



# St Joseph's Catholic Academy

## COVID-19 Student Protocol (KS5)

### How we will make school safe.

#### **Bubbles:**

- School will be divided into a number of 'bubbles'. There will be one bubble per House and a bubble for key worker students.
- The bubble structure will help to reduce the number of people students and staff are with, helping to keep them safe.
- Each bubble will work in a small section of the school. They will have their own entrance and exit, handwashing stations, toilets and classrooms.
- Within each bubble, students will work in small classes, of no more than eight students.

#### **Hygiene and cleanliness**

- Students will wash their hands at the entrance and exit to the building.
- Classrooms, toilets, stairwells and doors will be cleaned after each session at the end of the day.
- Students will be provided with tissues and a bag to dispose of waste at their desk
  - Classroom doors and windows will be open, where possible, to aid ventilation.

#### **Travel to and from school**

- If possible, we are asking students to walk or cycle to school.
- They must only walk to school with members of their own household.
- If they see friends on their way, please maintain social distancing.
- If they are traveling in a car with people, including other students, they should only travel with members of their own household.
- Student drop off in designated area in car park 1.
- Parents must stay in their car.
- If you are dropping your child on foot you must remain at the gate and not enter the school site.
- When using public transport students must wear a face covering and should minimise the surfaces they touch but in line with guidance this must be removed prior to entering the school building.
- Students should not travel in groups to school.
- Students should not congregate outside of school.
- Sixth form cars can be parked in the designated area next to D block.

#### **Entrance to school**

- Students will line up outside their bubble entrance, as directed by staff.
- They will be instructed by staff when they can enter the building.
- There will be 2m floor markings to ensure social distancing.
- Students will wash hands on entrance into building.
- 2m markings and one-way systems will ensure social distancing
- Clear signs to remind students about hygiene and social distancing.

### **Social Distancing - In the Classroom.**

Classrooms will look different to usual. There will be fewer desks and students.

- Students will sit at their own table/desk.
- They will not share any equipment.
- They will maintain the 2 metres distance at all times.
- Students will only move from their desk when asked by the teacher.
- Students will remain in one classroom, with one teacher, for the session.



### **Use of toilets**

Each House bubble will have their own toilets:

- Students will be taken to the toilet by a teacher.
- They must follow all instructions when moving around school.
- Students will wash hands before using the toilet.
- They will wash hands after use of the toilet.
- Students will use 2m distancing while moving to toilet.

### **Moving around school**

When moving around the school students will be asked to:

- Follow staff instructions and leave room when told to do so.
- Use 2m floor markings at all times.
- Wash hands when instructed.
- Follow social distancing rules.

### **Equipment**

- Equipment will not be shared.
- Desks will be equipped with everything students need for the day in order to learn. This will be placed in individual files and remain on the desk at all times.
- Desks will be equipped with tissues and individual waste disposal bags.
- Bottles of water will be provided for all students.
- Students should not bring their own bottles of water to school.
- Hand gel is available in every classroom.
- Mobile phones as directed by staff

### **Uniform**

- Students will be asked to wear comfortable clothing which is easily washable.
- Students are advised to wash clothes following their return to home.
- Jewellery is not permitted in school, except a wrist watch.
- **Following recent guidance students will not be permitted to wear face coverings anywhere on the school site.**

### **First Aid**

- Each bubble will have a designated first aider.
- If students feel unwell, they need to let their teacher know.
- The teacher will follow the appropriate protocol to isolate the student in order to reduce risk to others.
- Separate isolation rooms will be designated and equipped within each bubble in the event of a member of the school falling ill.
- Students falling ill during the school day will need to be collected by their parents immediately.

### **End of School Day**

Students will be expected to:

- Follow staff instructions and leave room when told to do so.
- Use 2m floor markings at all times.
- Wash hands on exit of the building.
- Leave the school site straight away. Do not stay at the school exit waiting for friends.
- Students should not travel in groups from school.
- Students should not congregate outside of school.
- Parents are requested to pick their children up from the collection area car park next to D block.
- Parents must stay in their car.
- If you are collecting your child on foot you must remain at the gate and not enter the school site.

### **Behaviour expectations**

These are **exactly the same** as usual, here are some reminders:

### **Attendance**

- Be respectful of each other and all staff.
  - Follow instructions as soon as you are asked to do so.
  - If you feel worried or have any questions: tell a teacher and we will help you.
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- Please be aware that the Behaviour Policy has been updated to include a COVID-19 addendum that clearly states our expectation that all students adhere to the COVID-19 Student Protocols.**

If you have notified us that your child will be attending school and they do not arrive we will contact you as usual.

If students have any of the following symptoms they must stay at home and you should contact school to let us know:

- Cough
- Shortness of breath or difficulty breathing
- Fever or chills
- Muscle pain
- Sore throat
- New loss of taste or smell

#### **Visitors to School**

**School will be closed to all external visitors, other than the emergency services and social workers. Parents cannot enter the school building. If you need to speak to a member of staff, please telephone or email school.**

It is important that you realise that teachers are in the position of parents/guardians while you are in school. It is essential to follow all protocol procedures to ensure the safety of students, staff and their families. If at any time students fail to follow the protocols outlined or act in a manner that jeopardises the culture of the school or the safety of others, they will be required to be collected immediately.

**Please make sure that your contact details are up-to-date and where you might be unavailable due to work, you have provided the contact details of another trusted adult. Please email:**

**[office@stjosephs.uk.net](mailto:office@stjosephs.uk.net)**

#### **Structure of Opening**

Students will come into school for their session on one day per week as follows: 10:00-12:00. Students must not arrive any earlier than 10:00am and will need to leave at 12:00.

House- Hilda	Day
Group 1	Monday
Group 2	Wednesday
Group 3	Friday

**We will contact students using their school email with groups and days in.**

**Timings will be confirmed nearer to re-opening, in-line with any government updates.**

#### **Ongoing support**

- Teachers will continue to use Google classroom to set work. This will focus on consolidating, reinforcing and reviewing key knowledge and skills, in order to ensure that this learning is not lost.
- Parent / guardian emails are used to notify when work is set or deadlines missed. If you are not currently receiving these emails, please contact [office@stjosephs.uk.net](mailto:office@stjosephs.uk.net) to update your details.
- Pastoral staff phone calls will continue.
- There are regularly updated resources on our website including, well-being, careers research, online courses, parent information presentations and virtual work experience.
- Please contact [HomeStudyHelp@stjosephs.uk.net](mailto:HomeStudyHelp@stjosephs.uk.net) with any questions regarding home learning.
- Our 'Useful Contacts' information is available on the school website: <http://www.stjosephs.uk.net/wp-content/uploads/2020/03/Useful-Contacts-March-2020-final-1.pdf>

### Safeguarding

If you have any safeguarding concerns please contact: Mrs. Hammill, Deputy Headteacher (Pastoral).  
Mobile: 07535836082. Email: [hammillc@stjosephs.uk.net](mailto:hammillc@stjosephs.uk.net)

