



## St Margaret Ward Catholic Academy

### New Ways of Working – Year 10 and Year 12 Students

As we prepare for you to come back to school and we increase our face to face support for your learning, we think it is really important to share with you the new ways in which we need to do things in school.

The reason for this is simple – it helps to keep you safe and minimises risks to you. The guide is split into three parts – before and travelling to school, during school and leaving school, so that you know our expectations about how to stay safe at all times. Please read this information before you come to school in the week commencing 15 June.

There are some students and young people who are classed as clinically extremely vulnerable due to a pre-existing medical condition and you have been asked to shield. We do not expect you to attend school and you should continue to be supported to learn or work at home as much as possible. If you live in a house with someone who is extremely clinically vulnerable, you need to talk this through with your parents and make a sensible decision based on this. Of course, we will always continue to support your learning at home.

Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few, if any students, will fall into this category, but you and your parents should follow medical advice if you are in this category.

### Before and Travelling to School

- The most important thing to say is this: If you feel unwell or have any of the three symptoms of the coronavirus (a new persistent cough, a high temperature or a change or lack of smell and taste), you **MUST NOT** come to school.
- The protection of every student is absolutely crucial. Therefore, we advise that the following happens: Students should remove **RINGS, WATCHES, BRACELETS**. Remove false **NAILS**. Trim nails short. This will help keep infection at bay and mean you can wash your hands properly. Those with long hair - tie it up.
- You do not need to wear school uniform – but you **MUST** dress appropriately and sensibly for school. Revealing summer wear is not acceptable. Students should wear appropriate clothing that is easily washable, in line with government guidance.
- You must bring your own pencil case and at least 2 pens.
- You will need to think about how you are going to get to school for your mentoring session. All students will have a different start and end time for your mentoring session and you need to talk to your parents about how you will get to school. Students should not share transport together or arrive in groups.
- All students are encouraged to walk/cycle to school rather than use public transport. Please click on the following link for further information: <https://extranet.dft.gov.uk/safer-transport-campaign/on-your-journey/>

### When You Arrive at School and During the Session

- You will need to walk down the main drive of the school on the pavement.



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- If you are getting dropped off by your parent in a car, please ask them to drop you off in the lower car park.
- Please do not walk up the steps at the front of the school. Please use the ramp and walk towards the automatic doors.
- You will see that the area has been taped off and that there are clear markings on the floor. This is to help you stay a safe distance from each other. Please stand at least 2 metres apart from each other at all times.
- You will have to patiently wait in line stood 2 metres apart.
- The pupil entrance is the ONLY way in and out of the school and will be staffed at all times.
- You will be registered by a member of staff and then you will have to use the hand sanitiser provided to wipe your hands.
- You will then be met by your mentoring session teacher in the main dining room. No student will be allowed to access other parts of the school site.
- Again, whilst you are waiting – you must stand at least 2 metres apart from each other.
- There will be no opportunity to buy any food or drinks from the dining room. You may bring your own water in a bottle, but there will be no opportunity to refill this.
- Your teacher for the session will then lead you to the classrooms being used, up the stairs in the main dining room.
- Your teacher will direct you where to sit for the session. You are not to get out of your seat for the session and walk around.
- Your teacher will then lead the session and talk through with you what you will do.
- You will be asked to think about what work and learning you have done; if you have any questions about your learning, or to ask the teacher to email your normal subject teachers if you are stuck on any issue of your learning.
- There will be time to talk to the rest of the class of students and to talk through how you are.
- There will be an opportunity to talk to a member of staff if you want to talk about anything that is on your mind or if you are struggling with anything.
- There will be an opportunity for you to ask questions and touch base with your mentoring teacher about any aspect of your work. They can and will pass information onto your subject teachers on your behalf.
- You must bring your own tissues. These must be used if and when a student sneezes, and then the tissue must be placed inside the bin in the classroom.
- The rules / expectations of St Margaret Ward will be in operation and students will be fully expected to work with us during these sessions.
- Any issues connected with poor behaviour, which may include deliberately touching each other, taking another person's items and unhygienic practices, will be dealt with in line with



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the amended Behaviour Policy of the school and will be dealt with in a very serious manner as these are clear breaches of social distancing rules.

- Your behaviour in these sessions will be exemplary. We will not tolerate any incidents of poor or unhygienic behaviour. We will still follow the school systems of a reminder, then a warning and then, if your poor behaviour continues, you will be removed from the session.
- If you feel ill at any time whilst you are in school, you must tell the member of staff immediately. You will be removed from the group and looked after by one of our first aiders.
- You will be sat at your own table for the session and will be based in one classroom for the time you are in school. There will be tissues, hand sanitiser and a lidded bin in each classroom in case anyone sneezes. Please use a tissue to catch it and bin it!
- Each classroom will be cleaned with disinfectant after each session.

### Leaving School After the Session

- At the end of the session, you will be escorted down the stairs back into the main dining room.
- You may go to the toilet one at a time. You should only use the toilets by the school library. You must wash your hands and also use hand sanitiser after you have used the toilet.
- You will be signed out by a member of staff and you will need to use hand sanitiser again when you leave the school after your session.
- You must not gather in any sort of group at the front of the school. You must leave the school site immediately at the end of the session, walking down the ramp and up the main drive to the main gates.
- If you are being picked up by car, you must go directly to the car and leave the site immediately.
- All students must not gather in a group at the main entrance / exit to the school. You must immediately make your way home.

I know that this is a long list of our expectations – but they are there for a reason – to help keep you all safe and secure at this time.

Thank you,

Mr. Johnson.