespoke programme has been created to assist Y7 students with their transition and will take place every morning (8.35am – 10.50am) until Wednesday 8 September 2020. This programme will cover many elements, but pupils will certainly benefit from the focus of settling into secondary school and starting to form friendships. After the morning transition sessions, pupils will then follow their normal timetable.

Pupil Orientation

I am sure that many of our parents may still feel a little nervous about sending their children to school following the pandemic. Please rest assured, that the safety of our young people has been paramount in the planning of our school re-opening. We have put many new systems in place to ensure the safety of our whole school community.

On their first morning in school, your son or daughter will receive an important **orientation** session where our new Health & Safety rules and measures will be explained to them. They will then receive an **orientation pack**, where all our procedures will be documented. We feel confident that these new systems provide a meaningful educational experience for all pupils.

It is very important that our new pupils adhere to these rules so I would be very grateful if you could further re-enforce them by going through them again at home. Please find attached the list of “**Non-negotiable Rules and Regulations**” - pupils should be aware of these before entering the school in September.



Uniform

Pupils should wear their full school uniform on their return in September; they are permitted to wear their black outdoor coat as they travel around school as the new one-way system means they will be walking outside. (Please refer to the school website for our full school uniform rules).

Re-opening of school to the whole community

School will gradually re-open to the rest of the school community week commencing 7 September 2020 as per the tables below. All pupils will follow a full working timetable by Thursday 10 September 2020.

Week commencing 1 September 2020: (Y7 & Y11 only)

TUESDAY & WEDNESDAY 1/9/2020 2/9/2020	THURSDAY Y7 Y11 3/9/2020	FRIDAY Y7 Y11 4/9/2020
STAFF INSET	Orientation Day for Y7 & Y11 followed by teaching of timetable	Y7 & Y11 pupils follow timetable

Week commencing 7 September 2020: (Staggered start for Y8, Y9, Y10)

MONDAY Y10 7/9/2020	TUESDAY Y9 8/9/2020	WEDNESDAY Y8 9/9/20
Orientation Day for Y10 followed by teaching of timetable Y7 & Y11 follow timetable	Orientation Day for Y9 followed by teaching of timetable Y7, Y10 & Y11 follow timetable	Orientation Day for Y8 followed by teaching of timetable Y7, Y9, Y10 & Y11 follow timetable

Controls

Enhanced cleaning around school, including classrooms between lessons, will be the central focus of our system of controls. We will also introduce split break and lunch times for different year groups, as follows:-

Morning Break	9.55am – 10.05am	Y7 & Y11
Lunchtime	12.05pm – 1.05pm	
End of the School Day	3.00pm	

Morning Break	10.55am – 11.05am	Y8, Y9, Y10
Lunchtime	1.05pm - 2.05pm	
End of the School Day	3.05pm	

To assist with social distancing, pupils will take their break time and lunchtime in different areas of the school and at the end of the school day will exit school via different exit points.

Travelling to School

If possible, we would like to encourage pupils to walk or cycle to school. Where this is not possible and you intend to bring your child in by car, please drop them off on St Oswald's Church car park. This is our only dedicated drop-off point and I would ask that parents definitely do not drive along Rookery Avenue as this causes significant congestion and safety concerns.

You should have completed a **travel survey**, distributed last week via email about getting to school. The deadline for this is **Friday**, information retrieved from this will help us formulate plans for the arrangements of school bus services in September. Information will be distributed following consultation with TfGM and plans are finalised.

If your child will catch the bus to school, please read the latest guidance by [clicking here](#). Pupils must wear a face mask and have a valid bus pass. Staff will be on duty in the bus bay before and after school to guide pupils on to and off the buses in year groups.

Communication

Communication will be even more important than usual during the next 12 months and there is no doubt I will be writing to you with more information at regular intervals, in particular in September as finer details are established. Therefore, please ensure that we hold your most recent contact details on our system. If you haven't already completed a Pupil Information Form, please do this at the earliest opportunity, or complete on line via the school website. However, if you do have any questions or queries about September please feel free to call the school on the school number.

There is a lot of information on our school website that you may find useful (*Parents / Y7 2020*) and on a completely different note, our '*Summer Concert*' will be available on the school website today - <https://www.arrowsmith.wigan.sch.uk/summer-concert-2020> where you can watch our amazingly talented pupils (and some staff!) perform as groups or as solo artists. I would highly recommend setting aside some time to watch it.

Finally, I would like to thank you for your patience. These are strange and unusual times, but please rest assured that your son or daughter will feel safe and welcomed when they join our school community in September.

Yours faithfully



M J DUMICAN
Headteacher

Attachment: Non-negotiable Rules and Regulations

NON-NEGOTIABLE RULES AND REGULATIONS

1. **In accordance with Government guidance**, if your child displays **ANY** coronavirus symptoms **THEY MUST NOT BE SENT TO SCHOOL**. A test must be booked for them using the online [NHS testing and tracing for coronavirus website](#). Staff will be following the same protocol.

Please inform school **immediately** that you have the results of the test. **If the test is positive** the pupil **must self-isolate for 7 days** from the onset of the symptoms and only return when they no longer display any symptoms, even if this is more than the 7 days. All other members of the household **must self-isolate for 14 days**. If any pupil develops symptoms during the school day we will contact parents to pick them up as soon as possible and take the necessary actions to keep them and the staff safe.

2. **ALL** pupils must wash/sanitise their hands when they enter school, at break time, at lunch time and when they enter any classroom.
3. **ALL** pupils **MUST FOLLOW** the one-way system around school, with no exceptions.
4. **ALL** pupils **MUST GO** to their allocated place for break and lunch times.
5. **ALL** pupils **MUST** follow our new behaviour policy rules.
6. **ALL** pupils **MUST** go straight to their designated area when they arrive in school and use their designated exit when leaving school.