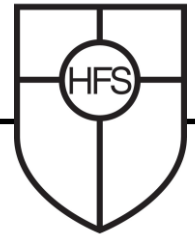


The Holy Family



Catholic School

Our Ref: SMA/DK

15 July 2020

Dear Parent/Carer

Re: September arrangements for all students

I am delighted to confirm that, as per the most recent government guidance, we will be welcoming all of our students back to school at the beginning of September. I am writing to provide further information about the arrangements for the start of the new academic year, alongside the steps we are taking to ensure our school community remains safe. Please take time to read the information with your child. On students' first day back at school in September, they will start the day with their Form Tutor and members of their Pastoral Team who will spend time running through the daily routine of school, including lunch, lessons and movement around the school.

We need to introduce temporary changes in several areas to ensure we make reopening as safe as possible and that we follow the advice around minimising mixing between student groups (particularly minimising mixing across year groups).

These include:

- keeping students in the same Year groups and locations as much as possible during the day
- adjusting our timings for lunch to keep year groups separate and zoning our outside areas to keep bubbles of students separate at break and lunchtimes
- constantly reinforce the need for Covid secure behaviour in relation to social distancing where possible, use of equipment and good respiratory and hand hygiene.

We have considered different models on how we can best do this, whilst still maintaining our broad, balanced curriculum. We have therefore decided not to make any changes to the curriculum structure, length of lessons or allocations of numbers of lessons between subjects. We are also, initially, prioritising access to specialist practical spaces for our GCSE and A-level students.

Start of term arrangements

Year groups will start/return to school as follows:

Thursday, 3 September 2020 - INSET day - no students in school. Staff in school preparing for students' return.

Friday, 4 September 2020 - INSET day - no students in school. Staff in school preparing for students' return.

Monday, 7 September 2020 - Year 7 and 12 students return to school.

Tuesday, 8 September 2020 onwards - Year 8, 9, 10, 11 and 13 students return to school (all students in school).

Timings of the school day

We have considered a staggered start and end to the day but due to the number of students who travel on public transport and our limited space at the front of the school, this is not feasible and would increase risk rather than reduce it. Students will instead have a separate entrance and exit for each Year Group bubble to which they will be directed at the start of the day and from which they will be dismissed at the end of the day. School transport services will not be affected.

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.

Year/class bases and tutor time

We are ensuring that students remain, as much as possible, within Year Group bubbles for lessons. Therefore, with the exception of the PE, option subjects for Year 10/Year 11 and Sixth Form lesson teachers will go to the class base to deliver their lessons rather than students moving.

School Transport

In line with government guidance, students who travel on public and school transport services will need to wear face coverings during their journey. We will forward any further information about school bus services from the local authority transport to relevant parents as we receive it.

Arrival at school

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.

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.

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.

Uniform and equipment

For September, we will be returning to the normal school uniform/appearance requirements (these were suspended in line with government guidance during the partial reopening this term). A copy of the uniform requirements is available on the school website under the 'Parents' tab.

Due to the safety and cleaning requirements, we would ask that students do not share equipment with each other. We would therefore ask that all students have the following equipment with them each day from September:

- 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.

Break/Lunch arrangements

We will continue to run a hot and cold food service and 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.

Year 12/13 study sessions

Year 12 and Year 13 will be allocated separate study areas to use when they do not have timetabled lessons.

Ensuring the safety of our school community

Ready for September, we are preparing the school site and classrooms to maximise our use of space and help movement around the school. We are undertaking a full risk assessment for reopening and this will continue to be regularly reviewed by the Senior Leadership Team, Governing Body and other stakeholders. The risk assessment will be published on the school website once the initial version has been completed.

We have increased the frequency of cleaning during the school day and this will include regular cleaning of high use areas including toilets, corridors, door handles and handrails. All rooms will be deep cleaned at the end of each day.

Parents can play a key role in ensuring all our safety by making sure students do not attend school if they are exhibiting any of the three key symptoms of Covid-19:

- * **High temperature**
- * **Persistent new cough**
- * **Loss of taste or smell**

This also applies if any member of the household is displaying these symptoms. In this case please follow the latest government guidance on testing and isolation and inform the school accordingly.

Thank you for taking the time to read through this information and I hope it provides some reassurance and clarification of the steps and arrangements we are putting in place to ensure our students can return to school safely. 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.

I will be in touch again in the coming weeks to give further information around our September plans and any other updates.

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.

Wishing you all a restful, safe and happy summer.

Kind regards



S Mather (Ms)
Deputy Headteacher