



All Hallows RC High School

Specialising in Business, Enterprise & Sports

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Dear Parents

September 2020: Our Plan for Wider Re-opening to All Pupils

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Introduction

We have drawn up a robust plan, supported by risk assessments, that allows all of our pupils and staff to return, full time, to school in September. What follows is a summary of the main elements of the plan that will be of most relevance to parents and carers.

Our plan, like those of all other schools, is based on the best and latest information and guidance from the government about the safe opening of schools.

We have followed Public Health England (PHE) guidance and will continue to review the plan over the summer holidays.

Government advice for secondary schools asks us to:

- Treat year groups as 'bubbles' by ensuring that they do not mix
- Enhancing cleaning rotas
- Ensuring a high profile is given to hand hygiene

We will change the plan, if necessary, in response to new information about the COVID-19 virus or different guidance from the government.

1. Priorities

- Safety
- Well-being
- Progress and learning
- Broad and balanced curriculum

Delivered via our vibrant, Catholic, family community.

2. Supporting Vulnerable Pupils

All Hallows has ensured that our priority has always been to support our vulnerable pupils since the closing of schools on 20th March 2020. We have maintained at least weekly contact with our most vulnerable pupils, providing support and reassurance. We have endeavoured to identify other pupils that have struggled during this period and have implemented support packages to meet individual needs. Form tutors have maintained regular contact with pupils within their tutor group. We have been very fortunate that we have also been able to offer face to face contact to all our pupils and 86% of our pupils have been back into the school building and met with their form tutor or a familiar member of staff. In September we are confident that all of our pupils can return safely, successfully and will thrive once they are back in school full-time. We have planned further support for our pupils by implementing an extra tutor session, providing mentoring and bespoke emotional support from our pastoral team. Key to this will be maintaining our close working relationships with our pupils and their families.

3. Additional Training Days & phased return of pupils

Our calendar currently has two days dedicated to staff training on September 1st and 2nd. The local authority has given schools the opportunity to add an additional three training days, we have opted to add only one. Therefore our calendar for the start of the year for staff training and for the phased return of pupils is as follows:

Tuesday, September 1st	Training Day - Teachers
Wednesday, September 2nd	Training Day - Teachers
Thursday, September 3rd	Training Day – All staff
Friday, September 4th	Years 7 & 10
Monday, September 7th	Years 8 & 9
Tuesday, September 8th	Years 7, 10 & 11
Wednesday, September 9th	Years 8, 9 & 11
Thursday, September 10th	All year groups

4. School Day

From Friday September 4th we will operate an altered school day. This ensures that we are able to put in place enhanced cleaning processes between lunch sittings, and reduce the number of children gathering during breaks and lunch. Actual learning time remains unchanged.

Lunch time is a little shorter and we have rearranged our canteen servery capacity. All serveries will offer the same food choice and our menu will be limited to a smaller range of items. Pupils are welcome to bring a packed lunch into school but must not share this with other pupils. Packed lunches must be brought to school in disposable wrapping.

Arrival at School

In order to keep year groups separate, year groups will have separate entrances and gathering points for 8am – 8.30am.

We ask that pupils do not arrive before 8am, as there is no capacity to supervise them. Pupils arriving before 8am will not be allowed into the building – they will need to queue at entrances and will not be supervised until 8am (7.55am on the Muga).

The breakfast club will not operate at this time (it is temporarily suspended). Some pupils will wait outside, supervised, on the yard between 8am–8.30am - we recommend warm, waterproof, (dark, plain) coats.

Year	Entrance	Gather point
11	Side entrance – firedoor Sports Hall	Sports Hall
10	Reception	Assembly area, street (curtain across)
8	Prayer garden	Side yard and food room shelter
9	*Muga entrance (new estate)	Back yard and canteen shelter
7	*Muga entrance (new estate)	Canteen via maths stairs

*Y7 & Y9 must be through the Muga entrance by 8.25am.

School Day – structure

8:30	Registration – 15 mins
8:45	Period 1 - 50 mins
9:35	Period 2 – 75 mins with a 15 min break within it
10:50	Period 3 – 50 mins
11:40	Period 4a – 50 mins – Y8, 9 & 11 lesson – Y7 & Y10 lunch
12:30	Period 4b – 50 mins – Y8, 9 & 11 lunch– Y7 & Y10 lesson
1:20	Period 5 – 50 mins
2:10	Period 6 – 50 mins
3:00	Form Tutor session – 15/20 mins
3:15(ish)	Day ends

Pupils will leave via the same entrance/exit that they used in the morning.

Note: The rear entrance to the school grounds will not be in use during this period.

5. Zoning the school for safety

We have divided our school into zones, allocating a year group to each zone. Four year groups will have a designated zone for 4 days per week and one day in the science zone. Y9 will have a different zone each day, but will always be maintained as a year groups bubble.

Throughout the week there will be minimal movement across these zones by pupils and, where this does take place, there will be enhanced cleaning of these areas. By doing this we are able to guarantee that pupils cover all subjects within the curriculum and do so in appropriate rooms.

From September they will continue to be taught by specialists and in most cases will initially (and for continuity) have the same teachers as in 2019-20.

Bubble and Zone Areas

- Y7 – Humanities (Monday – Science)
- Y8 – English (Thursday – Science)
- Y9 – one area per day (Humanities, Maths, RE, English, Science)
- Y10 – RE (Wednesday – Science)
- Y11 – Maths (Tuesday – Science)

Teachers will move, and there will be some pupil movement within areas, TAs will remain with year groups and supervise changeover periods.

We are operating a normal timetable (which, to start with, will be based on the 2019-20 timetable)

6. Curriculum: Wellbeing and Learning

We are proud and delighted to report that during the last few weeks, as a result of fantastic dedication and co-operation from our staff, we have successfully been able to deliver the full timetable of lessons to our Year 10 pupils, with each subject being taught by the students' usual class teacher.

In order to provide continuity, from September, students in all year groups will be taught, in the vast majority of cases, by the same teachers they had in 2019-2020. By using the same teachers, we can ensure that their knowledge of individual students will maximize their progress as we resume our full curriculum. We have planned for delivery of a full curriculum including practical subjects such as PE, DT, Food, Art, Performing Arts/Music, IT and Construction. Protocols and routines have been amended in these areas to ensure safe practice.

We have planned sequences of learning in each subject area to ensure that teaching and learning in September is as vibrant as ever, with new topics and experiences to be explored, whilst at the same time carefully building in opportunities for the interleaving of subject content. This will provide effective, integrated catch up over the course of the next academic year. For Year 11 students, we have planned their curriculum carefully to ensure that they are fully prepared for the public examinations in June.

Over the last few months, we have come to understand the value and potential of Google Classroom and will continue to use this online platform as an important element of our teaching and learning provision, even when we are all back in school full time. Teaching staff have now delivered many lessons remotely and, should the need occur, we would be ready to deliver online learning, including live lessons, to a high standard. It is therefore important that you contact student services at studentservices@allhallowsrc.co.uk if you have any issues regarding access to ICT in your household.

We recognize that it is not possible for our students to flourish in their learning and progress unless their wellbeing needs are met. We have planned our curriculum with a view to developing our children and young adults, supporting both their learning and pastoral needs. Wellbeing needs will be monitored and supported through both generic programmes and bespoke interventions as appropriate.

7. Ready and Safe for Learning

Our high expectations remain unchanged. We still expect our pupils to arrive on time for school, ready for learning and demonstrating safe, respectful and caring behaviour towards others.

a. Pupil Support

Our pastoral care system remains extremely important to us and underpins our school ethos. We will maintain our high standards of care and support for our pupils. Form tutors remain your first point of contact and because of this we have added an additional tutor time at the end of the day. This will help ensure that all pupils have the opportunity to see their form tutor at the beginning and end of the day to discuss and resolve any issues that may arise. Virtual assemblies will take place each week during form time. Our personal development and careers programme will continue as normal.

b. Safeguarding

This remains our key priority. We updated our Safeguarding and Child Protection policy during school closure. This policy is also updated annually and is available on our school website. The systems that support effective safeguarding will remain unchanged, but there will be a greater emphasis on ensuring that we continue to support the well-being of all our pupils.

c. Attendance and Punctuality

The government have stated that all pupils, as of September, must return to school. We recognise that for some pupils, coming back to school may be a source of anxiety and worry. We want to work with parents and carers collaboratively to ensure pupils attend school. We have already held many one to one meetings to provide reassurance to pupils and parents about the full reopening of the school. Any pupil that has been unable to attend school for their one to one meeting is invited to contact studentservices@allhallowrc.co.uk to arrange a visit on an INSET day between 1st – 3rd September, before pupils begin to return on 4th September. We want to work with our families to ensure all pupils are able to be in school, on time, every day.

Pupils are expected to be in the school building or yard by 8.30am. We will still be operating our same day, but with the slightly later finish of 3.15/3.20pm. All school detentions will be held from 3.15pm – 3.45pm.

In line with advice previously issued parents and carers are reminded that pupils who are unwell should not be sent to school. We will be adhering to the track and trace procedures and will ask pupils displaying symptoms to book a test for Covid-19, and will assist with the test booking.

d. Behaviour

In preparation for the return of all pupils in September we have made additional amendments to our behaviour policy* in light of the changes to routines and procedures in school. The usual behaviour systems still remain in place and our behaviour policy and the additional amendments can be accessed via the school website. Now more than ever it is vital that pupils adhere to our behaviour expectations to ensure the safety and well-being of our pupils and staff.

*please see Appendix: Behaviour policy amendment

e. Uniform and Equipment

All pupils should wear full school uniform as normal from 4th September including plain, black school shoes. A letter has already been sent to all our parents and carers to remind you of our high expectations with regards to uniform. You are also reminded that you need to book an appointment at Whittakers in order to purchase new uniform.

All pupils are expected to bring a school bag that is large enough to carry A4 books and equipment. They must not share these items with other pupils. We expect pupils to have the following items of stationary (in a pencil case);

- Black writing pens
- HB pencils
- Ruler
- Eraser
- Pencil sharpener
- A Casio scientific calculator – fx-85GT x
- Green pens (used daily for redrafting)
- A highlighter pen

Also recommended are:

- Coloured pens/pencils
- Tissues
- Personal hand sanitiser

8. Travel to School

Pupils are encouraged to walk or cycle to school or be driven by a family member. We ask that pupils are dropped off well away from the school entrances e.g. on nearby side roads.

Where pupils need to use public transport they must follow rules on the use of a face covering. We are currently, with the help of the Local Authority, investigating the viability of providing additional transport via All Hallows'-only coaches. This would be a short term solution for the duration of reduced public transport options.

We are not able to offer additional bike storage space, so pupils who cycle to school must be especially careful to arrive in enough time to lock their bike away safely. The school cannot take responsibility for private property which is stored on school grounds. Cyclists must ensure that they lock their bikes with their own robust bike locks (police approved).

9. Contingency and school closure

Government guidelines require all schools to have a contingency plan in the event that they have to close as a result of local or national lockdowns or because staffing levels make it difficult to staff provision for all year groups. In the event that we do need to close the main steps we will take are:

- Ensuring the wellbeing of pupils and their families through form tutor and PPL contact
- Prioritising vulnerable pupils in this process
- Ensuring pupils who are eligible for Free School Meals receive their entitlement
- Maintaining in-school provision for key worker and vulnerable pupils (unless government advise is that this should not happen)
- Ensuring the continuity of teaching and learning via Google Classroom and other home learning platforms

10. Protective Measures

In September we will continue to use a range of protective measures in school.

These include:

- Thorough risk assessment, regularly updated and reviewed.
- Grouping children together in year group bubbles.
- Avoiding contact between groups.
- Arranging classrooms with forward facing desks where appropriate and possible.
- An emphasis on robust hygiene and hand hygiene especially. All pupils will be inducted into routines that support this.
- Increased and enhanced cleaning schedules, including cleaning frequently touched surfaces often.
- Ensuring good respiratory hygiene with a 'catch it, kill it, bin it' approach.
- Social distancing of 2 metres between pupils and staff and between adults – this must be adhered to by all building users where possible. Also pupils will be expected to socially distance from one another, where possible.
- Compliance with local and national test and trace systems.

- Dedicated medical rooms.
- Minimal movement around the school by all users.
- The use of personal protective equipment for staff where necessary (First Aid, Cleaning).
- Managing confirmed cases of COVID-19 inline with local and national guidance, including providing information to parents and carers.
- Ensuring that people who are ill do not attend school.
- Managing any cases or outbreaks by following local health protection team advice.

Whilst the wearing of face coverings has been mandatory on public transport for some time and is being introduced for visits to shops from July 24th, face coverings do not need to be worn in school. Any face coverings should be removed and placed in small plastic bags before entering school grounds.

Visitors

Please note that during this time we will not be allowing other visitors, including parents, to enter the building. Please ring reception or e-mail studentservices@allhallowsrc.co.uk if you have any questions or require any further support.

Meetings between staff and parents/carers can be held, but must be by prior appointment.

We hope that the information contained within this letter is helpful and also reassuring. As a staff we are very much looking forward to having our whole All Hallows family back together again in September (and we have enjoyed seeing over 85% of our pupils in the last few weeks). In the meanwhile, I would like to wish you and your families all the best for a relaxing, happy and enjoyable summer break.

May God bless and keep you safe.

Yours sincerely



A Cavanagh
Head Teacher

September 2020

During these uncertain times due to Covid-19 we have had to amend our Behaviour policy. Please be aware that the following reasonable adjustments have been made in **addition** to our current Behaviour Policy and will take effect from 4th September 2020.

Behaviour expectations

Staff at All Hallows will ensure that when pupils return to school that they fully understand how our behaviour policy will be implemented alongside the specific behaviour expectations in relation to Covid-19. These expectations are that pupils:-

- Should not attend school if they or any member of their household are experiencing Covid-19 related symptoms. A pupil should also not attend if they have been identified through the NHS track and trace system.
- Remain in their year group bubble unless instructed otherwise by a member of staff
- Follow an altered routine for arrival and departure
- Follow school hygiene instructions such as handwashing for 20 seconds and hand sanitising often and when instructed to.
- Move around the school as per specific instructions eg. remaining in zones, refraining from entering out of bounds areas, queuing etc.
- Use “catch it, bin it, kill it” message in relation to sneezing, coughing, tissues and disposal of
- Inform staff if they are experiencing symptoms of Covid-19 when in school
- Must use their own equipment and must not share any items. They must wipe down any IT equipment before and after use, with provided wipes.
- Follow instructions regarding routines before school, at break, at lunch time and at the end of the day.
- Follow instructions regarding the use of toilets

These expectations will be in place to support the safety and the learning of all pupils and staff in school during this time. Pupils will be given regular reminders regarding our expectations and will be encouraged to follow them. If a pupil is unable or unwilling to follow these expectations a risk assessment will be conducted and it may be deemed safer that the pupil works from home.

There will be a zero tolerance to any intentional displays of behaviour that could put others in school at risk from Covid-19. These chosen behaviours will be deemed as a serious incident. At this point the escalations of sanctions included in our behaviour policy will be implemented. This includes;

- Deliberately* not following social distancing guidance in school
- Deliberately* coughing or spitting at or towards another person.
- Accessing out of bounds areas, including those areas of school that will be temporarily prohibited in light of the current circumstances
- Deliberately* not following rules outlined regarding;
 - a) Hygiene practice
 - b) Sharing of personal objects
 - c) Social interactions in school
- Deliberately* not following designated routes around school.

*Deliberately or deemed to be deliberate by witnesses and/or member of staff dealing with the incident