



School Plan

RESET & RECONNECT

SEPTEMBER 2020

**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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Introduction

'The job of everyone working in schools is to remain calm and measured, knowing that however things look in September, 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.

Since the 13th March 2020 the school has looked very different! We are delighted that following the government guidance (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>) which was published on the 2nd July and will be updated regularly, we are now in a position to share our plans for September 2020 with you.

One of the main recommendations is for schools to keep students in "bubbles" to reduce the number of contacts they have which can be either class or year based. The guidance currently advises that students in these bubbles should, as far as possible, be kept apart by staggering the start and finish times of the day as well as students having separate break and lunchtimes. This creates many challenges for secondary schools but set out below are the strategies we will be using to limit students mixing. We will also need to make sure that staff stay in "bubbles" as much as possible.

We have considered a vast number of scenarios and below are how we will manage the guidance for September.

RESET & RECONNECT

This coming September gives us a once in a generation opportunity 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 have a unique opportunity to start again this September.

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).

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

Arrival and departure from School

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
 - o Year 7 will go directly to Littlemore House
 - o Year 9 will go directly to the porous pitch
- Year 8 and Year 10 – Second gate by the Headteacher Office
 - o Year 8 will go directly to the pitches by Don Bosco / In wet weather they go to the Astro
 - o Year 10 will go directly to the Tennis Courts
- Year 11 – Sports Hall Entrance
 - o Go directly to the playground
- Sixth Form – Top entrance
 - o Go to Sixth Form Centre

Unless your 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

Years 7 and 8

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 Years 7 and 8 traffic around the school during transition between lessons.

Year 7 will be based in Littlemore House for:

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

Year 8 will be based on the top corridor (rooms 17-25) for:

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

Years 9 - 11

Years 9-11 are taught in sets 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 Period 2 starts

- 10.30 - Y8 & Y10 20 minute break (supervised by class teachers)
- 10.50 - Y7 & Y9 20 minute break (supervised by class teachers)
- 11.10 - Y11 & N6 break (supervised by class teachers)

The above outline does mean that colleagues will have to be flexible with their time and we are just looking at timetables to ensure that no single member of staff is doing more than required. SLT and other colleagues will be used to support break times and colleagues who need a 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

- 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.
- 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.
- 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 will be kept in consistent groups, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will be avoided. Outdoor sports will be prioritised where possible
 - **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 will 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.
- Marking and Feedback
 - Exercise books will stay in school – not be taken home.
- Behaviour, AD system will still be in place.
- 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.
- We will be ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

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 Curriculum Leaders 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.

The Use of Sanitisers and Wash stations

Hand sanitiser will be available in all classrooms that are being used. There are also additional hand washing stations outside the Sportshall entrance and the Years 7-10 Gates and students should use these before entering the school and upon leaving. The designated toilets for each year group will be open to enable handwashing to occur throughout the day as well.

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 your 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 new website will also be 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.

Parent consultation meetings

As we look towards how we manage, what used to be ordinary events like Parent's Evening, we will publish information regarding parent consultations in the new academic year.

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 Pentecost Term and will continue to develop how we use this going forward. We have had 500 live lessons delivered in 3 weeks, 1000s of PowerPoints (many of them narrated) and 1000s of resources developed to be accessible remotely.

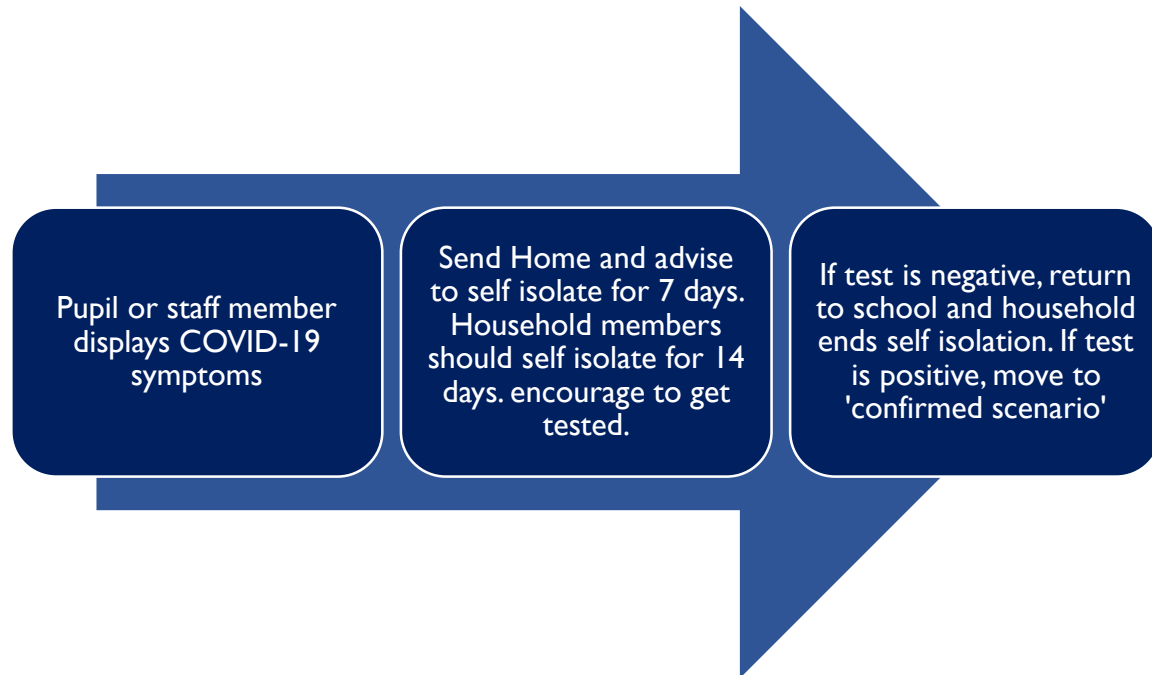
The format of the learning will continue to develop and there will be opportunities for tutor groups to meet together, live learning (which will always be recorded and made available to those that were unable to be there at the time) and the pre-recorded PowerPoint presentations that have already featured.

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. Teachers 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.

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



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

