



Our Lady's Catholic College

Learn, Live, Love together in a caring Catholic community

17th July 2020

Dear Parents/Carers

We have already reached the end of another academic year. The most unusual and challenging of years. We have spent the last few weeks preparing steadfastly for the safe return of all pupils in September. Before the term ends there are a number of important points that I would like to draw to your attention to:

School starts with two INSET days for staff on Tuesday 1st September and Wednesday 2nd September. Pupils will begin to return on 3rd September. We are expecting pupils to return in full school uniform including correct footwear (please see website for specific details). In order for us to share the new routines with pupils, we will be operating a staggered start to the school year for year groups as follows:

- Year 7 and Year 12 to return on Thursday 3rd September
- Year 11 to return on Friday 4th September. Year 13 interviews on 4th September 9-11am
- Year 10 and Year 13 to return on Monday 7th September
- Year 8 to return on Tuesday 8th September
- Year 9 to return on Wednesday 9th September

All year groups now have specific separate entry and exit points – see page 2

We are doing this to ensure that all pupils are aware of the routines and expectations for a safe return to school, as well as testing the capacity of the newly designated spaces across the school.

Our plan for a safe return is to consider each year group 'a bubble' to follow the government advice to minimise the number of contacts that a pupil has during the school day. Each year group will be based in a specific area of the school. Their teachers will come to this area to teach them for each specific lesson on their timetable. This is very different to what our pupils are used to; they are accustomed to going to different classrooms for different lessons throughout the day. There will be hand washing or sanitising facilities available in and around each of these specific areas. Pupils will be given guidance as to the expectations around hand and respiratory hygiene as part of their staggered induction. For some lessons, pupils will leave their designated area to go to specialist teaching spaces. They will follow a one-way system in order to minimise contact.

Lunch times will be staggered in order to reduce the number of pupils having lunch at any one time and to allow for the eating spaces to be cleaned between sittings. **Initially we will not be serving hot food and due to our new cashless system pupils will be expected to order their lunch in advance.** More details of the new cashless system will be sent out before term starts. The lunches will be served in a 'grab bag' (sandwich, drink, fruit, snack etc) I would advise you to provide a packed lunch for your child, where possible. **Please ensure that your son/daughter has a snack to eat at break and enough drinking water to last them throughout the day as water fountains have been disconnected due to health and safety reasons and we will not be serving food before school or at break time.**

Pupils should bring a school bag containing their equipment for the day's lessons as they will not be able to borrow or share others' pens/pencils/calculators. Please check that your son/daughter has all the necessary equipment on a daily basis to ensure that they are ready to learn and that they minimise the risk to themselves and others. It would also be good practice if your child were to bring their own paper tissues and a small hand sanitiser with them to minimise risk of spreading any bacteria. Pupils will need to attend/come in PE kit on the days they are advised they have a practical lesson.

The start of the day will be slightly staggered and in order to maintain as much distancing as possible, pupils will enter the school site as follows:

- **Year 7 arrival time 8.40** through the school's main entrance
- **Year 8 arrival time 8.50** through the field gate (at the back of the school)
- **The Integrate Group 9.10** through MML gate (via small car park) - *parents will have been notified if their child is in this group*
- **Year 9 arrival time 8.50** through the entrance hall
- **Y10 arrival time 8.40** through the MML gate (via small car park)
- **Y11 arrival time 9.00** through gate close to the Behaviour Unit (via main car park)
- **Y12/13 arrival time 8.50** through gate on Lune Street car park (behind the sports hall)

Staff will be on duty at each entry point to oversee arrivals and sanitising of hands.

In order to maintain social distancing, there will be a staggered end to the school day and they will leave through the gate they arrived through as follows:

- Year 7 and Year 10 – 14:50
- Year 8 – 14.55
- Year 9 – 15:00
- Year 11, Year 12 and Year 13 – 15:00

While school buses and public transport will continue to run, I encourage you to find alternative means of travel; walk, cycle or drive. However, I am aware that this is not always possible and I remind you that pupils using school and public transport must wear a protective face covering provided by parents/carers. May I also point out that if parents wish to come onto the premises then they will have to make an appointment with the relevant member of staff, unless it is an emergency. I'm sure you'll appreciate these protocols are all part of our risk assessment.

I would appreciate it if you discussed this plan with your child/children during the holidays to prepare them for the return to school. I would also request that you impress on them the increased responsibility of each pupil to behave safely and sensibly throughout this period as the safety of the whole school community cannot be compromised.

Whilst this is the current plan I am sure you understand that there may be further announcements over the summer holidays which may cause us to change certain aspects of our proposals. I will keep you updated of any changes.

We understand that holiday plans have been disrupted during the pandemic. **Please make sure any holidays booked or rearranged due to the lockdown are NOT during term time.** We intend to do everything possible to catch up on the learning missed during lock down , to do this we need pupils to be in school.

Parents can request (from their child's PSO) a holiday request form. This must be completed and handed in to the Headteacher, at least six weeks before the start of the holiday. **No holidays will be authorized unless evidenced exceptional circumstances are present** e.g. If a parent is in the armed forces and can only take leave at certain times.

This has indeed been a very different academic year. I thank all the staff, teaching, support and site staff who have worked tirelessly to teach our pupils remotely; keep in contact and support pupils; keep the school running smoothly and for the constant cleaning to ensure pupils who have been in school have been kept safe.

Finally, I would like to thank you all for your continued support. This has been a difficult time for schools and their families. Thank you for all your encouragement of home learning during what turned out to be a much longer period than first anticipated. I wish you and your families a happy, sunny summer holiday and look forward to welcoming all our pupils back in September.

Yours faithfully

A handwritten signature in blue ink that reads "H Seddon". The signature is cursive and fluid.

Helen Seddon

Headteacher