

The Holy Family

Catholic School



Our Ref: SMA/DK

26 August 2020

Dear Parents/Carers

I hope you and your families are all well. I am writing to confirm final plans for students who are due to return or join us for the first time, in September 2020.

As you are already aware, we will be opening fully as planned with a staggered start in operation. We will be welcoming the following year groups back full time on these dates:

Year 7 and 12 – Monday 7th September 2020 at 8.35 am

Year 8, 9, 10, 11 and 13 – Tuesday 8th September 2020 8.35 am

These arrangements have been put into place following a robust risk assessment process. We are excited to welcome all of our students back after such a long period of school closure and would like to reassure you that the safety of every member of our school community is our priority. We will continue to review the arrangements we have implemented at this stage and update you with any changes as and when we make them.

We have worked with government guidance and Health and Safety partners to identify the risks associated with Coronavirus specific to our school and additional measures have been put in place to minimise those risks as far as we are able to. Our risk assessment for the full reopening of our school will be published on our school website early next week.

We recognise that some of you may have concerns about your child(ren) returning to school and that this is an unsettling time for some children. We also understand that the past weeks will have been challenging for many families. If you would like to talk to us about your child(ren) and any concerns you have about their return to school, please – in the first instance – contact school by email or MyED message. If your child has an EHC plan please contact the school SENDCO, Miss Pritchard, or if your child is part of Resource Provision, the Head of RP Mrs Kane, who will support you and your child with their return to school.

Contact Details and Student Information

It is more important than ever, in the current climate, that we can contact you quickly in relation to your child(ren) should we need to. Please ensure that if there have been any changes to your contact address and/or telephone number since the school closed in March that you inform the school of those changes as soon as possible via e-mail using office@holyfamilyschool.uk or by MyEd message. Also, if there have been any changes to your child(ren)'s medical needs, whether it be a new condition or changes to an existing condition, please let us know as soon as possible using the same e-mail address or by MyEd message.

Allocating Students to a 'Bubble'

In line with Department for Education (DfE) guidance, we have made arrangements for all students to attend school as part of a smaller consistent group, often referred to as a 'bubble'. In effect, these bubbles are Year Groups with the exception of our Sixth Form who collectively will form a bubble. We are ensuring that students remain, as much as possible, within Year Group

bubbles for lessons. Therefore, with the exception of PE, option subjects for Year 10/11 and Sixth Form lessons, teachers will go to the class base to deliver their lessons rather than students moving around school. This is an important measure to limit the spread of any infection and will limit the number of interactions between students in school. Please note, siblings may be allocated different groups and this is supported by the DfE in their guidance.

School staff

All school staff will be fully briefed on the arrangements in place for a full reopening in September 2020 prior to students returning. Some school staff have been shielding during the lockdown and as such we will be supporting them fully as they return to work. I would ask all parents/carers to bear in mind that some staff may have spent a considerable amount of time away from school and that this is also an unsettling period for those members of staff. We ask that our entire school community are patient with each other as we adjust to this new way of life.

Maintaining a safe school environment

There are a number of preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying Coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before food preparation
 - Before eating any food, including snacks
 - Before leaving school
- Installing hand sanitiser dispensers throughout the school
- Ensuring students and staff understand that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away into the lidded bins provided.
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible
- Telling staff to arrange a COVID-19 test immediately if they develop symptoms of coronavirus
- Arranging classrooms so that children are seated side by side facing forwards and removing unnecessary furniture and equipment.

We would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your son/daughter informed about the things they can do to discourage the spread of infection.

Face Coverings

The guidance on the use of face coverings in schools is currently under review. Once we have definitive guidance from the government regarding the use of face coverings in the school setting we will share that information on our school website and via MyEd message. Please ensure you check the website regularly for updates on the requirements for face coverings for your child(ren).

Symptoms of Coronavirus

As per the current NHS and government advice, you should keep your child(ren) at home for a period of 14 days if they develop Coronavirus symptoms. Symptoms include a high temperature, a new continuous cough and a loss of taste/smell. Where symptoms continue after 7 days, or begin to worsen, you should call 111. If someone in your child(ren)'s household has symptoms, your child(ren) must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

The school will insist that any student or member(s) of staff who show any symptoms that may be compatible with Coronavirus, book a test immediately. Information on booking a test will be provided by the school and the student / member of staff will not be permitted to return until the test result is confirmed and the period of isolation is complete. In addition, guidance from the DfE states that a small number of home testing kits may be able to be distributed by the school in exceptional circumstances. We have not yet received the details of this and will advise parents/carers as soon as more information is available.

If someone you or your child(ren) has been in close proximity to has tested positive for Coronavirus, you may be contacted by the NHS Test and Trace service. Information on the NHS Test and Trace service is available here: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/>

If you think your child may have been exposed to or has Coronavirus, please contact the school on 01535 210212 at the earliest opportunity. Alternatively email office@holyfamilyschool.uk

From September 2020, the normal rules around school attendance apply. Therefore, we must remind you of your duty to secure that your son/daughter attends school regularly. The school have a responsibility to record attendance for all children and follow up absence.

Punctuality

It is important that our students are in school by 8.35 am so that the school day can start promptly. If for any reason your son/daughter arrives after 8.45 am they will need to come to the main reception and wait until someone comes to take them to their designated area. Students will not be allowed to wander in the school buildings if they arrive late.

Transport

If your child travels to school using public transport, we must remind you that it is a mandatory requirement to wear a face covering unless you are exempt for reasons of health, age or equality. Full guidance is available here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings>

Student drop-off

We encourage students to walk or cycle to school if feasible and avoid public transport where possible and at peak times. Our start time has not changed. Parents may drop students off as usual, but we ask that you do not enter the school building with your child.

Arrival at school

Students should arrive at school as close as possible prior to 8.35 am. Please avoid sending your child(ren) to school early if possible. This will support us in keeping Year Group bubbles separate for as much of the day as possible.

When students arrive at school, they will be met each morning by staff on duty who will direct their entrance into the school. We have installed additional hand sanitising facilities at all entrances/exits and students will be directed to use these as they enter school.

We have allocated separate entrances for each Year Group bubble as follows:

- Year 7 should enter school via the Front Kirkman Door (at the front of the school to the left of main reception as you look at the school building) where they will be met and directed to their learning base.
- Year 8 should enter school via the Rear Kirkman Door (at the back of the school in between the LRC and Ryan Block) where they will be met and directed to their learning base.
- Year 9 should enter school via the Clitherow Door (at the back of the school in between The Bridge and M17) where they will be met and directed to their learning base.
- Year 10 should enter school via the Ward Door (at the back of the school in between M1 and M2) where they will be met and directed to their learning base.
- Year 11 should enter school via the Student Entrance where they will be met and directed to their learning base.
- Years 12 and 13 should enter school via Main Reception where they will be met and directed to their learning base.
- Students who attend school as part of the Resource Provision will enter the school via the dedicated Resource Provision entrance.

These allocated entrances should be used each time students enter or leave the school building. A floor plan will be provided for students when they return to school so they can picture where they are to go to.

Movement around school

Most movement around the school will be confined to Year Group bubbles moving around separately from each other. In some areas, students will be asked to follow the one-way system around the school. This is clearly marked along the floors and walls and duty staff will be helping to direct and supervise students during movement times.

Arrangements for breaktimes and lunchtimes

We recognise the importance for all students to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of students settling back into school life, so we have made some adjustments to break and lunch times to ensure they can do so safely.

We are unable to offer snacks in the usual way in our canteen at break time but are exploring ways in which this could safely be done for each bubble. We encourage you to send your child into school with a healthy snack.

We will continue to run a hot and cold food service at lunchtime or students can bring a packed lunch. We would encourage students to bring a packed lunch where possible. Each Year Group will eat their food in an allocated area and remain within their Year Group bubble. Staff will be on duty to supervise and direct students during break and lunchtime.

Toilet arrangements

Students will have specific toilets designated to use during the school day, including break and lunchtime.

Fire procedure

In the event of a fire alarm, all one-way systems are suspended, and all students and staff will leave through the nearest fire exit. Students will register in their Form Groups. On their first day back in school they will be shown their assembly point and lining up procedure.

Dismissal from school

At 2.50 pm, students will be dismissed from their allocated exit. We would ask that where possible, students who are picked up by car are collected away from the school site so we can minimise the number of students gathering in one place. Students who catch school transport will be directed to wait in the staff car park. Staff will be on duty to call students forward for their bus when it arrives.

School uniform

From September 2020, all students will be expected to return to school in their full school uniform. The DfE guidance states that 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.

Our uniform is the strongest visual representation we have of our standards. All of our uniform code, as stated on our website, ought to be followed.

The only exception to this will be on the days when students are timetabled for P.E. lessons. On these days students should wear their P.E. kit to school for the entire day. This measure has been implemented to remove the need for students and staff to congregate in changing rooms, thus supporting social distancing as much as possible.

School Bags

It is recommended that we limit the amount of equipment students bring to school each day. Therefore, only essentials can be brought to school by students such as: lunchboxes, coats and basic school equipment - pencil case, black pen, green pen, pencil, rubber, ruler, highlighter, Maths set, scientific calculator.

Specialist equipment for lessons, e.g. science practical work, will be provided and will be cleaned after student use.

Visiting School

We would like to politely request that parents do not come on to the school site unless it is absolutely necessary as you will not be able to speak to a member of staff face to face. Appointments will only be made in exceptional circumstances so we can ensure that you and our staff are kept safe. Communications will be via phone, email in the first instance.

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the Coronavirus pandemic. We recognise the need to focus on students' emotional wellbeing as well as their return to learning. The following support is in place for students once they return to school:

1. The Form Tutor will be first point of contact for any issues
2. The Pastoral Team will add further support where required
3. The Bridge/Resource Provision will be available to those who need additional support due to specific needs.

The school has access to staff who are trained bereavement counsellors and if you would like this kind of support please contact the school to let us know.

Parents may wish to seek support for themselves from the following support agencies:

Samaritans – call free 24 hours a day on 116 123

National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247

Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged), or their free webchat is available at https://england.shelter.org.uk/get_help/webchat

I hope that these arrangements provide you with an outline of information you need to support your child(ren)'s return to school. Students of a compulsory age must be in school unless a statutory reason applies. If you do have any concerns about the return to school that you would like to discuss with us, please contact us by emailing us as soon as possible. I realise some students will be quite anxious about returning to school, or joining us for the first time, and we will be making sure their first days back will be as smooth and comfortable as possible. Whilst we have had to make some changes to the way we work, we are still very much The Holy Family Catholic School community.

On behalf of the whole staff team here at The Holy Family Catholic School, I would like to pass on our thanks for all the work and support parents have given the students during this period of remote learning and to say how much we look forward to welcoming all our students, old and new, face to face in September.

Yours sincerely



S Mather (Ms)
Interim Headteacher (Sept 2020)