



St Margaret Ward Catholic Academy Additional Home – School Agreement



Our part - school will:	Your part – you will:
<ul style="list-style-type: none">• Re-open to all students on 10 March with an expectation that everyone will attend at the start time and date that will be identified to you.• Ensure that your child's safety is our number one priority and we have introduced many new measures to reduce the risk of coronavirus spreading in school.	<ul style="list-style-type: none">• Send your child to school as attendance is mandatory from 10 March.• Please telephone the school prior to the start of term if you have any concerns.• If your child is vulnerable, inform the school so that we can discuss additional support for him/her.
<ul style="list-style-type: none">• Introduce further measures in school to enable a safe return for all students and staff.• Follow the government's 'prevention rules' such as regular handwashing and 'catch it, bin it, kill it' when a person sneezes etc.• Explain all new procedures to staff and students.	<ul style="list-style-type: none">• Send your child to school in clean uniform every day (i.e. in a good and hygienic state not necessarily washed every day) and talk to them about the new measures outlined in this agreement.• Explain how exciting it is to be returning to school but new ways of working are necessary to keep us all safe.
<ul style="list-style-type: none">• Stagger key parts of the day (such as break and lunch) and use different entrances, exits and stairs to reduce students being exposed to large groups of people.• Ask students to clean their hands at key points of the day and provide hand sanitisers too.	<ul style="list-style-type: none">• Ensure your child understands the need to follow staff instructions.
<ul style="list-style-type: none">• Ensure your child is in a 'bubble' with the students in their Year Group during the day so that he/she is only mixing with the same children.	<ul style="list-style-type: none">• Support the new bubbles and talk to your child about the changes in school.
<ul style="list-style-type: none">• Arrange for students in Years 7-11 to experience the least movement possible within their 'bubble' whilst still ensuring a broad and balanced curriculum.• Ensure all students will have Registration and Form Tutor time. This will be staggered from 8.30 am on a daily basis. Assemblies / Collective Worship will move to online delivery.• Arrange for Years 7, 8 and 9 (KS3) students to be taught in their forms. These measures will limit movement in the corridors. Obviously, there will still be a need for some students to change classrooms within the zoned rooms or movement down to the PE department for sport lessons.• All students will be sat in an alphabetical seating plan and all students will be facing the front of the room.• Where possible in KS4, students will be taught in their teaching groups and students will remain in zoned areas of the school. For example, where a pupil is in more than one class for English but in another class for Maths, the student will move to the relevant room for each subject.	<ul style="list-style-type: none">• Be aware of your child's timetable to ensure they understand the implications of movement between lessons including the importance of cleaning desks and walking in single file.• When your child has a PE lesson, they should come into school wearing their school PE kit, with a pair of plain (unbranded) black jogging bottoms and also wearing their blazer and a coat.• Limit the amount of equipment your child brings into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones.

<ul style="list-style-type: none"> • These rooms will be closely located and bubbles will not mix due to the specific area designated to each Year Group. • Desks will be cleaned when a child moves classrooms. Where specialist rooms are required, for example, in Design and Technology, Dance, Drama Music movement will take place once the rest of the students have completed movement in their designated areas and students will be escorted by staff to ensure social distancing. • The Sixth Form will be its own bubble and students should not come into contact with lower school students. Students in the Sixth Form will access classrooms in other zones of the school and we will ensure that they do so without coming into contact with other students. Seating plans will operate but due to the nature of the curriculum students will move classrooms within the Sixth Form. • They are in much smaller groups in Years 12 and 13 and therefore the risk is lower as social distancing will be more possible. • All students must bring their own equipment and must not borrow equipment from other students. 	
<ul style="list-style-type: none"> • We will provide a broad and balanced curriculum, with additional intervention if needed. 	<ul style="list-style-type: none"> • Support our new measures to keep your child safe.
<ul style="list-style-type: none"> • We will not hold large gatherings such as assemblies or Acts of Worship 	<ul style="list-style-type: none"> • Understand that we are acting to protect the health and wellbeing of the school community.
<ul style="list-style-type: none"> • Explain that pupils and teachers can take books and other shared resources home. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources. • Work should be submitted and marked electronically wherever possible. • Ensure that students print out the work and stick it in their books after it has been marked so they have a revision record. 	<ul style="list-style-type: none"> • Encourage your child to submit work electronically where possible and when requested by the teacher. Ensure your child sticks their returned work in their exercise books.
<ul style="list-style-type: none"> • Not use resources that are hard to clean. • Sport will be non-contact and students will not need to use changing areas. • Clean all areas such as Science Labs after use. 	<ul style="list-style-type: none"> • Talk to your child so that he/she understands the changes in school.
<ul style="list-style-type: none"> • Ensure your child remains in their bubble during break and lunchtimes. Staff will supervise this carefully. 	<ul style="list-style-type: none"> • Support our new measures to keep your child safe.
<ul style="list-style-type: none"> • Ensure that hand sanitisers, soap, paper towels and other cleaning products are in plentiful supply at school. 	<ul style="list-style-type: none"> • Encourage your child to follow good hygiene practices at home and school including washing their hands for at least 20 seconds and avoiding touching their faces. Do not ask for your child to wear a face covering in school as these are not advised by Public Health England.
<ul style="list-style-type: none"> • Clean the school regularly and thoroughly throughout the day. 	<ul style="list-style-type: none"> • Understand that we are trying our best to ensure good hygiene in school.

<ul style="list-style-type: none"> • Provide after-school support for those who need it. • Ensure that students remain in their 'bubble' wherever possible although some mixing is permitted in small, consistent groups. 	<ul style="list-style-type: none"> • If your child is taking part in external clubs and activities, seek assurance that the providers are carefully considering their own protective measures, and only use those providers that demonstrate this.
<ul style="list-style-type: none"> • Immediately send anyone home if they display any signs of coronavirus following the guidelines of dealing with a suspected coronavirus case. 	<ul style="list-style-type: none"> • Immediately collect your child if he/she is ill and arrange for a test to be conducted. • Immediately inform school of the outcome.
<ul style="list-style-type: none"> • Ensure that parents and staff have a clear understanding of the need to be tested if they display signs of coronavirus. • Take part in the NHS's test and trace programme. 	<ul style="list-style-type: none"> • Arrange for your child or a family member to be tested if they display signs of coronavirus and inform the school of the outcome. Take part in the test and trace programme.
<ul style="list-style-type: none"> • Inform the local health protection team if there is a positive case and follow their instructions in full. 	<ul style="list-style-type: none"> • Respond to school instructions as appropriate.
<ul style="list-style-type: none"> • Introduce additional rewards and behaviour strategies to encourage the very best behaviour. 	<ul style="list-style-type: none"> • Support our additional rewards and behaviour policies.
<ul style="list-style-type: none"> • Ensure that we have contingency plans in place in the event of a local lockdown so that we can immediately offer online teaching to all Year Groups. • Support families with difficulties accessing technology. 	<ul style="list-style-type: none"> • Support school by ensuring that your child takes part in the contingency plans. Inform school in September if there are any potential barriers to remote learning such as a lack of ICT equipment.
<ul style="list-style-type: none"> • Remind staff of the need to follow the clear risk assessment in school. • This includes the need to, ideally, maintain a 2-metre distance from each other, and from children. 	<ul style="list-style-type: none"> • Appreciate the challenges facing staff.
<ul style="list-style-type: none"> • Remind students to maintain distance and not touch staff and their peers where possible. 	<ul style="list-style-type: none"> • Explain the reasons why your child should not get too close to others.
<ul style="list-style-type: none"> • Care for your child and look after them as we always do. 	<ul style="list-style-type: none"> • Support, as you always do, the school in its endeavours at this difficult time.