



Parent Guidance on the reopening of STM to all students in September 2020

All members of the St Thomas More Community are responsible for the safety of all at St Thomas More Catholic Voluntary Academy. In this guidance, we explain what measures must be followed by all in our community to keep each other safe and healthy.

In everything we do in life, there will always be risk. The Coronavirus, Covid-19 pandemic continues to bring us challenges and indeed risk as we welcome all pupils back to school, but we can try to minimise this risk in order to safeguard every pupil, parents/carers, academy staff, all our families and the wider community.

Risk Assessment:

A comprehensive risk assessment has been conducted and reviewed in light of a full return to school for all pupils by the SLT, in collaboration with the St Ralph Sherwin Multi Academy Trust, Derbyshire County Council and Regional Leaders of Trade Unions using a variety of guidance from the DfE, PHE, NHS and the Government. The Coronavirus, Covid-19 pandemic is a new risk and guidance continues to change to manage this risk. Whilst there is a risk, we have tried to reduce/manage this risk by considering a number of factors. The risk assessment has been shared with all staff and induction training has been provided, this will be further reinforced through our September INSET training sessions on the **2nd and 3rd September 2020**. Risk assessments have informed addendums to key policies and has changed the way staff will conduct themselves in and out of school, especially inside the classroom. The risk assessment also directs what we ask of students and their families in and outside of school.

Are all pupils able to return to school in September?

Yes! As instructed by the Government, we will be welcoming all pupils back to school in September. We are now permitted to have all pupils return as restrictions on group sizes in schools have been lifted. At the beginning of term, we will be welcoming year groups back for their first day on the following dates:

Friday 4th September – Year 7

Monday 7th September – Year 7, Year 9 and Year 11

Tuesday 8th September – All year groups

During the first day pupils will have an induction on 'STM SAFE' and our expectations for the school year.

What are the timings of the school day?

In our endeavours to be Covid-secure, there have been several changes to the school timetable and daily routines. The school day has been slightly staggered at the beginning and the end of the day, with further staggering at break and lunch times.

The overall timetable will now operate as a Week 1 and Week 2 provision in order to provide a full curriculum to all children. In a Week 1 provision, lessons 1, 3 and 5 will operate over three lengthened lessons. With lessons 2, 4 and 6 operating in Week 2. Over a two-week cycle of the timetable, children will receive exactly the same amount of curriculum time as they would receive in a one week, 6 period timetable (ordinarily). As stated, this allows us to provide a full curriculum to children, whilst cutting movement of children around school by 50%. We will be having an extended form time for pupils in Year 7 and Year 11 with a focus on literacy, numeracy, mental health and wellbeing (with GCSE support

for Year 11). As you will see, 'Lesson 1' and 'Lesson 2' will be split with break and lunch respectively to stagger the flow of pupils using the canteen, toilets and social areas. The end of the day is also slightly staggered to enable pupils to leave the school site.

Usual Timings	Arrival	Registration	Period 1	Period 2	Break	Period 3	Period 4	Lunch	Period 5	Period 6	End of Day
	08:50	8:50 - 9:05	9:05 - 9:55	9:55 - 10:45	10:45 - 11:00	11:00 - 11:50	11:50 - 12:40	12:40 - 1:30	1:30 - 2:20	2:20 - 3:10	03:10
New Timings	Arrival	Registration	Lesson 1 & Break			Lesson 2 & Lunch			Lesson 3 & End		
		8:40 - 9:05	9:05 - 11:00			11:00 - 1:30			1:30 - 3:10		
Year 7	8:40	8:40 - 9:05		Break 10:10 - 10:20			Lunch 12:00 - 12:45			1:30 - 3:00	
Year 8	8:50	8:50 - 9:05			Break 10:30 - 10:40			Lunch 12:45 - 1:30		1:30 - 3:10	
Year 9	8:50	8:50 - 9:05		Break 10:20 - 10:30			Lunch 12:30 - 1:15			1:30 - 3:10	
Year 10	8:50	8:50 - 9:05			Break 10:30 - 10:40			Lunch 12:45 - 1:30		1:30 - 3:10	
Year 11	8:40	8:40 - 9:05		Break 10:10 - 10:20			Lunch 12:00 - 12:45			1:30 - 3:00	

We will continue to monitor this provision so that our school operates safely for all in our community.

What will my child be studying in school?

We are extremely pleased to announce that unlike other schools in the country, we will be able to offer a full, broad and balanced curriculum to all our pupils. Lessons are supplemented by homework set on Show My Homework, alongside other, online learning provisions.

What if my child has been attending school as I am a keyworker or they are vulnerable?

If your child was attending St Thomas More before the summer, they will return to their year group in September and follow the timetable of their designated year group.

Are all members of staff in school each day?

Yes! Staff will be returning to school in their full capacity in September. We are pleased to welcome new members of our school community, including our new Headteacher, Mr Redfern.

What about attendance?

Government guidance clearly states, 'A child's education is essential to their healthy development - we know that missing too much school can have a negative impact on children's mental and physical wellbeing.' Government guidance is clear, all children should be returning to school in September. We know that some of you will be deeply anxious about this, but please be assured that the best place for your child is in school, where they will be both educated and supported by our talented and committed staff.

What if my child becomes ill whilst at school, or my family or I start to become ill whilst my child is at school?

If your child becomes ill during the day and their illness is Covid-19 related (Symptoms of Covid-19), they will be collected by a member of staff and taken to our specialist provision in school. You will be contacted by the school and your child will have to be collected immediately. From here, we suggest you contact NHS 111 or seek further support on <https://111.nhs.uk/covid-19/>. Your child will not be allowed back into school for 14 days unless you have evidence of a negative test result, clearly indicating the name of your child on the results. If you as a parent, or another member of

your household becomes ill with Covid-19 symptoms, or you are sent home from work (or a child from a different school), you need to contact us to arrange for your child to be collected immediately. Your child will not be allowed back into school for 14 days unless you can evidence that any test (from whoever is ill) is negative of Covid-19. If your child's illness is not Covid-19 related, they will be taken to a different provision within school to be assessed by a member of the first aid team. If deemed necessary, you will be contacted and arrangements made for your child to be collected.

The main symptoms of coronavirus are:

- High Temperature- this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough-this means coughing a lot more than an hour, or 3 or more coughing episodes in 24 hours (If you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste-this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms.

What if my child requires first aid whilst at school?

A qualified first aider is on hand to provide help when needed. We have revised the First Aid Policy and necessary training has been provided for staff. In the first instance, we will get children to help themselves (although supervised); this could be for minor injuries such as superficial cuts or grazes. If more assistance and contact is required, we will provide students and staff with the necessary PPE to ensure safety for everyone involved.

Should my child wear school uniform in September?

Yes! As instructed by the DfE, 'We would encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone'. Full St Thomas More uniform is to be worn in September. Pupils should be wearing appropriate school shoes, not trainers. The uniform policy addendum in place during the last three months will cease, meaning that full school uniform should be worn in September. However, pupils with a timetabled PE lesson are permitted to wear their PE kit to school on that day, as changing facilities will not be available due to restrictions. This means pupils can remain in their PE kit for the duration of the day. As we move towards colder months, we are allowing children to wear a plain black hoodie as part of their PE kit.

What should my child bring to school?

Students should bring their usual bag and equipment to school including a packed lunch if required. Children, fully equipped for school is essential for their learning to take place. Students should not share their equipment with others in order to minimise contamination. We ask that children come to school with drinks to stay hydrated during the school day. Students will receive their planner for the academic year along with their subject workbooks. Workbooks will not be sent home with children for the foreseeable due to restrictions. In music, we ask that children provide their own earphones, so that they can be plugged into the keyboards for their sole use.

Equipment must include: pens (blue or black) / pencils / ruler / rubber / pencil sharpener / compass / protractor / highlighter / glue stick / scientific calculator.

Getting to and from school

As per current Government guidelines, we recommend that pupils avoid public transport and travel to school by car (via someone they live with), or better still, cycle or walk. We do not recommend sharing transport (dropping off someone else's child as well as your own), this would be a hindrance to social distancing. As directed by the Government, should your child use public transport, face coverings must be used until directed otherwise. If face coverings are not used, you may be refused travel and/or fined. We anticipate that students might want to meet up in order to walk to school together, and whilst this may be safer for children in terms of personal safety, we think that caution should be exercised.

Social distancing outside of the school premises states that everyone outside of your household should follow the 'one metre plus rule, when it is not possible to stay two metres apart.' If this is adhered to, the risk of contamination for the children in school and your families at home is reduced. If there is a large group of children walking on the street to or from school, it could limit the ability for other members of the community to socially distance around them. If children are walking to and from school with another child, from a different year group, this again could cause contamination across year groups. We therefore ask you to consider the above concerns when making your decision about how your child will be coming to school in September.

What if my child or a member of my household is clinically extremely vulnerable or clinically vulnerable?

Recent Government guidance identifies that people deemed clinically vulnerable can meet outdoors and should be vigilant around social distancing and hand hygiene. From the 1st August 2020, those deemed to be clinically extremely vulnerable and who have been shielding, see their advice align to those in the clinically vulnerable category. From the 1st August, people falling into these categories may return to school or work, so long as the premises is Covid-secure. We therefore envisage that all pupils will return to school in September, whether they or a member of their household may be clinically extremely vulnerable or clinically vulnerable. If your child has been advised otherwise by a doctor or consultant, please let us know at school. We will continue to monitor the local situation and provide further guidance, should a localised lockdown be imposed.

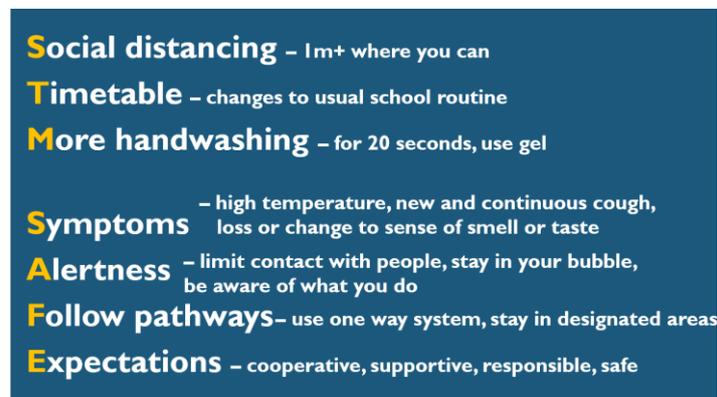
Is there any change to the use of the toilets?

Yes! Some urinals and toilets have been taken out of use to allow for more regular, deep cleaning throughout the day. Hand dryers have also been taken out of use in line with guidance. Paper towels, antibacterial wipes and hand sanitiser has been provided for students to use.

What about student behaviour?

The behaviour policy now has an addendum and will be explained to staff in their induction training. Further guidance can be found in this pack and the addendum will be available on our website.

Each morning, students will be reminded of the 'STM SAFE' expectations. Staff will deliver this each and every morning without fail as part of the risk assessment.



Safeguarding

There has been an addendum to the Child Protection and Safeguarding Policy in order to assess and manage the challenges faced in light of the current situation. Staff have been issued with guidance on safeguarding and will receive additional training on safeguarding concerns/worries for children returning in September. All staff have recently completed additional E-Safety and Radicalisation training. A Safeguarding Risk Assessment has been completed and reviewed for all students and staff, with further assessment carried out for those identified in various sub-cohorts. As always, if you have any concerns regarding a child, please contact the Safeguarding and Child Protection Team at school. Further details can be found on our website:

<https://www.st-thomasmore.derbyshire.sch.uk/page/?title=Safeguarding+at+STM&pid=51>

Alternatively, you can contact Derbyshire / Starting Point on: 01629 533 190 (concerns about a child or vulnerable adult). If there is an immediate risk to a child, please call 111/999.

In the classroom

All classrooms have been risk assessed and furniture has been adjusted in line with Government guidance. Tables and chairs should remain in their allocated spaces in rooms and an exclusion zone has been marked around the teachers' desk. We understand that a teacher will have to leave this zone in order to move around the room, but social distancing for staff must be adhered to as far as possible. Children will be using workbooks in class, and at the end of the lesson books will remain in the classroom for at least 24 hours before being touched by a member of staff. We will provide emergency PPE in each classroom should there ever be a medical emergency before first aid can arrive. Classrooms will be cleaned periodically and hand sanitiser and antibacterial wipes will be provided.

Corridors

We ask that staff and students keep to the left when using corridors. A 'one way' system will be used to ensure minimal contact between 'bubbles'.

Canteen and Break/Lunch Arrangements

Timings are staggered and cleaning will take place during the school day, between breaks. Derbyshire County Council have completed a risk assessment and have amended their policy for catering at STM. Those who are in receipt of free school meals (FSM) will be provided with a meal as normal. Vouchers will no longer be used for those who are entitled for FSM. Usual arrangements are in place for those who bring a packed lunch from home. Pupils are encouraged to bring their own drinks to school however, a reminder that these should not be high in sugar e.g. energy drinks. Communal water stations are not in use, further guidance below. In the event of severe wet weather, pupils will use allocated spaces for their 'bubble'. At all times, students and staff should exercise social distancing during time outside of the classroom.

Parental Meetings / Visitors to school

Parents/Carers are not encouraged to attend the school premises until further notice. Parents/Carers should also avoid being near the school gate and driveway, the car park at the top of the school drive is designated for academy staff only, parents/carers are not permitted to park here to wait for their child. If a parental meeting needs to be arranged, this will be risk assessed, as to whether this takes place in school or via software such as Zoom or MSTeams so that the meeting can be conducted remotely.

General Hygiene

Around school, students will find guidance about the importance of general hygiene. Both students and staff, especially in regards to the regular washing/sanitisation of hands, must continue to observe this guidance. Students must wash/sanitise their hands on arrival at school, before and after break and lunch and before leaving school. Hand sanitiser is provided for students and staff. Used tissues should be disposed of in bins provided (with lids), coughs and sneezes should be directed into the crease of the arm/elbow or tissue (then disposed), and you should avoid touching your eyes and face.

Does my child have access to water?

Communal water stations around school have been switched off and water from the tap in the toilets is not suitable for drinking. Drinks are available to purchase at break and lunch in the canteen as usual, alternatively students should bring their own drink.

Can my child wear face coverings in school?

DfE guidance states that face coverings are not necessary inside school. However, we have decided that any use of face coverings inside school is at the students' or parents/carers own discretion. If your child is getting public transport, they will have to wear a face covering. The removal and storage of face coverings following public transport and inside school

can be problematic, especially when considering cross-contamination. We ask that if face coverings are used, they are used responsibly and if removed in school, they are not put on surfaces, instead they are stored inside a pocket on your person.

How do I contact school or a member of staff?

The best way to communicate with staff is via their work email address, using their initial and surname, for example: dsmith@st-thomasmore.derbyshire.sch.uk . If your query is generic, or you are uncertain as to who to speak to, please email enquiries@st-thomasmore.derbyshire.sch.uk . If your child will be absent, please contact the school on **01298 23167** (as covered above) or for an emergency, e.g you need to collect your child as you need to isolate. The best way to contact us is on the school telephone number.

What about the NHS Track and Trace?

As a public organisation, we have to share some contact details of students and staff should the need arise on the basis of safeguarding. This is explained by John Walker, the CMAT's legal advisor and is available on our website: <https://www.st-thomasmore.derbyshire.sch.uk/site/data/files/documents/policies%20and%20documents/F10FACFB30ACF0420E5F1C667B150029.pdf>

What will happen to school if there is a localised lockdown?

Should the Government enforce a localised lockdown such as the example in Leicester, we will notify parents/carers of any information via text message and the website. School will then be closed to all but vulnerable children and the children of keyworkers. Timetabled lessons will then resume via 'live learning' with staff delivering these remotely. We will then continue to consult with the Government and review the situation. We will reopen only when deemed safe by the Government.