



# ST PAUL'S CATHOLIC SCHOOL

A Voluntary Academy

24 August 2020

Dear Parents/Carers,

To confirm, we will start to get students returning to us gradually between 1<sup>st</sup>-4<sup>th</sup> September. Students therefore will return on the following dates:

Tuesday 1<sup>st</sup> September – Years 7 & 12

Wednesday 2<sup>nd</sup> September – Years 8 & 11

Thursday 3<sup>rd</sup> September – Years 10 & 13

Friday 4<sup>th</sup> September – Year 9

**Once students return to school they should attend every day.**

Years 12 & 13 will not be required to attend on Friday 4<sup>th</sup> September in order that we can fully induct Year 9, our biggest year group. Year 12 & 13 will be given work to complete at home on this day.

Students will be in school for normal school hours every day and should aim to arrive for 8.15am.

Sixth form will be allowed to leave at lunchtime every day if they do not have a lesson at Period 5. They must sign out at the office.

**ALL students will be in school from Monday 7<sup>th</sup> September.**

On their return to school, students will be placed into “zones” within the school in their year groups. We are required to “reduce movement and year groups mixing as much as possible”. Students will stay in their zone classrooms for all lessons with the exception of PE, Dance, Drama, Future Pathways and ICT. All staff will go the zone classrooms to teach their respective lessons. Students will be with their form tutors for Periods 1 & 2 every morning for the first week for Induction and wellbeing checks. Normal timetables will run from Period 3 every day. From week 2 onwards timetable will run as normal with registration being incorporated into Period 1. Zone areas and rooms are below.

Year 8	Zone Room	Year 9	Zone Room	Year 10	Zone room	Year 11	Zone room
8S	221	9S	102	10S	320	11S	211
8T	222	9T	103	10T	321	11T	214
8P	223	9P	104	10P	322	11P	213
8A	224	9A	106	10A	323	11A	215
8U	225	9U	107	10U	324	11U	401
8L	232	9L	201	10L	325	11L	402
		9R	202				
		9C	203				

Year 12	Zone room	Year 13	Zone room
12S	125	13U	121
12T	126	13L	210
12P	122	13R	123
12A	212	13C	124

Students will receive their individual timetables on their first day back in school.

At 8.30am staff will be on duty to help get year groups to the zone classrooms. Registration will be in the zone rooms and **not** form rooms. Please note the zone room for your child and share this information with them.

#### Arrival to School

If students arrive before 8.15am, they must line up in year groups outside Reception. The student gates will be locked until 8.15am to avoid year groups mixing around the site.

On their first day back in school, Year 7 students should line up outside reception from 8.30am. Staff will organise Year 7 into lines then form groups when they arrive.

Other year groups should go to the following areas from 8.15am:

- Year 8 – Picnic benches
- Year 9 – MUGA
- Year 10 - Zone classrooms
- Year 11 – Zone classrooms
- Sixth Form – Common Room, Study Area & Zone classrooms

If students travel by school bus, we have been asked to tell you that they should sit in their year group. Again, please can you talk to your child about this. We will seat the children on the buses in year groups on the journey home. Students are permitted to wear face masks on the school buses but not in school. Disposable masks may be thrown in the bins outside school reception on arrival to school. Washable masks should be taken off upon arrival at school, put in sealed bag and placed in a blazer pocket or school bag. Student should also bring a small bottle of sanitiser to school every day for their own use; there will also be sufficient opportunity throughout the day for sanitising and hand washing. Students may use their phones for their bus pass but the school policy on mobile phones is that they are **not permitted in school**.

#### Dining

The dining room will be operating but with a reduced menu. We will offer cold sandwiches/rolls, pasta and one hot meal – both meat and vegetarian. Students will not be able to use the reval machines in school to top up their accounts so it is important this is done at home via ParentPay. We will operate 3 different lunchtimes of 35 minutes each and 2 year groups will come down to each one to avoid mixing, with each year group eating in their own space.

Students may of course bring a packed lunch. If students require a snack either before school or break time they must bring one from home as the dining room will not be available for breakfast or break.

Year 7 will need to bring a packed lunch for their first 2 days of school until they have their thumbprints taken and a ParentPay login has been issued.

#### Uniform and Equipment

Full school uniform must be worn without exception. The original guidance around blazers and ties has been lifted. In order to eliminate risk I have decided that when students have PE or Dance, they are permitted to wear their PE/Dance kit that day. (Miss Rodwell wanted me to inform Year 9 Dance students that until they

order the GCSE Dance top, they should wear their PE top instead). We recommend that students bring a spare pair of trainers to change into on their PE/Dance days should they get wet. Students will not need to bring PE kit on their first day back. Aprons will also not be required as there will be no practical D&T lessons in the first few weeks.

Students should come to school fully equipped with stationery and a calculator, if required. They must NOT share equipment. Stationery packs can be purchased from the school office for £3, GCSE calculators for £10 and A level calculators for £20. These can also be purchased via ParentPay.

The use of lockers is not permitted until restrictions have been lifted. If you have paid for a locker for Year 7 these will be allocated as soon as permissible.

As we begin to get used to a new way of being in school we will not have any pre-school or after school clubs at least for the first few weeks. Triple Science **will** be taught after school from 14<sup>th</sup> September. The Science staff will be in touch within the next few days.

We recommend students bring 2 water bottles to school as the water fountains will not be available.

#### Dismissal

At the end of the school day, students will be dismissed at 5 minute intervals from 2.55pm. Parents are asked not to park on site and instead to use the side roads around Spencefield Lane. We cannot have parents wait for students on site at all so please respect this request.

#### Polite Reminders

- **Parents are not permitted to come into school** – if you wish to talk to a member of staff please contact the school and we can make a telephone appointment to call you back. Any notifications to parents regarding updates and important notices will be sent by text message and/or email. Therefore, it is important that we have your correct contact details – if there have been any changes please notify the school office as soon as possible.

**Please do not send your child into school if they or anyone in your household has symptoms of coronavirus.** Full guidance for parents and carer can be found at: <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

I would like to reassure you that I have based my planning on Government advice and a very thorough risk assessment in order to ensure that your child can return to school safely; with so much time lost it is imperative that students return as quickly as possible. The full risk assessment will be available to you on our school website later this week.

Best wishes



Mrs S Conaghan  
Principal