



9th June 2020

Dear Parents, Carers, and Students,

Process and Procedures for School Re-Opening for Year 12 Students

Further to Mr Woods' letter, I write with details of how St Nicholas Catholic High School will re-open for Year 12 students from **Monday 22 June**.

Before detailing precise arrangements, it is crucial to reiterate that any student who is unwell and who is displaying any coronavirus symptoms, or who has someone in their household who does, must not attend school.

As I am sure you will appreciate, there has been great complexity involved in devising the plan and I would urge you to take the time to carefully read the extensive detail below. The plan forms a comprehensive response by the school to current circumstances, which places student and staff welfare at the centre of all decisions reached.

Sixth Form Pastoral Care

Throughout the time of lockdown, we recognise that our students' experiences have all been different and we have, therefore, designed a bespoke package of Sixth Form pastoral support to complement our curriculum offer. This package is overseen by Mr Bradley, Director of Sixth Form, who, along with Form Tutors, will continue to send regular updates to students and be available as a point of contact.

Purpose of the On-Site Learning Provision for Year 12

In arriving at the design for on-site learning provision for Year 12 students, it is important to recognise the Government's instruction to schools, namely that schools:

"provide some face-to-face support to supplement the remote education of year 10 and year 12 pupils, with a clear expectation that remote education will continue to be the predominant form of education delivery for these year groups and that this should be of high quality." [DfE Guidance 25.5.20]



As such, the learning provision offered on-site will be **complementary** to the main and continued remote education provided by St Nicholas Catholic High School.

Structure of On-Site Learning Provision for Year 12 Students

In designing a revised on-site timetable for Year 12 students, the school has had to respond to 29 new publications of coronavirus guidance for schools by the Department for Education and 94 updates, including explicit direction regarding the number of students allowed on-site at any one time.

In the construction of our plan for Year 12, we are confident that we have met all aspects of guidance and have, therefore, arrived at the following **subject option blocks** timetable model for Year 12 students:

Mon 22 June	Tues 23 June	Wed 24 June	Thurs 25 June	Fri 25 June
History	Chemistry	Mathematics	Biology	Further Mathematics
Biology	Sports Science	Physics	Economics	RE
English (Lang)	Psychology	Psychology	English (Lit)	
Geography	Spanish	Law	Mathematics	
Mathematics		Art	Business Studies	
Chemistry			Computing	
			Photography	

NB: Precise timings of the sessions will be communicated to students in due course

Key points to note:

1. Upon signing-in to school, students will report to their designated subject room
2. Students will remain in their designated room and at their own desk
3. Each classroom will be set up to include:
 - a) A maximum of 10 student desks
 - b) All desks will be a minimum of 2m apart
 - c) There will be a Sanitiser Station desk at the entrance door containing hand sanitiser, anti-bacterial wipes and tissues
 - d) Windows and doors will remain open for ventilation
 - e) Each desk will contain a pen, pencil, paper for individual student use



- f) Additional paper will be available on the Sanitiser Station desk – students may collect paper if required and in agreement with the teacher
- g) There will be clear 2m designation around the teacher’s desk
- h) There will be clear 2m designation inside the classroom door

Content of On-Site Learning Sessions

All on-site learning sessions will be delivered by our subject specialist teachers.

The above timetable shows our first wave of on-site learning for Year 12; we are currently exploring possible content of our wave 2 provision, which will be communicated to you in due course.

The primary purposes of on-site provision for Year 12 will be:

1. To review prior learning (since school closed)
2. To signpost future learning for the remainder of the academic year

The essential focus of these sessions will be on giving students the confidence that the subject content they have completed remotely has been worthwhile and how it fits into coverage of the course specification being delivered.

Additionally, the sign-posting of future coverage for remote learning will clearly identify how it fits with prior learning and outline the key subject-specific essentials which should guide students’ engagement with future content.

Possible approaches for the on-site learning provision may include:

- ✓ Students being encouraged to bring any questions, worries, or concerns from their remote learning to the session (these should be written in their School Planner prior to attendance)
- ✓ Teachers addressing any ‘common misconceptions’ related to the topics studied remotely by students and how to rectify these
- ✓ Recap of course specification and how students’ prior and future learning fits within this
- ✓ Explicit identification as to future remote learning content
- ✓ Coaching as to what subject-specific skills and prior knowledge will need to be applied to future learning
- ✓ How feedback from teachers will now be incorporated into remote learning during this summer half-term



What equipment will students be expected to have?

Students will be provided with paper and stationery. Other than their School Planner, they will not be expected to bring in any books or files.

Will any materials/resources be distributed to students during the sessions?

Teachers will not distribute any paper materials in the sessions – any resources will be posted online for students to access at home. Of course, such resources may be demonstrated during the session using the projector in class.

Will teachers accept work on paper brought in by students for them to mark?

Teachers will not be accepting any work submitted on paper by students. However, consistent with the guidance issued to students during their final-day assemblies, students may submit work electronically to their teachers for additional feedback.

Additional Information

Behaviour

We are very proud of students' behaviour within our school community and we expect that positivity to continue. However, consistent with new circumstances, we have had to add to the school's behaviour policy – please see attached appendix. This appendix details staff responsibilities, specific expectations and use of sanctions.

Year 12 Dress Code

Students will be expected to adhere to the usual smart dress code for Sixth Form students, ensuring all clothes are freshly clean.

Year 12 Mobile Phones

Sixth Form students will be permitted to bring their mobile phone on site but this must remain switched off during sessions.

Students may bring...

- One bag containing their Student Planner with their written questions for teachers
- Essential medication only, as per School Medicines Policy

Students must NOT bring...

- Their own pens / pencils / paper and other stationery
- Exercise books, text books, or files from home



STUDENT ARRIVALS AND DEPARTURES PROCESS

Please refer to attachment to this letter for transport provision overview.

Arrivals

Students Walking

- Students to enter via main pedestrian gate and then should proceed to Main Reception 'Sign in Station', ensuring they maintain social distancing using floor markings
- Students will be advised as to their classroom upon signing-in to school and asked to sanitise hands at Quad Sanitiser Station

Students Arriving by Bicycle

- Students should proceed to main school gates
- Students should disembark from bicycle at gates
- There will be 2m designation markers on pedestrian routes inside external blue gate onto campus
- A member of the Site Team will store the bicycle securely
- Students should proceed to Main Reception 'Sign in Station', ensuring they maintain social distancing using floor markings
- Students will be advised as to their classroom upon signing-in to school and asked to sanitise hands at Quad Sanitiser Station

Students Arriving by Car

- **If Sixth Form students choose to drive to school, it is important to realise no other Sixth Form student can share the vehicle.** If more than one Sixth Former is in the vehicle, entry to the site will be refused
- Sixth Form vehicles must proceed to Staff Car Park (near tennis courts)
- Sixth Form students must enter school site via Main Gate and then proceed to Main Reception 'Sign In Station', maintaining social distancing using floor markings
- Students will be advised as to their classroom upon signing-in to school and asked to sanitise hands at Quad Sanitiser Station

Departures

Once Sixth Form lessons have been completed, students must leave the school site immediately, respecting all social distancing measures in place.



Attendance

Current guidance from the Government clearly states that they *“strongly encourage children and young people who are in the eligible groups to attend, unless they are self-isolating or there are other reasons for absence (such as shielding due to health conditions). You should notify your child’s school or college as normal if your child is unable to attend so that staff are aware and can discuss with you. Parents will not be penalised for non-attendance at this time.”*

Further details can be found at: <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

Year 12 Parent/Carers’ Attendance Survey Completion

To assist our preparations, I would be most grateful if parents and carers would complete a very short survey to give their decision on sending their child into school to access on-site provision. The survey link is below and will close on **Saturday 13 June 12pm**.

https://forms.office.com/Pages/ResponsePage.aspx?id=TQCEKBxgKE67QeEw_TRIHkjCfEh4dFnx5P6NOtxBZUQzFSSE9HSUITOEc3M0tQTUxUU0ZDWE5HMiQIQCN0PWcu

Thank you for taking the time to read this letter. I appreciate the level of necessary detail and process identified within its content is most unusual but it does reflect the sheer level of thought, design, and care which has been invested in protecting the welfare of our students and staff within the current context.

If you have any queries regarding arrangements for Year 12 on-site learning provision, please refer to Mr Bradley (Director of Sixth Form) in the first instance.

Yours sincerely,

Mr J Heffernan
Deputy Headteacher



Behaviour Policy

Appendix 6 (Covid-19 specific amendments)

1. Purpose of Appendix

Following schools being closed to the majority of students, the Department for Education have announced a phased-re-opening of Secondary Schools starting with the introduction of face-to-face sessions delivered to Year 10 and Year 12 students.

This Appendix to our Behaviour Policy details adaptations made during the time delivering face-to-face sessions, rather than providing the typical school day experienced up to March 2020.

This Appendix is based on DfE guidance (May 2020) and its aim is to ensure that staff, students, parents and carers are aware of their responsibilities.

As written within the Behaviour Policy, staff are responsible for:

- Implementing the behaviour policy consistently
- Modelling positive behaviour
- Providing a personalised approach to the specific behavioural needs of particular students
- Recording behaviour incidents

The first bullet point above includes details set out in this Appendix.

As written within the Behaviour Policy, parents and carers are expected to:

- Support their child in adhering to the student code of conduct
- Inform the school of any changes in circumstances that may affect their child's behaviour
- Discuss any behavioural concerns with the Form or Subject teacher promptly

The first bullet point above includes details set out in this Appendix.



This Appendix is specifically intended to:

- Promote the safety of every member of staff and student during this time
- Enable students to take responsibility for their behaviour during this time
- Respond to poor behaviour effectively and fairly during this time
- Allow staff to feel safe and supported during this time
- Foster an environment where all members of the school community respect and adhere to the social distancing guidance during this time

The information in this Appendix will be communicated:

- To students in a letter sent home detailing face-to-face arrangements and in the first session held on students' first day of face-to-face sessions and on the School website
- To staff via the School Reopening Plan Documentation, on-site briefings and on the School website.
- To parents/carers in the letter sent home detailing face-to-face arrangements and on the School website

2. Expectations of students

Students must:

1. Only use the entrance they have been assigned to enter the school building (see Reopening Plan Documentation)
2. Only use assigned toilets
3. Only use specified areas at break times
4. Only integrate with other students as directed by staff
5. Sanitise their hands on entering the school building as directed
6. Walk directly to the classroom they have been assigned.
7. Sanitise their hands on entering and leaving their assigned classroom.
8. Walk directly to their assigned desk.
9. Only sit at their assigned desk.
10. Follow all instructions given by members of staff which support our school behaviour policy and the '4Rs'
11. Follow the government guidance when needing to cough or sneeze by covering their mouth and nose with a tissue or coughing or sneezing into their arm
12. Inform a member of staff if they feel they have any symptoms of Covid-19



Students must **not**:

1. Attempt to make physical contact with any other person
2. Attempt to deliberately* move within 2 metres of any person.
3. Deliberately* and unnecessarily perform actions associated with symptoms of Covid-19, for example but not limited to, coughing and/or sneezing.
4. Touch any desk assigned to another student or any equipment (including bottles) on a desk assigned to another student
5. Move around the building freely or open any closed door

3. Consequences of not meeting expectations

Actions taken will be as indicated in the Behaviour Ladder (Appendix 1).

4. Behaviour outside the school during this time

- Students must leave the school site when directed and once through the external gate make their way directly home.
- Guidance has been provided regarding online behaviour and safety; expectations of home learning have been provided to parents and carers and students.

Notes

**The distinction between deliberate and accidental will be decided by the relevant member of school staff based upon information available*

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Transport Provision Information

Bus Provision

Current Government advice is that students should be encouraged to walk or cycle to school where possible, and that the use of public transport to travel to and from school is minimised as far as possible. The usual daily bus services provided to and from St Nicholas will not be in operation for the remainder of this term.

Train and Public Transport

Any student using Public Transport should follow the most recent advice given by the Government.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Cycling Advice – from CW&C Senior Road Safety Officer

During the coronavirus crisis we have seen a growth in cycling and the government is asking us to encourage our students and staff to either walk or cycle to school. Below is guidance given to assist with cycling to school.

1. Cycle safely and confidently

- **Look, signal, manoeuvre** - Before making any move on the road, look around and over your shoulder, then make a hand signal to let people know where you are going.
- **Eye contact** - Look drivers, pedestrians, other cyclists in the eye, rather than just at their vehicle. That way, they will see you as a person too.
- **Keep away from the kerb** - Try and ride at least 1 metre away from parked cars (to allow for doors opening), the gutter (which can be in a vehicle's blind spot) or any other edge of the roadspace.
- **Take the lane** - If there's not enough space for a vehicle to overtake you safely, or you're approaching a side street, ride in the middle of the lane to prevent vehicles passing you in that lane and turning across you. Try to communicate with any driver behind you with a quick look to let them know you know they are there and then let them pass when it is safe to do so.

3. Follow the rules

It's a legal requirement to stop at red traffic lights as well as have reflectors and two bike lights at night (white on front and red on back). If you break these laws you are potentially putting yourself and others in danger, and can be fined. You should be familiar with the [Highway Code](#). Riding your bike on the pavement is not allowed in



the UK unless you see a sign allowing it. If you are cycling on a space shared with pedestrians, drop your pace and keep an eye out for people walking.

3. Make sure your bike is safe

You should make sure your bike is safe and roadworthy, especially if you have not used it for a while. Check your tyres are pumped up and your brakes work. Use an 'M' check before you set off: <https://www.sustrans.org.uk/our-blog/get-active/2019/everyday-walking-and-cycling/the-m-check-for-your-bike-in-11-steps/>

4. Prevent your bike getting stolen

Try to only leave it in places where there's lots of people about and/or cameras and take lights, bags etc. with you. It's also worth checking if your bike insurance (make sure you have some) requires you to use a specific type of lock and where you're covered to leave your bike. You can normally have your bike marked at police anti-theft bike marking events so the police can check your bike on their database if it gets stolen. This may not be possible at present but you can still register your bike at bikeregister.com free of charge or pay for a marking kit.

5. Plan safe cycle routes

There's an increasingly large network of safe and pleasant cycling routes in Cheshire West, bike lanes and quieter 20 mph routes. Take the time to explore possible routes to school, have a look at <http://itravelmart.co.uk/> for off road routes, however the best way is to explore yourselves.

6. Do I need a cycle helmet?

Absolutely, whilst it is not compulsory to wear a helmet, the number one reason to wear a helmet when riding your bike is to protect your head and brain. At their best, bicycle helmets have one role: to protect your head from impacts, bicycle helmets are designed to provide coverage to the delicate structures of your head, cushioning any blows the rider might face on- or off-road. If you choose to wear one, make sure it's the right size and the strap under the chin is a close comfortable fit.

7. Do I need to buy special cycling clothes and kit?

There are no laws about what you have to wear to cycle in the UK. Try to wear high visibility clothing, reflective materials (rather than bright colours) are the most effective at night.

8. Considerate cycling

Make sure you look out for pedestrians and other cyclists especially the young, old or disabled. In busy areas pedestrians may walk out without looking, so just slow down and be aware of other road users. Give everybody plenty of space and time to cross the road at crossings.

If you haven't cycled for a while then start with short journeys on quiet roads and build up your skills and confidence. Always make sure your bike is safe and roadworthy.



ST NICHOLAS CATHOLIC HIGH SCHOOL

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