



Guidance for parents – September return to school

Parents' responsibilities

- Please read this guidance with your son/daughter/ward and emphasise the importance of following it.
- Parents must exercise caution and not send students to school if they have a temperature or any other Covid symptoms. Please check the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Parents cannot come into the school with students or at any other time. Parents will not be admitted so that we can enforce social distancing in Visitors' Reception.
- Due to the pandemic **we are unable to have pupils on site before their start time** and we will not be able to offer any after school provision until further notice.
 - **For days with a 9am lesson start, students must arrive no earlier than 8.45am. The school day will end at 2.25pm.**
 - **For days with a 9.25am lesson start, students must arrive no earlier than 9.10am. The school day will end at 2.50pm.**

Behaviour and expectations

We have worked hard to make arrangements in the light of Covid 19 which will protect students and staff and which are easy to follow.

- All students **must** follow these expectations and they must follow staff instructions. Any student who is unable to do so may not be able to attend school.
- For the time being we will not be holding school detentions as this would cause students to mix bubbles. If any student refuses to do as asked by a member of staff or causes persistent disruption to learning, parents/carers may be asked to collect the student and take them home. Arrangements will be made for students to learn remotely. The School's behaviour policy will apply as usual.
- Students must attend in full school uniform.
- When students have PE lessons, they should come to school in their school PE kit on that day and with an item of La Retraite outer wear – either their blazer, La Retraite PE fleece or La Retraite coat.

Face Masks

- The government has issued new guidance on the wearing of face masks and below is the link for advice on how to wear one properly which you should read with your child: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

- If pupils wish to wear a face mask in school, they may do so. They will need to clean their hands before and after putting them on or removing them and they need to have a sealable plastic bag in which to store them.
- Masks should be plain.
- We will update you if the government changes the advice to school on face masks.

Pick ups and drop offs

- To avoid crowds, please ensure that students are dropped off quickly and that you do not wait around the school gates.
- Parents should wait in their cars and not at the gates. Staff on duty will encourage students to move away from the gates as quickly as possible.

Return to school – first days back at school

In order to minimise contact and introduce students to new routines we are making a change to the first days back at school:

Monday 8th September

- Yr 11 - 9am start – 2.50pm
- Yr 13 – 9.25am start – 3.15pm

Changes to normal routines – classes and social distancing

Year group *bubbles*

The government have asked school to minimise contact and advised secondary schools to create year group *bubbles* so students only mix within their bubble. In response to this advice we have changed the usual timetable to make sure that students from each year group stay in one area of the school and that they only have lessons and mix with their own year group as far as possible.

In order to do this, for each year group we have organised:

- the timetable differently so that students will stay in one class for most of the time with teachers moving around to teach them
- a set of classrooms which only that year group will use
- toilets and stairs which only that year group will use
- staggered arrival and leaving times so fewer students are using the entrances/exits at any one time
- separate areas for students to have break and lunch
- all tables to be arranged so that students are facing forward except in IT and music rooms where desks are fixed due to IT equipment

Social distancing

- Students should exercise social distancing (2m) from staff.
- The government has advised that pupils can sit next to each other in class and that it is best if they sit in rows facing the front of the class. We have changed the layout of the rooms so that is possible.
- Students will be allocated seats according to a seating plan assigned by the teacher. The students should not move around any of the classroom furniture or equipment out of the seating plan design.
- For the duration of the day students will remain in their year group bubble and for the majority of lessons in their one small group or 'bubble.' These groups/bubbles will stay together and will not mix with any other groups attending school. This will help to minimise unnecessary contact between students and adults.
- Students must not attempt to socialise with any students outside of this group all day. Failure to do so will result in a student being sent home.
- Students are not allowed to go anywhere else in school other than their identified area.
- Equipment available to students will be limited and where possible, will not be shared. Please see the section below on equipment.
- Students will be allowed to come with only one bag containing their water, snack, books, lunch and pencil case. No other bags will be allowed into school.
- If pupils are doing PE, then they should come in their PE kit to school on that day. We will not be using the changing facilities.
- For the bubble system of minimising contact to be really effective you must discourage your child from socialising with other students outside school or to and from school. If they do meet each other, they need to maintain social distancing and we advise that they should not travel home in big groups.
- Until further notice there will be no after school activities running after school and the library will be closed.
- Students will not be allowed to wait in school or outside school for other students apart from siblings.

Break and lunch: in order to minimise contact we will be offering a reduced service in the school canteen in line with government advice on minimising contact.

In order to keep the year groups separate we can only fit in one opportunity each day for the students to buy lunch. All year groups have two breaks and one of these will be designated as their 'lunch' break; this means that it is the time when they can purchase their lunch. It may be early on some days for example, 11.10am or later at 1.10pm. If they have an early lunch break they can choose to buy their lunch and then eat it in the later break.

The school canteen will be offering students a meal deal priced at £2.35. This will comprise of a bottle of water, a filled baguette OR a patty, and one piece of fresh fruit.



We will review our offer in the autumn term depending on the local and national situation with the pandemic.

All students should have their own water bottle in school. Students will be able to refill their water bottles. Students will not be allowed to drink directly from water fountains.

Students should bring their own snacks if they wish for an additional snack for break. We will let you know when the canteen opens again for other snacks.

Hygiene and safe practices

- Nearly 40 sanitising stations (which operate on sensors) will be available around the school for students to use.
- Students are encouraged to have a small bottle of sanitiser with them in case they decide to put on or remove a mask and are not near a sanitising station.
- Students will be encouraged to wash their hands on arrival and regularly during the day.
- Cleaning and hygiene procedures in school will be enhanced.
- Surfaces, equipment, toilets, etc will be regularly cleaned throughout the day to stop the potential spread of the virus.

Arrival and departure to school

In order to minimise contact we have staggered the arrival and departure times of different year groups and it is important that all students stick to these times.

For a 9am start students will only be allowed on site at 8.45am to allow for hand washing and getting to their classroom.

For a 9.25am start students will be allowed on site at 9.10am.

Students must arrive on time so we can ensure social distancing measures are in place.

We will not be able to look after pupils in school *before* their allotted time and they will not be admitted into school.

Key Stage 3

	Y7				Y8				Y9	
	Start	End			Start	End			Start	End
Mon	09:25	15:15		Mon	09:25	15:15		Mon	09:00	14:50
Tue	09:00	14:50		Tue	09:25	15:15		Tue	09:25	15:15
Wed	09:00	14:50		Wed	09:25	15:15		Wed	09:25	15:15
Thu	09:25	15:15		Thu	09:25	15:15		Thu	09:25	15:15
Fri	09:00	14:50		Fri	09:00	14:50		Fri	09:25	15:15

Key Stage 4

	Y10				Y11	
	Start	End			Start	End
Mon	09:00	14:50		Mon	09:00	14:50
Tue	09:00	14:50		Tue	09:00	14:50
Wed	09:00	14:50		Wed	09:00	14:50
Thu	09:00	14:50		Thu	09:00	14:50
Fri	09:00	14:50		Fri	09:00	14:50

Key Stage 5

	Y12				Y13	
	Start	End			Start	End
Mon	09:25	15:15		Mon	09:25	15:15
Tue	09:25	15:15		Tue	09:25	15:15
Wed	09:25	15:15		Wed	09:25	15:15
Thu	09:25	15:15		Thu	09:25	15:15
Fri	09:25	15:15		Fri	09:25	15:15

Uniform and equipment

- Students should wear their full school uniform and school shoes. They are not allowed to wear any jewellery.
- Students will not be able to use shared equipment in school in order to minimise the risk of spreading the virus.
- Students should bring a pencil case with them containing: black biros, a green biro, a red biro, pencils, eraser, pencil sharpener, glue, child friendly scissors, coloured pencils, pair of compasses, protractor, 15cm ruler and a scientific calculator. The maths department recommends the Casio fx-83gtx model.
- Sharp pointed scissors will be confiscated and returned at the end of the day for the pupil to take home.



- Students will be provided with a school planner when they come to school where they write down all their home learning tasks. This planner has a mini-whiteboard at the back so they can use their own board marker pen on this in class. We will not be able to use the school mini whiteboards as usual.

Risk Assessment

- We have carried out a detailed risk assessment to minimise the possible risks from reopening the school to more students. Please contact the school if you would like a copy of this.
- Whilst we are doing all we can to minimise risk, you will understand that it is not possible to completely eliminate the risks completely. The situation is changing very rapidly as is the Government's guidance. As we have said, we will review all our procedures and policies regularly to ensure that we are meeting all the expectations. This means that these arrangements for the reopening may change at short notice. We will, of course, keep you up to date of any plans, changes and proposals.