



St Francis of Assisi Catholic College

Headteacher Ms P M Hanrahan BA (Hons)

3rd June 2020

Dear Parents and Carers,

Covid-19 update and reintegration plan

I hope this letter finds you all safe and well and having enjoyed the holiday.

The half term ahead presents challenges for us all, as we continue to work and learn in new and developing ways and struggle with the difficulties that Covid 19 has brought. I hope that this letter, the attached photos and risk assessment provide clarity for what the future holds.

Whilst this is a lengthy correspondence, I hope the key headings are helpful and ask that you take time to digest and be aware of all key points.

Remote learning

For **all year groups**, remote learning remains the predominant mode of education during this term. Lessons will continue to be set via Firefly, where students can contact their teachers with questions and queries and staff will continue to set quizzes to gauge learning and adapt the next lesson.

Some staff are able to offer live seminars or pre- recorded lessons and videos. This has worked best with some A level groups but as a school there is not an expectation for lessons to be delivered in this way. Staff and student circumstances vary, and we are committed to our Knowledge Curriculum, booklets and phases of learning. No approach at the moment is perfect but we are confident in our curriculum design and have robust plans for when students do return to ensure we address gaps, due to the time out of school.

Pastoral calls

As shared before half term, all students and families will receive a call home from a member of staff over the coming weeks. We all want to reach out, to touch base and see how everyone is doing and we look forward to talking with you and your child.

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Trips and Refunds

I thank everyone for their patience regarding refunds. I appreciate that this will have been frustrating, but progress is being made and communication is constant with all third-party organisations where money is owed and refunds are due. Each trip is at a different stage of nearing conclusion so it would be remiss of me to say there is a set date for all refunds but as soon as the money for each trip is back with us, individual families will be contacted and refunds processed in a timely fashion.

Health and Safety / Risk Assessment

Governors, the Senior Team and I are committed to ensuring that all measures to reduce risk are considered before opening to more students and staff on **Monday 15th June**. With this in mind please find attached the risk assessment that has been completed for our site. I want to be transparent in sharing this for all parents/ carers and students so that you see we have considered the many ways to minimise the spread of coronavirus. This is a live Risk Assessment and under weekly review with Governors so that we dynamically assess circumstances and react.

There are many questions that you may have regarding how we are endeavouring to keep students safe, which are addressed in the risk assessment but below is a brief summary of key points. There is also a second attachment to this letter which shares photos of the school to give context.

For students we have created four student entrances where only 15 students will enter and exit at any one time, ensured social distancing at these entrances, set up hygiene stations at each, are providing protective masks for students and staff, created areas of the school which only one group of students will use per day and ensure no crossover with another group. We are propping doors open so that handles are rarely touched, amending our cleaning contract so that we have three housekeepers in school when students are on site, sanitising high touch areas regularly, only opening 6 classrooms to students so as to reduce the amount of space used, ensuring rooms are laid out for social distancing, discouraging any meetings or visitors in school, reserving the reception area for staff only to enter and exit the building, ensuring the canteen is laid out for social distancing, not allowing for fingerprint payment, signposting expectations and changing the school day so that crossover of students and staff is greatly reduced, closing all meeting spaces and areas that would encourage group gatherings of staff or students.

It is key to note that there will be a designated member of staff on site, who will take the lead should there be a suspected case of coronavirus or should anyone present with symptoms. If this is the case, we have a thorough process to deal with that scenario.

Year 10 student reintegration

Based on Government guidance Year 10 students will be invited back in small groups from Monday 15th June 2020 (whilst we continue to support children of key workers in all year groups)

In this 'safety first' phase the school day will be transformed so there are only four periods in a day (Periods 1-4). Year 10 has been divided into 16 groups to create a unique 'bubble' system. These groups have no more than 13 students and only 4 groups will ever be on the school site at any one time.

Each student in Year 10 will be assigned a day of the week to attend school, a colour of group and time of arrival via Firefly.

We will be operating a staggered start to the day, with similar allowances being made for break and lunch and Year 10 students will remain in their groups all day and in only one classroom as a group. This equates to each Year 10 student being in school one day per week, having 4 core lessons on that day, then returning on the same day the following week.

Year 10 students will only study English, Maths, Science and RE when in school but all other subject areas should continue to set work remotely. We do hope to be able to expand the curriculum offer before the summer break whilst continuing to follow guidance and being confident that the potential of the virus being shared is further reduced.

As an example, on Monday 15th June those students who are due to be in school, as notified on Firefly, will arrive on site as directed and then be signposted to their assigned colour entrance (see pictures) where they will queue in a socially distanced way, pass through a hygiene station then follow the coloured arrows to their classroom, where they will be sat in a socially distanced layout. Students are to arrive in their school uniform, bring their own writing equipment and their own Knowledge booklet for their lessons. Subject specialists for the core subjects will then deliver a lesson and when it is time for the next lesson the staff member will change but students will remain static so that essentially the student desk is their work station for the whole day.

Breaks and lunch will be staggered and the Senior Leadership Team will lead the movement of groups and supervise the break and lunch times for the four groups in school at different times. The end of the day will also be staggered for students and led by SLT.

When students are out of their classroom for their lunch break, a member of the housekeeping team will enter and sanitise the space whilst the other housekeepers sanitise the canteen area. At the end of the day there will be an opportunity to have a pastoral conversation with a HAL and then there will be a staggered exit of the school via the route that a student entered, again meaning only 15 students in total follow that path.

The following day four different Year 10 groups will arrive and follow the same pattern and this will continue through until Friday. Then on Monday 22nd June those students that were in school on the previous Monday will return and the weekly cycle starts again. The aim therefore is to see Year 10 students for 5 days across 5 weeks before the Summer holiday.

Year 12 student reintegration

Year 12 students will be invited back in teaching groups from Monday 22nd June 2020.

Students will have a double period with their subject areas during the new school day (periods 2 and 3 only) so they do not arrive or leave at the same time as Y10.

Students will be given a timetable via Firefly of when to attend school and they will have a double period of learning with their teacher and must then leave the site. Arrival on site will be guided through a hygiene station and again students will have their own workstation for the two periods. There will be no more than three subject lessons taking place simultaneously in the Gym Hall, New Hall and St. Anthony's (these spaces are laid out with students 3 metres apart) and the timetable will be such that there will be no clashes of subject options. In total, this means students will see all of their subject areas for two double periods between now and the Summer break.

This model for both Year 10 and Year 12 means that we abide by the 25% student number guidance from the Government and all movement is done in a controlled manner. At the end of each day there will be a thorough sanitisation of all workstations ready for the next group of students to arrive on site the following day.

Catering

Our catering provider will offer a service to Year 10 students, but Year 12 students will not have a lunch break in school due to being on site for a shorter period of time. Y10 students will have a 20 minute lunch in their bubble group and the canteen is laid out for social distancing in the queue and then for eating, if students want to eat indoors. There will be a 'grab and go' style service and students will not pay using their fingerprint. There will be a meal deal available to all at a set price of £2.20 which will include a main meal, drink and dessert and this can still be paid through ParentPay and we have a system of recording who takes a meal and will charge this back to individual accounts. Equally, if students would like to bring a packed lunch they are very welcome to do so.

Transport

There will be no school specific bus services running, this includes the SF1 and SF2, which I am aware may be a barrier for some getting to school. The buses that run specifically to our school, and many others, are halted due to the circumstances and the travelling numbers. For those who cannot get to us, we will record the lessons that are being delivered and share these with you to try and support learning as best as we can.

More widely, Government guidelines say that all people travelling should consider alternatives to public transport but for those who do have to use public transport there are measures for travelling safely:

- Keeping 2 metres apart from others where possible
- Wearing a face covering

- Washing and sanitising before and after travel

If students must travel via public transport, we ask that they do so responsibly and in line with the guidance above.

There is a lot of information in this letter which is the culmination of weeks of planning and I can say that the Governors, Leadership Team and Site Team have worked tirelessly to do all they can to mean we are ready to deliver a safe reintegration from Monday 15th June.

Please see the risk assessment attached and photos of the site for further assurances and if you have specific questions that you would like to raise, which are not covered, then please make contact via the support@stfrancis.cc email address.

Yours faithfully,

Luke Salkeld