



School Plan

Checks and Balances:

Responding to COVID-19 for Pentecost Term 2

A toolkit to support teachers and parents as we reopen our school

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Introduction

Whilst the government does not expect Year 10 and 12 students to return on a full time basis at this stage, they are asking secondary schools to offer some face to face support to support and supplement the students' on line learning from the 15th June if it is safe to do so in addition to supporting children deemed vulnerable, those who have EHCP status and children of Key Workers, from the 1st June.

To help gain the views of parents I sent a short questionnaire to you and I am very grateful for your swift response and very high level of participation. This has really helped give me an idea of what the level of uptake might be as we considered the possible re-introduction of pupils back to school.

The Risk Assessment has been carried out and submitted to the Directors of SACAT for consultation.

The detail of the half term is outlined in this document.

This is a working document and will most probably have to be adapted as we go through the coming weeks. As and when it does need adapting all stakeholders will be made aware.

Basic Premises

- to create as safe an environment as possible for staff and pupils
- opportunities for the pupils to develop and understand their learning needs
- opportunities for friendships
- to limit the number of staff and pupils in school at any one time
- to limit movement around the buildings
- to limit the number of areas used in the buildings

Timeline

Date	What
1 st June – 17 th July	Provision for Children of Keyworkers / Vulnerable children
1 st June – 3 rd July	Online and remote learning for Years 7-9
3 rd -5 th June	INSET Days for small groups of staff
From 15 th June	Mon – Fri Year 10 Pastoral Days Mon – Fri Year 12 Pastoral Days
From 1 st June – 3 rd July	Remote learning
From 6 th July	Activity Week for Yrs7-9 (including Virtual Sports Week) – no online / remote learning Mon – Fri Year 10 Academic Days Mon – Fri Year 12 Academic Days
From 13 th July	Departmental planning time for continued remote learning and on-site learning for September
From 20 th July	Summer Holiday

Organisation of Year Groups

Year 10 and Year 12

Year 10 and Year 12 will have 2 opportunities to come into school. The first of these will be a Pastoral and Well-being meeting during the week beginning 15th June. The second will be an Academic review which will take place during the week beginning 6th July.

Pastoral and Well-being Meeting

This will (in all likelihood) be with the class tutor. This will be a 20 minute session where a number of areas will be talked through. These will include:

- Mental Well-being
- Worries and anxieties
- Access to online learning
- Pupils will receive exercise books and resources to support their remote learning and others.

Academic Review Meeting

Following the Pastoral meeting there will then be three weeks before the pupils come in again and have an academic review meeting. The focus during this meeting will be how they have managed their work load since last being in school and what needs to happen going forward.

This will give pupils feedback from their teachers and allow departments and teachers to really plan for the new academic year.

Children other than Year 10 and 12

Anticipated returns from our survey allows us to continue to use Maryvale House and Resources for EHCP students, those deemed to be vulnerable and children of Key workers who fall outside of the year 10 and 12. The guidelines for arrival and departure for these pupils is outlined below

Arrival and departure

Arrival time is 9am and departure is 3.30pm. Pupils in these categories are to arrive at the Sports hall entrance and wash their hands at the hand-wash station. They are then to wait on the benches in the sports hall corridor and will be taken to the IT rooms in the i-block or Resources by the member of staff on duty. Once they have arrived at their allocated classroom they will be assigned a computer that they will use for the duration of their time at the school. This computer will need to be wiped down at the end of each day. The only toilets that will be open are those in Maryvale House, and the accessible toilets on the admin corridor. If there are more pupils than anticipated then we will also make use of the toilets in the Physical Education block. If there are more pupils than anticipated then we will also make use of the toilets in the Physical Education block.

Sessions

The sessions/lessons are broken down as below:

9am – 10.30am	Lesson 1
10.30am – 11.00am	Break
11.00am – 12.30pm	Lesson 2
12.30pm – 13.00pm	Lunch
13.00pm – 14.00pm	Lesson 3
14.00pm – 15.30pm	Lesson 4

Break and Lunch

There will be a break (10.30-11.00) and lunchtime (12.30-13.00) that will allow the pupils some outside time and an opportunity to eat their snacks and lunch. Pupils must abide by the Social Distances guidance of being a part from each other by 2m. **Please do ensure you bring your own water bottle that can be refilled at the water fountain.**

Catering

At present there are no catering facilities for students. Students are encouraged to bring a packed lunch to school. Those students who qualify for Free School Meals should ensure that they use their Tesco vouchers to prepare a school lunch.

Expectations in the Classroom

- Pupils and staff will use hand sanitiser on entering each classroom.
- Teachers should wipe the teacher's table each day.
- In computing rooms students should wipe their keyboard and mouse at the start of each day.
- 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 should not be shared.

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.
- Arrive to school no earlier than 8.45. Do not congregate in or out of school at the end of the day. Go straight to the doors outside the PE doors and wash your hands.
- Use a sanitiser to disinfect your hands when you enter and leave your classrooms.
- If you visit the toilet, wash your hands thoroughly.
- 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. 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.

Arrival and departure from School

To reduce crowding on entering Year 10 and Year 12 pupils will have an allocated appointment (which will be sent out via Parent Mail) they should arrive no more than 15 minutes before this appointment and then leave the site immediately when this is finished. They should go to the room directed to from reception.

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

The Use of Sanitisers and Wash stations

Sanitisers will be available in each room that is being used. There are also additional hand washing stations that have been bought (due for installation before 8th June) at the school reception and students should use these before entering the school and upon leaving.

Movement around school

All non-essential movement around the school is prohibited. You will only be allowed to the areas that you are directed to for your meetings.

Cleaning

At the end of each day the cleaning team will begin cleaning the school from 3.40pm. 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 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. All cleaners have received training specific to the COVID-19 protocols.

Toilets

The Year 10 and Year 12 pupils who are onsite will be able to use the dining hall toilets if they need to. No other toilets will be open or available.

Staff Room and Offices

Offices will not be accessible during this time. If a colleague needs to access their office to get materials etc. then they need to contact the site team siteteam@cardinalnewmanschool.net and arrange a time to have it opened and then it needs to be arranged to be cleaned.

The staffroom will remain closed during this half term. This is to ensure that social distancing is maintained but also to minimize the need for cleaning so that the focus can be on the areas of the school that are being most used.

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. The normal school buses will NOT be running.

Student Expectations

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- **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.
- Arrive to school no more than 15 minutes before your appointment. Do not congregate in or out of school at the end of the day. Go straight to your allocated meeting room from the outside doors.
- Use a sanitiser to disinfect your hands when you enter and leave your classrooms.
- If you visit the toilet, wash your hands thoroughly.
- 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. 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.

Remote Learning

All year groups will continue to participate in Remote learning for the remainder of the school year. The main vehicle for this will be **MICROSOFT TEAMS**. This is an incredible platform and many pupils and staff are already making excellent use of this. It is important to familiarize yourself with the basics of this platform (training will be coming from the school for parents and pupils in the form of videos that can be accessed on mobile devices as well as computers).

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. Not all lessons will be like this but there will be a definite increase over the coming days and weeks.

Remote learning and the use of the Microsoft Teams platform will continue into next year and it is important that we familiarize ourselves with the platform this side of the summer.

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 updates via Parent Mail. We will also continue with the Virtual Newsletter which is produced by Miss Streater.

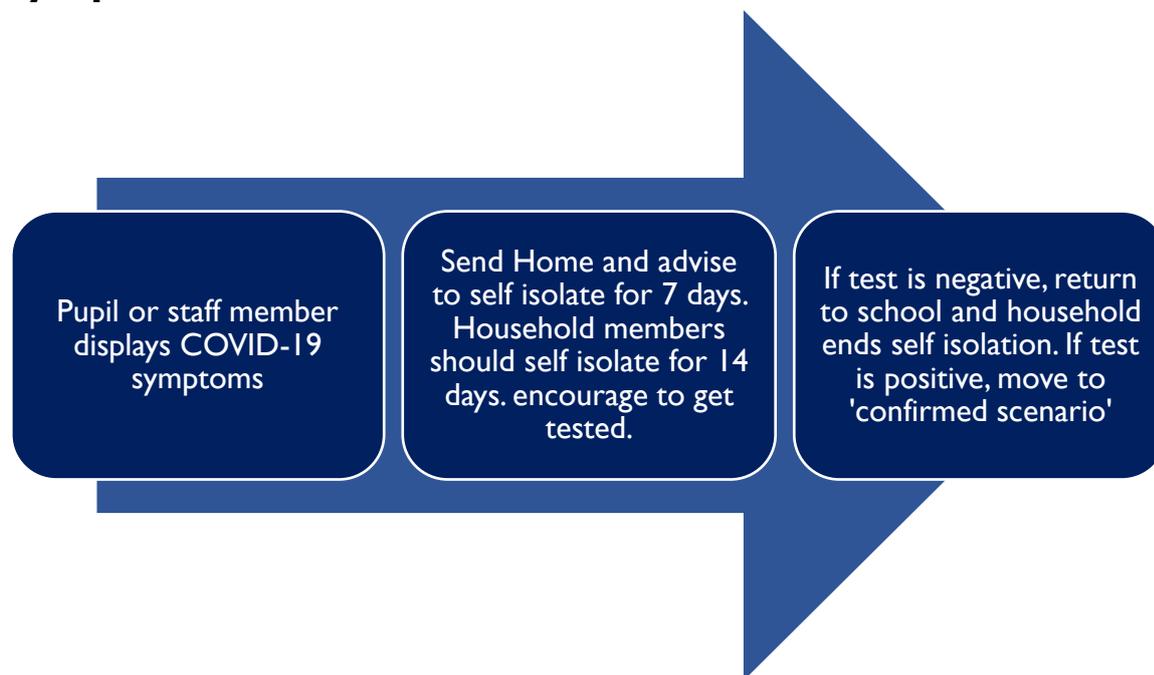
Social Media

The school has become more active on Social Media during this time and the Twitter and Instagram accounts (@cnsluton) are will 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 this half term.

Activity Week for Years 7-9

During the week of 6th-10th July there will be an activity week for Years 7-9. There will be no directed online learning for this week and pupils will have challenges / activities and projects that they can engage in for the week. During this week there will also be Sports week with activities from the PE department. More information on this week will follow closer to the time.

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



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

