



St. Joseph's Catholic Academy

COVID-19 Student Protocol (Years 7-11)

From September 2020

1

How we will make school safe:

Safety measures to reduce the risk of transmission and based on government guidance for schools.

Bubbles

- School will be divided into a number of 'Bubbles'.
- Students will be divided into Bubbles based on their Year group. For example, Year 7 will be a Bubble.
- Sixth-Form students will be operating within a Sixth-Form Bubble in a self-contained building with its own student entrance and exit.
- 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 a designated entrance and exit, handwashing stations, toilets and classrooms.
- 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.
- All students will be issued with a Student Planner and we would ask parents/carers to sign these weekly as usual but in order to reduce contact Tutors will not be signing planners.
- The transfer of work into/out of school will be kept to a minimum and homework will be set on Google Classroom, this will help reduce potential transmission points.

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.
- Student drop-off is in a designated area: car park 1.
- Parents **must** stay in their car.
- If you are dropping off / collecting your child on foot, you **must** remain at the school gates, and cannot enter the school site.
- Current advice is when using public transport students must wear a face covering and should minimise the surfaces they touch but this **must** 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.
- Students should not congregate outside of school.

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.

Entrance to school

Students to be on site no earlier than 8:30am

- Please see Bubble entrance / exit information table below, which details where students should go when they arrive at school.
- 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.
- If students arrive late to school they must go to the Visitor Reception where staff will support them with entering their Bubble location.

Attendance

The government has clearly stated that: 'school attendance will therefore be **mandatory** again from the start of the autumn term...the **usual rules on school attendance will apply**'.

If your child is ill:

If students have any of the following COVID-19 symptoms or have tested positive in the last 7 days, they must stay at home and parents should contact school to let us know.

COVID-19 symptoms:

- a new continuous cough
- a high temperature
- new loss of taste or smell (anosmia)

Measures within the classroom

- Wherever possible, each Bubble will work in a designated section of the school.
- Wherever possible, staff will maintain 2m distance from each other and from students.
- Students will be seated side by side and facing forwards, in designated seats.
- Wherever possible, any unnecessary furniture will be removed from classrooms to make more space.
- Students will only move from their desk when asked by the teacher.
- Students will only leave the classroom with express permission from the teacher and if this is during a lesson they will have a note in their planner.
- Students will have morning registration with their tutor in their tutor groups as usual allowing a continuity of pastoral care.
- Initially students will have an extended registration each morning to support welfare and settling into new routines.

KS3:

- Students in Years 7, 8 and 9 will be taught in the same classroom (wherever possible) throughout the day to reduce contact.
- Students in Year 7 will be taught in their tutor groups for the first half-term. Our intention is that after this time students will then be placed into ability sets.
- Students in Years 8 and 9 will be taught in their usual teaching groups which are set by ability.

KS4:

- Students in Years 10 and 11 will continue to follow the full range of core and option subjects within ability sets as usual.
- Students in Years 10 and 11 will be moving classrooms but this movement will be largely within their Bubble location.

Break and Lunch time

- KS3 and KS4 breaks and lunch times will be staggered.
- Bubbles will have separate outside spaces.
- Bubbles will have separate eating spaces.
- 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**
- Students can bring a packed lunch into school.
- Wherever possible, staff on duty will maintain a 2m distance from students.

Moving around school

- When moving around the school, students will be asked to follow staff instructions and leave the room when told to do so.
- A one-way system will be in place to reduce contact.

Uniform**Government guidance encourages all schools to 'return to their usual uniform policies'.**

- 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.
- A copy of our uniform policy and expectations regarding uniform can be found on our website: <http://www.stjosephs.uk.net/wp-content/uploads/2019/07/Uniform-Policy.pdf>
- The Headteacher's decision regarding suitable uniform and whether school expectations have been met is final. If a student's appearance does not meet the expected standard, the school reserves the right to apply sanctions in line with our behaviour policy.

We ask parents to read our uniform policy and thank you in advance for your continued support in ensuring our high expectations regarding uniform are maintained.

On a day when students have a timetabled P.E. lesson:

- In order to reduce contact students are not going to be able to access the changing rooms.
- Therefore, students will need to arrive at school wearing their P.E. kit and trainers.

- Students may choose to wear a dark coloured non-branded hoody and/or leggings/ tracksuit bottoms but **must wear their school blazer** in order to clearly identify students as being part of our school community and this therefore **directly supports safeguarding**.

UNIFORM WORN CORRECTLY

Students who fail to wear uniform correctly will be dealt with according to the school's Behaviour Policy. The statutory guidance on uniform from the Department for Education states:

"Teachers can discipline pupils for breaching the school's rules on appearance or uniform. This should be carried out in accordance with the school's published behaviour policy.

A headteacher, or a person authorised by the head teacher, may ask a pupil to go home briefly to remedy a breach of the school's rules on appearance or uniform. When making this decision schools need to consider the child's age and vulnerability, the ease and time it will take, and the availability of the child's parents. This is not an exclusion but an authorised absence. However, if the pupil continues to breach uniform rules in such a way as to be sent home to avoid school, or takes longer than is strictly necessary to effect the change, the pupil's absence may be counted as an unauthorised absence. In either case the pupil's parents must be notified and the absence should be recorded. If a school is considering excluding a pupil in response to breaches of uniform policy then this must be in line with the legal requirements for exclusion."

DfE School Uniform Guidance for Schools (2013)

Equipment

- Students will require the usual school equipment as listed in the Student Planner which should not be shared with other students.
- The equipment required is: black/blue pen (and a spare); green pen; pencil; ruler; calculator (Casio FX83) and a school bag. **No calculators can be loaned out.**
- All KS3 students should have a reading book with them at all times.
- 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.

Behaviour expectations

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

- Be respectful of each other and all staff.
- Follow instructions as soon as you are asked to do so.
- Mobile phones should be switched off /silent.
- If you feel worried or have any questions: tell a teacher and we will help you.

Please be aware that the Behaviour Policy has been recently updated to include a COVID-19 addendum that clearly states our expectation that all students adhere to the COVID-19 Student Protocols i.e. this document.

The updated Behaviour Policy can be found on our school website in the Policies section and a written copy has been posted to all parents.

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 the room when told to do so.
- Sanitise hands on exit of the building.
- Leave the school site straight away, unless attending a directed after-school intervention or extra curricular club or activity.
- Students should not congregate outside of school.
- Parents are requested to pick their children up from the designated area: car park 1.
- 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.

Visitors to School:

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

If you are collecting your child during the school day:

Please ring reception once you arrive on site to alert staff you are on the school site (at gate/ car park).

It is important that parents are aware that teachers are in the position of parents/carers whilst students are in school. It is essential students follow the Student Protocol and our Behaviour Policy to ensure the safety of students, staff and their families. Please ensure you have sat with your child and read through our Student Protocol and Behaviour Policy with them prior to them returning to school in September.

If at any time students fail to follow the Student Protocol or acts in a manner that jeopardises the culture of the school or the safety of others, they will be required to be collected immediately.

If your child is unwell or we need to contact you regarding behaviour it is vital school has the correct contact details and those of two other emergency contacts. 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. If you need to update us: please email: 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

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.

Map of parent drop off/collection and designated student entrances and exits:

School Site – Entry Points

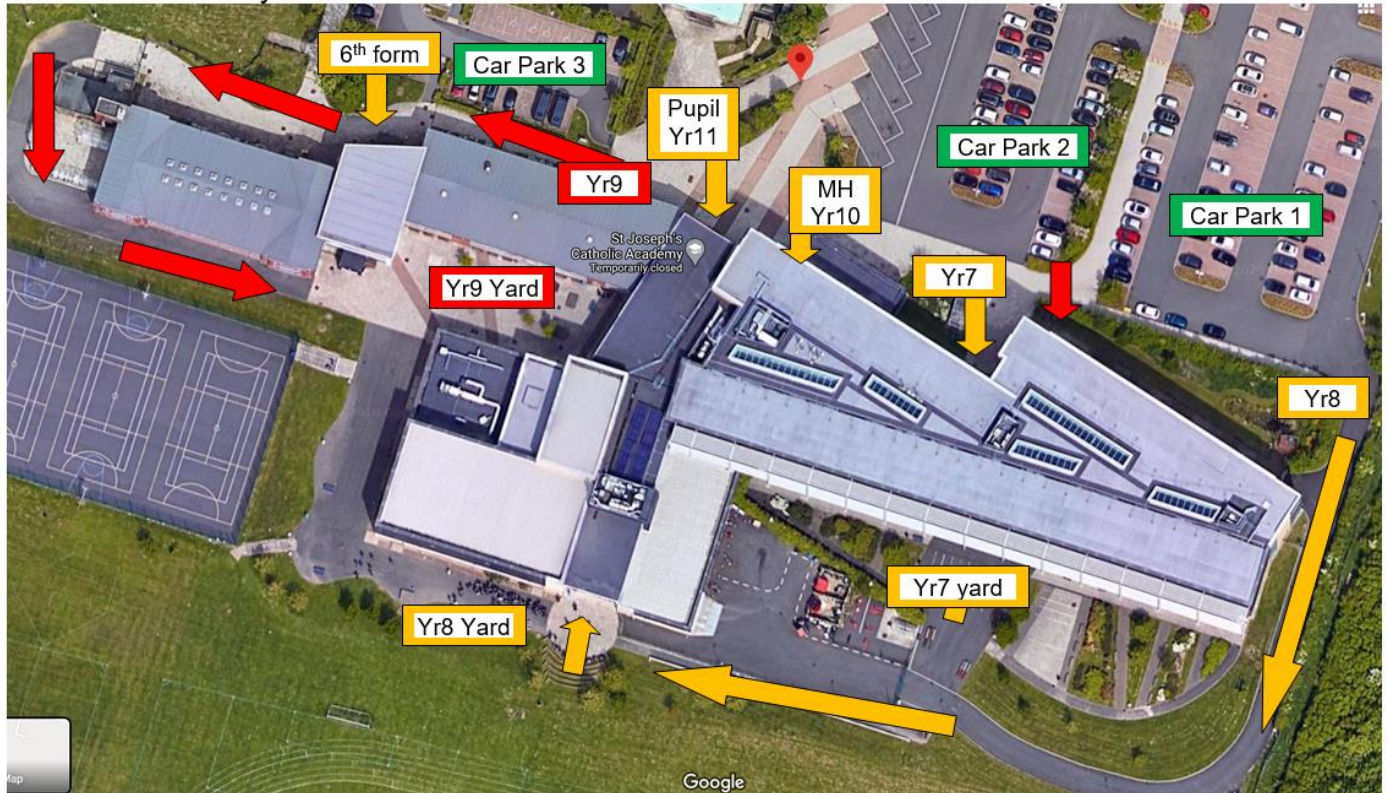


Table of information about Bubble entrance / exits:

Bubble	Entrance/Exit
7	<ul style="list-style-type: none"> To enter school: students will enter school via Visitor Reception and straight across to the Y7 yard for line-up. If weather inclement students will remain in the servery. Students will leave school at the end of the day via Visitor reception. <p>Location: A block (ground floor)</p>
8	<ul style="list-style-type: none"> To enter school: students will walk around the back of the school via the service road to access their yard. Y8 yard is the current yard plus yard in front of the Muga. Year 8 will line up in front of the Muga and then be walked by their tutor back along the service road and into school through stairwell 3. If weather inclement to use stairwell 3 and go straight to their tutor group. Students will leave school at the end of the day via stairwell 3. <p>Location: A block (second floor - Mathematics and Geography rooms)</p>
9	<ul style="list-style-type: none"> To enter school: students will walk past the front of the school past the sixth-form block to access the garden. Y9 yard is now the garden and students will line up here. Students will enter the school building via the doors into the refectory and will walk through the Juice Bar to exit the building via the Student Entrance and walk past the front of the building to re-enter via stairwell 2. If weather inclement to use stairwell 2 and go straight to their tutor group. Students will leave school at the end of the day via stairwell 2. <p>Location: A block (first floor - MFL and History rooms)</p>

10	<ul style="list-style-type: none">● To enter school: students enter school via the fire doors to the main hall at the front of the school and remain in the hall until the bell goes for tutor time.● Students will then use the doors at the back of the hall to exit and move to tutor via stairwell 1.● Students will leave school at the end of the day via stairwell 1 and exit via fire doors in stairwell 1. Location: A block (first floor - English and ICT rooms)
11	<ul style="list-style-type: none">● To enter school: students enter via the student entrance and move straight to the bottom of the refectory.● When the bell goes students will move to the first internal stairs by the library and move up to floor 2.● Students will leave school at the end of the day via internal stairs and out through the student entrance. Location: A block (second floor - Science rooms)