



School Plan

RESET & RECONNECT

MARCH 2021

**A toolkit to support parents as we reopen our
school fully**

"The Lord urges us to remember, repair, rebuild, and to do so together, never forgetting those who suffer"

Pope Francis 16th June 2020

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Contents

Introduction	3
RESET & RECONNECT	3
Basic Principles	3
The coming weeks	3
Duties and Lateral Flow Testing staffing	Error! Bookmark not defined.
Arrival and departure from School	4
Organisation of Year Groups	5
Year 7	5
Years 8 - 11	5
Lockers	5
Break and Lunch	5
Catering	6
Expectations in the Classroom	7
Teaching & Learning	7
Uniform	8
Movement around school - ZONES	9
Corridors	9
Calendar	9
The Use of Sanitisers and Wash stations	Error! Bookmark not defined.
Cleaning	9
Getting to school by Public Transport	9
Student Expectations	10
Communication	10
Social Media	11
Parent consultation meetings	Error! Bookmark not defined.
Future Outbreak and Possible Lockdown	11
Remote Learning	11
Staff / Staff Room / Offices	Error! Bookmark not defined.
Assemblies and Liturgies	11
Positive cases of COVID-19	12
Blended Learning	12
Exams / Assessments	12
Visitors	13
Actions if a pupil or staff member shows COVID-19 symptoms	14
Actions if there is a confirmed case of COVID-19 in school	14

Introduction

'The job of everyone working in schools is to remain calm and measured, knowing that however things look when we return, we are the people with the best knowledge and experience of how to teach, support and catch up (where needed) our pupils/students.'

A Bull July 2020.

We did not return to school in January as we had anticipated due to the National Lockdown. We are now in a position to prepare for our full return from the 8th March 2021. This is wonderful news and I am very much looking forward to seeing everyone back in the buildings. Despite our physical distance we have maintained our sense of community, of this I couldn't be prouder.

RESET & RECONNECT

As I wrote in previous documents this coming week gives us an opportunity to once again to **RESET** ourselves as a community, restart as we mean to continue and **RECONNECT** with each other in new ways. We can reset all our expectations of each other and expect the very best in all that we do. This is how we relate to each other and in developing our character but also in the way we conduct ourselves in the corridors, putting our litter in bins or even friendships that can be reset and restarted. We once again have the chance to do this.

In order to achieve the above safely we are currently undertaking a full Risk Assessment in order to ensure that we can do all that we can to create as safe an environment as possible for staff and pupils.

This document outlines the agreed principles that we will be using. There will of course be adaptations that need to be happen, as and when these are needed all key members of our school community will be informed (staff, parents, pupils, governors and directors). These principles have not changed since this pandemic started.

Basic Principles

- to create as safe an environment as possible for staff and pupils
- Maintain the breadth and depth of the curriculum
- Enable pupils to study well and receive the specialist teaching that they are entitled to
- Enable pupils to make rapid progress in each of their subjects
- Provide environments to *reconnect* with friends and develop new friendships
- As a school *reset* our expectations of each other and the pupils

The coming weeks

Lessons for the week beginning 8th March are not expected to be LIVE. If you are able to deliver them live then this is fantastic but if not please set work for the pupils to complete independently. Please check the days that year groups are in school so that you don't plan something for when they are in

school doing activities on site. Registers for this week will be automatically set for being educated off-site, there is no expectation to take registers for you off-site classes using ClassCharts.

All year groups that are in school on the days listed below need to have an AM and PM register taken by their tutor.

The schedule for when each year group returns is:

Monday 8th March: Year 11 and 13 in school and those pupils with completed consent forms will have first test

Tuesday 9th March: Year 7 and 12 in school and those Year 12 with completed consent forms will have first test

Weds 10th March: Year 8 and 11 in school and those Year 11 pupils with completed consent forms will have second test.

Thurs. 11th March: Year 10 and 12 in school; those Year 10 pupils with completed consent forms will have first test and Year 12 with completed consent forms will have second test

Friday 12th March: Year 9 and 13 in school; those Year 9 pupils with completed consent forms will have first test and Year 13 with completed consent forms will have second test

First Day:

- ALL pupils enter via their normal "gate"; Key worker pupils to continue to use PE corridor (sport hall doors stay close).
- Key Worker Pupils will be in school as normal BUT be with their year group on the day(s) that year group is in. They need to go to the "i block" on arrival, log in and then go to porous pitch to wait for reg.
- Pre-registration all year groups to go to tennis courts for this week on their days.

From Monday 15th march there will be lessons as normal with some disruption depending on the Lateral Flow testing that also needs to occur. More detail about the second week of testing will follow.

Details around the Lateral Flow Testing can be found on our website.

Arrival and departure from School (from 15th March)

To reduce crowding on entering the school all year groups will have designated entrances and exits for the school buildings, these will mirror the groupings for break and lunch (see diagram below).

- Year 7 and Year 9 – First gate by the Headteacher Office
 - Year 7 will go directly to Littlemore House
 - Year 9 will go directly to the porous pitch
- Year 8 and Year 10 – Second gate by the Headteacher Office

- Year 8 will go directly to the pitches by Don Bosco / In wet weather they go to the Astro
- Year 10 will go directly to the Tennis Courts
- Year 11 – Sports Hall Entrance
 - Go directly to the playground
- Sixth Form – Top entrance
 - Go to Sixth Form Centre

Unless their child has a medical need or other vulnerability, parents should avoid coming to school reception.

We anticipate an increase in the number of parents dropping their children off rather than using the buses. I have negotiated with Homebase, Bramingham that parents can use that as a drop off and pick up point.

Organisation of Year Groups

Year 7

These two year groups will be taught for the majority of their lessons in their tutor rooms. This will mean that we will reduce over 50% of the Year 7 traffic around the school during transition between lessons.

Year 7 will be based in Littlemore House for:

- RE
- English
- Maths
- Geography
- History
- MFL

Years 8 - 11

Years 8 - 11 are taught in groupings for many of their subjects therefore it is not possible to have them in teaching bases for their lessons.

All year groups will have designated areas (zones) for break and lunch and pupils will not be able to go between the 'zones' to enable us to implement the government guidance on 'year group bubbles'

Lockers

Students will be allowed to use their lockers but in a controlled and socially distanced manner. This means that it may take students a little longer than usual to leave the site at the end of the day. They can only use their lockers before school, break, lunch and after school.

Break and Lunch

Break

- 10.10 - Y8 & Y10 20 minute break

- 10.40 - Y7 & Y9 20 minute break
- 11.10 - Y11 & N6 break 20 minute break

Lunch

- The school day already has a 3-way split lunch and this mirrors the break time arrangements in terms of what year group is with whom. We are having meetings with caterers to discuss arrangements, however, the meals that will be offered will be 'grab and go' so as to limit time in the dining hall.

Pupils must abide by the Social Distancing guidance of being apart from each other by 1m+ where possible. **Please do ensure you bring your own water bottle that can be refilled at the water fountain.**

Catering

The provision of hot and cold food will recommence from September. There will be hot food available in the two serveries in the Dining Hall and cold food available from the pod and the 'Pasta King' station. Year groups will have access to different areas of the site during their break and lunch times and these are outlined below.

The food available will be 'Grab and Go' which means there is a reduced risk of transference of germs on trays, cutlery and cups etc. this is for both hot and cold options.

We will not be using the thumb print. Each till will be manned by a member of the catering team and pupils will give their names.

Routines for entering the Dining Hall are outlined below.

Split lunch

12.30 - 7 and 9

- Year 7 enter from the top doors and exit through MFL (line-up along the top drive)
 - Outside Zone – Porous surface
- Year 9 enter from lower doors and exit through Sixth Form / also have pod for cold food
 - Outside Zone – Playground

13.00 - 8 and 10

- Year 8 enter from the top doors and exit through MFL
 - Outside zone - Porous surface
- Year 10 enter from lower doors and exit through Sixth Form / also have pod for cold food
 - Outside zone – playground

13.30 - 11 and Sixth Form

- Year 11 enter from the top doors and exit through MFL
 - Outside zone – Playground
- Sixth Form enter from lower doors and exit through Sixth Form / also have pod for cold food
 - Sixth Form block

TOILETS FOR EACH YEAR GROUP

ALL toilets will **ALWAYS** be unlocked BUT Curriculum Leaders and HOYs within the area that toilets are located to do regular checks throughout the day to check and report any damage.

Pupils are encouraged to use the toilets at break and lunchtime BUT if they need to go during lessons then they go to the toilet for their year AND their planner **must** be signed.

Year Group	Toilet Area
7	Canteen
8	Top Floor
9	Science Block
10	Middle Floor
11	Bottom Floor and Maryvale House
N6th	C3

Expectations in the Classroom

- Ventilation is key and windows and doors will be left open during lessons.
- Pupils and staff will use hand sanitiser on entering each classroom.
- Teachers should wipe the teacher's table and computer when they leave a room.
- Pupils should wipe their desks when the lesson is finished.
- Desks and chairs must not be moved from their location.
- Group activities and close contact between individuals should be avoided.
- Stationery and equipment should not be shared.

Teaching & Learning

In the Classroom

- Teachers should **remain at the front of the class (not move around room)**, and maintain a distance from their colleagues where possible. Ideally, adults should maintain 2m distance from each other, and from children. Minimise contact between individuals and apply social distancing whenever possible.
- In particular, avoid close face to face contact and minimise time spent within 1 metre of anyone. This will not be possible when working with pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal, and will probably have some work not in the main classroom.
- Pupils **will sit side by side and facing forwards** (for good social distancing reasons), rather than face-to-face or side-on, and might include moving unnecessary furniture out of classrooms to make more space.
- For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.
- **Classroom-based resources**, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and stationery – there will be no sharing of resources.
- **Physical activity in schools.** Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports should be prioritised where possible. Schools should refer to the following advice regarding PE provision: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport and advice from organisations such as the Association for Physical Education and the Youth Sport Trust

- **ON DAYS THAT PUPILS HAVE PE THEY SHOULD WEAR THEIR FULL PE KIT TO SCHOOL.** These are **NOT** a non-uniform day and any breaches away from school PE kit will result in planners being signed. If you are **not** able to participate in PE **normal full school uniform** must be worn.
- **Resources** that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- **Music.** Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published soon.
- Peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.
- Marking and Feedback
 - Exercise books will stay in school – not be taken home.
- Behaviour, AD system will still be in place.
- Be vigilant re safeguarding and looking after the mental health and wellbeing of our students.
- Strict hand washing policies, using wash stations as well as soap in the toilets is in place. Cleaning hands thoroughly more often than usual is essential. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Uniform

Uniform is a key part of the school where we have extremely high expectations. All pupils are expected to wear full school uniform at all times. Considering the current COVID situation there is some further guidance below.

- on PE days pupils **MUST** continue to wear school PE kit with plain navy jogging bottoms – PE days are not to be considered Non-Uniform-Days. There will be sanctions for pupils wearing their PE kit on days when they have PE lessons.
- hoodies are not allowed in school and pupils need to wear a school coat when outside
- pupils are encouraged to wear a plain long-sleeved or short sleeved t-Shirt under their school shirt as they will not be able to wear coats in lessons. Boys are encouraged to wear a school jumper under their blazer.
- during these COVID times we will allow pupils to wear hats, gloves and scarves within the school building as they move between lessons **BUT** they must take them off promptly when they arrive at their lesson.
- pupils with specific medical conditions will be assessed on a case by case basis.

If any family needs support purchasing uniform, coats or shoes please contact our family support worker Mrs Brown: nbrown@cardinalnewmanschool.net

Movement around school - ZONES

All non-essential movement around the school is prohibited. Each year group will have zones that they are allowed to use at break and lunch and have particular routes that they can use as they travel around the school.

The one-way system that will be highlighted **MUST** be followed in order to ensure that we mitigate against year groups coming into contact with each other as much as possible.

Corridors

- To ensure adequate supervision of children remaining in classrooms, while teachers move, the school is planning to ensure that a member of SLT is present in each corridor during lesson change-over, with classroom doors left open.
- Please still venture out into corridors to meet and greet students and ensure they are social distancing, difficult I know!
- Pupils will be let out at slightly staggered times, your HoD will organise this for their area.

Calendar

The school calendar will be published before the end of this academic year and will also be available on the school website. There have had to be significant changes to events and activities due to the COVID-19 pandemic and we will continue to develop ways of working in order to ensure that we can participate in as many activities as possible.

Cleaning

At the end of each day the cleaning team will begin cleaning the school from 3.10pm. Cleaners will clean all areas thoroughly and disinfect high use areas such as stair railings, entrances to the buildings and staff room offices, entrances to classrooms (door handles etc.), classroom desks, computers (including keyboards and mice). It is planned that additional cleaners will work in the school during the day to ensure the most visited areas of the school are cleaned during the day. All cleaners have received training specific to the COVID-19 protocols.

Getting to school by Public Transport

Students using public buses should try to place themselves in as much space as possible from others. It is advisable to wear masks on public transport and in some cases may be a requirement of using public transport. These masks will have to be removed when getting off the bus and placed in a sealed bag and a different mask should be used on the journey home if using the buses. These masks then need to be washed each evening.

The current Government advice for our dedicated school buses is as follows:

"Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport."

This means that our School buses will run as per the attached timetable, with the following measures in place:

- Students must use the same school bus for all journeys
- A register will be taken on each school bus every morning when students arrive to school and leave in the afternoon (using the information provided in the School Transport Survey) so that we can track and trace who is on each bus every day in case of any Covid-19 outbreaks
- Students **MUST** wear face coverings on every journey, and remove them upon arriving to School
- cash will **NOT** be taken on buses - tickets must be bought in advance

Student Expectations

- Students only attend school if they or a member of their household do **NOT** have COVID – 19 related symptoms.
- **When attending school, students should adhere to the Cardinal Newman rules as normal as well as the requirements listed below for their own and the school community's well-being.**
- Wear full school uniform.
- Use a sanitiser to disinfect your hands when you enter and leave your classrooms.
- Wipe your desk at the end of the lesson before being dismissed.
- If you visit the toilet, wash your hands thoroughly.
- Use only the toilet you have been designated.
- Use the one way system
- Avoid physical contact at all times. No hugs, shaking hands etc.
- Maintain a safe distance from others before, during and after lessons.
- Do not share belongings. Bring your own pencil case, mathematical equipment and drink.
- If in a computing room, wipe the keyboard and mouse at the start of the day.

Communication

The primary communication route will continue to be via email to class teachers, Heads of Departments, tutors and Heads of Years. The Headteacher will continue with weekly updates via Parent Mail and make a return to the e-Bulletin. The website is also more user friendly and contain all the information that is needed during these 'new' times.

Clear communication is of the utmost importance and I would really encourage everyone to ensure that when we do communicate we do it with a collaborative attitude and appreciate that things have had to change and not all will be the same as it has been before.

Social Media

The school has become more active on Social Media during this time and the Twitter and Instagram accounts (@cnsluton) are well visited and frequently updated as is the youtube account with videos of all that is happening. Again, we will continue to develop these as we move forward throughout the coming year. The website has also been updated and is being populated with all the relevant information.

Future Outbreak and Possible Lockdown

Should the government decide that we have to have a localised or nationalised shutdowns then we will revert to our remote learning as outlined below.

Remote Learning

The main vehicle for this will continue to be **MICROSOFT TEAMS**. We have made exceptional use of this, during the Lent Term and will continue to develop how we use this going forward. We have had over 5000 live lessons delivered last half term, 1000s of PowerPoints (many of them narrated) and 1000s of resources developed to be accessible remotely.

The format of the learning will continue to develop and there will be opportunities for tutor groups to meet together, live learning (which will always be recorded and made available to those that were unable to be there at the time) and the pre-recorded PowerPoint presentations that have already featured.

Assemblies and Liturgies

Due to the restrictions placed on the movement around the buildings and gathering in large groups Assemblies and Liturgies will be taking place differently than before. Assemblies will be delivered via TEAMS. Teacher will be invited to the Assembly and will log on in their tutor rooms, in order for them and the class to be able to participate.

Liturgies will be delivered in the same way as Assemblies and we will also have invites etc. that will be sent to the relevant staff for the relevant times.

Positive cases of COVID-19

If there is a positive case of COVID-19 in a year-group we will now no longer send home the whole year group. Classes are settled and we have comprehensive seating plans in each of the classrooms and should a pupil test positive for COVID-19, instead of requiring a whole year group to self-isolate it will only be:

1. All pupils who sit:
 - a. directly either side of the pupil, who has tested positive, in each of their classes
 - b. two pupils behind and the two pupils in front
- ➔ Maximum of **SIX** pupils from each class that the pupil is in will therefore be sent home
2. Friendship group of the pupil
 3. If the pupil concerned uses a school bus then all pupils on that bus will also be required to self-isolate.

When pupils are not in lessons they are outside this means that we can mitigate against a whole year missing their on-site education. For all the pupils who are at home they can access the lessons as they are happening by signing in to TEAMS and 'joining' each of their lessons live. This has been called BLENDED learning over the last months.

Blended Learning

Pupils who are at home due to isolating are expected to engage in their learning and attend their lessons as normal (unless they are too unwell to do so).

In most cases when 'joining' these lessons the pupil will:

1. See the screen and board that the teacher is using
2. Hear the teachers' voice (in all likelihood they will not see them)
3. They will be able to participate by asking questions in the TEAMS chat.
4. At all times their microphone must be on mute and they should have their camera off.

Face Coverings

The DfE released the following statement:

Where pupils and students in year 7 and above are educated, we recommend that face coverings should be worn by staff, pupils and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils and students when outdoors on the premises.

In addition, we now also recommend that in those settings where pupils and students in year 7 and above are educated, face coverings should be worn in classrooms and during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

We will revisit the expectation around wearing face masks in lessons after Easter.

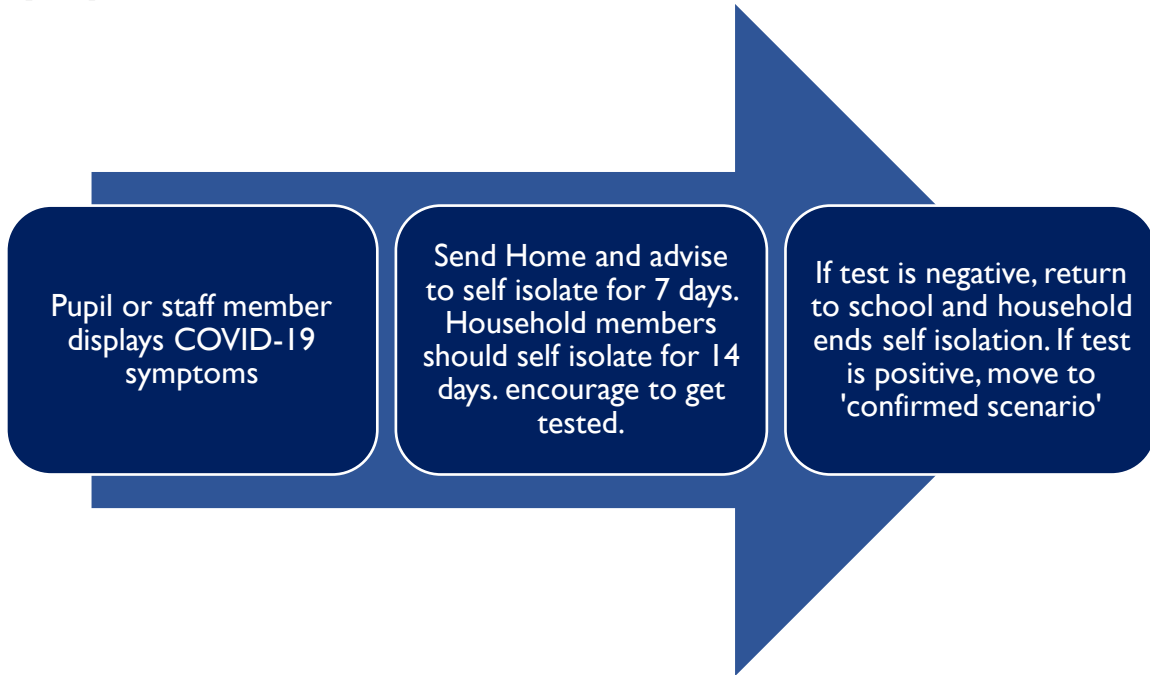
Exams / Assessments

We are still waiting for clarification from the exam boards and Ofqual regarding the way forward with the external 'exams' and gradings. We will run internal exams for all other year groups in the Pentecost term and there will be an assessment programme for the year 11s and year 13s as well. Mr Hegarty (Assistant Headteacher) will communicate this over the coming days.

Visitors

We need to continue to limit visitors to the school. All visitors need to be authorised by the Headteacher and they will need to observe all the social distancing protocols and wear facemasks at all times.

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



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

