



# 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'. These will be in year groups. Year 12 and 13 will form one group.
- The bubble structure will help to reduce the number of people students and staff are with, helping to keep them safe.
- The year 12 and 13 bubble will have their own entrance and exit, handwashing stations, toilets and classrooms.
- The bubbles will be self contained and students will not travel to other parts of the building into other groups. As far as possible Bubbles will be self-contained and students will not travel to other parts of the building into other Bubbles except where absolutely necessary for example, to access IT suites.
- Where more than one Bubble might be accessing a location, enhanced cleaning will take place in between any changeover.
- To allow delivery of a broad curriculum and effective pastoral support, staff will be able to move across Bubbles but will follow strict hygiene protocols and maintain a distance of 2m from students (and other staff).

#### Hygiene and cleanliness

- Students and staff will sanitise their hands upon entrance to, and exit, from the building as well as regular hand sanitising throughout the school day in-line with government guidance.
- Classrooms, stairwells and doors will be cleaned on a daily basis.
- We are also introducing additional cleaning methods in high-use areas to enhance hygiene.
- Enhanced cleaning of toilets will take place throughout the day.
- Students will be provided with tissues and be encouraged to 'catch it, kill it, bin it'.
- Classroom doors and windows will be open, where possible, to aid ventilation.

#### Travel to and from school

*The government is asking parents that wherever possible students walk or cycle to school.*

- We are asking parents to discuss with their child observing social distancing as they make their way to and from school.
- 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 next to D block
- Parents must stay in their car.

#### Entrance to school

**Students to be on site no earlier than 8:45**

- Students will line up outside their bubble entrance, as directed by staff.
- Students will be greeted by staff and instructed when they can enter the building.
- Students will sanitise their hands on entrance into the building.
- Where possible, social distancing rules will be followed.
- Clear signage will remind students about hygiene and social distancing..
- We will operate a one-way system.

<ul style="list-style-type: none"> <li>● Current advice is when using public transport students must wear a face covering and should minimise the surfaces they touch but this <b>must</b> be removed prior to entering the school building. The face covering must be disposed of or placed in a sealable plastic bag (provided by parents) before entering the site.</li> <li>● Students should not congregate outside of school.</li> <li>● Sixth form cars can be parked in the designated area next to D block. <i>Please be aware that public transport may be running at reduced capacity and, in addition, at the time of school producing this document the government has informed schools further guidance regarding transport will be produced for Local Authorities.</i></li> </ul>	<ul style="list-style-type: none"> <li>● If students arrive late to school they must line up outside the student entrance. They will then be escorted to their group.</li> </ul>
<p><b><u>Measures within the classroom</u></b></p> <ul style="list-style-type: none"> <li>● Wherever possible, each Bubble will work in a designated section of the school.</li> <li>● Wherever possible, staff will maintain 2m distance from each other and from students.</li> <li>● Students will be seated side by side and facing forwards, in designated seats.</li> <li>● Wherever possible, any unnecessary furniture will be removed from classrooms to make more space.</li> <li>● Students will only move from their desk when asked by the teacher.</li> <li>● Students will have morning registration with their tutor in their tutor groups as usual allowing a continuity of pastoral care.</li> <li>● Initially students will have an extended registration each morning to support welfare and settling into new routines.</li> </ul>	<p><b><u>The Curriculum</u></b></p> <ul style="list-style-type: none"> <li>● Students in Years 12 and 13 will continue to follow the full range of core and option subjects within ability sets as usual.</li> <li>● Students in Years 12 and 13 will be moving classrooms but this movement will be largely within their Bubble location.</li> </ul>
<p><b><u>Use of toilets</u></b></p> <p>Each group will have their own toilets:</p> <ul style="list-style-type: none"> <li>● Students will be taken to the toilet by a teacher.</li> <li>● They must follow all instructions when moving around school.</li> <li>● Students will clean hands before using the toilet.</li> <li>● They will clean hands after use of the toilet.</li> <li>● Social distancing rules must be followed at all times.</li> </ul>	<p><b><u>Moving around school</u></b></p> <p>Lunch and break will be staggered with different groups using allocated areas. When moving around the school students will be asked to:</p> <ul style="list-style-type: none"> <li>● When moving around the school, students will be asked to follow staff instructions and leave the room when told to do so.</li> <li>● A one-way system will be in place to reduce contact.</li> </ul>

### **Break and Lunch**

- Students can leave site for lunch, they must sign out and in at D block reception
- Students may work off site period 5 if they have a study period- Unless they have been asked to intervention sessions.
- Pre- ordered food will be brought to D block for students remaining on site.
- Students can bring packed lunch into school.
- Social distancing rules must be followed during lunch time
- Students will be issued with a card to pay for items using a contactless system. ParentPay should be used to add money to your child's account. **If you do not currently have a ParentPay account, please contact the school office on [office@stjosephs.uk.net](mailto:office@stjosephs.uk.net)**

### **Uniform and Equipment**

- Equipment will not be shared.
- Where students will need to access other equipment supplied by school (for example subject specific equipment) this will only be used by students within a Bubble.
- Where equipment supplied by school needs to be used by students in different Bubbles it will be cleaned before use in-line with government guidance.
- Students should bring a filled water bottle to school. **For hygiene purposes water machines will be unavailable and therefore students will be unable to refill their bottle at any time.** Bottles of water can be purchased at lunch time.
- Hand gel is available in every classroom.
- Students will have use of their locker to store files
- Students can bring in files equipment in a bag.
- Mobile phones as directed by staff
- Our uniform policy and expectations regarding uniform remain as usual.
- 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.
- **Following recent guidance students will not be permitted to wear face coverings anywhere on the school site.**

### **First Aid**

- A First Aider is on site.
- If students start to feel unwell during the day, they need to let their teacher know.
- If a student starts to develop COVID-19 symptoms during the day staff will follow the appropriate protocol to isolate the student in order to reduce risk to others.
- There will be designated isolation space within school for use in the event a student or member of staff begins to develop COVID-19 symptoms during the day.
- Where a student falls ill during the school day with COVID-19 symptoms school will immediately contact parents and the **student will need to be collected as soon as possible.**
- Where a student is sent home with COVID-19 symptoms they must self-isolate for 7 days and should arrange to have a test to see if they have coronavirus. Other members of the household (**including any siblings**) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- Where the symptomatic person tests negative other members of the household can stop self-isolating.

### **End of School Day**

Students will be expected to:

- Follow staff instructions and leave room when told to do so.
- Follow social distancing rules 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.

<p><b><u>Behaviour expectations</u></b> These are <b>exactly the same</b> as usual, here are some reminders:</p> <ul style="list-style-type: none"> <li>● Be respectful of each other and all staff.</li> <li>● Follow instructions as soon as you are asked to do so.</li> <li>● If you feel worried or have any questions: tell a teacher and we will help you.</li> </ul> <p><b>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.</b></p>	<p><b><u>Attendance</u></b> The government has clearly stated that: ‘school attendance will therefore be <b>mandatory</b> again from the start of the autumn term...the usual rules on school attendance will apply’ If students have any of the following symptoms they must stay at home and you should contact school to let us know:</p> <ul style="list-style-type: none"> <li>● Cough</li> <li>● Shortness of breath or difficulty breathing</li> <li>● Fever or chills</li> <li>● Muscle pain</li> <li>● Sore throat</li> <li>● New loss of taste or smell</li> </ul>
<p><b><u>Visitors to School</u></b> 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.</p>	

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)**

### **Home Study Work**

If school/the local area goes into lockdown:

- Online home study work and assessment will be initiated immediately.
- Students should follow their daily timetable to complete the work set on Google Classroom.
- If a student is unable to return to school in September, then they will be given immediate access to remote home learning.
- Home study work is not an optional activity; students not attending school will be required to follow the work set.

- Work will focus on consolidating, reinforcing and reviewing key knowledge and skills as well as introducing new curriculum content.
- Work will also continue to prioritise student emotional wellbeing.
- Our 'Useful Contacts' information is available on the school website: [Safeguarding Support Pastoral Support Young Carer's Support Mental Health Support Food Banks](#)

### **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)**

### **NHS Test and Trace**

#### **Staff and parents/carers will need to be ready and willing to:**

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including pupils under 5, but pupils aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

#### **Parents and staff to inform the Academy immediately of the results of a test:**

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

### **Parent drop off and school entry points:**

### School Site – Entry Points

