

**St John Fisher Catholic High School**  
**School Opening Plan**  
**September 2020**



**Guidance for Parents, Carers and Students**

## Welcome back to school

Dear Parents, Carers and Students,

I hope this letter finds you and your families safe and well. We would like to thank you for your continued support and patience during these challenging times.

In line with the Government requirement that all schools should open for all year groups, from the beginning of the Autumn term, we have been preparing to safely welcome back all students and staff. Our preparations have entailed undertaking a detailed risk assessment, making improvements to the school premises, adapting the learning environment and fully implementing the Government guidance.

We have also made some changes to the school timetable and adapted our daily operating procedures to meet the Government guidance in relation to reducing contact between individuals, maintaining social distancing between different groups of students and minimising student movement around the school site.

The changes which we have implemented have been informed by the DfE guidance on the full opening of schools which was issued on 2nd July 2020 and updated on 7th and 28<sup>th</sup> August 2020. We expect the Government guidance will be subject to further change before the full opening of the school on 7th September. Therefore, we will ensure the latest risk assessment is made available for parents/carers, on the school website, prior to the start of term.

Consideration has been given to balancing the minimisation of risks from Coronavirus (COVID-19) with delivering a full curriculum to all year groups as per the expectation set out in the DfE guidelines.

We appreciate that there may be anxiety amongst some parents/carers and students given the length of the enforced absence from school. This guide is intended to give parents, carers and students an outline of what our new school environment will look and feel like in September.

Since the safety of our students and staff is of the utmost importance, we have planned for a phased start to the school year (as outlined below) in order that we can best inform and prepare students and staff for how the school will operate.

Monday 7th September - **Staff Training Day**

Tuesday 8th September - **Year 7 and Year 12 only**

Wednesday 9th September - **All Year Groups**

Please take some time to read through this guide, and ensure your child also reads it, before they return to school.

Yours sincerely

Mr. S. Mort

Headteacher

## Coronavirus Symptoms

Students must not attend school if they, or anyone in their household, have any of the following symptoms or have tested positive in the last 14 days:

- new persistent cough
- shortness of breath or difficulty breathing
- fever or chills
- new loss of taste or smell.

## Infection Control Measures

If your child is displaying Covid19 symptoms, you must inform school and keep your child at home for 10 days. Other members of the household should self-isolate for 14 days from when your child first became ill. It is the responsibility of parents/carers to seek a test (within 3-5 days of symptoms appearing), to engage with the NHS test and trace process and to inform the school of the result of a test.

If your child tests positive, you must inform school. They should follow the 'stay at home: guidance for households with a confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms. The 10-day period starts from the day when your child 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.

If your child tests negative, feels well and no longer has COVID-19 symptoms, they can return to school. However, we will require proof of a negative test result before your child returns to school. If your child tests negative but still feels unwell, they could still have another virus (such as a cold or flu) in which case it is still best for them to self-isolate and not return to school until they are better.

If a positive case is confirmed, the school will seek advice from the Health Protection Team and Public Health before informing parents/carers of the next steps.

The Health Protection Team and Public Health will decide on the appropriate outcome of any potential outbreak of the virus in the local area or school.

## **System of Control Measures**

To ensure the safety of students and staff, we are following the Department for Education prevention and response to infection guidance which was issued to schools on 2 July 2020 and updated on 7<sup>th</sup> and 28<sup>th</sup> August 2020.

1. We will ensure we minimise contact with any individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who have coronavirus symptoms, do not attend school.
2. We will ensure students and staff clean hands thoroughly, and more often than usual, including using alcohol-based hand sanitiser.
3. We will ensure good respiratory hygiene is followed by our students and staff by promoting the 'catch it, bin it, kill it' approach
4. We will introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products such as detergents and bleach
5. We will minimise contact between individuals and maintain social distancing wherever possible.
6. We will ensure students are not sat facing each other and that desks are spread out in the classroom as far apart as is possible, wherever possible.
7. Where recommended, students and staff will use face coverings in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate to do so.

## **Public Health Hygiene Advise**

Students should wash their hands before they leave home and when they return home from school. Students should also regularly wash their hands for 20 seconds during the school day, particularly after using the toilet.

Students should use the hand sanitiser units (which have been installed around the school site) during the school day, particularly when entering and exiting the school building, before and after break and lunch, and before and after using the toilet.

Visual reminders have been placed around the school site to reinforce and promote public health hygiene messages. Classroom doors and windows will be kept open to aid ventilation. Tissues will be available in each classroom to ensure students adhere to the 'Catch it, Bin it, always Kill it' principle.

## Face Coverings

The DfE guidance states that Public Health England does not recommend the universal use of face coverings in schools. However, students and staff will be permitted to wear face coverings during the school day in public spaces and on corridors - if they so wish. Face coverings should be cloth or disposable and plain in colour i.e. no logos, patterns, team affiliations or any branding which may cause offence. Face coverings must be stored in a re-sealable plastic bag.

Should Harrogate (or the geographical areas which the school serves) go into a local lockdown, the DfE will expect all students and staff to wear face coverings in public areas of the school and in areas outside the classroom where social distancing cannot easily be maintained such as corridors and communal areas.

## Attendance

It is vital that all students return to school to minimise the longer-term impact of the pandemic on students' education, wellbeing and wider development.

If you have received clinical or public health advice that your child should remain at home, please continue to follow that guidance and inform the school of your child's absence in September. Students who are shielding will be educated remotely.

The Department for Education have advised us that 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:

- Parents/carers have a duty to ensure their child attends school regularly
- The school has a duty to record attendance and follow up on all unauthorised absences
- The school has a duty to issue sanctions, including fixed penalty notices, in line with the Local Authority codes of conduct

Since September 2013, schools have not been permitted to grant leave of absence for holidays during term time. The Headteacher is only permitted to grant leave of absence in exceptional circumstances. All requests for leave of absence for exceptional circumstances should be addressed to the Headteacher at [office@sjfchs.org.uk](mailto:office@sjfchs.org.uk)

## Attendance

Research shows that students who attend school every day perform better in class and examinations, resulting in improved life chances. Young people with no absences are 2.8 times more likely to achieve 5 good GCSE passes (including English Language and Maths), than those with attendance below 85%.

Other benefits of regular school attendance include good health, positive wellbeing, improved self-discipline and greater independence and resilience. All of these are a vital part of growing up and preparing for adulthood, supporting students to reach their full potential and achieving their dreams.

At St John Fisher we expect our students to **attend** school, and to be punctual, every day. All students should aim for 100% attendance. Attendance below 97% is a cause for concern. The table below shows the impact of attendance on students' learning.

<b>Attendance and Punctuality Matter</b>		<b>Research shows</b>
100%	Excellent	Good to Outstanding progress made
97%	Very Good	Good progress made
95%	8 days missed per year	Progress is negatively impacted
90%	16 days or 3 weeks missed per year	Progress falls behind all other students
85%	24 days or 4 weeks missed per year	Progress falls behind all other students
80%	32 days or 6 weeks missed per year	Progress falls behind all other students

## **Uniform Policy**

In line with the government guidance, all students will be expected to be in full school uniform in September. Uniforms do not need to be cleaned any more often than usual, or to be cleaned using methods which are different from normal.

The Governors expect that, in choosing St John Fisher, parents/carers will demonstrate that they fully support our uniform policy by ensuring their child conforms with the student dress code.

**Please find below details of our uniform policy.**

The full school uniform comprises of the following items:

- Navy blazer with school badge
- Regulation blue shirt (worn tucked in, with all buttons fastened)
- School tie (worn up to the neck)
- Black trousers with black socks
- School kilt with black tights
- Formal black flat shoes – no branding or deep treads
- Trainers (including any form of black trainers) are not allowed
- Canvas shoes and plimsolls (including those which are black) are not allowed

Students may add to this a navy v-neck jumper during winter months.

We particularly seek parents/carers support in ensuring that the length of kilts is appropriate. Kilts should not be rolled up at the top or shortened from the purchased length at the bottom.

**Safeguarding Lanyards** - Students in years 7-11 will be provided with a designated coloured lanyard on their first day back in September. The lanyard will constitute a compulsory part of the school uniform from September and all students will be expected to wear them whilst on the school site. This will enable staff to quickly identify which year group 'bubble' and which zone the student belongs to. Sixth form students will be expected to wear a lanyard, as normal.

**Hairstyles** - Hairstyles are expected to be smart and conventional and of reasonable length. Hair must be worn in a style that does not impair vision and allows the student's face to be visible. The government guidance states that long hair must be tied back. No extreme or unconventional hair colours are allowed.

**Jewellery** - As a safety measure, no jewellery is to be worn by students in school. However, those with pierced ears may wear (no more) than one small stud in each ear lobe. No other type of ear- ring is permitted e.g. loops. Studs must be removed for P.E. lessons. If a student is planning on having ears pierced, the beginning of the school holidays is the only appropriate time to do so, as this allows for the period that studs need to remain in ears to pass, thus being able to be removed safely for PE lessons. No other type of piercing is permitted e.g. nose studs or tongue studs.

**Make-Up** - Make-up is not permitted in Years 7 and 8. In other year groups make up should be discrete. Any students wearing make-up deemed not to be discrete or to be inappropriate for school will be requested to remove it using the wipes provided by school. Nail varnish must not be worn, and acrylic nails are not permitted.

**Outdoor Wear** - Whilst the school does not specify a type of outdoor coat for students, we do expect them to reflect the school ethos. This means that denim or garments inappropriately decorated with logos likely to cause offence are not acceptable. 'Hoodies' of any kind are not permitted. Students are only permitted to wear the school sports hoodie during timetabled PE lessons (at the discretion of the teacher) and at sports fixtures.

On days that students have a timetabled physical education, dance, drama or performing arts lesson, they must wear their full P.E. kit and blazer. Students are permitted to wear black or blue track suit pants. Leggings are not permitted.

## **Physical Education Uniform**

### **Years 7-11 must have the following PE kit:**

- Light blue/navy PE top (short sleeve)
- Navy/light blue PE shorts or navy/light blue PE skirt
- Unisex games socks (football socks)
- White sports socks
- Trainers (no plimsoll style shoes)
- Football boots (for football)
- Reversible rugby top (rugby/football top)
- Shin pads
- Gum shield (for students participating in rugby)

### **Optional:**

- School Unisex Hoodie
- Navy blue/black tracksuit bottoms

## Uniform Expectations

If there is an exceptional and/or unavoidable reason why your child is not in full uniform, you should provide a note in their student planner (or contact student services by 8.20 a.m.) explaining the circumstances.

Your child's Head of Year will contact you and a deadline will be agreed, by which time we will expect the uniform issue to have been addressed.

Senior leaders will meet and greet students, at the school gate, every morning. This will include a check that students are in full uniform and uniform is being worn appropriately. Form tutors are expected to set the tone for learning for the day, including ensuring students are in full uniform and uniform is worn appropriately. Therefore, there should be no need for subject teachers or other school staff to have to address uniform non-compliance during the school day.

A uniform audit will be undertaken by form tutors during the first week of term to ensure all students are wearing full and correct uniform. If a student is not in full uniform, the Head of Year will contact parents/carers to establish the reason for this, and to gain parents/carers' full support in rectifying the uniform issue.

We recognise that some families will have experienced financial difficulties during lockdown which may make the purchasing of a new school uniform a challenge. If this is the case, please contact your child's Head of Year to confidentially discuss how we can best support you. Heads of Year can be contacted via e-mail [office@sjfchs.org.uk](mailto:office@sjfchs.org.uk)

## Equipment

Students should limit the amount of equipment they bring into school to that required for the current day.

Students will not have access to lockers. This is to minimise movement around school, reduce contact between students, and to avoid transmission. The removal of lockers has also created additional space in corridors for social distancing and the adoption of a one - way system.

Students will not have access to the bag storage units. These have also been removed for similar reasons to those for lockers. Therefore, students must keep their bag with them, at all times. We recommend the use of a sturdy, waterproof back-pack or bag with a shoulder strap of sufficient size to carry all the necessary equipment for the day's lessons. Bags must not be left in classrooms, corridors or outdoor areas. Bags must be placed under seats during assembly, form time, lessons and whilst in the dining room.

Students must bring their planner and their own stationery to school every day including pencil case, scientific calculator, black or blue pen, (x2), pencil (x2), plastic ruler (30cm), eraser and sharpener, highlighter (x2), coloured pencils, glue stick, protractor and compass. As well as ensuring that students are fully equipped for learning, this follows the recommendation that staff, and students have their own stationery items which are not shared.

We will encourage students to adhere to the 'Catch it, Bin it, always Kill it' principle. Therefore, it would be beneficial for students to carry their own packet of tissues and a pocket size bottle of hand sanitiser.

The school will continue to provide specialist equipment in practical subjects; however, students will not be permitted to share equipment or resources with other students.

The school changing rooms and shower facilities will not be open to students. Students are permitted to bring a roll-on deodorant, but aerosols are not permitted.

As physical contact between students is not permitted, outdoor games (during break and lunch) will not be allowed. Therefore, personal sports equipment e.g. a football, should not be brought into school.

Students are permitted to bring a mobile phone, but this (along with any other electronic device) must be switched off and out of site whilst on the school premises.

### **Travel Arrangements**

The Government advice is that students who live close enough to walk or cycle into school safely should do so instead of using public transport. As we only have one bicycle storage facility for all year groups, students must quickly secure their bicycle and then go directly to their designated outdoor zone. At the end of the school day, students collecting bicycles, must quickly unsecure their bike and then immediately leave the school site.

We have been informed that the dedicated school transport will run as normal from September. All enquiries regarding dedicated school transport should be made directly to the bus companies. Contact details are available on the school website.

In line with Government guidance, students will need to wear a face mask on both public and dedicated school transport. Face coverings should be removed safely in line with PHE guidance, on arrival at school, and stored in a sealable plastic bag (provided by parents/carers) until the end of the school day.

The Government advice is that students travelling on foot should do so singularly or keep within their family bubble. Students must not congregate outside of school or on the Coach Road.

### **Drop off and pick up arrangements**

We regret that parents/carers will not be permitted access to the school site during this time. The only exception will be parents/carers of students with a physical disability and vulnerable students who access Local Authority school transport.

To avoid congestion outside the school site, and out of courtesy to residents, parents/carers are asked to adopt a park and stride approach by dropping off/picking up their child away from the school site.

Senior leaders will meet and greet students at the school gate and staff will be positioned around the school site to ensure student safety. As normal, staff will supervise the arrival/departure of school transport at the beginning and end of the

school day. At the end of the school day, students will queue for the dedicated school transport in their year group 'bubbles.' Subject teachers will oversee a staggered exit at the end of period 5. Students leaving on school transport will be accompanied to their designated year group bus queue.

Students leaving on foot must use their designated year group exit. Students travelling on foot are encouraged to do so singularly or keep within family bubbles. Students must go straight home and not congregate outside of school or on the Coach Road. There will be a designated area, supervised by staff, from where students can collect younger siblings at the end of the school day.

We understand Year 7 parents/carers will be anxious to see their children at the end of the day. However, under the circumstances, we ask that parents/carers do not congregate at the school gate.

### Student Groups

The Guidance for the Full Opening of Schools is clear that consistent groups reduce the risk of transmission to others. We will therefore operate with seven separate year group 'bubbles'

Each year group will have a designated indoor teaching zone, consisting of designated classrooms. Each year group will also have designated entrances, exits, toilets, an outdoor zone and an indoor 'wet zone' for times of inclement weather.

Year Group	Indoor Zone	Outdoor Zone	Wet Zone	Toilets Boys	Toilet Girls
7	G4, G5 G28 – G32	Chapel Playground	Indoor zone	1 <sup>st</sup> Floor	Chapel
8	G2 – G12	Astro Pitch	Indoor zone	1 <sup>st</sup> Floor	Chapel
9	Rear Playground Keelan Centre side	Rear Playground	Sports Hall	G18	G18
10	Tennis Court	Tennis Courts	Gym	G18	1 <sup>st</sup> Floor
11	Rear Playground G33 side	Rear Playground	Sports Hall	Keelan Centre	G18
12	6 <sup>th</sup> Form Dining Room	N/A	6 <sup>th</sup> Form Dining Room	6 <sup>th</sup> Form ONLY	6 <sup>th</sup> Form ONLY
13	6 <sup>th</sup> Form Dining Room	N/A	6 <sup>th</sup> Form Dining Room	6 <sup>th</sup> Form ONLY	6 <sup>th</sup> Form ONLY

Sixth form students will be taught in their normal classrooms.

Private Study must be undertaken in the following areas ONLY;

Year 12 students - Library

Year 13 students - 6th Form Study Centre

### **Sixth Form Home Study**

Year 13 students may request home study leave for periods of non-contact time. This should be negotiated with their Senior Tutor and parental authorisation will be required. Where there are concerns that a student is falling behind in their studies, this arrangement will be rescinded

### **Overview of the school day**

The school day will start and end at the normal times of 8.50 a.m. and 3.35 p.m. The school building will open to students at 8.50 a.m. Therefore, except for those arriving by school transport, students should arrive at school no earlier than 8.20 a.m.

Any student arriving late to school i.e. after 8.50 a.m. must report directly to the Student Services desk, which is located behind the school Reception.

On arrival, all students in years 7, 8, 9, 10 and 11 should go directly to their designated outdoor zone and must remain there until 8.50 a.m. Form tutors will collect students from their outdoor zone and escort them to their indoor zone. This will allow for a staggered entrance to the school building.

All students must sanitise their hands on the way into the school building. Students must maintain a social distance of one metre from other students and, where possible, keep at least 2 metres distance from adults.

When moving between lessons, students must go directly to their next lesson, walk on the left and keep to the one - way system. Students must keep noise to a minimum and demonstrate consideration for the safety of other students and staff.

At the beginning of break, students must go directly to their designated outdoor zone or designated toilets. After using the toilet, students must go directly to their designated outdoor zone.

Students should use the hand sanitiser units, at the start and end of the day, at the end of break and lunch, before and after using the toilet and when moving between different areas of the school.

Other than during inclement weather (when students will be in their designated indoor zone), students will not be permitted to be in the school building before the school day or during break and lunch time - except for the dining rooms.

In the case of an emergency evacuation (e.g. a fire alarm), students and staff must follow the normal procedures for exiting the building i.e. via their nearest emergency exit. Students will line up (as normal) in their form groups and year group bubble, adhering to social distancing.

## Daily Collective Worship and Assemblies

As prayer is central to the Catholic ethos of the school, daily collective worship will continue as normal during form time or year group assemblies. Students leading prayer in a form room should remain in their designated seat and face forward, when leading collective worship, rather than doing so from the front of the class.

Year group assemblies will be held in the school Chapel for all year groups. Year 12 and 13 assemblies will be held during the course of the school day.

### Assembly days will be as follows:

Day	Year Group
Monday	7
Tuesday	8
Wednesday	9
Thursday	10
Friday	11

## Year Group Timetables

Year 7		*Except for Monday, as follows;  Form Time 8.50 - 8.55  Assembly 8.55 -9.20  Period 1 9.20 -10.10
8.50 - 9.10	Form Time*	
9.10 -10.10	Period 1*	
10.10 -11.10	Period 2	
11.10 -11.30	Break	
11.30 – 12.05	Period 3	
12.05 – 1.30	Lunch	
1.30 -2.30	Period 4	
2.30 – 3.20	Period 5	

Year 8		*Except for Tuesday, as follows;  Form Time 8.50 - 8.55  Assembly 8.55 -9.20  Period 1 9.20 -10.10
8.50 - 9.10	Form Time*	
9.10 -10.10	Period 1*	
10.10 -11.00	Period 2	
11.00 -11.30	Break	
11.30 – 12.05	Period 3	
12.30 – 1.30	Lunch	
1.30 -2.30	Period 4	
2.30 - 3.25	Period 5	

Year 9		*Except for Wednesday, as follows;  Form Time 8.50 - 8.55
8.50 - 9.10	Form Time*	
9.10 -10.10	Period 1*	
10.10 -11.00	Period 2	
11.00 -11.30	Break	

11.30 – 12.05	Period 3	Assembly 8.55 -9.20  Period 1 9.20 -10.10
12.30 -1.30	Lunch	
1.30 - 2.30	Period 4	
2.30 - 3.30	Period 5	

<b>Year 10</b>		*Except for Thursday, as follows;
8.50 - 9.10	Form Time*	Form Time 8.50 - 8.55
9.10 -10.10	Period 1*	
10.10 -11.10	Period 2	Assembly 8.55 -9.20
11.10-11.30	Break	
11.30 – 12.05	Period 3	Period 1 9.20 -10.10
12.30 – 1.30	Lunch	
1.30 -2.30	Period 4	
2.30 -3.35	Period 5	

<b>Year 11</b>		*Except for Friday, as follows;
8.50 - 9.10	Form Time*	Form Time 8.50 - 8.55
9.10 -10.10	Period 1*	
10.10 -11.10	Period 2	Assembly 8.55 -9.20
11.10 -11.30	Break	
11.30 – 12.05	Period 3	Period 1 9.20 -10.10
12.30 – 1.30	Lunch	
1.30 -2.30	Period 4	
2.30 – 3.35	Period 5	

## Catering provision

The school kitchen will fully reopen to provide lunch for all students. Please note that there will be a limited menu including sandwiches, one hot meal and one hot vegetarian meal option each day. Alternatively, students can bring their own healthy packed lunch. Sixth form students will be able to purchase food and drink both at lunch time, and other times of the day, as normal.

We regret that the breakfast club will be closed during this period and there will be no provision for students to purchase food or drinks from the dining hall during morning break. Therefore, students are encouraged to bring their own healthy snack. Water fountains will also not be in operation during this period. Please note the water in the toilet taps is not drinking water. Therefore, students are encouraged to bring their own bottled water. Bottled water will be available for purchase in the dining room during lunch.

All food, whether purchased in the dining room or brought in from home, must be consumed in the designated dining room or designated outdoor dining area.

**Break and lunch times will be staggered to minimise contact between year groups and reduce congestion in corridors, toilets and the dining rooms.**

## Break

Year Group	Time
Years 8 and 9	11.00 – 11.30
Years 7, 10 and 11	11.10 -11.30

## Lunch

Year Group	Cold Food/Packed Lunches	Time
Year 7	Main Dining Hall	12.05 – 12.30
Year 8	Main Dining Hall	12.55 – 1.15
Year 9	Main Dining Hall	1.15 – 1.40
Year 10	Main Dining Hall	12.35 – 12.55
Year 11	6 <sup>th</sup> Form Dining Room	1.10 -1.30
Year 12	6 <sup>th</sup> Form Dining Room	12.30 -12.50
Year 13	6 <sup>th</sup> Form Dining Room	12.50 -1.10

## Curriculum Recovery Plans

We will be delivering a full curriculum to all year groups as per the expectation set out in the DfE guidelines for all schools. To ensure we provide a broad curriculum and utilise specialist equipment, all students will have access to specialist rooms e.g. science laboratories. To facilitate this, a one-way system has been created which all students and staff will be expected to adhere to.

Full details of our Curriculum Recovery Plans will be shared with parents/carers and students upon our return in September.

## Teaching arrangements

In line with government guidance, wherever possible, students will remain within their zones for lessons. This will minimise the amount of movement around school and contact between year groups. Students will follow their normal timetable and receive subject specialist teaching in all subjects. Students will continue to be organised into different groups within their bubble e.g. tutor groups, mixed ability groups and sets.

Wherever possible, classrooms have been arranged with desks facing forward and students sitting side by side. Students will have a seating plan for all classes; students must not move from their designated seat unless instructed to do so by a teacher. Subject teachers will teach from the front of the classroom and, wherever possible, maintain a social distance of 2 metres from students.

## Supporting Learners with Additional Needs

Teaching assistant support will be available as usual. Teaching Assistants will support by moving around the classroom and supporting students from behind or beside the student, maintaining a social distance of 2 metres, wherever possible. Students who require the use of a laptop, will continue to access them in lessons. Laptops will be cleaned regularly in line with current guidelines.

## **Remote Education**

Where a student is unable to attend school due to COVID symptoms, we will be offering access to remote education. This will also apply for all students in the case of any future partial or full closure of the school.

## **Physical Education (PE), Dance, Drama and Performing Arts**

Physical exercise and non-contact sport will be provided within P.E. lessons. Lessons will be held outside wherever possible and comply with all the safety guidelines as outlined in the DfE guidance. There will be no extra-curricular or sports fixtures until further notice.

On days when students have timetabled PE, Dance or Drama lessons, they must come to school in their full P.E. kit with blazer (over the top) so that they do not need to get changed.

## **Extra-Curricular Activities and Intervention Classes**

We are unable to offer extra-curricular activities or intervention (during lunch time and at the end of the school day) until further notice. Therefore, except for those attending detention, students must not remain on the school site after 3.35 p.m.

## **Educational Trips and Visits**

Current guidance is clear that we cannot currently plan for any overseas or overnight trips and visits. The decision to run other trips or visits will be dependent upon the outcome of risk assessments.

## **Examinations 2021**

The current indication is that public examinations will take place in summer 2021. Once we receive confirmation of the dates and the specific arrangements for the examinations in 2021, we will share this information with parents/carers and students.

## Behaviour Policy

The Government has instructed schools to modify their existing behaviour policies to ensure students adhere to all aspects of the government guidance. The appendix has been added to the existing behaviour policy to ensure the behaviour and conduct of all students contributes positively to ensuring the safety of all members of the school community.

### Behaviour Policy Annex -COVID19 Response

To ensure the safety of all members of the school community, all students must adhere to the following wherever possible:

- Students should attend school every day unless they or a member of their household has Covid-19 symptoms
- Students must tell a member of staff immediately, should they feel unwell, start with a continuous cough or lose their sense of smell or taste
- Students should wear a face covering on public transport and dedicated school transport, and store the face mask in a sealable plastic bag during the school day
- Students should not congregate outside school or on the Coach Road before school or at the end of the school day
- Students should arrive at school no earlier than 8.20 a.m. and go directly to their designated outdoor zone
- Students must follow social distancing rules when moving around the school or classroom
- Students must not share staff or other student's resources e.g. stationery
- Students must not share food or drinks bottles
- Students must not touch their mouth, eyes or nose other than with a tissue
- Should students need to cough or sneeze then they must use tissues and follow the hygiene rule "Catch it, bin it, kill it". Tissues should be placed immediately into the lidded bin the classroom or outdoor space
- Students must wash their hands regularly and use the sanitiser around school when entering and exiting the building, when moving between lessons, before and after eating lunch, and after using the toilet.
- Students must not deliberately spit, cough or sneeze at students or staff
- Students must use their designated toilet, ask to use the toilet during lessons and not go to the toilets in groups
- Students must remain in their designated seat in lessons
- Students must not go up to the teacher at their desk to ask for individual help, they must raise their hand and be supported using social distancing measures
- Students must not have physical contact with other members of the school community e.g. fist bumps
- Students must not play games in the playground that involve sharing resources e.g. footballs

## **Serious breaches of the Behaviour for Learning Policy Appendix**

Any behaviour, which comprises the health or safety of students and/or staff, will result in a student being withdrawn from lessons and circulation around school. The student will work in the withdrawal room (for the remainder of the school day) or parents/carers will be asked to collect them from school in order that they can work remotely from home. The Head of Year will hold a reintegration meeting with the student and their parents/carers, prior to them returning to school. On their return to school the student will be expected to attend a school detention.

Any repeat of behaviour, which comprises the health or safety of students and/or staff, will result in a fixed term exclusion. The Associate Assistant Head teacher will hold a reintegration meeting with the student and their parents/carers prior to them returning to school.

Deliberate damage or misuse of school property which compromises the school risk assessment e.g. tampering with or damaging the hand sanitiser units, will result in a fixed-term exclusion. The Headteacher will hold a reintegration meeting with the student and their parents/carers, prior to them returning to school.

We will adopt a zero-tolerance approach to any Covid-19 related bullying. Examples include commenting on students or staff who are wearing face masks, taunting/suggesting students or their family members have/had Corona virus, social isolation of those who have experienced the virus in the family environment, actual or threatening to cough or spit at/ around other students or members of staff.

The student will work in the withdrawal room (for the remainder of the school day) or parents/carers will be asked to collect them from school in order that they can work remotely from home. The Head of Year will hold a reintegration meeting with the student and their parents/carers, prior to them returning to school. On their return to school, the student will be expected to attend a school detention.

Persistent Covid19 related bullying will result in a fixed term exclusion. The Associate Assistant Head teacher will hold a reintegration meeting with the student and their parents/carers, prior to them returning to school.

### **Detentions**

School detentions will be held on Friday between 3.40 and 4.30 p.m. and will be supervised by the Headteacher and/or Senior Leaders/Pastoral Leaders

## Communication with staff

We regret that parents/carers will not be permitted access to the school building during this time. As the school Reception will not be accessible to parents/carers, contact with school should be via a note in your child's planner, via e-mail [office@sjfchs.org.uk](mailto:office@sjfchs.org.uk) or via a telephone call on 01423 887254.

Each child has a form tutor who has daily contact with them. Therefore, the form tutor should be parents/carers' first point of contact for most queries/concerns. The form tutor can be contacted by sending a note via the student planner. Form tutors will respond to parents/carers via the student planner or by telephone; or they will refer parent/carers' enquires to the appropriate member of staff.

Heads of Year have overall responsibility for the academic progress, pastoral care and welfare of all students within their year group. They line manage form tutors and work closely with senior leaders and curriculum heads of department to support all aspects of school life.

Parents/carers can contact the relevant head of year via e-mail [office@sjfchs.org.uk](mailto:office@sjfchs.org.uk)

Head of Year	Name
7	Mr Walsh
8	Mr Hussey
9	Miss Hayward -Shott
10	Mr Owen
11	Miss Lewis

## Safeguarding

All school staff have completed up to date safeguarding training. We have a team of designated safeguarding staff who are led by our Assistant Headteacher, Mrs Crichton. The normal school safeguarding policy and procedures will continue to be implemented during this period. Parents/carers who have a safeguarding concern about a child should contact the school via e-mail [office@sjfchs.org.uk](mailto:office@sjfchs.org.uk)

## Toilet Access

The school toilets will be open as usual, but they will be designated to specific year group bubbles. Wherever possible, students will be encouraged not to use the toilets during lesson times. However, if visiting the toilet during lesson times, students will require a note from their teacher (in their student planner) and teachers will monitor toilet visits by making a note of the time a student leaves and returns to the lesson.

## School Visitors

External visitors to the school building will generally not be permitted. The only exceptions to this will be for:

- Ofsted inspectors
- Diocesan and Local Authority Officers required to visit the school to provide essential support to staff or students by pre-arranged appointment only
- Social Care, HCT and other pastoral support services
- Contractors required to access the main building or grounds to undertake essential planned maintenance or repairs
- Any other visitors required to enter the building for emergency purposes, including emergency repairs

Where a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying any COVID-19 symptoms. Those displaying symptoms will not be permitted access.

The name and contact telephone numbers of all visitors entering the building will be recorded, along with the date and times of their attendance, in order to support the national Test and Trace Strategy.

Where possible, visitors permitted access, will speak with the relevant member(s) of staff within the Reception area of the school.

## Medical room

The school medical room will operate as normal to ensure provision for children who are feeling unwell or require first aid during the school day.

If a student becomes unwell during the school day, and the Student Welfare Officer suspects this is related to Covid19, the SWO will follow the procedures set out by the NHS for 'next stage assessment and reporting', including wear PPE: face shield, protective gown and gloves whilst attending to your child's needs.

Where we suspect a student has Covid19 symptoms, the student will be isolated, and parents/carers or the emergency contact will be required to collect them from school asap - and certainly within 60 minutes from receiving a telephone call.

If your contact details (including your emergency contact) have recently changed, please contact the school via [office@sjfchs.org.uk](mailto:office@sjfchs.org.uk) to make sure your details are up to date.