



ST HILDA'S
CE HIGH SCHOOL



WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY

WELCOMING YOU BACK TO COLLEGE IN SEPTEMBER

INFORMATION AND GUIDANCE FOR PARENTS, CARERS AND STUDENTS FOR YEAR 12 and 13

Arrangements for College 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/college in September. The full opening guidance from the Department for Education (<https://www.gov.uk/government/publications/actions-for-Colleges-during-the-coronavirus-outbreak/guidance-for-full-opening-Colleges>) asks that Colleges comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Colleges are also asked to look carefully at how contact is reduced based on the following four principles:

- Grouping son or daughter 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 son or daughter 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 year, 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 College 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 the College Leadership Team. 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

PUBLIC HEALTH ENGLAND ADVICE	OUR RESPONSE
A requirement people who are ill stay at home	All staff, students and families will be informed that they must not come to College 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: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</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 College immediately regarding the outcome of any test.
Formal consideration of how to reduce contacts and maximise distancing between those in College wherever possible and minimise potential for contamination so far as is reasonably practicable	Planned zones across the College 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 College 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 son or daughter's induction and their return day and time.

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

YEAR GROUP	INDUCTION SESSION IN COLLEGE	TEACHING BEGINS
Year 12	12.30 pm – 3.30 pm Wednesday 2nd September only	Monday 7th September
Year 13	9.00 am – 11.30 am Wednesday 2nd September	Thursday 3 rd & Friday 4 th all day

As outlined in guidance from the DfE, Colleges 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 College so that we can keep year groups apart. Whilst we want students to return to College as normal, our priority is everyone's safety at this moment in time.

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

Year 12 & 13 students will enter and exit the site and building as below:

Year Group	Entrance/Exit to Site	Entrance/Exit to College
12 and 13	Reception entrance on Croxteth Drive	Via reception

Zones

The guidance states that students should be kept apart from other students 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 College. This means that students will still get their full curriculum entitlement in sets that are appropriate to each son or daughter's ability. **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 College. 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 College. Students are asked not to congregate with students outside their bubbles.

When students enter the College site, they will be directed to their designated space, which, for year 12 and 13 is the college areas. Students are advised to arrive at 8:25 into college. When the bell for lesson 1 rings at 8.30.am 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.

Break, Lunchtimes and Free Time

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 the college areas. Students have the option of leaving site at lunchtimes, and when not in lessons, form or directed study. Where possible, this should be the preferred option to assist with social distancing. **Please ensure you update your son or daughter'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 7th it will be cold food only in grab bags or cold items in the kiosk. We will review this after the first week and update you. You may wish to provide your son or daughter 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 son or daughter has access to drinks throughout the day. Please be reminded that energy drinks are not allowed.

The College Day – Year 12

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 – 10.30	Period 2	
10.30 – 10.50	Break	
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 – 2.45	Period 5	

The College Day – Year 13

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 – 10.30	Period 2	
10.30 – 10.50	Break	
10.50 – 11.50	Period 3	
11.50 – 12.20	Form - Assembly, silent reading, catch-up, careers, PD, worship	Form Room
12.20 – 1.00	Lunch – to include hand washing	Dining Room
1.00 – 1.55	Period 4	
1.55 – 2.45	Period 5	

Learning & Curriculum

It has been a challenging time for both you and us as a College 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 College day to allow us to move safely around the College 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 College timetable will be followed by students and staff. Further details regarding this provision will be shared if this occurs.

Form rooms and tutors

HEAD OF HOUSE	BRODIE HOUSE LF/JD	ASPINALL HOUSE SC	WALKER HOUSE JMM	ROSCOE HOUSE VMC	WILKINSON HOUSE ADW
12 (RAB/DC/SPC)	12BM SR 132	12AH SMG/HR 133	12GL VL/FF 134	12RH JHU 135	12WS SPC 120
13 RAB (RAB/DC/SPC)	13BR EWM 113	13AM NM 111	13GR KR 107	13RM FMC 25	13WW LFW/GG 102

College Uniform & Equipment

Students will be expected to wear full college uniform and appropriate footwear. Our normal high standards and expectations will apply with usual sanctions in place. **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 folders 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 Colleges and adapt our practice accordingly.

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 College has supported students through 'phone calls, meetings or comments on SMHW. Student welfare and well-being will remain our priority as they return to College. 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 College website along with our Home-College 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.**

College Attendance

College attendance will be mandatory from the beginning of the autumn term. This means that from September, the usual rules on College 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 College, it is important that your son or daughter is in each day to catch up on the missed learning time. Please use the 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 College 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 son or daughter into College if they are showing any one of the symptoms for COVID-19: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

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 College 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 College unnecessarily? We will not be able to hold unplanned meetings.