



St Michael's Catholic College
College Reopening Plan September 2020

1. College Organisation Summary

<u>Year Group</u>	<u>Tutor rooms</u>	<u>Structure of the day</u>	<u>Break and Lunch arrangements</u>	<u>Toilets</u>
<u>Year 7</u>	<u>NS 2-8</u>	<u>8:30 am - 3:20pm</u> <u>Assembly Thursday AM</u>	<u>Break: Mon-Tues tutor rooms Weds- Fri</u> <u>Astroturf</u> <u>Lunch: new build café and undercroft</u>	<u>NS toilets</u>
<u>Year 8</u>	<u>S08,09,10,</u> <u>S21,22,23</u>	<u>8:50am - 3:35pm</u> <u>Assembly Wednesday</u> <u>PM</u>	<u>Break: Mon-Tues main gate playground</u> <u>Weds-Fri tutor rooms</u> <u>Lunch: Gym</u>	<u>2nd floor toilets</u> <u>(next to main</u> <u>stairs)</u>
<u>Year 9</u>	<u>F04,05,06</u> <u>F16,17,18</u>	<u>8:40am-3:30pm</u> <u>Assembly Wednesday AM</u>	<u>Break: Break: Mon-Tues tutor rooms</u> <u>Weds- Fri main gate playground</u> <u>Lunch: Main build canteen</u>	<u>1st floor (block next</u> <u>to male staff toilet)</u>
<u>Year 10</u>	<u>G08,0</u> <u>9,10</u> <u>F22, F28, F30,</u> <u>F31</u>	<u>8:30am – 3:20pm</u> <u>Assembly Tuesday</u> <u>AM</u>	<u>Break: Mon-Tues Astroturf Weds- Fri</u> <u>tutor rooms</u> <u>Lunch: Main build canteen</u>	<u>Ground floor toilet</u>
<u>Year 11</u>	<u>NF1,2,4,5,6,7,8</u>	<u>8:40am – 3:30pm</u> <u>Study clubs 3:30 - 4:30pm</u> <u>Assembly Monday AM</u>	<u>Break: Every day basketball courts</u> <u>Lunch: Gym</u>	<u>NF toilets</u>
<u>Year 12</u> <u>& 13</u>	<u>Year 12:</u> <u>S33,34,36,37</u> <u>Year 13: NG2,</u> <u>NG3, NS1, 6th</u> <u>form study</u> <u>area.</u>	<u>Year 12 8:40am- 3:25pm</u> <u>Assembly Friday AM</u> <u>Year 13: 8:50am – 3:35pm</u> <u>Assembly Thursday PM</u>	<u>Year 12 Break 6th form study</u> <u>area/undercroft</u> <u>Year 13 Break 6th form study area/6th</u> <u>form terrace/undercroft</u> <u>Lunch venue- New build canteen, 6th form</u> <u>study area, terrace and undercroft</u> <u>Year 12+13 allowed offsite at lunch time</u> <u>6th form gate opens between 1:15-1:20pm</u> <u>and 2:10-2:15pm.</u>	<u>1st floor toilets</u> <u>(next to main</u> <u>stairs)</u> <u>and NT toilets</u>

2. Rooming Strategy

Bubble Rooms and Shared Spaces

- Bubble rooms are rooms allocated to specific year groups. They are used by these year groups exclusively for lessons. These rooms are located very close to each other in order to minimise movement between lessons and minimise contact with other year groups. It also enables the existing timetable to be delivered.
- Within bubble rooms, teachers should maintain at least two metres distance from students and students should distance as much as possible from each other.
- Movement to and from shared spaces will be managed and supervised. Students should wait in their bubble and their movement to and from the shared space is managed to avoid crowding. These shared spaces should also be disinfected before and after use.
- The rooming for each Set is determined to minimise movement between lessons.

<u>Year</u>	<u>Bubble Rooms</u>	<u>Shared Spaces</u>
7	NS 2-8	G18, G25, Hall, PE changing rooms, new canteen
8	S08,09,10, S21,22,23	G18, G25, Hall, PE changing rooms, gym
9	F04,05,06, F16,17,18	G18, G25, Hall, PE changing rooms, main canteen, F22 (1x MFL class)
10	G08,09,10, F22, F28, F30, F31	F26, NF3, G18, G19, G20, G25, + Science labs as needed, Hall, PE changing rooms, main canteen
11	NF1,2,4,5,6,7,8	F22, F26, F28, G25, G19, G20, NF3, NS1, Science labs as needed, Hall, PE changing rooms, Gym
12 & 13	Year 12: S33,34,36.37 Year 13: NG2, NG3, G52, 6 th form study area.	F26, F28, NF3, G18, G25, G19, G20 Science labs as needed, Hall, PE changing rooms, Gym

Other

- The library will be closed. No students are permitted to congregate in the library. Different library books will be designated to each year group and can only be loaned by students in the same year group. The books will be delivered to the students.
- Students are not permitted to congregate on any corridor unless moving to and from lesson.
- At break time students should be in tutor rooms or in their designated outside area.
- At lunchtimes, students should be in their designated lunch area or in their designated outside area.

- In the event of poor weather at breaktimes students will remain/be sent to tutor rooms
- In the event of poor weather students will remain in the following spaces:
- 4a lunch Year 7 6th form café and undercroft, Year 8 gym, Year 9 canteen + hall
- 4b lunch Year 10 canteen and hall (hall to be cleaned at end of 4a lunch) Year 11 gym, Year 12 6th form canteen and undercroft, Year 13 6th form study area and NT classrooms.

Specialist Rooms

- These rooms are not allocated to any specific bubble (and are not shared spaces used throughout the day in a timetabled manner) but are used by all year groups if needed (with disinfection before and after use).

Subject	Foundation Subjects(KS4/5+ KS3 Drama)	Science KS4/5
Rooms used	G18, G19, G20, G51, G52, F26, NF3	S33, S34, S36, S37

- When using specialist rooms:
 - These spaces can only be used as per the college timetable
 - Rooms and workspaces will be cleaned before and after every lesson.
 - Classes wait in their bubble area and their movement to and from their specialist room is managed by SLT/assigned staff on corridor duty to avoid crowding on corridors.
- All other rooms are used to permanently accommodate a year group as part of their bubble.

3. Systems of Control: Protective Measures

- The table below outlines the key protective measures the college will take to deliver the nine essential controls identified by Public Health England.
- Further controls are set out in the college's risk assessment.

No	Essential Control	College Actions
1	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	<ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). This will be communicated to parents regularly. • Any student or staff member will go home immediately if they have symptoms. They should take a test as soon as possible. Parents will be contacted and asked to collect their child asap. • A student with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member in G22. PPE will be worn if distancing of 2m or more from the symptomatic student is not possible or there is a risk of contaminated bodily fluids. • If the child uses the toilet (it must be the female staff disabled toilet on the ground floor), it will be thoroughly disinfected before use by anyone else. • All staff and students will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with household bleach as per Public Health England (PHE) guidance. • All staff, current and new, will attend a health and safety briefing at the start of the new academic year.
2	Clean hands thoroughly more often than usual.	<ul style="list-style-type: none"> • All students and staff will sanitise hands on entering and leaving college and before entering and leaving each classroom. Sanitiser dispensers will be located at college entrances/ exits and in each classroom. • All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having lunch. • Leaders of learning/tutors/class teachers will give frequent reminders to sanitise hands. • All students will receive regular reminders on effective handwashing routines – including using videos during registration and on large screens in social areas. • The Premises Team will schedule checks during each day on stocks of hand sanitiser, soap and paper towels to check there is adequate supply.
3	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<ul style="list-style-type: none"> • The college will deploy posters that remind pupils and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points. • All classrooms, social spaces and corridors will have adequate bins. • There will be an enhanced schedule for bins to be emptied and disinfected. • All students and staff must wear a face covering if using public transport. • All 6th form students will be required to wear face coverings in the corridors and specified communal areas. • All other students will be required to bring a plain face mask to the college as they will be directed to wear one e.g. for 1:1 meetings/interventions, smaller classroom, in the APB etc. • <i>If Southwark becomes an area of high transmission students and staff will be directed to wear face covering when moving around the college and in communal areas as per updated DfE guidance (25/8/20)</i> • The college will deploy masks/visors around the building in order to ensure that these are available for use should staff wish or when they are not able

		to maintain social distancing (e.g. providing first aid, one-to-one learning support etc).
4	Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	<ul style="list-style-type: none"> All classrooms will be provided with disinfectant spray/wipes for teachers to use on the keyboard, screen and mouse before and after each lesson. Spray/wipes will also be provided to each specialist room for use by students to wipe down their chair, workspace and specialist equipment (in addition to the disinfection carried out by cleaners). All specialist rooms will be disinfected by cleaners between lessons (where students from a different bubble are using the room). All cleaners will be trained and regularly reminded of the protocols for disinfecting surfaces. There will be an enhanced cleaning schedule throughout the day. A 'deep clean' disinfection of the full school will be undertaken on Friday afternoons. The Premises Team will schedule checks during each day on stocks of cleaning materials to check there is adequate supply.
5	Minimise contact between individuals and maintain social distancing wherever possible.	<ul style="list-style-type: none"> Each year group is a single bubble. Year 12 and Year 13 will be kept separately where possible (e.g. in lessons), though will constitute one bubble. 6th formers will be required to wear face coverings in corridors and specified communal areas as they will be moving around the college much more frequently than all other students. Each bubble will have a designated set of classrooms (i.e. tutor/home base) for all of their lessons, in which no other year group students are permitted. This will minimise movement around the college and mitigate crowding on corridors and contact with students of other year groups. Staff will move between bubbles and will be required to socially distance from students and other staff at all times. Each bubble will have a designated space for break time, lunchtime and when needing the toilet. These venues will be disinfected before and after another bubble is able to make use of them. Each bubble will have a designated time for arrival, break, lunch and finish. These staggered times will ensure there is minimal contact between students of different bubbles. When using specialist rooms: <ul style="list-style-type: none"> Disinfect teacher and student workspaces before and after lesson. Students sanitise before and after the lesson. The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. Students and staff will be prohibited from sharing any belongings, including stationery. Stationery packs will be provided for all students at the start of the academic year which will be named and left in tutor rooms at the end of each day. Lockers will not be available to minimise movement around the college and books will be kept in tutor rooms. Staff will not touch any student belongings. When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term.

		<ul style="list-style-type: none"> • Students' books will be left in tutor rooms at the end of each day and staff will need to carry out reviews of marking in these rooms. Staff marking books should wear gloves and a face covering to do so. These will be made available by the college • For marking of student assessments/mock exams teachers will wear gloves. Student scripts should be placed in a plastic box (for the teacher) and if staff would prefer to mark scripts at home they should be retained in school for 48 hours before being marked. The same approach will be taken to the return of marked scripts. Teachers will disinfect wear gloves before and after marking scripts.
6	Where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> • The college will maintain stocks of PPE and deploy them around school. • PPE will be worn by all staff in specific circumstances: <ul style="list-style-type: none"> - Provision for children and young people whose care routinely already involves the use of PPE due to their intimate care needs: Schools have been directed to continue to administer their care following the college's usual procedures. - First aid: First aiders should follow the college's established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, it will be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. - The provision of direct personal care for a pupil with suspected COVID-19 where 2m distancing cannot be maintained (e.g. waiting for a pupil to be collected from school): In such cases, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. - Cleaning: Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection. - Catering: The catering team will wear full PPE when working in the kitchen and delivering food at lunchtimes. They will be temperature checked on arrival to work each day.
7	Engage with the NHS Test and Trace process.	<ul style="list-style-type: none"> • Anyone displaying symptoms will be sent home immediately and asked to book a test. Parents will be contacted and asked to collect their child ASAP. They will be asked to inform the college of the result immediately. • The college will share advice on, and promote engagement with, 'test and trace' with all staff, students and parents. • The college will contact Public Health England to inform them if anyone at college tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • Public Health England will carry out a rapid risk assessment and confirm next steps. • Following advice from PHE, the college will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. <ul style="list-style-type: none"> - If any of these individuals develop symptoms, they will be eligible for testing. - If positive, they should isolate for 10 days from the onset of their symptoms. - If negative, they should complete full 14-day isolation period.
8	Manage confirmed cases of coronavirus (COVID-19) amongst the school community.	
9	Contain any outbreak by following local health protection team advice.	

- The college will keep a record of staff and pupils in each bubble, plus anyone who has had close contact.
- PHE will provide a suite of letters to use in various circumstances. The college will make use of these to ensure effective advice is disseminated to students, staff and parents when relevant.
- A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The college will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- Public Health England and the Local Authority will liaise with the college if a more extensive closure is required due to a suspected outbreak.
- The Principal will keep the Governors and LA updated.
- The college will create a spreadsheets to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date.

4. Arrival and Leaving

- To reduce crowding on entering:
 - Year 7s should arrive at 8:30am at the new build gate
 - Year 8s should arrive at 8:50am at the main student gate
 - Year 9s should arrive at 8:40am at the main student gate
 - Year 10s should arrive at 8:30am at the main student gate
 - Year 11s should arrive at 8:40am at the new build gate
 - Year 12s should arrive at 8:40am at the front gate and enter via the DT/Science stairs
 - Year 13s should arrive at 8:50am at the new build gate
 - **Where families have siblings, students should arrive at the earliest designated time and students should go to their designated area using their year group entrance.**
 - Once students arrive, they should line up in their designated area and move when instructed to their designated tutor room. Students must not go into the college buildings.
 - Parents should not come to the college unless they have an appointment and then must only enter the college via the main reception on Llewellyn Street.
- Upon entering college, students will use hand sanitizer/wash hands as directed
- Students living within a mile of the college will be expected to walk to college to avoid overwhelming public transport- in line with government guidance.
- Students who must use public transport will be required to wear a plain non-logo 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 6th form students will be required to wear face coverings in the corridors and specified communal areas.
- 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.
- Face masks 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.
- ***If Southwark becomes an area of high transmission students will be directed to wear face covering when moving around the college and in communal areas as per updated DfE guidance (25/8/20)***
- Staff who use public transport to get to college, should also wear a face covering during their journey. They will be required to remove any face covering worn on public transport when they arrive at the college.
- Staff/students should avoid sharing cars with anyone outside of their household. In the event that this is an absolute necessity to do so, a mask or face covering should be worn by all. At the

end of the school day, students will be asked to use the hand sanitizer before leaving their final lesson.

- To reduce crowding on leaving:
 - Year 7s will be dismissed in batches at 3:20pm by their Leader of Learning using the new build gate
 - Year 8s will be dismissed in batches at 3:35pm managed by the Leader of Learning using the main gate
 - Year 9s will be dismissed in batches at 3:30pm managed by the Leader of Learning using the main gate
 - Year 10s will be dismissed in batches at 3:20pm managed by the Leader of Learning using the main gate
 - Year 11s will be dismissed in batches at 4:30pm managed by the Leader of Learning using the front gate due to study clubs.
 - Year 12s will be dismissed in batches at 3:25pm managed by the Leader of Learning using the DT exit
 - Year 13s will be dismissed in batches at 3: 30pm managed by the Leader of learning using the new build gate
 - Where families have siblings, 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.**
 - Year 11 have a compulsory study club until 4:30pm every day and Year 13 will have compulsory study clubs on designated days of the week. They will not be allowed to leave earlier unless attending a medical appointment.
 - Once students are dismissed, they should immediately leave the college grounds and go straight home. They should not congregate at local shops or in the surrounding area.

5. Uniform and Equipment

- All students will wear the full college uniform and usual procedures will apply to any infringements.
- Students should only bring a school bag with a bottle of water, reading book and their PE kit on the days when they have PE. Only college PE kit is allowed to be worn during all PE lessons and in any clubs.
- Students are not permitted to bring in pencil cases or equipment from home with the exception of a calculator. Students will be provided with their own equipment pack at the start of term and must not share equipment with others. Students will leave their equipment and exercise books in tutor rooms at the end of each day. Books cannot be taken home. All homework will be set and submitted on Google classroom.

6. Registration, Attendance and Assembly

All students are expected to attend school full-time in September.

- A register will be taken in tutor time each morning and afternoon for all students.
- The college will follow the DfE guidance on absence codes for students who fail to attend school.
- Students who are isolating at home (because they or a member of their household are symptomatic or tested positive) will access learning from home if well enough to do so.
- For all pupils who are isolating at home, Leaders of Learning will continue to make regular calls to check on welfare and whether they are participating fully in lessons.
- Morning/ afternoon registration will continue with a full enrichment and CPHSE programme.
- There will be no assembly of students from different year groups. All assemblies will be on designated days of the week for individual year groups.

<u>Year Group</u>	<u>Assembly Day</u>	<u>AM/PM reg</u>
11	Monday	AM
10	Tuesday	AM

9	Wednesday	AM
8	Wednesday	PM
7	Thursday	AM
12	Friday	AM
13	Thursday	PM

- For year 11 and 13 who have public examinations in the summer of 2021, compulsory catch-up study clubs will take place for Year 11 every day until 4:30pm and for Year 13 on designated days. Year 11 and 13 will also be required to attend compulsory catch up Saturday school sessions from 9am-12pm as per the Saturday school timetable.

7. Expectations in the Classroom/Bubble

- Students and staff will use hand sanitiser on entering each lesson within the day.
- Teachers should wipe the keyboard and mouse at the start of each lesson.
- In IT rooms, cleaners will wipe their keyboard and mouse at the start of each lesson.
- All classroom doors should be kept open at all times.
- When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during the first half-term and then to Year 8 in the second half-term. Similarly, different library books will be designated to each year group and can only be loaned by students in the same year group.
- All classrooms will have fixed seating and students must sit in the same place at all times. Teachers will be required to follow the seating plan given to them so that we are able to have an accurate record of who students are sat in close proximity to.
- Desks and chairs must not be moved from their location.
- When teaching, teachers should be at least 2m from students, avoid movement and stay near the board.
- If classrooms have windows they should be left open during the lesson unless it disrupts the learning.
- Group activities and any close contact between individuals should be avoided.
- Stationery and equipment should not be shared.

8. Specific Curriculum Issues

- A full curriculum will be delivered and all students will have access to all of the subjects they would normally have been offered.
- All subjects will review and revise the delivery of their curriculum to mitigate the risk of infection. Some subject-specific issues are outlined below.

<u>Subject/Issue</u>	<u>Guidance</u>
Art & Design and Technology	<ul style="list-style-type: none"> The curriculum plan should be mapped to ensure that students from different year groups do not use the same specialist equipment. A period of 48 hours (72 hours for plastic) is needed for specialist equipment to disinfect before it is used by students from another year group. The specialist rooms should be disinfected before and after they are used.
Science	<ul style="list-style-type: none"> In KS4 and 5 a lab will be allocated for specialist science practicals as needed. A timetable will be created and shared with the premises team to ensure cleaning as required. The science labs used for practicals should be disinfected before and after it is used. In some cases, if adequate resources are not available and it is necessary for the same practical experiment to be studied by different year groups, a teacher demonstration will be used rather than students undertaking the practical.

CPSHE	<ul style="list-style-type: none"> - The teaching of mental health and wellbeing and metacognition/effective independent learning will be prioritised during the first term.
Music	<ul style="list-style-type: none"> - It will not be possible to use the small practice rooms. - The studio and large practice room will be set up for peripatetic lessons. - Peripatetic teachers can deliver 1:1 lessons in those 2 rooms, including singing as long as social distancing can be maintained. DLA/LLA will put a timetable together for this and it may require peripatetic staff to changes their days to make this work. - Students must not share instruments, especially brass and wind. - Singing can take place only in classes/ groups of 15 or less, but students must be able to maintain social distancing and be side by side not facing each other. - Chromebooks can be used with KS3, phones are not allowed to be used in KS3 or 4 lessons under any circumstances. - The department will focus on recording practicals to play to students to help work on listening skills. - Ensemble music groups are not allowed, except small singing groups following the guidelines mentioned above.
Sports and Changing	<ul style="list-style-type: none"> - Where possible, PE should be undertaken in outdoor spaces. - Contact sports should be avoided. - The curriculum plan should ensure that students from different year groups do not use the same specialist equipment. A period of 48 hours (72 hours for plastic) is needed for specialist equipment to disinfect before it is used by students from another year group. The department should follow all sports body and DFE guidance. - All changing rooms must be wiped down by cleaners before and after each use- PE staff should wear a face covering when entering the changing rooms.
Textbooks and Library Books	<ul style="list-style-type: none"> - When giving out textbooks in lesson, these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours. - The library will be closed. No students are permitted to congregate in the library. Different library books will be designated to each year group and can only be loaned by students in the same year group. The book will be delivered to the students.
Educational Visits	<ul style="list-style-type: none"> - All educational visits must be approved by the Principal - International and residential trips will not be permitted. - Day trips may be permitted following the first half-term. If a trip is required after October half-term, staff should secure permission from the Principal who will consult with the Chair of Governors. - Trips may not involve students from different year groups. - When planning trips: <ol style="list-style-type: none"> 1. All bookings should be made such that they can be cancelled in the event of a lockdown or other COVID-related circumstance with a full refund. 2. The risk of infection – and how this will be mitigated – should be included in the risk assessment. This includes guidance from any external transport that is booked. 3. The trip leader should enquire whether other school parties are likely to be present and whether social distancing from such groups will be possible. If not, the trip should not go ahead.

9. Curriculum Recovery Planning

- The school will deliver a number of strategies to ensure that all students catch up on missed learning and progress by the end of the academic year.
- These strategies are outlined in the school's 'Curriculum Recovery Plan'.

10. Student Leadership and Enrichment

- Leadership opportunities will continue, though care will be taken to avoid infection within and between bubbles.
- Year 11 Prefects and peer mentors who will be appointed on a year group basis will support supervision and communication with students within their year group only.
- Librarians for each year group will be identified and will support the delivery of books to their year group only.
- Mental Health ambassadors and Diversity ambassadors will meet, but 2 metre social distancing and face coverings will be required for the meeting.
- The College Council will meet in school but virtually, such that:
 - The meeting will occur outside of lesson time (e.g. during assembly or after school).
 - All students within the same year groups (bubble) will sit together in one room within a tutor room
 - Each set of year group students will then 'meet' virtually with students from other year groups via Google Meet
 - The member of staff supervising the meeting may be present in any of the rooms providing they maintain distancing from the students.
- The Head Boy/Girl and Deputy Head Boy/Girl and designated 6th form student leaders are permitted to visit assemblies and form classes if they maintain social distancing from each other (if in different year groups) and from the students within the assembly.
- Enrichment clubs, PE clubs, House competitions and leadership development events should only be delivered within a specific year group. Alternatively, this may be delivered with students from different year groups in school but meeting virtually from their respective tutor rooms. In such circumstances, staff supervision must be maintained. After school clubs will be for a specific year group each day and will be appointment only, they will run until 4:25pm, all students will be required to leave the college site by 4:30pm and must be escorted offsite by the member of staff running the club.
- Before and after school homework club will be available to a limited number of students and will be by appointment only. Students who attend will be required to wear a face covering and stay in the club at their designated computer until their year group arrival time before college and until 4:20pm at the end of the day.
- Activities such as careers events and visiting speakers should be delivered virtually.
- All fundraising, such as charity stalls, should only be permitted if crowding can be mitigated and if the only attendees are from the year group of those leading the fundraising.
- Sixth Form student leaders and Year 11 prefects may be offered volunteering/leadership/mentoring opportunities within the main school if they are:
 - Able to maintain at least 2m social distancing from all students at all times.
 - Inducted on infection control measures/wear face coverings
 - Adequately supervised at all times.

11. Safeguarding

- Leaders of Learning will continue weekly calls to any isolating students (not attending school).
- The college will deploy staff from the inclusion team to support students and staff affected by the COVID-19 pandemic. This includes evaluating mental health of all members of the school community, supporting with bereavement, targeting students with attendance and behaviour concerns and maintaining an ECM Risk Register.
- The inclusion team will meet with vulnerable students and provide mentoring support. They will maintain distancing and be inducted on infection control measures within the college. All of their meetings should be in a booked meeting room which is disinfected before and after

each student has visited. Group mentoring is only permitted with students from within one year group.

12. Supporting Students with Special Educational Needs and withdrawing students for intervention

- The support for students with SEND is in two forms.
 - Support within the classroom.
 - Support within the classroom, supplemented by partial withdrawal.

- Each form of support will require mitigation to avoid infection.

Type of support	Guidance
SEND Support within the classroom.	<ul style="list-style-type: none"> ● TAs supporting in the classroom should maintain as much social distancing from the pupils they support as possible whilst maintaining effective support). If needed, they should liaise with the teacher to agree a seating plan that maximises their opportunity for distancing. ● TAs should also consider: <ul style="list-style-type: none"> - Sit side by side with the student, both facing the front/ The TA should wear a face covering - Avoid facing the student they support unless this is needed for hearing impairment. - Avoid physical contact with the student. - Ensure that they do not share stationery or contact the same surfaces.
SEND withdrawal.	<ul style="list-style-type: none"> ● If students with SEND from different year groups need to be accommodated within S02 (for partial withdrawal from the curriculum) and there are no additional venues, they must maintain social distancing of at least 2m from each other at all times. If 2 metres cannot be maintained face coverings must be worn by all staff and students. ● All spaces within SEN/Inclusion area must be disinfected before and after each use. ● Students are not allowed in the corridor leading to SEN offices at any time and must wait on the main corridor.
TAP	<ul style="list-style-type: none"> ● Mon, Thurs, Fri S01 Weds F35 Tues TBC ● Staff/students to maintain 2 metres social distance ● Spaces must be disinfected before and after each use.
Counselling	<ul style="list-style-type: none"> ● Mon + Tues F35 Staff/students to maintain 2 metres social distance ● Space must be disinfected before and after each use.
Catch up interventions	<ul style="list-style-type: none"> ● Library to be used during the day and after school ● Staff/students to maintain 2 metres social distance ● Spaces must be disinfected before and after each use.
Careers/guidance meetings	<ul style="list-style-type: none"> ● Tues/Weds in S01 ● Staff to maintain 2 metres social distance ● Spaces must be disinfected before and after each use.

13. Behaviour, Alternative Provision Base and Detentions

- The Alternative Provision Base will have a maximum capacity of 15 students and 2 members of staff.
- If students from different year groups need to be accommodated within the APB they will maintain social distancing of at least 2m from each other and the supervising teacher at all times. All students must wear a face covering.
- The break and lunchtime for these students will be different from all other year groups (bubbles) to avoid physical contact with other bubbles. A separate toilet will also be assigned to students in the APB.
- A wilful breach of social distancing within the APB may result in a fixed term exclusion.

- After school detentions must be completed within the year group 'bubble' in designated rooms. Year 11 will have a designated room for lunchtime detention so students can attend catch up study clubs after school.
- Saturday detentions will continue to take place and students will be given a different start time for each year group.

14. Toilets

- At all times, including break and lunchtimes, students should use their designated toilet:

Group	Toilets
Year 7	NS toilets
Year 8	2nd floor toilets (next to main stairs)
Year 9	1st floor toilets next to male staff disabled toilet
Year 10	Ground floor toilets

Group	Toilets
Year 11	NF toilets
Year 12+ 13	1 st floor toilets (next to main stairs) and NT toilets

- Year group monitors will support the supervision of the use of toilets during break and lunchtime.
- Students should wash hands before and after using the toilet.
- All cubicles will be disinfected regularly.

15. Breaktime Plan

- Students will be placed on a rota and have a mix of outdoor and indoor break time (in tutor rooms) over the course of each week.

Outdoor break timetable

- Year 7 Weds, Thurs, Fri astroturf
- Year 8 Mon, Tues playground-main gate
- Year 9 Weds, Thurs, Fri playground- main gate
- Year 10 Mon, Tues astroturf
- Year 11 Everyday basketball courts
- Year 12 & 13 Everyday far playground

If it is wet break students will remain in tutor rooms.

16. Lunchtime Plan

- Students in Year 7, 8 and 9 will have lunch p.4a 12:15pm and in Years 10, 11, 12 and 13 p.4b
- Students will be asked to wash hands with soap before lunch and will sanitise hands when they return to lessons.
- Students are not permitted to be anywhere else in the college building during lunchtime.
- Pack lunches will be available in designated locations for each year group. The catering team can adapt lunches to suit dietary requirements and allergies.
- Parent pay is the only means of paying for lunch. Machines in college can no longer be used.
- Parents and staff will be required to pre-order and pay for lunch using parent pay
- Students are not allowed to bring their own packed lunch into college due to Covid-19 health and safety requirements. If a student has a medical reason for requiring to bring their own lunch into school, a doctor's note must be provided and the student will be instructed as to how to maintain good hygiene. They must follow the practices shown every day.

17. Duties

- Please see the duty rotas for more details.
- All staff must arrive at duty on time and be proactive whilst on duty.

18. Catering Staff

- Whilst preparing food, catering staff will maintain social distancing as much as possible. They will also wear full PPE in addition to the normal garments. A separate bin should be used to discard these items. Face shields will be disinfected at the end of each day.
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- When serving food, catering staff will need to maintain distancing as much as possible.
- All tables and seating will be wiped down with disinfectant continuously before, during and after 4a/4b lunch

19. Cleaning

- Cleaning staff should wear disposable gloves for standard cleaning and face coverings when cleaning toilets or whenever 2 metre distances cannot be maintained. If tabards are worn they should be washed at the end of each day. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should wear full PPE including eye protection – as per PHE guidelines.
- High frequency spaces and toilets will be regularly cleaned as per the rota throughout the day. Shared specialist classrooms, changing rooms and dining spaces will be cleaned before and after use by each class/year group.
- On Friday afternoons, there will be a deep clean of all spaces and surfaces in school.

20. First Aid and Medical Room

- A student /member of staff who is unwell and displays Covid- 19 symptoms must be brought to G22 and wait there before being collected by a parent. In the case of staff transport home will be arranged.
- A student who is unwell with non Covid symptoms should proceed to the medical room as normal which has been moved to G03 next to reception.
- First aiders should follow the college's established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, staff should wear face masks, gloves and aprons. Eye protection will also be needed if splashing from bodily fluids is likely to occur.

21. Movement Around School

- All non-essential movement around school should be avoided.
- The routes to be used by each year group are outlined below (the reverse route should be used when returning):

Year	Route for School Entry & Exit	Route for Break & Lunchtime	Assembly Info
7	8:30am arrival new build gate, line up on undercroft, use front staircase of main build. 3:20pm departure same route.	Break: Front staircase to astro turf Lunch: Front staircase, line up undercroft, new build outside sinks	AM assembly, use sports hall corridor and use first set of assembly hall doors.
8	8:50am arrival main gate, line up behind hall, main entrance, use Maths stairs. 3:35pm departure same route.	Break: ICT stairs, ICT exit doors, main playground Lunch: Maths stairs, main entrance, line up behind hall, main build outside sinks, come into sports hall canteen via the exit doors.	PM Assembly, use Maths stairs to assembly hall
9	8:40am arrival main gate, line up by ICT fire exit, use ICT exit stairs. 3:30pm departure same route.	Break: ICT stairs, ICT exit doors, main playground Lunch: ICT stairs, ICT exit doors, line up by ICT exit and come into	AM assembly Main entrance straight to assembly hall.

		canteen via main entrance use ground floor sinks.	
10	8:30am arrival main gate, line up behind hall, use main entrance and central stairs. 3:20pm departure same route. Use central stairs + main exit in main building, back stairs in new build.	Break: central stairs to astroturf. Lunch: central stairs to line up behind hall, use ground floor sinks	AM Assembly Main entrance and straight to assembly hall.
11	8:40am arrival new build gate, line up on basketball court, use back staircase of the new build. 4:30pm departure time, main gate. Use central stairs + main exit when in main building, back stairs when in new build.	Break: Back staircase to basketball court. Lunch: Back staircase, line up behind hall, main build outside sinks, come into sports hall canteen via the exit doors.	AM Assembly use sports hall corridor and use first set of assembly hall doors.
12	8:40am arrival, front entrance and DT exit doors, use DT staircase. 3:25pm departure time same route. Use DT staircase + gym corridor when in main building and front staircase of new build.	Break: Front staircase to far playground. Lunch: Front staircase to far playground/new canteen if collecting lunch or new build gate if leaving site.	AM assembly – straight to assembly hall, sit in designated tutor row.
13	8:50am arrival, new build gate, use front stairs of new build. 3:35pm departure time same route unless study club DT exit + front gate 4:30pm. DT staircase+ gym corridor when in main building and front staircase new build.	Break: Front staircase to far playground. Lunch: Front staircase to far playground/new canteen if collecting lunch or new build gate if leaving site.	PM Assembly – straight to assembly hall, sit in designated tutor row.

- If groups of students are moving during lessons to shared spaces (e.g. Canteen, etc) or specialist spaces (e.g. for PE, IT lessons etc), the class should wait in their bubble area and are managed by their teacher to and from their specialist venue or shared space to avoid crowding on corridors.
- During each lesson changeover, SLT and designated staff will supervise any movement around the building.

22. Staff areas & Offices

- Staff should only use café areas, G52, offices or faculty bases if they are able to socially distance themselves from each other. There will be a set number of staff allowed in all staff areas which all will be expected to adhere to.
- All Year/Dept meetings within school hours should only be undertaken in designated classrooms if social distancing is possible.
- Designated classrooms will be cleaned before and after meetings
- Full staff meetings will take place on a carousel or virtually as required and Middle Leader meetings will take place in the hall.
- Computers and telephones in offices/faculty bases should also be wiped after use and hands should be sanitised afterwards.
- Staff should use a hand sanitizer when entering and leaving offices and classrooms

23. Emergency Evacuation

- On hearing the fire alarm, students must be instructed to leave the building in single file and in a calm, orderly manner, it may not be possible to maintain full social distancing at this time.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to the predetermined external assembly point. The last person leaving the classroom should ensure the door is shut.
- The Assembly Point remains the same.
- Specific arrangements must be made for students/staff with physical disabilities or complex needs to ensure that they are assisted during evacuation. In such circumstances, staff should wear a mask if social distancing is not possible.
- All bags, coats and classroom materials must be left in the classroom.

- Fire marshalls should check their designated area before evacuating and confirm to JNO/FCO that their area is clear as soon as possible.
- As staff move to the evacuation point:
 - Staff should maintain social distancing from colleagues as much as possible
 - Students should be encouraged to move quickly and silently and staff should model this.
- Lifts must not be used.
- Any visitors to school must be directed to follow the students out of the nearest exit.
- Anyone who is not in class when the alarm sounds must report to the assembly point.
- If the evacuation is necessary during break or lunchtime periods, students and staff should evacuate immediately using the nearest available exit and report to the assembly point.
- Admin staff will bring the visitor signing-in log and completed registers for each class to the assembly point.
- It may not be possible for students to avoid proximity to students of other year groups (bubbles) whilst evacuating the building – however, students will be instructed to avoid all physical contact on their way to the Assembly Point.
- At the Assembly Point:
 - All students should stand within their bubbles and maximise the distance between bubbles.
 - All students should line up in their form classes and be registered by their Learning Coordinator.
- Upon re-entry into the lesson, students should use a hand sanitiser.
- Red and amber emergency alert and lockdown procedures will remain the same.

24. Visitors, Reception and Deliveries

- All visitors should be approved by the Principal beforehand and unnecessary visitors should be avoided.
- Visitors arriving at reception should be asked to maintain social distancing if waiting to be seen.
- Visitors entering college should be asked to use the hand sanitiser.
- Visitors should be inducted on safety and hygiene measures if they are spending time in college.
- Hands should be washed with soap after handling any deliveries/post.

25. Teacher Training Placements and Volunteers

- Teacher training placements are permitted, providing all checks are completed and the trainee is adequately supervised and fully inducted on the college's infection control measures.
- Volunteers will not be permitted until further notice.

26. Parents' Evening and Meetings

- Meetings with individual parents are permitted, providing:
 - Parents are advised to only attend the meeting if they – or a member of their household – are not symptomatic. This should also be asked to confirm this when signing in at reception.
 - Parents sanitise their hands before and after the meeting.
 - All care is taken to avoid parents coming into proximity with any student other than their own child.
 - Social distancing is maintained during the meeting.
 - If meetings with parents take place remotely via Zoom, there must be 2 members of staff present at all times and the meeting should be recorded for staff safety.
- Parents' evenings, where there is a large gathering of parents, will be avoided during the first term. Instead, the college will make appointments with parents of targeted pupils when needed.
- Information events for parents, such as curriculum guidance evenings and open days and evenings will be delivered virtually.

27. Remote Education (and Contingency for partial/ full closure or Local Lockdown)

St Michael's Catholic College Remote Learning Protocols 2020-21

In line with DFE guidance on the reopening of schools we must ensure that remote education is high quality and aligns as closely as possible with in college provision so that students can continue to make good or better progress

Protocols

1) Where individual students need to be absent from college for 14 days due to quarantine:

All departments need to devise 2 weeks' worth of work and resources that complement or reinforce the curriculum plan in that subject for each half term for each year group. (This can be created on a rolling basis).

At Key stage 3 for core subjects this would be 6 lessons, for Ebacc 4 lessons and for Foundation subjects, 2 lessons. 50% of these lessons in each subject should be interactive in some way, for example narrated power points. Work will be set using google classroom by the individual subject teachers of those students and should be marked by them so that students receive feedback once a week as a minimum.

Staff will be notified by Leaders of Learning when students have been told to quarantine. Remote registration will be undertaken by Leaders of Learning.

2) Full year group(s) in quarantine for 14 days

Subject lessons will be set as timetabled and will follow the curriculum and scheme of work for that period according to department curriculum maps. Live lessons should be delivered using google meet, along with narrated power points and other interactive activities. Low stakes testing to be used at the end of each week to inform next steps in learning and any follow up action needed. Lesson one on return to college will be a feedback lesson.

Non-completion of work by students during this time will result in Saturday detention on return, along with nightly centralised year group detentions.

Form tutors will carry out remote registration with students at AM registration – non-engagement will be followed up by DCA as per college absence policy.

3) College closure due to lock down

All subject teachers set work as per the number of timetabled lessons in a week and will follow the curriculum and scheme of work for that period according to department curriculum maps. Feedback takes place for each subject weekly and low stakes testing takes place fortnightly (weekly for year 11 and 13) to ensure that students have engaged with the learning and to address gaps.

- Key stage 3:
Core subjects: 2 'live' lessons using google meet/ week
Ebacc subjects: 1 'live' lesson using google meet / week
Foundation subjects: 1 live lesson / fortnight using google meet
- Key stage 4 and 5: a minimum of 50% of lessons for each subject during the week should allow interaction between staff and students using google meet.

Remote registers will be taken by form tutors at AM registration – non-engagement will be followed up by DCA as per college absence policy.

Monitoring: at both levels 2 and 3 monitoring of work set will be undertaken by Heads of Departments and department post holders. Systems for this will be shared at middle leaders to ensure that the workload is manageable.

Staff Expectations

Staff must follow the expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. Only attend college if you and all members of your household do not have Covid-19 related symptoms
2. Wear a mask or face covering if using public transport. Avoid sharing cars.
3. Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
4. Avoid physical contact at all times. No hugs, shaking hands etc.
5. Do not share belongings (stationery, food etc) with others.
6. In the classroom, do not move the table or chairs and stick to the set seating plan. Avoid touching displays and other surfaces. Wipe any specialist equipment before and after use.
7. Wipe your keyboard and mouse at the start and end of each lesson.
8. When teaching, avoid movement around the classroom and maintain distancing from students.
9. When marking work, wear gloves and wait 48 hours before taking assessments/exam papers home to mark.
10. Where possible, keep doors and windows open at all times.
11. Do not gather in the staff areas/faculty bases and stick to agreed numbers in these areas and offices. Maintain social distancing at all times.
12. Only use designated rooms for meetings.

Student Expectations

When attending college, students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

1. Only attend college if you and all members of your household do not have Covid-19 related symptoms
2. Wear a mask or face covering if using public transport, in college if directed to by staff and if you are in the 6th form in corridors and specified communal areas.
3. Arrive at college and leave to go home at the designated time. Do not congregate in and around the local area at the end of the day.
4. Use a sanitiser to disinfect hands on entering and leaving college and each classroom within the day. Wash hands with soap regularly during the day.
5. Stick to your bubble/designated classrooms at all times.
6. Avoid physical contact at all times. No hugs, shaking hands etc. Maintain as much distance from others as possible.
7. In the classroom, do not move the table or chairs. Avoid touching displays and other surfaces. Wipe specialist equipment before and after use.

8. At break and lunchtimes, go to your designated area/classroom and maintain a safe distance from others.
9. Do not share belongings (stationery, food etc) with others.
10. Use your designated toilets only. Only enter the toilets if there is a free cubicle.