



Learning at St. Anne's Catholic High School for Girls **Guidance for Students: Protective Measures Whilst Attending School**

This Guidance replaces all other versions and comes into effect from **1st September 2020**.

Our Aim: The best education possible, in the safest way possible.

We are looking forward to welcoming all students to start the new academic year at St. Anne's in September 2020.

In order to protect every individual and each other, our school will be organised in a very different way to our usual way of working. The arrangements have been made to keep all of us as safe as possible and to reduce the risk of transmission of coronavirus.

It is absolutely essential that every individual follows all of this guidance at all times. Both individually and collectively, we all have a role to play in keeping ourselves and each other safe.

Any student who does not follow this guidance will increase the health risks to others.

Personal Health Advice to Minimise Coronavirus Risk

- Do not come into school if you have any of the symptoms of coronavirus, including a fever, a continuous cough or a loss of taste or smell. Please arrange to be tested at the earliest available opportunity and email admin@st-annes.enfield.sch.uk to advise of both your initial symptoms and the test result.
- Please do not come into school if you have been told to self-isolate by the track and trace service, if someone in your household has symptoms of coronavirus or someone in your household has received a positive test result. Inform your Achievement Leader or email admin@st-annes.enfield.sch.uk of these circumstances at the earliest possible opportunity.
- Wash your hands regularly and/or use hand sanitiser where this is more appropriate.
- Practice good respiratory hygiene by using tissues and the "catch it, bin it, kill it" approach.
- Please maintain a distance from other students where possible and always maintain a distance of 2 metres from staff.
- At St. Anne's we have put measures in place so that wearing PPE is not necessary. However, should you wish to wear it, you should wear and dispose of it correctly.

Transport to and from School

- If you use public transport to arrive at school, you must follow all social distancing procedures, including wearing a face covering. Face coverings are compulsory on public transport; try not to use single use masks as these are not environmentally friendly. Please ensure that face coverings are then stored in your bag until you leave the school site.
- If you walk to school, please try to maintain social distancing, particularly from those in different year groups (who are not siblings).
- You can be dropped off at school and enter the building on arrival via the student entrance route at the designated arrival time.
- It is recommended that you have a personal hand sanitiser bottle with you to ensure that your hands are clean when entering and leaving the school site. There are also hand washing facilities available and hand sanitiser in each classroom.

Arrival at School

Each year group will have an allocated arrival and departure time; these are listed in the timings of the day section. It is important that you use these to avoid contact with other year groups. Students will be able to access their period 1 classroom 15 minutes prior to their allocated start time.

School Organisation

In order to facilitate a safe return of all students to St. Anne's and implement the Government's recommended system of controls, there will be substantial changes to our normal routines. Some of these methods will be less convenient than our usual practices, and we recognise that this is, by necessity, an imperfect system. However, the following arrangements represent the most effective balance between providing you with a high- quality education and minimising risk.

- In order to minimise the contact between students; the school will be organised into year group sized "bubbles." The Sixth Form will count as a single bubble.
- Bubbles will be defined by the students within that Year group.
- You will not be allowed to mix with students in different bubbles. This means that there is to be no contact whatsoever with students in different year groups, unless they are your siblings.
- In order to ensure delivery of our curriculum by specialist teachers, staff can move between bubbles freely. However, their contact with numerous students means that they must always maintain a 2 meter distance from others.
- Assemblies are likely to be delivered on TEAMS, to be played in each classroom at the allocated timeslot depending on the year group.
- At lesson changeover, students will change classrooms by following the one-way system quietly.
- There are two areas of the school that will not be part of the bubble or zone system:
1) Student Welfare 2) The Dining Hall.
- Access to the Dining Hall will only be at the designated time for each bubble.
- Money on accounts must be arranged through the online ParentPay system.
- Provision of food will be limited and there may be longer wait times than usual.
- You may prefer to bring a packed lunch for convenience.
- Please bring enough water with you each day.
- There will be clear signage around school to indicate which entrances / doors / classrooms / toilets / pathways / social spaces are allocated to each bubble.

Timings of the School Day

- The school day will operate with different timings than is usually the case.
- This will enable you to have the opportunity to visit food outlets during the day, whilst preserving bubble arrangements.
- The new timings are illustrated below:

Years 8, 10 and 12			
Activity	Start	Finish	Minutes
Arrival time no earlier than	08:40		
Reflection time with P1 teacher	08:50	09:10	20 mins
P1	09:10	09:55	45 mins
P2	09:55	10:40	45 mins
Break in period 2 classroom	10:40	11:05	25 mins
P3	11:05	11:50	45 mins
P4	11:50	12:35	45 mins
Lunch (Localised arrangements)	12:35	13:35	1 hour
P5	13:35	14:20	45 mins
P6	14:20	15:05	45 mins

Years 7, 9, 11 and 13			
Activity	Start	Finish	Minutes
Arrival time no earlier than	09:00		
Prayer & P1	09:10	09:55	45 mins
P2	09:55	10:40	45 mins
Break in period 2 classroom	10:40	11:05	25 mins
P3	11:05	11:50	45 mins
P4	11:50	12:35	45 mins
Lunch (Localised arrangements)	12:35	13:35	1 hour
P5	13:35	14:20	45 mins
P6	14:20	15:05	45 mins
Reflection time with P6 teacher	15:05	15:25	20 mins

What to Expect in Lessons

The requirements to maintain social distancing will have a significant impact on teaching and learning practice. By necessity, this will involve a reduction in the amount of active, practical work and will instead focus on whole class teaching, discussion and more individual work. All rooms will be laid out to support students sitting in rows, facing the teacher.

- At the start of each lesson you will need to find and stay in your allocated seat, have the appropriate book and a pen ready and await instructions from your teacher.
- Each room will have access to hand sanitiser, tissues and a waste bin.
- Windows will be open to allow for maximum ventilation.
- Where possible, doors will be open, to minimise the need to touch door handles.
- Where possible, shared resources will not be used.
- You must bring in your own equipment (stationery, pens, calculators etc.)
- You will be expected to take home exercise books and bring these in each day. This is to avoid multiple people touching items.
- Teaching in classrooms should not require for you to move around the room. However, for some lessons in larger spaces (such as PE or Drama), or when outside, you may be asked to move around to facilitate your learning.
- All rooms will be set up so that students will sit in rows facing the front of the classroom. There will be no group or paired work as speaking directly face to face is an increased risk.
- Most discussion tasks will need to be conducted on a whole class level – or through written media, such as the use of mini-whiteboards

- If you receive 1-1 support this will still be provided, but usually by an adult standing to the side, or slightly behind you. A 2 metre distance will be maintained where possible.
- In the first instance, you will not get changed for any lesson or activity. You should wear your full PE kit to school on the day you are timetabled to have PE. This approach will be regularly reviewed as we receive further guidance on how we may safely manage changing rooms.
- Electronic submission, rather than work in books, will become the default mode for marking and assessment of work. It may be that this takes the format of work submitted at home, or as an emailed photograph of work completed in an exercise book.
- All staff and students must work together to ensure that classrooms are tidy at the end of each lesson.

Ensuring Good Behaviour: Be Ready to Learn

- You must bring to school all your own stationery, which must include a pen, pencil, ruler and scientific calculator in a pencil case.
- It is essential that all students and staff adhere to all guidelines at all times.
- We will have very high expectations of conduct during lesson changeovers to ensure that all students and staff avoid unnecessary contact.
- When changing rooms within your bubble, please leave as you are dismissed, immediately enter your new classroom, sit down in your allocated seat and place all equipment on your desk and be ready to begin the lesson.
- In light of our new way of working, this does mean some changes to our behaviour expectations for students.
- During the first week of September, we will spend time explaining the new routines and expectations in order that these are clear and well understood.
- In order that every individual is safe, we will deal firmly with any breaches of the behaviour expectations, especially any behaviour which potentially endangers others.
- We will also deal very firmly with any disruption to learning. We have lost a considerable amount of lesson time and every student has the right to work in a positive learning environment.

Health, Safety and Medical Procedures

- You should not come into school if you are unwell.
- Please see the first page of this document for advice on symptoms which may suggest coronavirus infection or visit <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
- If you feel unwell during a lesson – please alert your teacher as soon as possible.
- You will then leave the classroom and be given a location to wait for a member of staff to escort you to receive first aid / medical assessment.
- This will be provided by a member of staff who will be wearing PPE.
- If Coronavirus symptoms are suspected, there is an isolation room for students to await collection. Advice will be given to the parent collecting about the required next steps.

- Further advice will then be provided to students and staff in the bubble if this is required.
- If you require regular medication – you will be given permission to visit Welfare at an allocated time.

The guidelines above should be strictly adhered to and we recognise that they represent a very different way of working at our school, especially as we highly value our close and collaborative working relationships.

However, if we all read, understand, learn and follow these guidelines fully, we will all be able to attend school in a manner which is both relaxed and carefully organised. By being clear on what needs to happen, our hope is that we can encourage our school to operate in a way which is emotionally close, supportive and friendly, whilst maintaining strict physical distance.

Your support and co-operation are greatly valued.