



**Cardinal
Newman**
CATHOLIC SCHOOL

Continuing Education: Practical Arrangements

Checks and Balances:

Responding to COVID -19

A toolkit and plan for the continuation of teaching and learning in case of lockdown (partial or full) for the academic year 2021-22

Cardinal Newman's Academic Year 2021-22 (Publication date 01.09.21)
Version 1 September 2021

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Introduction

The chart below sets out 4 possible scenarios (subject to review from National Government) each of which will require different requirements for the content of what needs to be taught, the pedagogy to implement it and how to assess student learning. Although each scenario has its own characteristics there are nonetheless common practices that minimise the risk of the spread of infection that cut across full opening and all partial lockdown scenarios which will be in place in all scenarios which would include staggered break times, sanitizing procedures, possibility of mask wearing for staff and / or students etc.

| Tier level | Content | Pedagogy | Assessment |
|---|--|--|---|
| <p>Low. CV19 risk of contracting it is low enough to allow a full return of all students</p> <p>This means the school will return in full in September. Students will travel to department areas for learning and teaching.</p> | <p>Still likely to have students absent through illness or isolation. Key concepts are the main focus. GCSE and A Level specs can be covered (it will be difficult). Assess learning gaps quickly and address any lost learning.</p> | <p>Normal timetable. 100% face to face teaching. Possibly direct instruction driven teaching and workbook completion to ensure key concepts completed</p> | <p>As the assessment policy cycle outlines PPE exams brought forward Oct/Jan Expectation is that exams will be the means to assess student outcomes for GCSE, BTEC, Cambridge Nationals, A Levels. Risk of possible school closures Possible Teacher/ Centre assessed Grades used like this year.</p> |
| <p>Medium The risk level of contracting CV is not eliminated & a rota of student groupings is introduced.</p> <p>This would mean that we could have a maximum of half the school in at any one time</p> | <p>Face to face teaching will be pressured. Teaching will have to focus on the key concepts, and the final parts of the lessons will have to focus on ensuring students are familiar with the work that is being set remotely.</p> | <p>Up to 50% of the school means a 2 week cycle timetable – half in school, half at home and then a swop. This will present difficulties for teaching on line as teachers will all be teaching in class, all week, every week.</p> | <p>In class short quizzes to assess K&U frequently and regularly. If required, major assessments will all be undertaken at home to maximize the best use of face to limited face teaching. Purchase of Board approved work books to ensure the basics are all covered. It's possible we could go back to TAG/ CAG at the end of the year – teacher assessments are in place to use as a means to assess student grades.</p> |
| <p>High .The risk level of contracting CV is high similar to Jan-March 2021.</p> <p>It's likely we see Y11/13 more than other groups whose provision is more remote.</p> | <p>Teaching will have to focus on the key concepts, we'll have to identify what the students haven't learned and address any misconceptions and prepare them for the next stint of remote learning.</p> | <p><i>If year group social bubbles remain</i> we could be split into smaller class sizes to could compensate for significant remote supervision</p> | <p>Whilst Y11/13 have live face to face contact time all other students receive live on line teaching according to the students' timetable. PPE set of exams for external exam groups in October and January with a possible third in March/April.</p> |
| <p>Critical .The risk of another spike is high.</p> <p>Schools are closed to ALL students with exception of children in school (EHCP. DisAd etc)</p> | <p>All content is delivered on line as per the timetable with exception of children in school (EHCP. DisAd etc) through Microsoft Teams.</p> | <p>We will have enhanced our on-line practice and will deliver on line learning in the most interactive way possible. Revision of T&L policy.</p> | <p>All classes now take place live on line via Microsoft Teams in line with the students' timetable over the entire course of the day.</p> |

The Current Situation August 31st, 2021 for a September 2021 start:

We anticipate that in September 2021 we will be fully open and returning to learning and teaching in subject areas. Currently students are not required to be taught in social bubbles if it is not possible to do so and are not required to wear face coverings. From September 2021, students will have had the opportunity to be LAT Flow tested twice before they return from their summer holidays- the procedures and timings for testing was communicated to parents in July and August 2021. Students will begin their day in either their weekly Year Group/ House assembly or in their Form rooms where they meet for registration at the beginning of the day but will otherwise travel to classes where the subject specialisation is best placed.

We will monitor the situation and continue to assess the level of risk accordingly together with a review of the hygiene, measures already in place and ventilation of the buildings. Factors that will impact on the level of risk assessment might include (in line with the *Contingency Framework: education and childcare settings August 2021*):

- Where 5 children, staff who are likely to have mixed closely test positive within a 10 day period
- Where 10 of children or staff who are likely to have mixed closely test positive within a 10 day period

We will consult with local PHE authorities and upon advice may return to the use of masks/face coverings in communal areas and other measures laid out in the *August 2021 Contingency Framework guidance*.

If guidance requires the school to return to social bubbles then the following case scenario outlines where the students will be taught.

Contingency Case Scenario if we return to enforced social bubbling: Full Opening from September 2021

Rooming and movement

Should there be a requirement from National or Local level from Public Health England to mitigate risk during movement of pupils in between lessons, rooming may switch so that pupils are placed in year group zones with the majority of their lessons undertaken in year group zone with the exception of specialist lessons (PE, Music, Drama, Technology, Art, Science practical activities).

Year 7/8 – will move to designated areas

Year 9-11 - will continue to be taught in the specialized areas

Year 12 and 13 student movement in a Low Risk scenario

During this period of time Year 12&13 should only come in for lessons unless acting in other activities authorized by the Head of Sixth Form (i.e. duties, helping and assisting other younger students, sporting events, representing the school in other activities etc).

Private study sessions can be accommodated in designated rooms and some students may be required to attend these to help and assist their study.

Break time and lunch time: Staggered break times in a Low Risk scenario

The timetable below outlines staggered break times and lunches so that there is a minimal risk of the students from different year groups mixing with each other socially.

Each year group takes their break in separate areas. Up to three year groups are on break together but should be separated by the area they are zoned in.

Actions that will Minimalizing Risks

PE in a low risk and higher risk scenarios

In addition to measures laid out in this document around cleaning and standards of hygiene (for example washing of hands regularly) PE changing arrangements will return to normal – i.e. students should come to school in uniform and change into their PE kit in the changing rooms. *Only if* there is an elevated risk assessment we will revert to a further set of measures: Namely:

- On the day of PE students should wear their PE kit to avoid the confinements of the changing rooms
- Team games that involve contact should be avoided
- Outdoor PE will be encouraged where possible
- Students can work in zoned areas dependent on the level of localized risk
- PE equipment should be cleaned between lessons

Food Distribution and Catering in a low risk scenario

There will be 2 food outlets (one for each year group up to a maximum of 3 groups). The Dining Hall, and the Pod Clear coverings will have been attached to the serving hatches and similar plans are in plan for each outlet.

Face Coverings in a low risk scenario

We'll always follow the advice of the Department of Education (National Government) and local Public Health England who have required schools to adhere to further restrictions due to the risk level. Current advice by the Department of Education says in a low risk scenario face coverings are not necessary during taught classroom time but allowed face coverings in school at the discretion of the Head Teacher. If students feel the need to wear one for safety reasons they will be allowed. Should we be required to wear masks it is the school policy that all students should wear one. Students other than EHCP or otherwise known to the school, who consider themselves exempt must provide medical reasons to do so. Masks have a variety of designs and those used to and from school as well as in school must be not be offensive or have the potential to cause distress to others – if considered to be so, masks may be confiscated by staff. The disposal of masks is the responsibility of those who wear them and should be conducted off site.

The school has a good stock of PPE and staff will be provided with a visor, upon request. Whilst the visor is predominantly for the purposes of teaching, staff may wear them at any time. Its maintenance and sanitization will be the responsibility of the member of staff. Visors are preferred over masks as it aids visual communication in a more effective form and allows for greater clarity of audible instruction.

Student Expectations in a in a Low Risk scenario

- Students only attend school if they do not have COVID – 19 related symptoms.
- **When attending school, students should adhere to the behavior policy as normal as well as the requirements listed below for their own and the school community's well-being.**
- Wear your full school uniform.
- Arrive to school and go to your designated areas. Do not congregate in or out of school at the end of the day. When the bell starts the day, go straight to your allocated classroom from the outside doors and following the one-way system.
- Use a sanitizer to disinfect your hands when you enter and leave your classrooms.
- If you visit the toilet, wash your hands thoroughly.
- Try to avoid physical contact at all times.
- Sit in the same designated learning space in your classroom every lesson, every day.
- Maintain a safe distance from others before, during and after lessons.
- Do not share belongings.
- If in a computing or music room, wipe the keyboard and mouse at the end of each lesson.

Staff Room and Offices in a Low Risk scenario

Staff should only use offices or staffrooms if they are able to minimise risk by socially distancing themselves from each other. Staff rooms must not be used for meetings unless social distancing is possible. The meeting room can be used (pre-booked) and the surfaces must be wiped down at the end of the meeting.

In staff rooms and offices, hot desking on PCs should be avoided where possible. Staff should only use the PC designated to them. If there is a situation where sharing of laptops is unavoidable then staff should wipe down the keyboard and mouse before using them.

School Buses

The updated bus route, timetable and ticketing information for the Arriva School buses for September 2021, is on the school website. Please note you will need to purchase a Cardinal Newman School bus ticket to be able to use any of our school buses.

The only change to the buses in September is that the 800 Coach (as opposed to the 800 Bus) has been renamed the "810". It will follow the same route as the former 800 coach. There are also some minor changes to the timings on each route - so please do check the attached timetable carefully.

Please note, although the Government has lifted many of the restrictions and requirements regarding Track and Trace, we will still need to keep a record of who is travelling on each school bus every day. We are therefore asking all students to remain using their one nominated School bus in September. We have also been informed by the DFE that students will also still be required to wear face coverings on the School buses from September.

Communication of Lockdown to Parents

In the event of lockdown parents will be contacted immediately via email, mobile text, the school's social media tools and the school website.

In the event of a *total* lockdown, all staff and students will be required to leave the premises. In this situation the school will turn to a **Remote Learning Policy** and communication between parents and the school can be established through the email address admin@cardinalnewmanschool.net

Medium Risk: Partial Lockdown Scenarios

A Medium Risk scenario is where the school adopts a rota system aimed at reducing the number of students on site but Vulnerable children, EHCP and Critical Workers' children will be able to remain on site and in education throughout. The DfE states the ideal time is 2 weeks in school and 2 weeks off. This may be reviewed to a one week on/ one week off model.

Year groups that will share the school will be based on a range of factors including the ability to be able to socially distance them in the school when they are on site.

Sharing rooms and facilities and other considerations in a Medium risk scenario:

- Toilets, classrooms and facilities can be used by more than one social bubbled year group but cleaned in between use of different groups.
- The Risk Assessment will be reviewed; year groups present on site in rotation will be based on the ease of social distancing from each other during the school day.
- Separate entrances will continue and as in low risk scenarios
- Face coverings should be used by everyone when there is movement around the school
- Social Distancing should return to 2 meters where possible, face to face contact time of 1 meter should be minimized
- The highest of expectations is expected online as it is on site and when coming into school. Any infringements of the behavior will be dealt with according to the school behavioral policy and the online/ remote teaching policy (found on the website).

Vulnerable children, EHCP and Critical Workers' children in a Tier 2 scenario

Vulnerable children, EHCP and Critical Workers' children will be integrated into their groups and as the groups are rota'd off they will have education provided on site.

High Risk scenario

A High Risk Partial Lockdown scenario is where attendance is limited to certain year groups, EHCP students, Disadvantaged (pupil premium) students, other vulnerable students and children of critical workers. Those year groups to be prioritized will be directed to the school by National Government and the Department of Education will offer operational guidance. It will probably look a lot like how we worked the scenario in June and July 2020.

Net Capacity, organisation of teaching and learning spaces in a High Risk/ partial lockdown scenario

In the scenario of a partial lockdown with limited Year Group face to Face teaching

In order to limit class sizes, rooms have been assessed on the basis of their size and will contain up to a maximum of 15 students. Students will be placed into teaching and learning groups from which they should not deviate. You may hear this grouping referred to as a 'social bubble' and students will remain in the class room whilst the subject teacher specialists will visit them. Class sizes are strictly limited to minimise risk of infection and to limit movement of students during this period. In the event where, *for example, only 25% of a cohort would be allowed on site at any one time, we'd use the following rationale for organization:*

Learning Spaces for Class rooms in a in a High Risk / partial lockdown scenario

Each class has an individual map and student places will be allocated such that each child has a specific space, known as a seating plan. These are all stored centrally.

Organization and Timetable for Sixth Form Groupings in a High Risk / partial lockdown scenario

It's possible that Year 12&13 students would be required to remain in a 'social bubble'. That means students and teachers should remain in one teaching group to minimise the risk of infection to others outside of that group (bubble). What this means for Year 12&13 students is that it is not possible for students to be taught a range of subjects in school as students would mix bubbles. So we will ask for Year 12&13 students to pick a preference for the subject they feel the most need to meet 'face to face' in school. We'll try to accommodate preferences and parents will be contacted by email to confirm their choices. Lessons for Year 12&13 will start promptly at 12noon. Each session covers a maximum 3 hour duration between 12noon and 3pm. Some subjects will continue to be taught exclusively as 'live lessons' throughout the week to enable those students to gain face to face time with another of their option choices. The Heads of Department will contact each of the students to confirm specific rooming and times the lessons will take place over the week.

Organization and Timetable for EHCP, Key Workers and vulnerable Groupings in a High Risk / partial lockdown scenario

In the event of a High Risk / partial lockdown EHCP, Key Workers and vulnerable groupings of students will still be required to come to school and provision will be made for them. We will use IT1-IT4, for those deemed to be vulnerable, EHCP and children of Key workers. Students whose parents have expressed a wish for their children to return and who fall into the category of both vulnerable/EHCP/ Key Workers will be allocated teachers on a daily basis who will form part of a social bubble. Essentially what we'll do is allocate a small group of students to each member of staff who can help out with some small group teaching that can form a social bubble. These are the most vulnerable students who are falling behind the most - so it's fitting with what we're about that we should give them some decent attention. We will organise the groupings in advance so those staff who will be with them can get in touch with their subject tutors and see how that time might best be used with them.

Arrival and departure from School for reduced numbers in school in a High Risk / partial lockdown scenario

To reduce crowding on entering students should arrive no more than 15 minutes before the lesson starts at 9.10am and then leave the site immediately after the final lesson has finished 11.30am. They should go to their classrooms and remain at an allocated desk to begin their studies. The same desk should be used thereafter. Year 12&13 students should arrive no more than 15 minutes before their lesson which will begin at 12noon and then leave immediately no later than 3pm. As with students taught in the morning, Year 12&13 students should use the same desk throughout this period of time.

Unless their child has a medical need or other vulnerability, parents should avoid coming to school reception. In the event of a parent needing to do this, they should drop off their child after 9.10am.

The Use of Sanitisers

Sanitisers will be available in each classroom.

Movement around school in a High Risk / partial lockdown scenario

All non-essential movement around the school should be avoided. Entrance to the classrooms should be via the outside doors, where possible. Movement inside the school should be kept to the absolute minimum. Outside of the one way system, staff should supervise and ensure the students use the shortest route possible.

Teaching Assistants during a High Risk / partial lockdown scenario

Teaching Assistants (TAs) supporting in the classroom should seek to minimise risk by ensuring a safe social distance from the pupils they support. If social distancing is not possible in the general classroom they should support their designated pupil by withdrawing them to another classroom. If a pupil requires medical or intimate care PPE should be worn.

Break Time and Lunch Time considerations in a High Risk / partial lockdown scenario

Students will not at this point have regular break outside of their rooms or lunch times since they will arrive at 9.10am and leave at 11.30am with an expectation that students will be able to use the toilets when needed. Students may bring water or snacks for the day but should not share with other students.

Catering in a High Risk / partial lockdown scenario

In a lockdown situation of any scenario other than all students in school it is most likely there will be no catering facilities for students. Students should therefore be encouraged to bring a packed lunch to school. Free School Meal vouchers will be provided through the National Governmental scheme, or the local Luton scheme - HUGGG

Cleaning in the current situation and in High Risk / partial lockdown scenario

At the end of each day the cleaning team will begin cleaning the school from 3pm. Cleaners will disinfect and wipe down all surfaces, stair railings, entrances to the buildings and staff room offices, entrances to classrooms (door handles etc.), classroom desks, computers (including keyboards and mice) and keyboards in the music room. An additional cleaner will work in the school during the day to ensure the most visited areas of the school are cleaned during the day, including toilets, door handles, desks, keyboards etc. After each computer lessons students should wipe down their keyboards with wipes provided in each classroom.

Toilets in a High Risk / partial lockdown scenario (with one year group in morning and VI form in an afternoon session)

During lessons students may have to use the toilets. There will be designated toilets for students.

Staff Room and Offices in a High Risk / partial lockdown scenario

Staff should only use offices or staffrooms if they are able to minimise risk by socially distancing themselves from each other. All offices or staffrooms should be used at a maximum of 50% of their capacity at most. Staff rooms must not be used for meetings unless social distancing is possible. Communal tea/coffee biscuits etc will be suspended. The following rooms are not being used for lessons and should be available for meetings: The meeting room and conference room.

In staff rooms and offices, hot desking on PCs should be avoided where possible. Staff should only use the PC designated to them. If there is a situation where sharing of laptops is unavoidable then staff should wipe down the keyboard and mouse before using them.

Bells in a High Risk / partial lockdown scenario

Bells will be adjusted to the new times of the school day.

Getting to school by Public Transport in a High Risk / partial lockdown scenario

Students using public buses should try to place themselves in as much space as possible from others and wear masks on public transport as it is at time of publication - a requirement of using public transport.

Expectations in the Classroom in a High Risk/ partial lockdown scenario

- Pupils and staff will use hand sanitiser on entering each lesson within the day.

- Teachers should wipe the teacher's table and board clean at the start of each lesson.
- In computing rooms students should wipe their keyboard and mouse at the start of each lesson.
- All classrooms will have a fixed seating policy with appropriate social distancing and pupils must sit in the same place at all times, every day. Desks and chairs must not be moved from their location.
- Windows and doors should be left open where possible during lessons.
- Group activities and close contact between individuals should be avoided.
- Stationary and equipment will be provided and should not be shared.

Fire Alarm and Evacuation procedures in a High Risk/ partial lockdown scenario

In the case of a fire all groups should react in the same way as normal by calmly, sensibly and silently make their way to the Field following the direction of staff. There they should line up and remain silent *in their social bubbles* and await registration.

Student Expectations in a High Risk/ partial lockdown scenario

Are the same as in a Tier 1 situation and can be found earlier in this document with a few alterations:

- Students should arrive no more than 15 minutes before the start of the school day. Do not congregate in or out of school at the end of the day. Go straight to your allocated classroom from the outside doors.
- Use only the toilet you have been designated.
- Avoid physical contact at all times. No hugs, shaking hands etc.
- Sit in the same designated space in your classroom every lesson, every day.
- Maintain a safe distance from others before, during and after lessons.
- Do not share belongings.
- As the school day is only ½ day you can bring 1 snack to have in-between your lessons.
- If in a computing room, wipe the keyboard and mouse at the start of the lesson.
- The highest of expectations is expected online as it is on site and when coming into school. Any infringements of the behavior will be dealt with according to the school behavioral policy and the online/ remote teaching policy (found on the website).

Critical Risk level scenario: Total Lockdown

In the event of a total lockdown either localized or national, it is highly likely that no students will be in school other than EHCP, Disadvantaged (pupil premium) students, other children deemed 'vulnerable' and children of critical workers.

Lessons will be conducted remotely. For further information please see the school's separate *Remote Learning Policy* (September 2020) which can be found via the school's website.

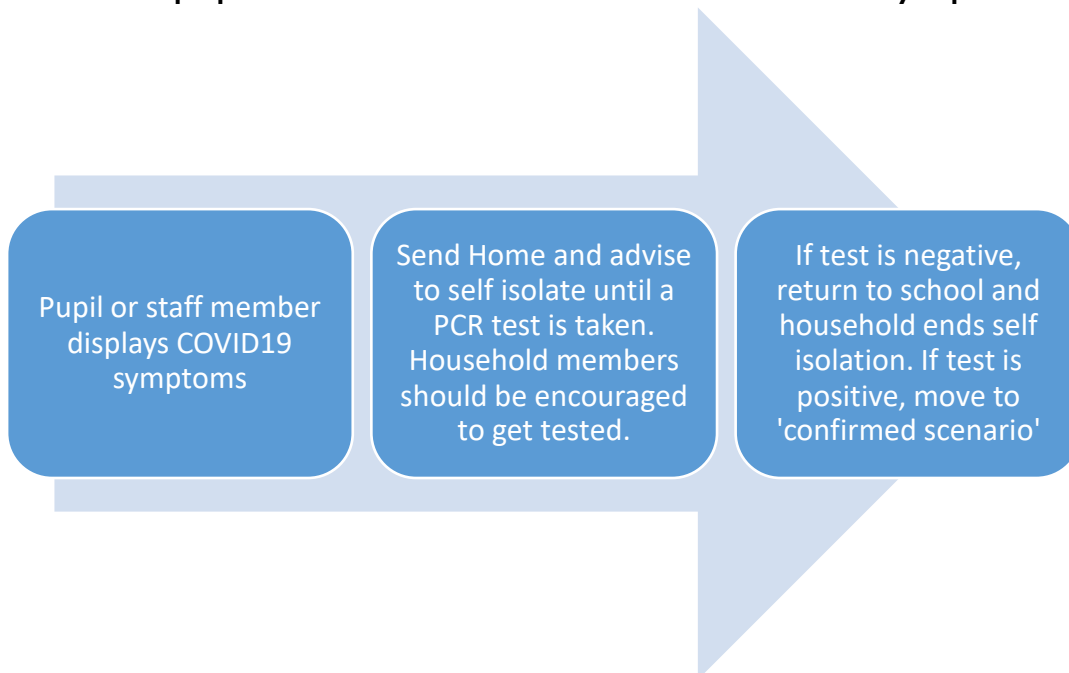
All school classes are linked to their teachers via Microsoft Teams. Microsoft Teams makes a tangible link between student and teacher via the student and staff email. All classes can now be run through Microsoft Teams according to the normal timetable.

The highest of expectations of students is expected for online learning as it is on site and when coming into school. Any incidents of poor behavior will be dealt with according to the school behavioral policy and the online/remote teaching policy (found on the website).

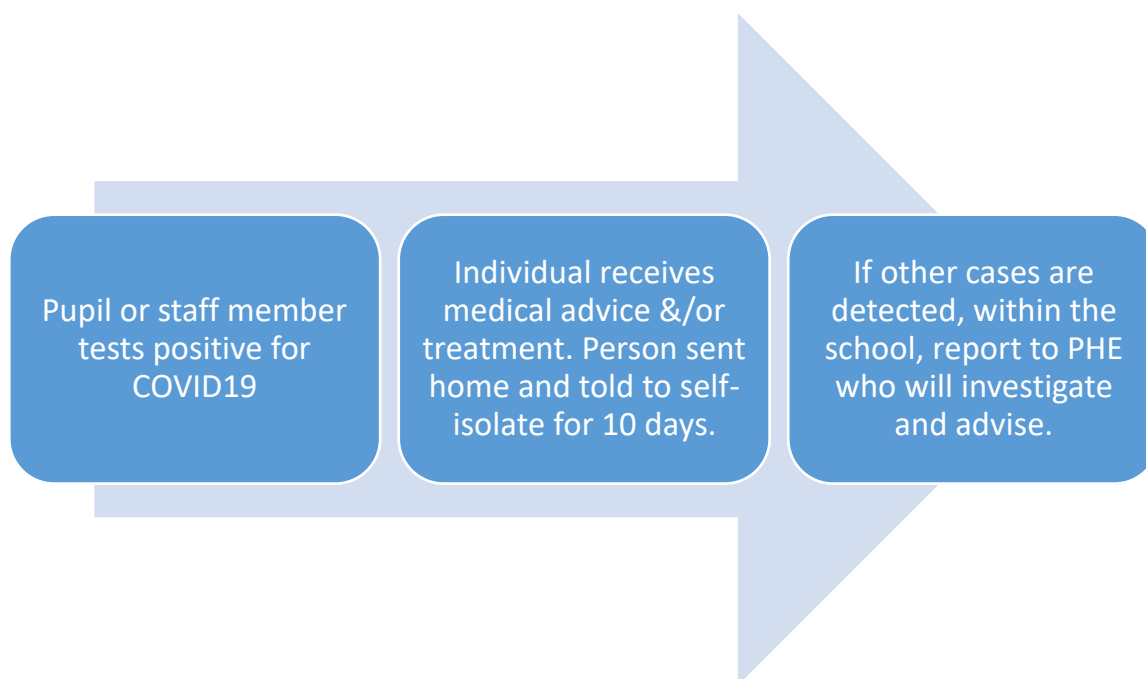
LAT Flow Testing

LAT flow testing is ready to be rolled out for all students to be mass tested upon arrival back to school from 31st August. The school will follow the advice as laid down by the Department of Education for this programme. Students and staff will be tested twice before the entire school returns. Thereafter teachers and students will be provided with home test kits to be tested twice a week. The procedures remain as outlined in the NHS training.

Actions if a pupil or staff member shows COVID-19 symptoms



Actions if there is a confirmed case of COVID-19 in school



What happens if there is a confirmed case of Covid 19 in our School?

1. Staff and students in secondary schools and colleges, should test themselves using LFD twice a week at home until the end of September, when this will be reviewed.
2. Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive.
3. We are prepared to implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so.
4. Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case.
5. They will be strongly advised to take a PCR test and, if positive, will need to isolate. 18- year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated.
6. Further guidance can be found here for close contacts of someone who has tested positive and lives in the same household:
[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](#) and here for those who do not live together
[Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person - GOV.UK \(www.gov.uk\)](#)