



1. Guidance for Parents and Children to Promote and Maintain Safer Working Practice During COVID-19 from September 2020: Updated 14 September 2020

2. Appendix A – Appendix to the Behaviour Policy.

This guidance booklet is intended as a source of guidance and reference for all parents and carers of students at St Margaret Ward Catholic Academy during the current COVID-19 pandemic. This is a working document and will be adapted in accordance with government guidelines. All parents are asked and encouraged to follow all procedures and guidance to protect themselves, and others, by promoting social distancing in and around the school site.

We have welcomed all our students back to the academy since the 2nd September. Attendance at school during the next academic year is going to be **more** important **than** ever. I can imagine that as parents you have many questions about your child returning to school. This updated guidance document will help you to understand how we are following all the latest DfE guidance on the safe opening of our school to all children.

With attendance being so important from day one of the Autumn term, we are already thinking about how we are going to acknowledge and celebrate with children who have 100% attendance in the next academic year. This will, of course, be carefully monitored and any child that has been unable to attend school due to possible COVID-19 (as contacted through the NHS track and trace system) or confirmed COVID-19 will not miss out.

Please follow the link below for the DfE guidance – the information is really useful.

<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>

Should you have any questions regarding attendance and the safe opening of our school to all children, please do not hesitate to contact Mr Johnson or Mrs Farrer. Our risk assessment is also available on our website. The DfE have provided extensive guidance for school in preparing for all pupils to return full time from the start of the autumn term. This guidance document is in full accordance with the DfE guidance.



We will comply with health and safety law. An updated risk assessment has been carried out and proportionate control measures have been put in place. Essential measures within the risk assessment include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene with increased use of hand sanitiser
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:
 - grouping children together
 - avoiding contact between bubbles
 - restricting contact between groups where possible
 - arranging classrooms with forward facing desks

A requirement that people who are ill stay at home

- Pupils, staff or any adults who have symptoms or have tested positive for COVID-19 must not come into school for at least 10 days. If they have a test that returns as negative they may return to school once they feel well.
- If anyone becomes unwell with symptoms of coronavirus (continuous cough, high temperature or has a loss of, or change of sense of taste or smell) they will be sent home immediately and arrange a COVID-19 test. Families must wait for the result of the test. If the test is negative and the student feels well enough to come to school, then they should do so. Please inform the school of the test result before your child returns to school. If the test is positive, then you must inform the school as soon as possible. In this instance, other members of the household (including siblings in school) should then self-isolate for 14 days.
- Whilst your child is waiting to be collected there will be an adult supervising them. This adult will observe social distancing remaining over 2 metres away from the child (ideally behind a closed door). PPE may be worn by the supervising adult if this is deemed necessary.

Robust hand and respiratory hygiene

- All students are expected to wear their full school uniform. Uniform does not need to be washed any more than normal. On the days in which your child has PE, they must arrive in school in their PE kit. All students may also wear a pair of unbranded, plain black jogging bottoms over their shorts or leggings and also wear their blazer over the top of their PE kit. Due to current government guidance, there will be no opportunity for students to get changed in and out of their PE uniform.



- Students will be required to sanitise their hands when they arrive at school, before and after break and lunch times, before and after eating and before the end of the day. All children will be encouraged to following safe handwashing guidance -washing their hands for 20 seconds with soap and warm water or with hand sanitiser.
- All staff will model this to help the all students to support their hygiene. Please support them to regularly do this at home as well.
- All classrooms will have a lidded bin and a supply of tissues. Students will all be encouraged to 'Catch it, Bin it, Kill it', disposing of their tissues in the lidded bin. Students will also be encouraged to avoid touching their mouth, nose and eyes with their hands.
- Students will be positively encouraged to use hand sanitizers whenever they pass them in the school.
- All students and adults may wear face coverings when moving around the school or in communal areas. The wearing of face coverings is not mandatory.
- In the event of local lockdown and restrictions being put into place; it will be mandatory for face coverings to be worn by students and adults when moving around the school or in communal areas.
- Face masks will not be worn in classrooms unless this is identified on a risk assessment.

Enhanced cleaning arrangements

- A clear routine for frequent cleaning throughout the day will be in place.
- Regularly touched items such as door handles, toilets sink etc will be cleaned at frequent intervals throughout the day.
- All students will use clearly identified toilets in differing zones in the school.

Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

- All students will have staggered start and end times to the school day.
- All students will be working in 'zoned' areas of the school building.
- All students will have a staggered break and lunchtime in their zoned area of the school.
- Contact between individuals will be kept to a minimum however, the aim is still to deliver a broad and balanced curriculum.



- Where students do have to move to a specialist area of the school, staff will escort student to that area, ensuring that the class / group do not come into close contact with other year groups.

Grouping Children

- Each Year Group will consist of a 'bubble' with a maximum of 215 students.
- All students will be taught in groups. For KS3, this will mainly be their form group. For KS4 and Post 16, it will consist of their usual teaching class.
- Students in each year group will be largely restricted to their zone of the school. If necessary, KS4 students will have access to specialist rooms where possible and practicable. PE lessons will be taught as larger groups within the bubble.
- Post 16 students will be treated as one 'bubble' across the Trinity Sixth Form so that students can mix across the three schools.
- Teachers and other staff do not need to be allocated to a class and can operate across different groups of children. Wherever possible staff should stay 2 metres away from pupils.

Classrooms

- Ideally all staff should remain 2 metres away from pupils. Where this is not possible adults should avoid face to face contact and time spent within 1 metre should be a minimum.
- Pupils that need contact care should continue to receive this as normal.
- All desks must be forward facing and pupils sit side by side rather than in groups facing each other or side on.
- In some classrooms across the school, where it is not possible to sit all students facing forwards, plastic / acrylic dividers will be in place because of the unchangeable layout of the classroom. These rooms are IT 1 and 2; IT 3; Graphics; Food / Catering / Product Design and the Post 16 Library
- From Year 7 to 13, all desks will be forward facing and children will sit side by side.
- For individual and very frequently used equipment, such as pencils and pens, staff and children will have their own items that are not shared.
- Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different classes, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.
- Students must bring their school bag and all of the items that are considered 'essentials for learning'; which now includes a glue-stick. A list of all of these items is clearly visible in the student planner and also clearly displayed in each classroom.
- Initially and wherever possible, students should bring their own packed lunch. All students must bring an outdoor / waterproof coat preferably with a hood as there will be no access to the interior of the school site before 8.30 am.



- Mobile phones are allowed – but we will keep with the policy that is in current operation. Students should not contact home if they feel unwell. They should inform their class teacher who will send them to the First Aid area of the school.
- All students should bring in their own filled water bottles. There will be limited access to water machines throughout the day. Water bottles need to be taken home each night, sanitised and then filled up at home for the next day.
- Online homework tasks will be developed through the increased use of MS Teams. Tasks can be given but these should not be physically brought into school. There will be an increased use of blended learning, which is where homework will be submitted electronically to the teacher for marking through the increased use of school email and MS Teams. Blended learning may need to increase or decrease as time goes on.

Gatherings

- Groups should be kept apart and so we will not have assemblies. We will continue to use a digital format (TEAMS) to host assemblies that would normally take place.
- Children will need to eat their lunch in their zoned area, which will be clearly identified to them.
- We ask that parents do not to congregate at any point in the school day on or near the school grounds and all parents must observe social distancing.
- The school carpark will remain closed so we can use the school driveway as a safe access for all pupils. Only the main driveway down to the middle gates will be open for arrival and collection. There will be a new one-way system in operation.
- Unfortunately, we are unable to permit parents to enter the school building other than the school's office area. The school office will keep the hatches shut when speaking to parents.
- Face to face meetings with parents will not be possible during the Autumn Term. Any conversations will take place via a phone call. Other than for drop off and collection parents should not come on to the school site without appointment.
- We understand that parents may wish to pass a message on to their child's class teacher. Where possible this should be through email. However, parents may speak to a teacher outside at a distance of at least 2m if the teacher is able to do so.
- Any students arriving to school with a face covering will need to remove these when entering the school premises unless this is worn for religious reasoning. They must wash their hands immediately. The face coverings should be placed in a plastic bag to take home and not used again until they are well away from school.

NHS Test Track and Trace

All parents/carers need to understand that they will need to be ready and willing to:

- [Book a test](#) if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 will need to be helped by their parents/carers if using a home testing kit (schools will have a limited supply of home testing kits)



- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [Self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Please see the flowchart at the end of this document for further advice

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Parents/carers should inform the school immediately of the results of a test:

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia (smell blindness) can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Minibuses

- School minibuses can be used however, only children in the same bubble may travel together. Before boarding all students and adults will use hand sanitiser. The same should happen on leaving the minibus. Students must be orderly when getting on and off the bus and wherever possible social distancing should be used. Anyone over the age of 12 should wear face coverings when travelling in minibuses. The driver and any other adults on the minibus need to wear a face covering. The procedure outlined in this guidance must be followed when removing face coverings. This should always be done outside of the vehicle and while socially distanced for others.
- We will only use bus companies when absolutely necessary and must be satisfied that the same procedures for school minibuses is followed by the coach company.



Other staff

- We will welcome visitors to the school such as peripatetic teachers, individual specialist tutors, supply teachers and other curriculum subject visitors within the school day. All visitors will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.
- We will ensure that peripatetic teachers such sports coaches, and those engaged to deliver before and after school clubs understand our procedures and follow them.
- Volunteers will be welcomed in school providing all safeguarding procedures have been followed. Volunteers will not be able to mix with different groups and must follow all school procedures.

School safety

- Break times will be staggered.
- The established system of walking on the left-hand side at all times that supports social distancing will remain.
- All areas of the school should be well ventilated wherever possible. Hand driers in toilets and air-conditioning units will be switched on.

Educational Visits

- We will not have any overnight visits or a residential in the autumn term. We will, however, resume trips to support our broad and balanced curriculum.
- We will also make use of outdoor spaces of the school site in order to support the delivery of the curriculum.
- As normal, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. We will consult the [health and safety guidance on educational visits](#) when considering visits.

School Uniform

- Uniform for children will be in line with normal policy. These do not need to be washed any more than normal.

Extra-Curricular Activities

- Extra-curricular opportunities should continue for all pupils wherever possible however they should only have 1 group in them at a time.
- Groups for more than 1-year group should not take place.



SMW Magic Breakfast

- Initially 'Magic breakfast' will not be in operation in the dining room.
- We will review this after the first two weeks of the school year and then look at ways in which we can possibly accommodate this club.

Curriculum

- We have worked so hard to develop a rigorous and knowledge-rich curriculum that engages all learners. Due to this we will ensure that children have the same exposure to a full broad and balanced curriculum and the National Curriculum in full.
- Departments are starting the year with some low-stakes baseline assessment and ideally this should be completed before the end of September. We will be looking at how to ensure that all students catch up on missed learning of key concepts, knowledge and skills.
- Should we go into a local lockdown or into a tiered lockdown, we will be ready to deliver the full National Curriculum using remote learning methods (TEAMS). All students should be taught to use TEAMS effectively as soon as possible in September. For new Year 7 students, this has been done as part of the 'Orientation' sessions. All students must be reminded of how to access TEAMS using their school email account and be constantly reminded of the need to use their school email account, which protects them.
- All staff will set up their class 'Teams' by the end of the first week back in September. In the event of a tiered, local or national lockdown, students will follow their timetable as normal.
- Homework is to be set as learning homework through Teams or other online resources and most marking will need to be done by the student themselves as teachers and departments should follow their departmental policy on feedback and marking.

Physical Education

- PE is an essential part of our curriculum. Sports equipment should be thoroughly cleaned between each use by different individual groups, and contact sports must be avoided.
- Outdoor sports are being prioritised where possible, and the hall used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. The hall will be cleaned before another group can use it.
- We should do all we can to promote active outdoor exercise.



Appendix to the St Margaret Ward Way [Behaviour Policy]

4.1 Scope

This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Students, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

4.2 Expectations for students in school

4.2.1 New expectations

When students are in school, we expect them to follow all of the expectations set out below to keep themselves and the rest of the school community safe.

Staff will be familiar with these expectations and make sure they are followed consistently.

Parents should also read the expectations and ensure that their children follow the new procedures that have been put in place. Parents should contact Paul Johnson (Vice Principal) if they think their child might not be able to comply with some or all of the expectations, so we can consider alternative arrangements with them and support them to integrate back into school life.

1. Students must follow the reasonable requests of staff at all times whilst on the school site throughout the school day.
2. Students should not enter the school site until at least 8.10 am in the morning.
3. Students should gather only in the places that have been allocated to them in the morning.
4. Students must not enter the school buildings until directed by a member of the school staff.
5. Students must always sanitise their hands on arrival at school as directed by their form tutor.
6. Students must ensure that they bring all of the essentials for learning with them every day.
7. Students must ensure that they wear / bring a waterproof / outdoor coat for when it is raining.
8. Students must not go into other Year Groups zoned areas at all throughout the day.
9. Students must only gather in the specified area of the school during break and lunchtime.
10. Students must ensure that they leave the school site at the end of the school day.
11. Students must ensure that they follow the health and safety procedures that will be explained to them on the 'Orientation Days'



12. Students must regularly and routinely wash their hands throughout the day.
13. Students must use the toilets as directed by the teachers, and this will be explained to them thoroughly.
14. Students must go to their classroom and follow all the procedures outlined in the St Margaret Ward Way.
15. Students must use the 'Catch it, bin it, kill it' routine for when they sneeze.
16. Students must tell a member of staff if they feel unwell or are showing any symptoms of COVID-19.
17. Students must not share any of their personal school equipment with each other.
18. As the whole school is returning to school after a period of missing school, your behaviour needs to be exemplary.
19. We will not tolerate any incidents of poor or unhygienic behaviour such as 'coughing or spitting' at any other member of the school community.
20. Unless a student has an extra-curricular activity or a detention, all students must be off site by 3.45 pm at the latest.

4.2.3 Rewards and sanctions for following rules

To help encourage pupils to follow the above rules, we will:

- Continue to reward excellence in all aspects of school life through the rewards policy of the school.

However, if pupils fail to follow these rules, we will:

- Continue with our normal sanctions system, which will include Same Day Detentions, which will commence on 14 September for Years 8 to 11 and from 21 September for Year 7. These detentions will take place in Year Group bubbles led by the Head or Assistant Head of Year. We will continue the use of the Internal Seclusion Centre (the Zacchaeus Centre) across all year groups with full social distancing measures in place.

4.2.4 Changed rules

Until further notice, we will alter the following school rules:

- Expectations for attendance – the [latest government guidance](#) says attendance will be mandatory from September. This means that as an academy, we expect a minimum of **96%** attendance to school from every student from Year 7 to Year 13. Our normal school rules for attendance and punctuality will apply from 7 September 2020.
- Expectations for uniform – From September 2020, all pupils must wear uniform to school and follow normal school rules on uniform as set out in the section of our behaviour policy. If pupils cannot wear their full uniform, parents should contact Paul Johnson (Vice Principal).



4.3 Expectations for pupils at home

4.3.1 Remote learning expectations

If students are not in school, we expect them to follow all of the expectations set out below.

Parents should also read the expectations and ensure their children follow them. Parents should contact Paul Johnson (Vice Principal) if they think their child might not be able to comply with some or all of the expectations, so we can consider alternative arrangements with them and support them with their learning.

All students should:

- Be contactable during required times – although we will consider that pupils may not always be in front of a device the entire time
- Complete work to the deadline set by teachers
- Seek help if they need it, from their usual class teachers
- Alert teachers if they're not able to complete work
- Use proper online conduct, such as using appropriate language in messages and in emails to all staff. Students are expected to refer to staff in the usual manner as if they were in school

4.3.2 Dealing with problems

If there are any problems with students adhering to rules around remote learning, including if they don't engage with the remote learning set for them, we will:

- Look into ways in which we can support the remote learning of students by them coming into school in full uniform and working from a computer station, whilst being fully supervised by a member of staff.

4.4 Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum on a monthly rolling cycle by Paul Johnson (Vice Principal). At every review, it will be approved by the full governing board.

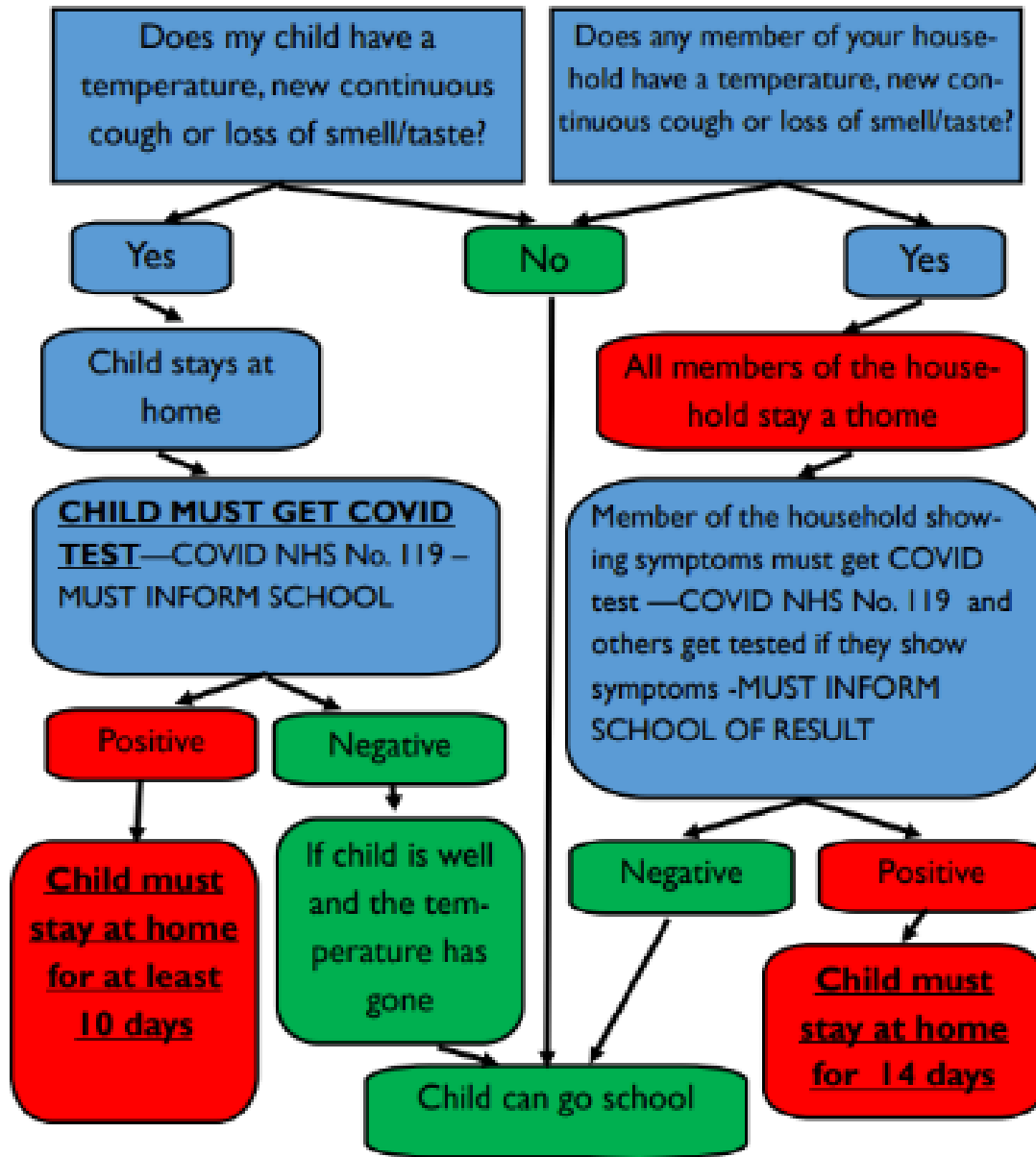
4.5 Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child protection policy
- Behaviour policy
- Health and safety policy
- The Student Code of Conduct
- The Home / School Agreement, which can be found in the student planner
- The Addendum to the Home School Agreement



COVID Symptoms At Home Flow Chart



If a child shows any COVID-19 symptoms they cannot return to school without a **NEGATIVE TEST**

If you are contacted through NHS Track and Trace and your child was with you during the contact with the person who has tested positive—you and your child must self isolate for 14 days, even if either of you receive a negative test.