



ST HILDA'S  
CE HIGH SCHOOL



WISDOM

HOPE

COMMUNITY

DIGNITY

EQUALITY

**WELCOMING YOU TO  
SCHOOL IN SEPTEMBER**

**INFORMATION AND  
GUIDANCE FOR PARENTS,  
CARERS AND STUDENTS  
IN YEAR 7**

## **Arrangements for School Re-opening in September 2020**

Dear Parents, Carers and Students

Following the Government guidance which was made available on 2nd July, we are delighted to confirm that all students in Years 7 to 13 will return to school in September.

The full opening guidance from the Department for Education

(<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>) asks that schools comply with health and

safety law, which requires them to assess risks and put in place proportionate control measures. Schools are also asked to look carefully at how contact is reduced based on the following four principles:

- Grouping children together;
- Avoiding contact between groups;
- Arranging classrooms with forward facing desks;
- Staff maintaining distance from students and other staff as much as possible.

Whilst we know that the risk to children of becoming severely ill from coronavirus (COVID-19) is very low, there are parameters around health and safety which must be adhered to and are outlined in this letter. Our bubbles will be in individual year groups, Year 7 are one bubble etc. Years 12 & 13 are grouped together as a bubble.

Our start in September will be different to other years, but we are still really excited at welcoming (back) our students and having them in our building again.

I am aware that this letter and its contents could sound frightening, but we have been preparing for the return of your son or daughter for a long time. It has been my role to risk assess the school and to ensure that we have everything in place to safeguard your sons and daughters. Those year groups and students who came in before the summer break soon adapted to our 'new normal'. In their induction session they will get their new timetables and spend time with their form tutors, as well as their Heads of House. We are really looking forward to having our St Hilda's family back together!

Enjoy the rest of your summer and please let me know if you have any questions.

Jo Code

### **Our priorities for our return in September:**

1. The safety and well-being of all of our staff and students
2. Providing the full curriculum to all year groups
3. To maintain our high standards and ambition for every single student

<b>PUBLIC HEALTH ENGLAND ADVICE</b>	<b>OUR RESPONSE</b>
A requirement people who are ill stay at home	All staff, students and families will be informed that they must not come to school if they have a high temperature, continuous cough or has a loss or change in their sense of taste and/or smell. Anyone displaying these symptoms will be sent home.
Robust hand and respiratory hygiene	Additional hand washing facilities will be available throughout the site and students and staff will be expected to wash hands on entry, before and after eating and after using the toilet. If a student or colleague coughs or sneezes they should also wash their hands. Posters and staff and student briefings will actively promote the catch it, bin it, kill it approach to hygiene.
Enhanced Cleaning Arrangements	<p>Cleaners will be deployed across zones and will clean in line with the PHE's advice found below:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Cleaners will prioritise high contact areas such as bannister, door handles and more frequently touched services. A cleaning schedule for toilets, classrooms and communal areas will be kept and monitored to ensure regular cleaning of all zones. Specialist equipment will be cleaned or quarantined between uses.</p>
Active engagement with NHS Test and Trace	All staff and families will be informed of their responsibility to engage with the NHS track and trace process. Staff and families will be provided with the relevant information regarding this process and asked to inform school immediately regarding the outcome of any test.

Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable	Planned zones across the school with minimal shared use of exits and entrances. Students will have staggered breaks and lunchtimes to ensure bubbles do not mix. All activities before and after school will occur in the bubbles to help prevent mixing. Classrooms will have forward facing desks to face a teacher area which is clearly marked and not within 2 metres of the first student desk.
Update, review and share risk assessments	Our risk assessment will be shared with staff and parents and carers for consultation. We will review the risk assessment on a weekly basis in the first instance.

### Induction sessions

Please see the table below regarding your child's induction and their return day and time.

#### INDUCTION TIMES – FULL UNIFORM TO BE WORN BY ALL YEAR GROUPS

YEAR GROUP	INDUCTION SESSION IN SCHOOL	TEACHING BEGINS
Year7	All day Thursday 3rd September	Friday 4th September all day

As outlined in guidance from the DfE, schools should try and group students by year groups and avoid, where possible and practical, contact between students from different year groups. As a result, we have had to make changes to how students arrive and exit the school so that we can keep year groups apart. Whilst we want students to return to school as normal, our priority is everyone's safety at this moment in time.

**Students in each year group have been allocated a school entrance point** which must be used at the start and the end of the school day. It is imperative that students do not arrive on site before 8:00am. If students do arrive before this time, they will have to wait outside their designated entrance until they are allowed into the school building; this is so we can safely supervise students' movement when they enter. Signage will show where students should queue.

Year 7 students will enter and exit the site and the building as below:

Year Group	Entrance/Exit to Site	Entrance/Exit to School
7	Student entrance on Croxteth Drive	Fire doors in the corner near the assembly hall onto the north stairs

## Zones

The guidance states that students should be kept apart from other children in other year groups as much as possible but are safe to mix with students in the same year group 'bubble'. To enable us to run our timetable and offer a broad and balanced curriculum, we have had to 'zone' particular year groups in certain areas of the school. This means that students will still get their full curriculum entitlement in sets that are appropriate to each child's ability, with Year 7 being taught in their form groups to begin. **Year groups will have designated areas that they will remain in for the majority of their lessons** with teachers moving around the building to each class. Specialist teaching rooms will be available for certain subjects but these have been carefully timetabled to ensure strict cleaning regimes are in place should another year group need to use them throughout the day. Each zoned area will also have access to designated toilets to reduce the risk of infection. This will be shared with your daughter/son during their induction session.

## ARRIVAL ON SITE

### Travel arrangements

The government is encouraging all students to either walk or cycle to school. If a student is using public transport they must remove their masks before entering the site and seal in a bag to take home at the end of the day. They must sanitise/wash their hands on entry in the usual way.

Parents are asked not to drop off students immediately outside school. Students are asked not to congregate with students outside their bubbles.

When students enter the school site, they will be directed to their designated outdoor space, which, for Year 7 is the plaza. When the bell for lesson 1 rings at 8:30am they should go directly to their timetabled room, after sanitising their hands, where they will be registered by their class teacher. Students should not be wandering around the building as this compromises our health and safety risk assessments and could increase the transmission of infection if students from other year groups mix. **Unfortunately, we will not be able to offer the usual food and drink service from the canteen before school in the morning.** However, we are investigating ways to provide access to refreshments within zones.

### Break and Lunchtimes

We will continue to offer staggered break and lunchtimes for students. However, students within the same year group bubble will eat together either in the dining room or our Sports Hall. **Please ensure you update your child's ParentPay account remotely** as students will not be able to put money on using the biometric machines. Please note that the choice of food has been reduced to support with serving food in different areas. For the week beginning September 7<sup>th</sup> it will be cold food only in grab bags. We will review this after the first week and update you. You may wish to provide your child with their own packed lunch, please advise them not to share this with other students. **Water fountains will also be turned off** so please ensure your child has access to drinks throughout the day. Please be reminded that energy drinks are not allowed.

## THE SCHOOL DAY FOR YEAR 7

TIME	ACTIVITY	WHERE
08:30	Students make their way to their first teaching room	
8.35 – 8.40	PD focus	First teaching room
8.40 – 9.30	Period 1	
9:30 – 9:50	Break	
9.50 – 10.50	Period 2	
10.50 – 11.50	Period 3	
11.50 – 12.30	Lunch – to include hand washing	Dining Room
12.30 – 1.00	Form - Assembly, silent reading, catch-up, careers, PD, worship	Form Room
1.00 – 1.55	Period 4	
1.55 – 2.35	Period 5	Early dismissal at 2:35 via the student entrance gate, Croxteth Drive.

### Learning & Curriculum

It has been a challenging time for both you and us as a school with home learning. Our aim is to get students back into a routine as soon as we can. They need to see what progress they have made and to understand that we are working with them to support them. We are committed to addressing any gaps that they will naturally have in their learning, but also want them to feel safe and secure in this new environment. Both of these aims will not take place over night, so we will ensure that there is an emphasis on supporting their wellbeing and helping them to get back into their normal routines. I am pleased to tell you that we are running the timetable that we had planned prior to any lockdown for the academic year 2020-2021, which we are really pleased about. Students need variety and breadth of curriculum and from Year 9 onwards, students have more choice in what they study which we value.

There are some changes to the school day to allow us to move safely around the school and to recognise how students best learn. Form time from the morning has moved to a later time. Students will be registered by the teacher of their first lesson. There will be a longer form time which will include an opportunity for additional literacy and numeracy, reading, assemblies, personal development and careers information. This allows us to have lunch at different times without impacting on the teaching and learning of their timetabled lessons.

## Blended and remote learning

Staff will be receiving training on software packages including Microsoft Teams on the September 1st and 2nd Development Days. If students are absent due to coronavirus or having to self-isolate, our intention is to provide those affected with work via Teams. In the event of a local lockdown and St Hilda's is fully closed, all teaching and learning will take place on the one platform and the school timetable will be followed by students and staff. Further details regarding this provision will be shared if this occurs.

## Equipment

Please make sure that your son or daughter has the equipment below when they join us in September. For those parents/carers for whom the school receives Pupil Premium money, we will provide the stationery items shown below.

### SCHOOL EQUIPMENT LIST



Strong school bag



Reading book



Scissors



Pencil sharpener



Rubber



Scientific calculator



Pair of compasses



Protractor



Glue stick



Pencil case



2 x pens (blue/black)



Green pen



Pencil



Coloured pencils



Highlighter



Ruler



ST HILDA'S  
CE HIGH SCHOOL

WISDOM  
HOPE  
COMMUNITY  
DIGNITY  
EQUALITY

## Form rooms and tutors

HEAD OF HOUSE	BRODIE HOUSE LF/JD	ASPINALL HOUSE SC	WALKER HOUSE JMM	ROSCOE HOUSE VMC	WILKINSON HOUSE ADW
YR 7	7BW CWA 211	7AG DGO 210	7GK SAK 214	7RM PMU 215	7WL MLL 216

### **School Uniform & Equipment**

**Students will be expected to wear full school uniform and appropriate footwear.** Our normal high standards and expectations will apply with usual sanctions in place for students who do not wear appropriate shoes or have missing equipment. All students need to have access to an **appropriately sized school bag as well as the required equipment. Please note that students will not have access to their lockers, so they will need a bag big enough to put their coat in.** Please see our website for further information / details around expectations for uniform and equipment. Students will need to take their exercise books home each evening and ensure they have the correct books each day for their timetabled lessons. Students should not share frequently used equipment such as pencils and pens. We will continue to monitor DfE guidance around PPE in schools and adapt our practice accordingly.

### **Physical Education**

We place a great deal of importance on PE, and its benefits for mental health are excellent too. Therefore, we intend to continue with our PE lessons. These will be varied depending on the year groups and will take place outdoors or the sports hall with the doors open. If students have PE that day they should come to school in their PE kit. They may also wear plain navy or black tracksuit bottoms.

### **Extra-Curricular**

Please note that there will be no extra-curricular activities for the first 2 weeks. We will update you with the activities on offer after this period.

### **Safeguarding and Behaviour**

During lockdown the school has supported students through 'phone calls, meetings or comments on SMHW. Student welfare and well-being will remain our priority as they return to school. We have support in place for those students who feel overwhelmed by the return and staff know the systems in place for support.

**We will expect high standards of hygiene from students at all times.** In every classroom there will be a hygiene station with hand sanitiser, anti-bacterial wipes, tissues, paper towels and disinfectant. We would ask that all students support one another by keeping the areas where they have worked clean and tidy and dispose of all waste material in the bins provided. Whilst we can offer an enhanced cleaning regime, students have a collective responsibility to support this key control measure.

### **Behaviour**

There will be an addendum to our current Behaviour for Learning Policy which we will update on the school website along with our Home-School Agreement. It is critical that



students cooperate with staff and follow instructions for the safety and well-being of everyone. **Our behaviour is exemplary, but we are in a pandemic where I have to highlight what would happen if any behaviour becomes dangerous. Any behaviour that might put others in danger or compromises our risk assessments will not be tolerated and will result in serious sanctions being put in place.**

### **School Attendance**

School attendance will be mandatory from the beginning of the autumn term. This means that from September, the usual rules on school attendance will apply. Students who are absent for any reason will be required to catch up the work that has been missed. Given the time that students have had away from school, it is important that your child is in each day to catch up on the missed learning time. Please use the [attendance@st-hildas.co.uk](mailto:attendance@st-hildas.co.uk) to inform us of any absence. We will not be able to accept written notes from students.

### **COVID-19 Symptoms**

Any student on site who develops symptoms of COVID-19 will be isolated in our Symptom Room until the student can be collected by a parent / carer. Any student with symptoms must be tested and parents are asked to communicate the results of the test with school as soon as possible. If a student or member of staff tests positive with COVID-19, we will communicate this with the relevant people, following local health protection team advice. **Please do not send your child into school if they are showing any one of the symptoms for COVID-19:** <https://www.nhs.uk/conditions/coronavirus-covid-19/>

### **Support for Students with SEND**

We will continue to work with families and students to provide the best possible support for students with SEND and make reasonable adjustments to ensure they feel safe and comfortable in school. Should any parents or carers wish to discuss this in detail, please contact Mrs Pritchard in the first instance.

## **15. EQUALITY IMPACT ASSESSMENTS**

This Equality Impact Assessment (EqIA) is used to assist us to ensure we meet our duties under the Equality Act 2010 to take account of the needs and impacts of the proposal or function in relation to people with protected characteristics. Please note, this is an ongoing duty. This means we will keep this EqIA under review and update it as necessary to ensure its continued effectiveness.

Documents to support the completion of the EqIA are listed below:

- SEND / Vulnerable Pupil risks assessment (protocol / risk assessment)
- Individual staff risk assessment

### **Visitors**

For the moment we will need to limit the number of external visitors to the school during opening hours and only essential meetings will take place face-to-face. Only one person at a time will be allowed into the Reception area and we kindly ask that the protocols in place

are followed at all times. Please could parents avoid visiting school unnecessarily? We will not be able to hold unplanned meetings.