



**A Parental Guide to New Ways of Working – Year 10 and Year 12 Students**

As we prepare for your son / daughter to come back to school and we increase our face to face support for their 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 your child safe and minimises risks to them and others.

There are some students and young people who are classed as clinically extremely vulnerable due to a pre-existing medical condition and they have been asked to shield. We do not expect them to attend school and they should continue to be supported to learn or work at home as much as possible. If your child lives in a house with someone who is extremely clinically vulnerable, you need to talk this through 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 should follow medical advice if you are in this category.

It is exceptionally important to be transparent with you all about what these sessions will entail and also what measures will be put into place to ensure everyone's safety during these sessions. As a result, please find below a list of procedures and protocols which will be in place at St Margaret Ward from 15 June 2020.

All students **MUST** follow the following procedures at St Margaret Ward Academy for their session:

- If a student feels unwell on the specified day, they **MUST NOT** attend the session. A phonecall must be made to the school office to pass this information on.
- All students are encouraged to walk/cycle to school rather than use public transport. Please follow the most recent government guidance on travelling using public transport. Please click on the following link for further information:  
<https://extranet.dft.gov.uk/safer-transport-campaign/on-your-journey/>
- There are staggered start and finish times for each small group of students and staff to protect and keep social distancing rules.
- The only access for all students is by the pavement on the main drive.
- Parents / Carers may drop off their children in the school car park but must not congregate in any area of the school site.
- 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.



## St Margaret Ward Catholic Academy

- Students do not need to wear school uniform for these sessions. They should wear something that is appropriate for school, which is comfortable and easily washable when the student returns home. Revealing summer wear is not acceptable. Students should wear appropriate clothing that is easily washable, in line with government guidance.
- The normal and existing rules regarding jewellery, make-up, piercings, hair style and colouring still apply to all students.
- Students are allowed to bring a filled water bottle only to the session. There will be no opportunity for this bottle to be refilled.
- Students must not bring any other food and drink items into the session. Students will not be allowed to eat anything during the session.
- Students must meet in a socially distanced queue 5 minutes before the start of their session by the pupil entrance to the school. All students will use the ramp at the front of the school to gain access to the pupil entrance. There will be taped off areas and clearly identified areas where students will line up.
- All students must stay apart from each other by at least two metres.
- Students will enter through the pupil entrance; they will be registered by a member of the Senior Leadership Team of the school.
- Students will then use the hand sanitiser provided to sanitise their hands prior to the session starting.
- Students will then be escorted to the classroom that they will use by their teacher.
- All students must remain in their classroom for the whole session.
- Students will be allowed to go to the toilet by the school library only. Hands must be washed after going to the toilet and paper towels must be used as the hand dryers will be switched off. The paper towels must be placed in the bin.
- No student will be allowed to access other parts of the school site.
- Students must bring their own pencil case and 2 pens to the session, to minimise risk of transmission of any infection.
- Students must sit where directed by the member of staff and follow all instructions at all times during the session.
- If there are any incidents of poor behaviour, then the school reserves the right to remove the place for all further sessions.



## St Margaret Ward Catholic Academy

- The session will be based on writing about what they have done in their remote learning so far, and what they plan to do over the next week. Students will leave with a paper copy of what they have written down.
- Part of the session will be around any questions that they wish to ask subject specific questions to their teachers. For example – ‘I am really struggling on this particular aspect of my work?’ Students should think about this prior to the session. This piece of paper will be retained by the school and used as a means of communication between student and class teacher.
- Students must bring their 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 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.
- The session will end, and all students will be brought back down to the pupil entrance by their teacher.
- Students must again use hand sanitiser as they exit the building.
- Students must not congregate outside the pupil entrance / exit to the school and must leave the school site immediately spaced apart from other students.
- Parents who are collecting their child by car must wait in their cars in the school car park.
- During the change-over session and before the next group of students arrive, all surfaces, desks, hand rails, door handles will be wiped with a disinfectant spray by a member of the site team.

I am aware that this can be seen as a daunting list of do’s and don’ts for your child at this time. However, we are all trying to minimise the risks of infection for all students and staff.



## St Margaret Ward Catholic Academy

I do hope that after reading this list, you will be reassured that we will be doing everything possible to ensure the safety of your child for the time that they are with us. Since the session is one hour in length, there will be no opportunity for any students to buy food of any description / use the dining room for socialising in etc.

If you have any further questions, please do not hesitate to email me at: [pjohnson@smwca.org.uk](mailto:pjohnson@smwca.org.uk) and I will try my best to answer your query.

Yours sincerely,

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