



**St John Henry Newman**  
Catholic School

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Dear Parent/Carer

The autumn term begins at 8:50 am on Thursday 3 September at our new campus on Scalegate Road. Pupils will be directed to their designated year bubble areas on arrival and meet their tutors. We will be going through the strict measures that we have to follow to keep everybody safe and there will be lots of work on hygiene and cleanliness. Please note that entry to the school is from 8:30 am and any entry earlier than this can only be by prior arrangement.

The staff have been busy packing up at the old site and unpacking at our new home. As you know, the school has now changed its name to St John Henry Newman Catholic School and has amended the badge on the uniform. You should only now purchase uniform with the new badge.

To introduce the pupils to our San Lorenzo restaurant we will be providing lunch free of charge for the first two days and payment for lunches will only commence on Monday 7 September. Could I take this opportunity to remind you that we shall be running a cashless catering system upon return to school and all pupil accounts should have been registered; if you have questions about this, please contact the school.

During these difficult times, there can be no parking, dropping off or picking up on the school site. Stagecoach have informed us that the 67 bus will drop off and pick up on site at the start and end of the school day.

Initially there will be no after school clubs and all pupils need to leave school at 3:05. We will be constantly reviewing this.

As I write this there is a national debate on facemasks. We will of course follow all national guidance, but we are happy for staff and pupils to wear them if they feel safer that way.

I attach more detailed guidance of the measures that we have in place to keep everybody safe and I look forward to welcoming your child to the new site.

Yours sincerely

J McAuley  
Headteacher

## **Parents Covid-19 Guide**

### **General operation:**

Pupil entry to school is at 8:30am. Pupils arriving will congregate in their designated bubble areas. Anyone wishing to arrive prior to this is to contact school and this will only be possible with prior arrangement.

Pupils will enter and leave the building through a pupil entrance. There will be members of staff by the entrance on arrival and departure to ensure social distancing and hygiene measures are maintained. Staff will keep to the 1m+ distancing rules from pupils.

Pupils must sanitise their hands on entry and continue to wash their hands throughout the day as much as possible. There will be hand sanitiser available at the pupil entrance. There will also be hand sanitiser available at reception for staff and visitors. A PPE station will be available in each classroom and office.

Visitors will sign in using the touch pad system at reception. Hand sanitiser is available at entrance and anti-viral wipes are to be used by the visitor to wipe the screen after use. A bin will be provided for disposal of wipes/tissues.

Face coverings should be removed when pupils who use them arrive at school. They must sanitise their hands immediately on arrival (as is the case for all staff), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom/office. If they wish to wear one in school it must be a clean one.

Under no circumstances must anyone displaying symptoms of COVID-19 attempt to enter the school site. This information will be included in the letter to parents, suppliers and contractors prior to the school opening. Notice will be displayed on the main school entrance door. All parents will be asked to confirm this when dropping off their child.

We will encourage parents and pupils to walk or cycle to school where possible.

Pupils will be in school full time with start and finish times as normal. Pupils will remain in year group bubbles throughout the day. They will move around the school by keeping to the left, single file and at least 1m apart. The full timetable will operate as much as possible. Due to the layout of school, there will not be a one way system.

Lunches and breaks, pupils will remain in their bubbles and we will be flexible around timings to ensure social distances are maintained. There will be a split break and lunch to ensure less people are in circulation at those times.

Between lessons staff will remain at their classroom door and ensure pupils are circulating as expected until they can welcome their class into their room.

Pupils will be seated side by side with desks arranged facing forward to avoid face to face contact where possible.

Staff will stay at the front of the class as much as possible.

Doors will be kept open to avoid touching handles where possible. Windows will be open at all times where possible. There will be appropriate social distancing procedures in the classrooms. Pupils will not be allowed to leave the classroom for any other reason except toileting. Toilets will be constantly cleaned throughout the day.

Assemblies will be by year group so that the school will avoid assemblies or collective worship with more than one bubble.

Parents will be advised that only one parent should bring the child/ren to school where children cannot attend unaccompanied, but they must not enter the school gates. -

Parents will be informed and, if necessary, regularly reminded that they must maintain social distancing from the next adult or child at all times when bringing their child to or collecting them.

### **Public Transport**

Staff and pupils over the age of 11 will still be required to wear face coverings when using public transport –

[coronavirus-covid-19 safer travel guidance for passengers face-coverings](#)

Domestic overnight and overseas educational visits remain suspended.

Non-overnight domestic educational visits will resume in the autumn term. Individual educational visit risk assessments will include any additional protective measures that may be required.

## **Hygiene**

Staff and pupils are instructed to wash their hands upon entry into school, returning from breaks and before and after eating and when they have been to the toilet.

Sufficient hand washing and hand sanitising stations are available around the school and in every classroom and office.

All toilet breaks should be at break times only. Staff members will be supervising toilet access at break times and throughout the day.

Classrooms, toilets and social areas will be cleaned and sanitised throughout the day.

Sufficient waste bins close to the wash stations will be provided and emptied regularly by designated staff.

Cleaning will be carried out in accordance with the current guidance [COVID-19 Cleaning in non-healthcare settings](#)

Enhanced cleaning schedules will be shared and implemented including more frequent cleaning of rooms/shared areas, frequently touched surfaces.

## **Resources**

Pupils and staff will be permitted to take home resources that are relevant to pupil education and development – rules around hand hygiene and cleaning of resources and rotation of them will apply.

Resources, such as books and games, can be shared within the bubble but should be cleaned regularly, between use and by different groups. Staff are to let Finance know to facilitate this.

The amount of equipment that pupils can bring into school will be limited to essential items such as lunch boxes, coats and books, stationery frequently used items such as pens and pencils and mobile phones. School Bags are also allowed – storage for these items will be in the pupil's locker. Pupils must maintain social distancing at all times when using lockers.

Sharing individual/personal equipment will not be allowed.

It is encouraged that pupils bring their own water bottle.

Water fountains must not be used.

Staff and pupils should have their own equipment which is not shared across year group bubbles; however, classroom-based resources such as books and games can be used and shared within the bubble.

## **Contact**

All pupils and staff will be expected to follow social distancing rules at all times. Around the school there are distancing signs as useful reminders for students and staff for social distancing.

## **Behaviour**

If any child does not follow the Covid-19 behaviour and hygiene rules they will not be allowed to remain in school. The safety of staff and other pupils is paramount and any disrespectful action of a child that consequently puts another person in danger will NOT be tolerated in any form. For more information, request a copy from school of the Addendum to the Behaviour Policy which covers the new COVID-19 rules about behaviour.

## **Parents**

Parents are NOT allowed in the school without an appointment. Contact will continue to be electronic via email or telephone. If parents have any welfare/mental health concerns about their child, they should contact the school as soon as possible.

## **Cleaning**

The classrooms will be cleaned at the end of each day in line with Government guidance. The bins will be emptied, and desks in both classrooms and offices will be sprayed using disinfectant spray throughout the day. Handles will be wiped regularly.

The site manager will inform the cleaning team at the start of the relevant shift of any known potential contamination from someone recently tested positive for Covid19 or where someone displaying symptoms and sent home to self-isolate while they await a test.

These areas will require a deep clean and more stringent treatment of items used during the cleaning process.

## **First Aid**

First Aiders will be on site.

## **Premises**

Catch it, Kill it, Bin it posters will be displayed around school alongside distance reminder posters.

Annual School Premises H&S inspection checklist will be carried out prior to opening.

## **Any Person Becoming Unwell at School**

If anyone becomes unwell with a new, continuous cough, a high temperature or a loss of, or change in their normal sense of taste or smell (anosmia) in school, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance ([Stay at home guidance for households with possible Covid-19 infection](#)).

If a pupil who is unwell is awaiting collection, they will be moved, if possible, to the Medical Room where they can be isolated behind a closed door and with appropriate adult supervision if required.

If a pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with COVID-19 symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the student subsequently tests positive (see below). The staff member will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Refer to [COVID-19: cleaning of non-healthcare settings guidance](#).

Fluid-resistant surgical face masks are available for staff with PPE stations in all classrooms, offices and the medical rooms. PPE will also be with first aid kits (PE, Student Services, Reception and Design and Technology).

If a student starts displaying coronavirus symptoms while at school they must be collected by a member of their family or household.

Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

## **Poor Response to an Infection**

We will ensure all staff understand the NHS Test and Trace process. We will ensure that staff and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms (or order via Tel No. 119). Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit;
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace;
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

By the autumn term, we have been assured that all schools will be provided with a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested.

We will ask parents and staff to inform us immediately of the results of a test:

- if a child or member of staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating although it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if a child or member of staff tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste (a cough or anosmia can last for several weeks once the infection has gone). The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

### **Symptoms of Coronavirus**

If a student is displaying any of the three symptoms (cough, temperature, loss of sense of smell or taste), they **MUST NOT** come to school for 10 days and must contact school in the morning to inform of absence and reason why.

If a student displays symptom (temperature, cough or loss of sense of smell / taste) at school on call must be called and the child's parents contacted to remove them from the building. If the test is positive parents must inform the school. The child will not be allowed to return for 10 days and must not display any symptoms on their return.

The same process will be followed by the adults at school:

Staff to inform Julie Ingham or Ian Thompson if they have any symptoms of Covid-19 whilst in school. Any staff member who develops any symptoms whilst in school, will be sent home and the areas which they have been will be deep cleaned.

Parents to follow current absence procedure if calling an absence before school opens by contacting the absence line on 01228 404769.

The Local Authority Public Health Team has produced specific guidance and advice on what to do if someone becomes ill <https://content.govdelivery.com/accounts/UKCCC/bulletins/282a40b>.

All these precautions have been put in place to stop the spread of the virus and to ensure that we all take as much care as possible in ensuring that groups of pupils do not come into contact. We want to protect pupils, families and of course our staff.

**This guidance will be updated and amended in line with updates from Government.**