



ST MARGARET WARD CATHOLIC ACADEMY



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04A/Information/Post 16/PJ/LN

2nd March 2021

Dear Parent / Carer of Post 16 students

IMPORTANT INFORMATION ABOUT HOW WE WILL OPERATE FROM MARCH 2021

Our eyes are firmly fixed forwards to welcoming your son / daughter back to St Margaret Ward Catholic Academy in March.

I can now confirm the following for Post 16 students:

- **Testing for those who have given consent will be on Friday 5 March. You will be notified when the booking system opens to book your child's test.**
- **All students return for face to face lessons on Monday 8 March.**

I know and fully understand that you may be anxious and worried about what will happen in March, and the purpose of this letter is to try to put your mind at rest and give you as much information we currently have about how we will operate as a community from 8 March, when your son / daughter re-joins us.

First of all, can I take this opportunity to thank you on behalf of the staff for all the support you have given to us as a school community. We fully recognise that the past weeks have been different, anxious and emotionally draining for all of us as we have had to cope again with massive changes to how we live our lives. The main point to share with your family is that we will do all that we can to welcome your child back and return to our routines and the 'normal' way of school life as quickly as possible. We are all in this together, and together we will get back to a more familiar way of life where we will deliver the highest level of education and pastoral care as we can.

For your child, much will remain the same as we left before this current lockdown. We are keeping the Year Group zones, bubbles, timetables and times of the school day. We want everything to work as it has done from September to December. The three noticeable outward changes will be:

1. The requirement for students, wherever possible, to wear face coverings in classrooms as well as in communal areas within school. There will be no requirement to wear face coverings outside the building at break and lunch times until students are directed to do this during line up.
2. There will be more ventilation in classrooms, with more windows open and doors propped open to allow fresh air to circulate.
3. The home testing for students and families who have given consent.

If, having read through this letter, you have any questions or queries, please do not hesitate to contact Mrs Farrer (hfarrer@smwca.org.uk) for Years 7, 8 and 9 and Mr Johnson (pjohnson@smwca.org.uk) for Years 10, 11 and Post 16 students.

Please read the remainder of this letter very carefully. The rationale for this is that everyone's health and safety is our number one priority.

If you require this information in a different format, please contact the school.



Post 16 Parent and Student Information

- It is mandatory that your child attends school and is on time from 9 March.
- If your child feels ill, or is showing any symptoms of COVID-19, then it is essential that they do not come to school. Please email the school absence line: studentabsence@smwca.org.uk
- You must follow the advice and guidance of the government in getting your child tested.
- If the issue is directly related to COVID-19 and you need to inform us of symptoms or a positive test result please use: c19@smwca.org.uk
- **Post 16 students will re-join us on 9 March starting at 8.45 each day. School will continue to start for Post 16 students at 8.45 am each day until further notice. Please see later in the information on where you should drop your son / daughter off.**
- Face to face timetabled lessons will re-commence on 8 March. This will be week 1 of the school timetable.
- Travel between partner schools across the Trinity Sixth Form will commence on Tuesday 9 March.
- We strongly recommend that all students bring their own re-usable water bottle that can be refilled with the newly installed water fountains in the school.
- We would strongly recommend that all students bring their own small bottle of hand sanitiser, which can be refilled on a nightly basis.
- All students must attend in full school uniform and also have their school bag with their essentials for learning in there. In terms of clarity for all parents, the school designates that the following are considered as vital.
- The essentials for learning are:
 - Pencil case; which will include:
 - 2 pens (black or blue)
 - A green pen
 - A pencil
 - A ruler
 - A rubber
 - A sharpener
 - A glue stick (if needed)
 - A calculator (*The school highly recommends the following model, which can be bought from the Maths department at a cheaper price - Casio fx 83 GTX*) (if needed)
 - A reading book
 - Their planner
- Guidance from the government states that we should not lend out and share any of these items with students, as this may increase the risk of virus transmission.
- Please drop your child off either in the bus lane area at the front of the school, or by driving down the main drive and dropping off by the middle gates then exiting along Stross Avenue.
- There will be no vehicle access for parents past the middle gates. There will be a one-way system in operation, so vehicles must leave the site by turning left onto Stross Avenue.
- The outside of the school site will be open to students from 8.10 am. Students can access the site via:
 - The Greenway gate
 - The main drive
 - The top path by the bus lane

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- **The inside of the school buildings will remain locked and closed for Post 16 students until 8.15 am.** Because of this, we are strongly advising that all students wear a suitable waterproof outdoor coat. The coat should be plain and have minimal branding. **Please note that denim jackets / leather jackets / hooded tops are not classed as suitable coat.** No student will be allowed access indoors before 8.15 am.
- All Post 16 students must initially use the main visitor entrance to gain access to the school building.
- All students must use the card reader function of the Inventory system to sign in and then all Post 16 students should proceed to the Post 16 Study Room initially, as the main hall is being used for mass testing of students.
- Students must not walk around the building. No student should deviate from this route.

Just like we did from September to December, at 8.45 am each day, the following will happen:

- The Post 16 Pastoral Team will assemble together in the Post 16 Study Room and then Form Tutors will escort students to their designated form rooms.
- The Head of Post 16 and the Post 16 support worker will organise the movement of students.
- Hand sanitiser will be available and must be applied by students as they come into the school building.
- There will be at least a 2-metre gap between the Tutor and the form and the next form.
- All students must walk on the left-hand side and in single file.

Just like we did from September to December, this will happen throughout the day:

- Post-16 lessons will take place in a number of different rooms and not necessarily the same room for each subject, this is because of the work we have had to do in zoning the school for Year 7 to 11 students.
- It is important to stress that Post 16 students will be moving from room to room, and therefore they must ensure that they walk on the left-hand side at all times and socially distance themselves from students in other year groups who may be moving at the same time.
- For some lessons, students will need to move to a specialist area of the school.

Just like we have done from September to December, this will happen about the use of the toilet:

- Usually at St Margaret Ward Catholic Academy, students are not allowed out of lessons to go to the toilet.
- However, these are unusual times. Students will be allowed to go to their nominated toilet during lesson times and also during their break and lunchtimes. This is to allow for social distancing and also to avoid the mixing of Year Groups at break and lunch.
- We have allocated toilets opposite RE 4 and also opposite IT 1 & 2 as the Post 16 toilets. Each toilet clearly identified for Post 16 male or female use.

Just like we did from September to December, breaktime and lunchtime will look like this:

- Breaktimes and lunchtimes will be staggered for the whole of the school.
- Breaktime for Post 16 students will take place from 11.10 am and 11.25 am. It is important to stress that all Post 16 students will not be allowed off site at this time.
- Lunchtimes for Post 16 students will take place from 12.25 pm until 12.55 pm. During this time, Post 16 students will be allowed off site, but they must sign out using the card reader and then sign back in on arrival back into the building.
- We reserve the right to take this privilege away from any student if they are repeatedly late for a study period or a lesson in the afternoon.

Just like we did from September to December, the end of the day looks like this:

- Post 16 students will finish school at 3.05 pm each day.
- Class teachers will ensure that students sanitise their hands and then escort them around the side of the main building, in front of the school, up the main driveway of the school and up onto Little Chell Lane. Students may also leave via the Greenway gate.
- Class teachers will walk with their class up to the main path gates from 3.15 pm.

If you require this information in a different format, please contact the school.



Any other important information

We expect all students to behave impeccably at all times and to learn that 'Excellence is a Habit' that takes time to form and be formed with students. We all get things wrong from time to time and if your child chooses not to follow the reasonable requests of staff and follow instructions,

Equally, we will continue to reward students who do as they are asked, complete work to their highest standard and continually seek to improve on their previous best and become the best version of themselves that they can be. To aid this, please find on the next pages an addendum to the Home / School Agreement. This clearly sets out what we will do and what we expect all parents to do in supporting your child at this time.

I know that this is a huge amount of revised information to share with you, but, as I am sure you will recognise, it is important that we work together to ensure that everyone who re-joins us on 11 March stays and remains safe at all times.

As I mentioned earlier, can I thank you for taking the time to read all of this information and if you have any questions, please do not hesitate to contact Mr Johnson who will be able to help and answer your queries.

Yours faithfully



Mr P Johnson
Vice Principal

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