



# Recovery and Return to McAuley

September 2020

A mini-guide for parents and carers

This mini guide will take you through our plans for September 2020. As you may know the government issued some guidance on Thursday 2nd July. It is 'guidance' which means that it isn't statutory (legally binding). We have made decisions based upon our own context, for example, the fact that we have three sites, a two year Key Stage 3 and a large number of students travel to school by bus. As always we will make decisions that are in the best interests of the children.

We are planning for all students to have the teachers and full 'broad, balanced' curriculum that they would normally have. This guide will provide some answers to questions that you may have and will help you talk through our arrangements and expectations for our full return with your child/ren.

**All the staff are very excited to welcome everyone on their return and to put the heartbeat and the soul back into our McAuley Catholic school community.**

Please note that the Government guidance quoted here is current at the time of going to publication.



# WHEN DOES MY CHILD START AND WHERE WILL S/HE GO ON THE FIRST DAY?



Before Y10 and Y12 came back into school in the last two weeks of the summer term we held 1-1 Recovery conversations. These were very much focussed on prioritising the well-being of our students before we began the process of re-building the academic element. We believe that all children will benefit from a similar approach, as well as, being clear on expectations and routines, helping them settle more quickly into school life. Where issues arise we can provide that extra level of pastoral support. This may be to:

- Support in the rebuilding of friendships and social engagement
- Address and equip pupils to respond to issues linked to coronavirus
- Support pupils with approaches to improving their physical and mental wellbeing

Every year we have a planned phased return of students. Indeed, last year we dedicated the whole first week to student induction. The return this September will also be phased over the first week to allow us to provide an induction period. Only three year groups will be in each day using all three sites.

**Wednesday 2nd September at 8.00am Year 7, Y10 and Y12 are in school.** Y7 will be based on the Cantley Lane site (tennis courts), Y10 on the Acacia Road site (Front yard) and Y12 in the Sixth Form Centre. Students should go to relevant site and line up outside in the areas specified above. Staff will be there to welcome and guide students. The school day will finish at 2.15pm

**Thursday 3rd September at 8.00am. Y7, Y12 and Y9 are in school.** Y7 will again be based on the Cantley Lane site (tennis courts), Y9 on the Acacia Road site (Front yard) and Y12 again in the Sixth Form Centre. Students should go to relevant site and line up outside in areas specified above. Staff will be there to welcome and guide students. The school day will finish at 2.15pm.

**Friday 4th September at 8.00am. Y8, Y11 and Y13 are in school.** Y8 will be based on the Cantley Lane site (tennis courts), Y11 on the Acacia Road site (Front yard) and Y13 in the Sixth Form Centre. Students should go to relevant site and line up outside in the areas specified above. Staff will be there to welcome and guide students. The school day will finish at 2.15pm.

**After this induction period ALL year groups will be in school following FULL TIMETABLES from 8.00am on Monday 7th September.**

**We have organised the rest of the information in this mini-guide into three areas.**

- 1. The organisation of Learning (Curriculum)**
- 2. Keeping students safe (Behaviour and Pastoral)**
- 3. Contingency in case of outbreak**

# 1. THE ORGANISATION OF LEARNING (CURRICULUM)

## Will my child be following the full curriculum?

All students will follow a full curriculum, with lessons in all subjects. We have organised our Year groups into 'zones', thereby, maintaining 'Year group bubbles'.

Y7 and Y8 will be taught in form groups and be based in the same rooms each week on the Cantley Lane site.

Y9, 10 and Y11 groups will be able to move to options rooms within their own zones on the Acacia Road site. There will be limited crossing of sites except by sixth form students and Y9, 10 and 11 pupils who study Art. In most other cases, staff will travel to teach students.

This means that, certainly for the first half term, we expect that there will be restrictions on some of the activities students engage in. There are likely to be significant modifications to teaching and learning in subjects that:

- rely on use of equipment/materials or,
- require close adult supervision (note that the government advises members of staff to socially distance)

We will keep this under review during the first term.



## What will learning be like?

When we return to lessons in September teachers will be ready with adjusted schemes of learning so that we can:

- build on all the hard work and learning many students have done during the school closure
- identify and bridge any gaps in knowledge or understanding
- quickly intervene where students have fallen more significantly 'behind'

Teachers plan to fully utilise Home Learning to support and accelerate progress and students will benefit from access to a laptop, I-pad, PC or Chromebook at home. This will allow them to access materials and work. If we have to close school again, as part of a localised outbreak of the virus, then we will set work via Microsoft Teams. All teachers have completed further training on the use of technology to enhance remote learning and we have reviewed the Remote Learning Policy and Safeguarding Guidance in order to support this. We will be providing students with workshops on how to use Microsoft Teams and emails as a matter of urgency in September.

## When my child is not in school will s/he be able to access some work in that first week?

In the phased first week return to school, classroom teachers will use the EXL platform that students can access via the school website to set preparatory work ahead of a return to lessons from Monday 8th of September. Please encourage your son/daughter to access this work ahead of their subject lessons using the link below.

<https://www.mcauley.org.uk/index.php/extended-learning>

## 2. KEEPING STUDENTS SAFE (BEHAVIOUR AND PASTORAL)

We have been working hard to make the site safe for when we have a full return. We have also modified our **Best Standards of Behaviour**. This has all the usual high standards of good behaviour but has been updated to include clear expectations in light of the changes made in response to COVID 19 guidance. This is included below.

### Annexe to Best standards of Behaviour Policy

#### September 2020, Covid – 19 Response

Approved by the Governing Body, 15th July 2020

**Overview** The School Behaviour Policy, 'The McAuley Way', still applies. Elements of the Behaviour Policy are determined by the Legal Framework. For example, powers to search and confiscate will not change and regulations regarding exclusions. In the present situation caused by the Coronavirus Pandemic, it is necessary to have provision for temporary amendments to the School Behaviour Policy to ensure the smooth running of the School as well as the Health and Safety of all members of the School Community. Many of these amendments will reflect the Risk Assessments which the School is obliged to carry out in preparation for the reopening to the whole School. These Risk Assessments can be found on the school's website.

**Principles;** Students are expected to behave as well and as positively as at any previous time, exhibiting respect and courtesy to all in the school community. Good work and best behaviour will be expected and rewarded as usual. Students should be able to enjoy their day, to flourish in their studies, to enjoy the company of their friends and to benefit from social interaction. However, the pandemic and the Government guidance places certain limits on the normal operation of the school and the behaviours of everyone in the community.

In order to receive all students safely back to school in September 2020, students will be placed in 'bubbles' based on year groups in most cases and the school sites will be 'zoned' to accommodate these bubbles. This principle will allow the school to meet guidelines on safe return for all and must be adhered to at all times to maximise the health and safety of all. Failure to adhere to these principles will be viewed very seriously as it potentially jeopardises the safety of others. Sanctions will still be applied in school in line with the protocols set out in The McAuley Way

**Maintaining Social Distancing** All instructions concerning Social Distancing / Safety protocols will be followed immediately, without question. Failure to do so may result in Parents being called to collect the student and persistent refusal may lead to restriction of further access to the School during the pandemic. Staff will supervise all relevant areas of the school to support this.

- Students must make every effort to maintain a social distance from each other.
- Students must not approach any member of staff within 2 metres unless requested to do so at all times.
- This is particularly important at transition times and, where necessary, directions will be clearly displayed where possible to aid this, via signage and markings on the floors.

**Movement around the site** Entrances, corridors and staircases will operate on a strict one – way system, without exception. Students will be given written guidance to support this and staff will supervise corridors immediately adjacent to their classroom doors. Duty staff will supervise key positions around the sites.

- It is very important that students move swiftly, following any social distancing or safety guidelines, to their lesson room at the start of the day and after any breaks. Failure to do so will be treated very seriously and may result in students being sent home because of the potential risk to the Health and safety of the School community. Staff will supervise at these times.
- No assemblies or other mass gatherings will take place
- All students will be issued with a colour – coded lanyard and swipe card to assist with safe use of payments for lunch and to identify year group. This lanyard **MUST** be worn at all times during the school day. Failure to do so will attract sanctions. **The loss/forgetting of lanyards must be reported to reception on the site you are based immediately.**
- Face coverings may be worn around the school but must be worn correctly. Inappropriate images/slogans on coverings is not acceptable and students will be asked to remove them.
- Break and lunch times will be staggered and taken in Year bubbles. Students must remain in their bubbles and NOT mix with students from outside that bubble nor cross sites without a note from a member of staff.
- The School will communicate expectations of behaviour on buses to and from School. Any unacceptable behaviour will be likely to lead to sanctions and a bus ban.
- It is a requirement that face coverings are worn on public transport.

**Equipment** Students are expected to be fully equipped for every lesson with a bag.

Students will not share any items of equipment and if students require specialist equipment they will be given it, with every consideration given to ensuring hygiene. Fully stocked pencil cases will be available to purchase.

**Uniform** From November 2nd normal school uniform will be worn, with certain published modifications in the first half term. Ties are not expected to be worn from November 2nd. Please see the mini-guide.

**Maintaining Hygiene** Handwashing and use of sanitisers will be carried out as directed, at the start and end of each lesson/session and other times as required. Staff will ensure this happens.

**Symptoms of COVID-19** Any student displaying symptoms which could potentially indicate Covid- 19 infection will be isolated in a secure room until parents can be informed and the student collected without exception. Whilst waiting to be collected, the student will be supervised by staff using personal Protective Equipment. The School will instruct parents that the student must self-isolate for 14 days in line with Public Health England guidance. Parents must not send their child to school if they have ANY symptoms of COVID-19.

**Removals from class** Students who fail to cooperate in any way class will not be asked to stand outside the classroom door but, after application of Warning, Yellow Card and Red Card, will be removed from lesson via Class Support call. Depending upon the nature of the matter, this may result in the student being sent home that day or and possibly until further notice.

**Other occasions when students may be out of class** Where students normally use 'time out' passes, specific arrangements will be agreed with the member of staff responsible for issuing the pass. Except for using the bathroom/restroom facilities, no student will be allowed out of lesson without good reason (which may include medical conditions made known to the school, attending peripatetic music lesson) and must have a note from member of staff. Any pupils missing lessons without good reason will result in parents being called to collect the student with immediate effect.

**Bathroom/restroom facilities** are a particularly important area of school in the context of the pandemic. Students must wash their hands thoroughly, with soap, and use the hand sanitisers provided after using the these facilities. Staff, on a rota basis, will permanently supervise each toilet and treat as many shops / businesses are doing e.g. by limiting the numbers of students using the facilities at any one time. The supervising member of staff will ensure students correctly apply sanitiser on exit. Any student found damaging the facilities or acting in such a way as to compromise the supply of soap or sanitiser will be subject to serious sanctions including and up to permanent exclusion.

## **ANTI-SOCIAL AND THREATENING BEHAVIOUR**

**Threatening being infected by the Coronavirus. Any behaviour deemed to be deliberately Intended to compromise the health and safety of others, or to threaten to do so, even in jest, will result in immediate removal from the School and may result in further immediate and serious sanctions up to, and including, permanent exclusion. Spitting, sneezing or coughing with the threat to spread coronavirus could result in a student being prosecuted.**

**All staff will be given special protection regarding this.**

Any form of fighting or violence is always totally unacceptable but, in the context of the pandemic requirements, it is a matter of grave importance. Staff will not be in a position to physically intervene for Health and Safety reasons. The severest sanctions will be in place for any student involved in acts of violence.

**Failure to follow instructions from members of staff relating to any aspect of this annex will be seen as a serious breach of the school's behaviour policy.**

## **Equipment – Will my child be able to borrow equipment?**

It is vitally important that every child has the full list of school equipment in a pencil case to include, as a minimum, two pens, a pencil, ruler an eraser, a pencil sharpener and a scientific calculator. We will not be able to lend any equipment to students without charging them for it since they will be expected to keep it. We expect every child to have a bag.

## Will my child be expected to wear full uniform from September?

We have and continue to take a pragmatic approach to this. In the last couple of weeks Y10 and Y12 students have not had to attend in school uniform. We know that some parents and carers will find it difficult to source all the required items on our uniform list. At the beginning of term we will not be expecting students to wear blazers or ties. The minimum requirement is a white shirt or blouse and black trousers or grey skirt. Students are expected to wear correct school footwear. **From after October half term, November 2nd, we will expect all students to wear full uniform except ties (until further notice)**

## How will I manage to keep the blazer and the clip-on tie clean?

Good question! After approval from the Governors we are making available a **modified uniform** for pupils in Y7 - 11. **This year the modified uniform is not compulsory.** It has been costed out and is cheaper than the combined cost of blazer, shirt and tie. More importantly we believe it provides a practical response to the challenges of managing the spread of germs and is smart, distinctive and modern. The new fleece and polo shirt will be available to purchase from school from mid-September. This will be available to purchase from our school website and can be worn as soon as it is available. This will mean we can assure the quality but also make it easier and quicker for the purchase of uniform. If you choose not to use the modified uniform then the minimum requirement is a white shirt or blouse and black trousers or grey skirt, until November 2nd when full uniform will be worn.



Existing Uniform	Costs	Modified Uniform	Cost (junior/senior)
Blue Trutex Blazer	£25.00-£30.00	Fleece with logo	£12.95 - £14.95
Tie	£5.00	N/A	
2 X non-iron shirts	£12.00-£15.00	2 X Polo shirts with logo	£15.00 - £18.90
Total price range for existing uniform	£47.00-£50.00	Total price range for new uniform	£27.95 - £33.85



## Uniform for Sixth Form students

We do not expect students to wear a sixth form tie or black top. There is no modified uniform for sixth formers so the minimum requirements are: a white shirt or blouse, black trousers or grey skirt, black school shoes. We are looking into making sixth form fleeces available - more information will follow.

**From after October half term, November 2nd, we will expect all students to wear full uniform (except ties until further notice)**  
**You are, of course, welcome to continue to wear the existing full school uniform. From September 2021 the new uniform will, however, be compulsory.**

## **Attendance – Does my child need to attend school from September?**

The Government guidance is clear. (see below)

*School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:*

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct*

### ***Pupils who are shielding or self-isolating***

*You should note however that:*

- *a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)*
- *shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding*
- *if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).*
- *some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health.*

*Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education.*

*Schools should monitor engagement with this activity (as set out in the section below).*

*Where children to attend school as parents are following clinical and/or public health advice, absence will not be penalised.*

### ***Pupils and families who are anxious about return to school***

*All other pupils must attend school. Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.*

## **Travelling to and from school**

All our bus routes and times have been confirmed from September. We will be talking through the queuing and boarding routines with students in September. They are all expected to wear face coverings when travelling on buses. Further details will be posted on the school website. Latest Government guidance is below.

*The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.*

*In many areas, pupils normally make extensive use of the wider public transport system, particularly public buses. We expect that public transport capacity will continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum. Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible.*

## **Health and Hygiene**

From September we will be providing enhanced cleaning and handwashing stations separate from our brand new bathroom facilities. Every classroom will be fully stocked with tissues, alcohol wipes, hand gel and a lidded bin. Our first aiders have received extra training and we have constructed new first aid areas.

## **Catering arrangements and the future of biometrics (use of thumb print)**

We will be explaining our expectations regarding hygiene routines, social distancing and queuing during the September induction day. School dinners will be available from September but with a limited menu. We would advise students, where possible, to bring their own packed lunch.

To minimise the risk of the transmission of infection we are issuing every child with a swipe card and a lanyard with their photograph on it. We will carry the cost of this and the cards will be issued free of charge but a fee of £5 will be payable for a replacement card.

The lanyards will be colour coded according to year groups and will correspond with use of the school's one way system as well as entrances and exits. Lanyards must be worn at all time and lost/misplaced lanyards should be immediately reported to reception.

## **Making appointments to visit school**

Please be aware that due to Covid-19 parents and carers will now be seen on an appointment basis only. This is to ensure social distancing is being adhered to, helping keep our students and staff safe.

Appointments can be made by telephoning school on 01302 537396 or by emailing the relevant member of staff via this link <https://www.mcauley.org.uk/index.php/home-school-communication> choosing from the drop down menu.

Anyone coming into school without following this new procedure will unfortunately be turned away.

### 3. Contingency planning to provide continuity of education in the case of a local outbreak

This is taken directly from the latest Government guidance

*'If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. We will provide more information on this process in due course.'*

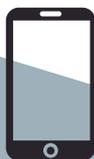
*Contingency plans for outbreaks For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See section on remote education support.*

*In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.'*

**Please continue to regularly check all our social media platforms for the latest information**



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