



St Michael's Catholic College

Llewellyn Street, Bermondsey, London SE16 4UN

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www.stmichaelscollege.org.uk

Principal: Ms Felicity Corcoran

Vice Principal: Ms Charlotte Sayed

Vice Principal: Ms Kathleen Faherty

28th August 2020

Dear Parent/Carer

RE: Confirmed arrangements for the full return of all students in September

I am now in a position to inform you about the confirmed arrangements for the start of the next academic year. They do not differ greatly from those sent out in my letter to you on 13th July. I am truly looking forward to the college reopening fully and to having all students and staff back at St Michael's. I appreciate that in the current circumstances, due to Covid-19 some parents, carers and students may be feeling more nervous than usual about the start of term. I can therefore reassure you that we have worked extremely hard to prepare the college in recent months for a full reopening in such a way that allows us to operate the college fully and as safely as possible, whilst ensuring there is no reduction in curriculum time or provision. Our high level of planning and attention to detail means that I am confident we are ready to open successfully and safely. As always, decisions have been made based on what is best for the college as a whole and it may not always be possible to satisfy every individual requirement or expectation. Our plans and procedures will of course be subject to constant review and evaluation and informed by the local and national situation as appropriate.

This letter should be read in conjunction with the following college reopening documents

- September Reopening Plan for St Michael's Catholic College
- Health and Safety Risk Assessment
- Operational Risk Assessment
- Staying Safe in Covid-19 full College policy.

These documents are available on the college website and by using the following link:

https://drive.google.com/drive/folders/1GZBi4zZAE5yi8_icugTbMzfwftB5hNqa?usp=sharing

Next week all parents and carers will be sent a copy of the Home-College agreement and an important 'Return to College' survey which must be signed and completed before students return along with information about how to pay for lunches and equipment packs. The survey asks for important information about travel plans, internet/IT access at home and packed lunch choices. The school nurse and members of the inclusion team will also be in touch with students with underlying health issues who require updated risk assessments /health care plans ahead of their return. Information about reporting absences and the college's response to the government's recent change to guidance about the wearing of face coverings can be found in the appendices at the end of this letter.

Start of term arrangements for September

A staggered start is required at the start of the academic year in order to induct students back in a safe and organised way. This ensures students are refamiliarised with college expectations in terms of learning, behaviour and safety after a significant period of absence. **Students must not attend if they or any one in their household have Covid-19 symptoms; if they are required to isolate because they have had a recent positive test result; have had close contact with someone with a recent positive test result or if they have recently returned from a country on the Foreign Office quarantine list.** Please contact Mrs Carr the Attendance Officer if your child will be absent due to any of these reasons.

- Wednesday 2nd Sept **Staff Inset day 9:00am – 3:30pm**
- Thursday 3rd Sept **Year 7 start 10:00am – 3:20pm (Sugar Lane gate)**



St Michael's Catholic College is registered in England & Wales with Company Number 08160034

Registered Office - Llewellyn Street, Bermondsey, London SE16 4UN

- Friday 4th Sept **Year 7 in college 8:30am - 3:20pm**
Year 12 return + induction 8:40am -1:15pm
(Front gate Llewellyn Street access via DT stairs)
- Monday 7th Sept **Year 11 return 8:40am – 3:30pm (Sugar Lane- new build gate)**
Year 13 return 10am - 3:35pm (Sugar Lane- new build gate)
- Tuesday 8th Sept **Year 10 return 8:30am – 3:20pm (Main gate East Lane)**
- Wednesday 9th Sept **Year 9 return. 8:40am – 3:30pm (Main gate East Lane)**
- Thursday 10th Sept **Year 8 return 8:50am – 3:35pm (Main gate East Lane)**

Year group start/finish times and entry/exit points for the autumn term

In order to ensure the safe arrival of departure of students we are required by the DfE to stagger the starts and end of the college day. It is important that students and families stick to these times so that important health and safety routines are maintained. Students arriving early or late seriously undermine everything the college is doing to keep students and staff safe. Students will be expected to go straight home at the end of the day.

- **Year 7** 8:30am – 3:20pm new build gate (Sugar Lane)
- **Year 8** 8:50am – 3:35pm main student gate (East Lane)
- **Year 9** 8:40am – 3:30pm main student gate (East Lane)
- **Year 10** 8:30am – 3:20pm main student gate main student gate (East Lane)
- **Year 11** 8:40am new build gate -4:30pm main student gate (due to compulsory study clubs)
- **Year 12** 8:40am – 3:25pm front gate - entry/exit to the building via the front gate (Llewellyn Street) DT/Science stairs
- **Year 13** 8:50am - 3:35pm (Sugar Lane- new build gate)

Where families have siblings, students should arrive at the earliest assigned time and students should go to their designated area using their year group entrance. The same students should leave at the designated departure time of the eldest sibling. Parents/ carers will need to make alternative arrangements where the eldest sibling is in Year 11 and 13 and remains in college until 4:30pm due to study clubs. Students must not gather in the streets outside the college and once they arrive, they should line up in their designated area and move when instructed to their tutor room. Parents should not congregate by the gates if dropping off or collecting their child and should not come into the college unless they have an appointment and then must only enter the college via the main reception on Llewellyn Street.

We are hoping to start before and after college homework club from Monday 14th September, however places will be limited and strictly by appointment only due to the strict limitations on the space available. We will also be able to offer after school clubs and house competitions, with set days for each year group and students will be required to book places at these clubs in advance. More details will follow ahead of these clubs starting on 14th September.

Thanks to you in advance for all your support and if you have any further questions or feedback please contact me via my P.A Mrs Valerie Ferguson v.ferguson@stmichaelscollege.org.uk . I look forward to welcoming all of the students back and I am confident that if we work together as a community supported by the guiding hand of the Holy Spirit we will be ready for the term ahead.

Yours faithfully



Ms F. Corcoran
Principal

Appendix 1 Summary of Provision for the Autumn Term

- The college will offer the full curriculum to all students in all key stages. This includes Year 11 study clubs and Saturday school. Year 13 Saturday school sessions will be also available for all subjects.
- Curriculum plans and schemes of work have been reviewed and updated following the partial closure so that both students' academic and emotional needs can be met.
- Students will be placed in year group bubbles. Each year group will have their own assigned area of the college, set start and finish times and a set place of entry and exit.
- Students in Key Stage 3 will remain in a specific set of classrooms in one area of the college. They will be taught all lessons in these classrooms with the exception of PE and Drama.
- Students in Key Stage 4 will be taught predominantly in a specific set of classrooms and will have access to specialist teaching rooms for practical subjects. Compulsory study clubs will run for all Year 11 students every day from 3:30-4:30pm to support with important catch up and exam preparation.
- Students in Key Stage 5 will be taught predominantly in a specific set of classrooms and will have access to specialist teaching rooms for practical subjects. Study clubs will run for all Year 13 students every day from 3:30-4:30pm to support with important catch up and exam preparation.
- Teachers will teach across the bubbles but will be required to follow 2m social distancing guidelines in all areas of the college including classrooms.
- Years groups will not mix and will have use of specific toilets and assigned zones for lunch and breaktimes.
- The lunch offer will be a packed lunch will be available to order from the canteen, for reasons of health and safety students will not be able to bring in a packed lunch from home and the only method of payment will be via parent pay. Students will no longer be able to put money on their lunch cards on the college site.
- In all classrooms desks will face the front with a 2 metre zone for teachers clearly marked out, students will be assigned a set seat in the classroom.
- Students will be provided with exercise books and equipment packs for classwork, these will be left in tutor rooms at the end of each day and will not be allowed to be taken home. There will be a small charge for equipment packs (£3). Students will not be allowed to bring in equipment from home with the exception of their PE kit, a reading book, water bottle and calculator.
- All homework will be set and submitted via Google classroom.
- The college behaviour policy will be amended to ensure year group bubbles are maintained without compromising high expectations with regard to behaviour. This will include centralised year group detentions and separate year group times for Saturday detentions.
- Students will be required to wear full uniform.
- All parents and students will be required to sign and return home school agreements on google forms setting out the requirements and expectations for the academic year in terms of behaviour and health and safety expectations in relation to Covid-19.
- Parents of a student who has been required to shield, or where someone in the household has been required to shield will be asked to report this on the return to college survey. They will be contacted ahead of the start of term so that a full risk assessment can be carried out for the student.
- A rigorous cleaning schedule will be in place before, during and at the end of the college day, additional staff will be recruited to ensure high standards of cleanliness are maintained.
- A remote learning plan and expectations for home learning are detailed in the full reopening plan. This plan will be enacted if individual year groups have to be sent home to isolate or in the event of a wider college closure due to a local/national lockdown.

Coronavirus related absences quick reference guide for parents –September 2020

<i>What to do if...</i>	<i>Action needed</i>	<i>Reg Code</i>	<i>Return to school when...</i>
...my child has coronavirus symptoms	<ul style="list-style-type: none"> ● Do not come to school ● Contact school daily ● Self-isolate ● Get a test ● Inform school immediately about test result 	Code X	...the test comes back negative.
...my child tests positive for coronavirus	<ul style="list-style-type: none"> ● Do not come to school ● Inform school immediately about test result ● Contact school daily ● Self-isolate for at least 10 days 	Code I	They can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> ● Do not come to school ● Contact school daily ● Self-isolate ● Household member to get a test ● Inform school immediately about test result 	Code X	...the household member test is negative.
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> ● Do not come to school ● Contact school daily ● Self-isolate for 14 days 	Code X	...the child has completed 14 days of self-isolation, if they have not had symptoms or a positive test result.
... NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> ● Do not come to school ● Contact school daily ● Self-isolate for 14 days 	Code X	...the child has completed 14 days of self-isolation, if they have not had symptoms or a positive test result.
...we/my child travelled to a country on the Foreign Office quarantine list and has to self-isolate as part of a period of quarantine	<p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> ● Do not come to school ● Contact school daily <p>● Self-isolate for 14 days</p> <p>Reminder</p> <ul style="list-style-type: none"> ● Do not take unauthorised leave in term time ● Consider quarantine requirements and Foreign Office advice when booking travel in school holidays. 	Code X	...the quarantine period of 14 days has been completed
...we have received medical advice that my child must resume shielding.	<ul style="list-style-type: none"> ● Do not come to school ● Contact school as required ● Shield until you are informed that restrictions are lifted and shielding is paused again 	Code X	...school inform you that restrictions have been lifted and your child can return to school again.

Face Coverings- Updated guidance and Information for Parents.

I am sure you are aware that the government has changed their advice surrounding the wearing of face coverings in schools this week. Previously they had said the wearing of face coverings would not be necessary in schools. This has now been updated and the Department of Education has stated:

“Nationwide, while the government is not recommending face coverings are necessary, schools will have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances. In addition, the government has advised additional measures are taken in areas of national intervention as listed on www.gov.uk The government’s guidance states that in those areas face masks should be worn by adults and pupils in secondary schools when moving around the school, such as in corridors and communal areas where social distancing is difficult to maintain. It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risk are lower, and they can inhibit learning.’

Southwark is **not** currently an area of national intervention and as a college we have taken a significant number of precautions to minimise any risk, as outlined in the return to college plan for the September.

Therefore, in line with the above guidance we will not be making the wearing of masks mandatory across the college at the moment with the following exceptions:

- **From Monday 7th September all 6th form students will be required to wear a face mask (plain black, navy, dark grey or surgical with no logos) in corridors and specified communal areas as this is the only year group who will be moving across the college regularly. All other year groups will be moving around the college at very limited times each week and will be following set routes for their individual year group**
- **When students are working in a 1:1 situation e.g. intervention, pastoral meetings etc; in smaller SEN classrooms and in the Alternative Provision Base.**

Students who must use public transport will be required to wear a face covering whilst using public transport to travel to and from college. Upon arrival to the college students must remove face coverings worn on public transport and place in a plastic bag which they will place inside their school bag.

All students are however expected to bring an additional plain black, navy, dark grey or surgical, non-logo face covering to college every day which should be placed in a clean plastic bag within their bag. This ensures they have a face covering available if they are directed to wear one. If your child is exempt from wearing a face covering for medical reasons please inform the college nurse via contact@stmichaels.org.uk with information and evidence of the exemption.

However, I completely recognise that some students will feel more comfortable wearing a face mask in the corridors and or classroom and I am happy for them to do so. Please note that masks must be plain black, navy, grey or surgical ones, no logos or motifs and must be worn appropriately, sensibly and hygienically. Any student misusing a mask will be required to take it off, any student whose mask does not meet the college requirements will be issued with a replacement surgical mask.

I will of course review this decision in the light of any updated government guidance and any changes in the local situation.

**Ms F. Corcoran.
Principal**