

St. Bede's Catholic Comprehensive School

COVID-19 Student Protocol (Years 7-13)

From September 2020



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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 wash 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' and place used tissues, bagged into Hazard Bins in classrooms.
- Classroom doors and windows will be open, where possible, to aid ventilation.
- Chewing gum has always been banned on site, it is now viewed as a potential contaminant. There will be increased sanctions for pupils caught chewing gum from September.

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 you are dropping off / collecting your child, 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.
- 6th Form who drive must park their cars in a designated 6th form area, and **respect the site speed limit of 5 mph** or face a site car ban.

Entrance to school

Students to be on site no earlier than 8:10am
Students must enter site via their correct entrance
Students cannot congregate in the Heart Space

- 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 Main 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 have morning registration with their tutor in their tutor groups as usual allowing a continuity of pastoral care.

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.

	<p>KS4:</p> <ul style="list-style-type: none"> ● 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 or to specialist provision.
<p><u>Break and Lunch time</u></p> <ul style="list-style-type: none"> ● 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. Loss of the lunch card is £1 replacement fee. ● Students can bring a packed lunch into school. ● Wherever possible, staff on duty will maintain a 2m distance from students. ● Students cannot play football on site or games which involve contact or sharing of equipment e.g cards 	<p><u>Moving around school</u></p> <ul style="list-style-type: none"> ● When moving around the school, students will be asked to follow staff instructions and leave the room when told to do so. ● Students must socially distance from each other and not make any physical contact with each other
<p><u>Uniform</u></p> <p style="text-align: center;">Government guidance encourages all schools to 'return to their usual uniform policies'.</p> <ul style="list-style-type: none"> ● 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 ● 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. Currently students cannot borrow school uniform, any uniform infractions will result in a BASE placement. <p>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.</p> <p><u>On a day when students have a timetabled P.E. lesson:</u></p> <ul style="list-style-type: none"> ● In order to reduce contact students are not going to be able to access the changing rooms for at least the first half term unless they are an Improtech student. ● Therefore, students will need to arrive at school wearing their P.E. kit and trainers. ● Students will need a second pair of shoes (either training or formal school shoes) on PE days to prevent the building becoming muddy. ● Students will need a spare carrier bag to place wet or dirty PE trainers into ● On PE Days students may choose to wear their school branded PE hoody available from Little Gems or their school blazer for warmth in order to clearly identify students as being part of our school community and this therefore <u>directly supports safeguarding</u>. 	

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: 2 x black/blue pen (and a spare); green pens; pencils; ruler; protractor and set square, scientific calculator (Casio FX85) and a school bag. **Calculators on loan will be sanitised but we strongly recommend students having their own from Year 7-11.**
- Likewise KS3 students may prefer to buy Staedtler Assorted Colouring Pencils (12 pack) than borrow sanitised resources.
- 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 reusable 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 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.

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.
- 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 and may only come onto site by strictly by prior appointment.** 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/carers 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: enquires@st-bedes.durham.sch.uk

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 Teams.
- If a student is unable to return to school in September on medical professional grounds which are received in writing, 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.

Safeguarding

If you have any safeguarding concerns please contact: Mrs. Jenkin Asst Headteacher (Pastoral) or Mr Logan Asst Headteacher Pastoral

Email: j.jenkin@st-bedes.durham.sch.uk or A.Logan2@st-bedes.durham.sch.uk

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 school 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.

Table of information about Bubble entrance / exits:

Bubble	Entrance/Exit/Break/Lunch times and locations
7	<ul style="list-style-type: none"> • Entry via Byron Entrance opposite main car park • Bubble location: Humanities/Music • 10.40 – 10.55 Break in Heartspace / Yard A (left of science block, facing maths) • 12.20 – 12.50 Lunch in Heartspace • Outdoor space Yard A • Exit via Byron • Fire Assembly Point: Student Services Plaza
8	<ul style="list-style-type: none"> • Entry via bottom yard B gate and building via doors connecting HOH/English • Bubble location: English • 11.10 – 11.25 Break in Heartspace / Yard B (right of science block, facing hall) • 12.55 – 1.20 Lunch in Heartspace • Outdoor space Yard B • Exit via automatic doors and bottom yard gate • Fire Assembly Point: Yard B
9	<ul style="list-style-type: none"> • Entry via outside stairs by main reception, through fire doors into maths • Bubble location: Maths • 10.10 – 10.25 Break in Heartspace / Yard A (left of science block, facing maths) • 1.20 – 1.50 Lunch in Heartspace • Outdoor space Yard A • Exit via fired doors in maths, down outside stairs • Fire Assembly Point Yard A
10	<ul style="list-style-type: none"> • Entry via top yard to PE stairs, through Byron Common room • Bubble location: Byron first floor • 10.10 – 10.25 Break in Byron Common Room / Yard B (right of science block, facing hall) • 1.50 – 2.15 Lunch in Heartspace • Outdoor space Yard B • Exit via PE stairs, across yard to top yard and follow the road around school <p>Fire Assembly Point MUGA</p>
11	<ul style="list-style-type: none"> • Entry via main reception, onto Chapel stairwell up to Byron top floor • Bubble location: Byron top floor • 11.10 – 11.25 Break in Byron Common Room / outside area with canopy) • 1.20 – 1.50 Lunch in Byron Canteen • Outdoor space Canopied area below the Yard B • Exit via Chapel stairwell and through main reception. • Fire Assembly Point Canopied area below the Yard B
12&13	<ul style="list-style-type: none"> • Entry via Top Yard B gate into doors between Art and DT (Geography stairwell) • Bubble Location Art/DT block with exception of old BASE and Food Room • Break food served in this block • Byron Lunch period 4 at any time • Byron Lunch period 5 from 1.50 onwards • Outdoor space behind Art picnic table area • Fire Assembly Point Overflow Staff Car Park adjacent to MUGA