

3<sup>rd</sup> September 2020

Dear Parents and Carers,

We look forward to welcoming everyone back to school next week, as previously explained we are staggering the return to school.

Years 7 and 11 return Monday 7<sup>th</sup> September

Years 8, 9 and 10 return Tuesday 8<sup>th</sup> September

Please read the attached guidance carefully and discuss the points covered with your child. This is a lengthy document as we have attempted to address all issues regarding returning to school. Please do not hesitate to contact the school if you have any further questions or concerns.

**If you think your child has been exposed to COVID-19**

Parents must contact the school as soon as possible if they believe their child has been exposed to COVID-19. Parents must not bring their child to school or onto school premises if they show signs of being unwell and believe they have been exposed to COVID-19. Children are not to return to school before the minimum recommended self-isolation period, in line with national guidance.

Parents are requested to get their child tested and are advised to notify the school as soon as the test result is known. Parents are to inform the school when their child is due to return to school after having been tested COVID-19.

The latest Government guidance on testing and isolation periods can be found on the NHS website.

**If a child becomes unwell with COVID-19 symptoms while at school**

We have procedures in place to look after the unwell child as well as the rest of the school community. Parents will be contacted and advised as soon as possible to collect their child. Please ensure your parental contact details are up to date, if you are unsure please send an emergency contact telephone number to [office@stclementshigh.org.uk](mailto:office@stclementshigh.org.uk).

**Arrival, Departure, Breaks and Lunches**

Throughout the day students will be kept in year group bubbles. Students are asked not to arrive on site before 8.30am, on arrival they will be guided to an area designated to their year group. At the end of the day there will be a slightly staggered dismissal to help students remain socially distanced as they leave.

Breaks and lunches will be staggered throughout the day and each year group will be allocated either the dining hall or the village hall. Providing food in both these areas over longer periods of the day will restrict the range of food on offer. To reduce the risk associated with handling cash all payments will now need to be made using the online accounts as explained in a previous letter.

### **Additional Safety Measures**

Each classroom will have a supply of hand sanitiser which students will use at the start of the day and each time they enter a new classroom as well as after break and lunch. The “Catch it, bin it, kill it” approach will be used to ensure good respiratory hygiene and each classroom will have a supply of tissues and a bin.

Additional cleaning will take place during the day and students will be involved in sanitizing the areas they have used. Our behaviour policy has been updated to reflect the current situation and we will contact parents if we feel a child's actions are endangering others.

Classrooms have been organised with students facing forwards and space to maintain a 2m social distance between staff and students. Where this is not possible plastic screens have been erected. The curriculum activities will be adapted to reduce physical interactions between students. Students will access classrooms via external doors and movement between rooms will take place outside rather than in corridors. To reduce contact between students when moving across the site a one-way system has been implemented.

Students will need to carry their books to lessons to avoid unnecessary handling by staff or other students. Students will also be expected to have their own equipment as the lending of items such as stationery is obviously a potential risk. Please help your child develop good habits by ensuring they fully prepare their school bag the night before so they are not carrying unnecessary books and equipment. Timetables will be issued on the first day of term, no specialist equipment or books will be expected that day.

### **Wearing face coverings in school**

Following Government guidance, we recommend that students wear face coverings in communal areas outside the classroom e.g. as they move between lessons.

Furthermore, following Government guidance, face coverings in classrooms should be avoided if possible as other protective measures are in place.

The Government has stated that it is reasonable to assume that students have access to face coverings due to their wider use in society. We will maintain a small contingency supply of masks for anyone struggling to access a face covering for whatever reason.

Masks are to be put on before leaving the classroom so that students can use hand sanitiser upon exiting the classroom. Masks are to be removed and placed in a re-sealable, plastic bag before entering the classroom. Students use hand sanitiser upon entering the classroom. Masks must be suitable for the school setting, ie. No inappropriate language or images.

### **Physical Education**

As you can imagine, we are facing particular restrictions regarding the delivery of the PE lessons upon our return. To alleviate some pressure, we will be asking students to arrive at school wearing their St Clement's PE kit along with their blazer on days when they have a PE lesson. This will remain under review and will change when circumstances allow it. A more detailed letter regarding PE lessons will follow. No child will need to wear their PE kit on their first day.

### **Visiting the school site**

In an attempt to reduce the number of visitors on the site, we request that parents only come into school for essential reasons, eg. illness or safeguarding concerns. Where possible,

communication between home and school will be via telephone instead of face to face meetings. Ideally, only one parent will come into school in these circumstances.

- All visits must be by appointment only.
- All visitors are expected to wear face coverings while on site.
- Arrangements for progress evenings will be shared with parents in due course.

### **Before and after school**

- Parents are advised that, where possible, only one parent is to conduct drop-off and pick-up of their child.
- Parents in clinically vulnerable groups are discouraged from dropping off and picking up children.
- Parents and students are requested to not gather in parking areas or around the school entrance points.
- Parents are advised that only members of the same household should travel together by car.
- Parents and students are advised that it is preferable that members of the same household should walk to school together where possible.
- Parents and students are advised that they should not walk together in large groups.
- Students must not use school transport if they have COVID-19 symptoms.
- Students are advised to wash their hands before and after using transport services.
- Students are advised to wear face coverings when travelling on buses, whether public transport or dedicated school services, unless it is not safe to do so.

It is strongly recommended that students walk or cycle to school where it is safe and appropriate to do so. However, where this is not possible, we expect all students to abide by the following guidelines when using public transport or a school bus:

- Students must not travel if they or anyone in their household has symptoms of coronavirus (COVID-19).
- Students must queue for their bus in an orderly fashion which allows for social distancing.
- Where possible, students should sanitise their hands before boarding their bus.
- Those students who get on the bus first must take a seat at the rear of the bus, filling forwards as the bus picks up new passengers. Students who get on the bus first will, therefore, get off the bus last.
- Unless exempt, all students should wear a facemask or face covering for the duration of their journey.
- Students should be provided with tissues for their journey to and from school. Throughout the journey the "Catch it, bin it, kill it" should be followed. Used tissues must be disposed of in the bins provided.
- On arrival at school, students should remove their facemasks and, if disposable, place them in the bins provided, if reusable, pack them away, as per government guidance.
- Students should then wash their hands at the mobile sanitiser stations provided, before proceeding into school.

### **General Guidance**

- Parents are to notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.
- We will endeavour to inform parents as soon as possible about any school closure or the cancellation of any school trips or extra-curricular activities.
- In the event of further closure, we will endeavour to transition to online/remote learning as quickly as possible. We will be compiling a comprehensive register of students who have restricted or no access to online resources so that these students are not disadvantaged.

- In the event of your child not being able to attend school due to self-isolating, school work will be provided.
- We will hold 'bubble'-sized assemblies during the first week in September to ensure consistent messages are communicated to students. After this week, an alternative approach to assemblies will be adopted.

Thank you for reading this detailed guidance, all of measures described will be regularly reviewed. Please reiterate to your child how important it is to follow the new rules and routines to help keep everyone safe.

Our focus remains on learning and while things must be different, we still believe students can enjoy their education and thrive whilst remaining safe.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'N Willingham', followed by a horizontal line.

Mr N.K. Willingham  
Headteacher