



# St Michael's Catholic College

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[www.stmichaelscollege.org.uk](http://www.stmichaelscollege.org.uk)

Principal: Ms Felicity Corcoran

Vice Principal: Ms Charlotte Sayed

Vice Principal: Ms Kathleen Faherty

September 2020

## St Michael's Catholic College Home - College Agreement during COVID-19

*Our continued mission is to educate our students within the ethos of a Catholic community so that they will develop as committed Catholics, able to play a positive role in society. The purpose of this Agreement is to ensure that students, parents and the College continue to work together in partnership during this COVID-19 pandemic.*

We expect that all Parents/Guardians sign the Google form (link at the end) to show that the Procedures and Behavioural expectations have been understood and agreed by yourself and your child.

**The Google form MUST be completed before your child is due to return to College.**

When students are in school, as well as following our Behaviour policy, we expect them to follow all of the rules set out in this agreement so that they are able to keep themselves and the rest of the school community safe. Staff will be familiar with these rules and make sure they are followed consistently.

### **Transport**

Where possible students should come to school via walking, cycling or by car. It is expected that students living within a mile of the college will walk to college. Where public transport is the only option it is important that students follow the Government guidelines with regard to safe travel, namely, they should be wearing a face covering and remove them appropriately before entering the school premises, please use the link below for further guidance.

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

### **Procedures for arriving or leaving the school**

Students should be making their own way to and from school and should be coming directly from and to their homes. Students should not congregate in the local school area before or after the school day.

All students should arrive to school at their designated time and entrance, as outlined in the College Reopening Plan.

[https://docs.google.com/document/d/1WthTIB\\_TB1zi6BmMyc3v6F8cT20Mv0qRLOeEKvKJYx4/edit](https://docs.google.com/document/d/1WthTIB_TB1zi6BmMyc3v6F8cT20Mv0qRLOeEKvKJYx4/edit)

Before entering the College gate, students should adhere to social distancing measures, once on site they should go to their designated Year group area.

### **Conduct in school**

We expect that all students will meet our normal behaviour expectations as outlined in our Behaviour policy, which can be found on the College website. However, due to the changes to the normal school day as a consequence of COVID-19 there are some additional expectations that all students must uphold.

- 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.
- Follow respiratory hygiene recommendations; "Catch it, Bin it, Kill it". Use of tissues when sneezing and/or coughing which should be put in the bin as soon as possible and students should avoid touching their mouth, nose and eyes with their hands.
- Stick to bubble/designated classrooms at all times.
- Avoid physical contact at all times. No hugs, shaking hands etc. Maintain as much distance from others as possible.
- In the classroom, do not move the table or chairs. Avoid touching displays and other surfaces. Wipe specialist equipment before and after use.



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- When moving around the building, students must stick to their designated routes and staircases.
- At break and lunchtimes, go to designated area/classroom and maintain a safe distance from others.
- Use designated toilets only. Only enter the toilets if there is a free cubicle.
- Do not share belongings (stationery, food etc) with others.

**Students should not cough or spit at or towards any other person.** This is completely unacceptable behaviour which would put others at risk, therefore, would result in a fixed term exclusion.

### **Uniform**

When on the way to and from school and whilst in school it is expected that all students follow our normal uniform expectations. As well as correct uniform, this includes suitable shoes, jackets, hair styles and no jewellery.

Staff will already be required to carry out additional and time-consuming checks ensuring that students are kept at safe distances on entry to the school building so your support in making sure that your child comes to school in the correct uniform is much appreciated.

### **Protective clothing**

We will continue to follow Government guidelines with regards to advice surrounding the wearing of face coverings. In line with current guidance we will not be making the wearing of masks mandatory across the college at the moment with the following exceptions:

1. From Monday 7th September all 6th form students will be required to wear a face mask in corridors and specified communal areas as this is the only year group who will be moving across the college regularly.
2. 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.

All students are however expected to bring a 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 blazer pocket. 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](mailto:contact@stmichaels.org.uk) with information and evidence of the exemption.

Students are allowed to wear a face mask in the corridors and or classroom if they wish to. Masks must fit the requirements above 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.

### **Equipment**

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.

### **Homework**

All homework will be set and submitted on Google classroom. Homework is a vital part of every student's learning journey and therefore it is of the upmost importance that all students complete each task to the best of their ability and meet deadlines. Students that fail to meet this expectation will receive a minor negative mention, if they persistently fail to meet homework expectations they will receive a major negative mention. This will result in detentions and may lead to phone calls home and parent meetings.

### **Year 11 Study Clubs**

At the end of each day, Year 11 students are expected to attend compulsory study clubs until 4.30.

### **Attendance and punctuality**

Regular attendance is encouraged and expected of all pupils at St. Michael's. It is Parents/Guardians responsibility to inform the college on the first day of any absence. On return from absence a letter explaining the absence must be produced and Medical certification should be provided on request.

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.

Punctuality and in this instance, arriving to School at the designated time is more important than ever. We have been meticulously organising staggered arrival and departure times for each group of students in school so that mixing is minimised. This work is undone if students arrive outside of their designated time.

If your child is late due to a valid reason, for example, a doctor appointment you will need to provide evidence of this. We will use our discretion if there are genuine traffic problems within the College vicinity but please note, phone calls to the College on a regular basis will not be sufficient to omit your child from sanctions.

### **Procedure if you are experiencing symptoms of Coronavirus**

If a student is due to be in school but is experiencing coronavirus symptoms or someone in their household is experiencing symptoms the **student should not attend school**. Parents/Guardians should call to speak to Mrs Carr our attendance officer or contact her on [d.carr@stmichaelscollege.org.uk](mailto:d.carr@stmichaelscollege.org.uk) to inform her of the absence and explain that it is due to coronavirus symptoms.

Whilst in school, if a student becomes unwell they should follow the usual procedure of informing a member of staff who will organise for the student to be seen by the nurse or a First Aider. If the student presents with coronavirus symptoms they will be directed to a secondary medical isolation room and the nurse will contact parents/guardians to come to collect their child.

**It will not be taken lightly if students are found to fake coronavirus symptoms, this is a waste of time and resources.**

In order to keep all people in our school community safe it is expected that the ‘**Stay at Home**’ Government guidelines are kept to:

- The person experiencing the symptoms has to self-isolate at home for at least 10 days from when the symptoms started.
- You should arrange to have them tested.
- If the test is positive, all other members in the household must stay at home and not leave the house for 14 days.
- You should alert the school to a student or someone in the household experiencing symptoms and subsequent test results as soon as possible.

Further advice can be found here; <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

### **Remote learning expectations**

At times it may be the case that individual students, year groups or the whole college is required to take part in Remote learning. When Remote learning is necessary it is expected that students complete all work tasks that they have been assigned and meet all deadlines.

All students that are having to continue their education remotely will be expected to complete morning registration. Non-engagement will be followed up by Mrs Carr as per the college attendance policy and may require further involvement from Leaders of Learning and SLT.

### **Parent/Guardian visits/meetings at school**

In trying to minimise contact and mixing at school as much as possible we ask that if a parent/guardian has a query they contact their child’s Leader of Learning or call reception during school hours. **Parents/Guardians will not be allowed into the school building, which includes the reception area, unless they have a pre-arranged appointment.**

### **Parent/Guardian contact details**

It is more important than ever that we always have your most up-to-date contact details. If you change your telephone number, email address or home address you **MUST** let us know as soon as possible so that we are always able to contact you during the school day. If you need to update any information please update your details on Edulink and contact Mrs Shaw either my telephone or via [s.shaw@stmichaelscollege.org.uk](mailto:s.shaw@stmichaelscollege.org.uk).

A reminder that all Parents/Guardians must sign the **Google form**; <https://forms.gle/UoLLTiw5ywgH65yf7> to show that the Procedures and Behavioural expectations have been understood and agreed by yourself and your child.

