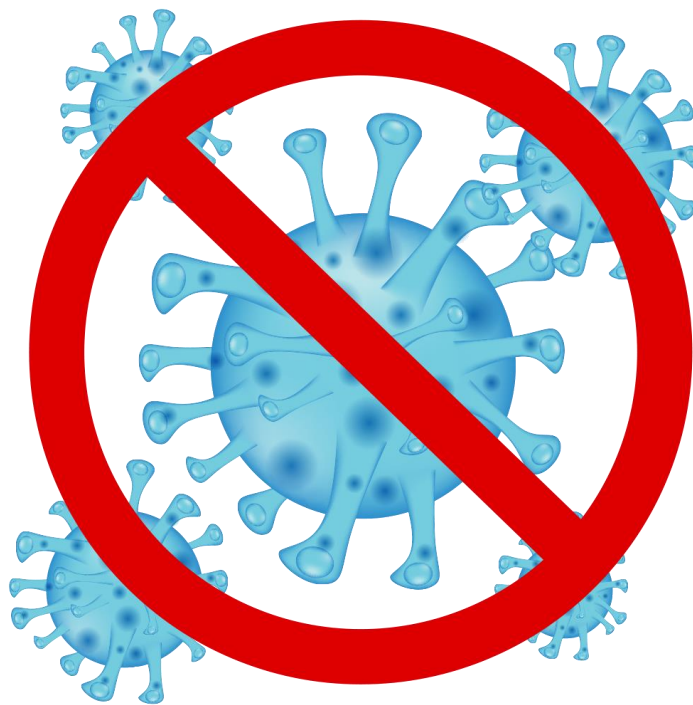


Sacred Heart High School

REOPENING OUR SCHOOL FOR SEPTEMBER 2020



A GUIDE FOR PARENTS, CARERS & PUPILS

Your daughter's safety is our priority.

Updated 16 November 2020

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1 INTRODUCTION

The coronavirus pandemic has affected us all. Not just the pupils and staff at school, but all our families and communities across the world. In some cases this may include bereavement; and for many, the restrictions have caused stress and loneliness.

Now we come together as a community of faith and learning to help you face the opportunities and challenges that will shape your future as young adults

School is not however be back to normal. We have to impose new arrangements and some restrictions in school in order to keep you safe and these are likely to be in place for quite some time.

It won't be easy, but we all have to work together to beat this virus. All of our actions affect others and now more than ever, we must work together and be kind to each other as we start to get our lives back.

Whilst we hope and pray that normality will return sometime in the future, the new arrangements and restrictions that are in place will have to be strictly adhered to by all pupils. These new arrangements follow the advice given by the government to support the safe reopening of schools and with the support of your teachers and other staff together we can ensure that you are safe and healthy and our school is protected as far as is possible from the threat of COVID 19.

This guide takes you through the changes to normal routines and the expectations we now have of all pupils who attend Sacred Heart in the academic year 2020-2021.

2 THE OVERALL PLAN

Our Covid risk assessment relates to our own context at Sacred Heart. Systems operating in other schools may all be different to suit their own contexts. Our plans respond directly to the latest government guidance, but you will be aware that such guidance changes as the pandemic evolves. We will adapt to changes as the year progresses and will keep you informed.

The school has in place a Covid 19 Review Group which meets regularly to monitor progress and make any revisions necessary. Our overall plan is based on a system of eleven controls set out in the government guidance

PREVENTION CONTROLS	RESPONSE TO INFECTION
<ol style="list-style-type: none">1. Those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, should not attend school.2. Where recommended, use of face coverings in schools.3. Clean hands thoroughly more often than usual4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach5. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.6. Measures to minimise contact between individuals and maintain social distancing wherever possible.7. In specific circumstances, wear appropriate personal protective equipment (PPE)8. Keep the school well ventilated and the learning environment comfortable, with greater flexibility on indoor clothing. When cold windows can be open slightly so long as it creates a draft but classrooms to be purged with air when not occupied by pupils at break, lunch etc.	<ol style="list-style-type: none">9. Engage with the NHS Test and Trace process10. Manage confirmed cases of coronavirus amongst the school community11. Contain any outbreak by following local health protection team advice

2.1 Definitions

Our terminology will be used carefully to avoid confusion between Risk Levels and Containment Tiers.

- Our second **National Lockdown** and its associated controls effectively trump the controls that relate to underlying Local Regional Risk Levels.
- **Local/Regional Risk Levels** are categorised as Medium, High and Very High. We will continue refer to these as Risk Levels rather than Tiers to differentiate them from 'Tiers of Containment' listed in the separate 'Contain Framework' for schools.
- **Tiers of Containment** for schools

Tier 1: Full opening

Tier 2: Full time vuln. & critical worker + rota for others

Tier 3: Full time vuln. & critical worker + specified year grps + remote for others

Tier 4: Full time vulnerable & critical worker + remote for others

2.2 Arrangements for Year Groups

Each year group will be separated from other year groups as far as possible in a protected 'bubble'. Year groups arrive and depart at different times, using three entrances to the school site. Break and lunch time will also be different for different year groups. Year groups will be located in designated areas of the school site, separated from one another and teachers will be mobile moving to classrooms to teach.

Year 7 will remain in their form rooms throughout the day except for break, lunch and PE.

Years 8 & 9 will move from their form room to their teaching room within their bubble location, for Period 1 onwards, returning to their form room for PM Registration.

Years 10 and 11 will also be grouped in year group bubbles. They will move from their form to designated teaching groups all the core subjects (Maths, English, Science and RE) and will also move to other rooms for their option subjects.

The Sixth Form Years 12 and 13 are in one bubble, moving to different rooms for their classes.

3 ATTENDANCE

3.1 Normal requirement to attend school

Government guidance confirms that school attendance is mandatory again This means that the usual rules on school attendance apply, including:

- the duty on parents and carers to secure that their child attends regularly at school; and
- the schools' responsibilities to record attendance and follow up absence including the ability to issue sanctions.

3.2 Self- Isolating

It is recognised that a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms within the last 10 days or a positive test result themselves; or because they have been identified as a close contact of someone who has coronavirus (COVID-19)

3.3 Extremely Clinically Vulnerable (ECV) Pupils

Shielding guidance confirms that **extremely clinically vulnerable (ECV)** pupils should **not attend school** during the second national lockdown period, see Shielding Advice 13 Nov 2020:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Government Advice confirms that ECV pupils and pupils with family are ECV can attend return to school at all Local COVID Alert Levels unless they are one of the very small number of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school.

3.4 Remote Education

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school will immediately offer them access to remote education. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

4 WHAT PUPILS SHOULD BRING TO SCHOOL

As school lockers are no longer able to be used, it is important that you bring to school what you need for the day and no more.

4.1 Face Coverings

All pupils will need to bring face coverings to school. The wearing of face coverings public areas of the school premises is required by the government. Masks must be worn in corridors and when pupils are outside (perhaps moving to a PE class) and when together outside at break and lunchtime. Masks may be removed to eat and drink.

We are aware that some remain exempt from wearing face coverings and this will be respected. We must remain kind at all times.

The latest government guidance government recognises that 'it will not usually be necessary to wear face coverings in the classroom' and in line with this guidance and so we do not 'require' this. We will however retain discretion for parents if they wish for their daughter to wear a face covering in class. Staff will have a similar discretion.

We will monitor the impact of face coverings on teaching and learning and keep this under review. We will be mindful of the need for hearing impaired pupils to see the face of the teacher.

Pupils travelling to and from school on public transport will need to wear a face covering on their journey.

When not in use, facemasks must be taken off carefully. Pupils must avoid touching the front of the mask and must then place it in a sealed plastic bag. Hands must also be sanitised.

See link to a You Tube Video about how to wear a mask properly

https://www.youtube.com/watch?v=9Tv2BVN_WTk



4.2 Sanitiser

The school has many sanitiser stations. These are located at all entrances to the site and at the entrance to each building. Remember that it is important to sanitise your hands before and after removing your mask and we encourage all pupils to bring their own sanitiser to enable them to safely remove their masks at any time and also simply to encourage greater use.

4.3 Equipment

You should bring your own pens, pencils, ruler or whatever equipment you need for class.

4.4 Water and Food

Water fountains are now operational in all school buildings and each has an immediately adjacent hand sanitiser station. Care must be taken to clean hands and the tap before and after use. Water fountains may be used to fill water bottles but not to drink from directly.

The kitchen is providing both hot and cold food. Pupils will not eat in the dining room but in their own separate bubble locations.

Arrangements have been made to reduce congestion with a one way system, separate counters for hot and cold food, no serving of different portions, and pupils will not be helping themselves to cutlery from the common tray. Cutlery will be provided with the hot meal.

Food and snacks will not be available to purchase before school or at break.

4.5 Uniform

Government guidance confirms that clothes *'do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal'*.

Pupils should wear their full school uniform on all days other than a day when you have PE. Remember that break and lunch will be outside unless it's raining, so if it's cold, you must come with a blue or black coat.

Given the necessity of keeping classrooms well ventilated with the windows open, in cold weather pupils are advised to layer up, for example with a t-shirt under their shirt, a gilet or the school PE hoodie.

On a day when you have PE, please come to school in your PE kit **together with** your school blazer. Skorts not to be worn to and from school. The PE requirements are:

- Squad/sports leader/sports trip hoody or navy PE sweatshirt with SH logo
- Navy SH polo shirt or PE T-shirt
- Plain sports leggings or jogging bottoms (black or navy)
- Sports trainers with laces (i.e. no converse/vans etc)
- SH skort or plain shorts (black or navy) can be worn only in PE lessons. This must not be worn to and from school or in lessons throughout the day.

PE leggings or jogging bottoms (as outlined above) are to be worn travelling to and from school and during the school day in lessons and at break and lunch. We ask you to ensure that your daughter comes to school in the correct school wear for her PE lessons.

Should there be any difficulties with this arrangement parents and carers must contact the school.

5 HOW TO GET TO SCHOOL

Public transport capacity will remain constrained but we do understand that for many of you, this may be your only option for getting to school.

Before deciding to use public transport, we urge you to first consider other options of walking or coming by car –but please do not park on Bute Gardens outside school. Unfortunately we have no space in school to store pupil bicycles or scooters.

For those for whom public transport is the only option please see guidance about using it safely. Wearing a mask is mandatory on public transport. Please see further government guidance regarding safety on public transport: [safer travel guidance for passengers](https://www.gov.uk/government/guidance/safer-travel-guidance-for-passengers).

It may be helpful to refer to the Transport for London Guidance on getting to school: <https://tfl.gov.uk/info-for/media/press-releases/2020/august/tfl-urges-children-to-walk-cycle-and-scoot-to-school-to-help-children-safely-return-to-the-classroom>

6 WHAT TIME TO ARRIVE, AND WHERE

6.1 Extended arrival windows

The aim is to try to separate year groups as far as possible on arrival and departure from school. Arriving either earlier or later means crossing over with another bubble.

We will hold any pupil arriving later or earlier than shown below, in a designated location away from others until it is safe. **Be warned, owing to the very tight timescale between the arrival of year groups, pupils who are late for school may miss their first lesson.**

YEAR GROUP	WHERE	STUDENT ARRIVAL WINDOW	MOVING STRAIGHT TO FORM ROOM							
				H	E	A	R	T	S	J
7	Bute Gdns	08.10 -08.25	Digby	E1	E2	E5	E4	E3	E7	E6
8	Bute Gdns	08.15 - 08.35	Barat	F1	F2	F5	F10	F11	F6	F8
9	Blue Gate*	08.00 - 08.15	Barat	F12	S8	S10	S15	S14	S7	S13
10	Blue Gate*	08.15 - 08.25	Russell	R5	R6	R7	R8	R10	R11	R12
11	Bute Gdns	08.00 - 08.15	Calder	C6	C8	C9	C10	C13	C15	C17
12	Reception	8.25	Stuart	W4	W5	W6	W7	W8		
13	Reception	8.25	Art & Mezz	Art 1	Art 2	M5	M6	Art 3		

*The Blue Gate on Hammersmith Road leading into the Science Garden

6.2 Arrival and departure from school

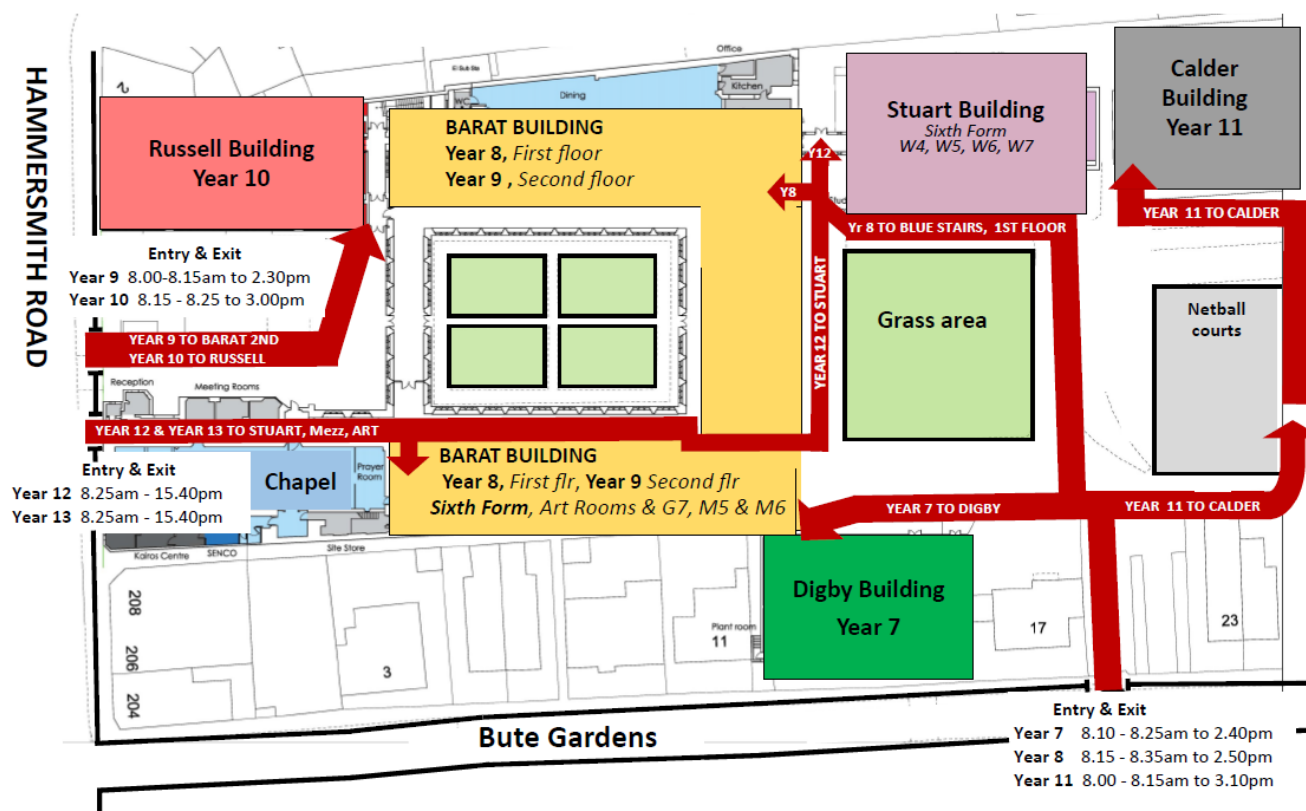
Pupils will be provided with new lanyards to differentiate the year groups. Pupils must wear this lanyard before they arrive at school so that they can easily be seen **when pupils arrive**. This helps staff to differentiate Year Groups and keep bubbles separate as they arrive at school and later during the day. Pupils should not tap in and out of school.

Staff will be at each entrance to supervise arrival and departure. Pupils must be wearing a mask as they enter school and must sanitise their hands on arrival before then swiftly moving to their form room. Pupils must not dawdle and must maintain their distance from others arriving at the same time.

Masks should not be removed until pupils reach their form room. Masks should be removed carefully and placed in a sealed plastic bag and hands sanitised.

At the end of the day pupils must walk swiftly off site wearing masks and must sanitise their hands on departure. Pupils will be instructed not to mingle in friendship groups outside school but to go straight home, not hanging around in Hammersmith or in the Broadway.

Arrival and departure from school:



7 PARENTS & CARERS NOT TO ATTEND SCHOOL

Parents will not be allowed to congregate outside school and must not enter the school site, including the walkway up to the gates at Bute Gardens.

Parents must also not turn up at school unannounced in the middle of the day, for example if their child has forgotten their packed lunch.

All parent meetings must be arranged with the school in advance to ensure social distancing, where appropriate such meetings will take place remotely.

8 TIMING OF THE SCHOOL DAY

The timing of lessons has changed, with lesson 3 and lesson 5 particularly affected by changes to arrangements for break and lunch and the Years 10-13 capacity for interventions and for sixth form an additional period 6 when needed. See overleaf.

SACRED HEART HIGH SCHOOL

THE SCHOOL DAY

YEAR GROUP <small>Arrival/departure point</small>	ARRIVE	BUBBLE LOCATION	AM REG	LESSON 1	LESSON 2	LESSON 3 & BREAK		LESSON 4	LUNCH & LESSON 5		PM REG, INTERVENTIONS, DEPARTURE	
7 Bute Gardens	8.10 – 8.25	Digby Building	AM Reg. 8.25 - 8.45	Lesson 1 8.45 - 9.45	Lesson 2 9.45 – 10:45	Break 10:45 - 11:00	Lesson 3 11:00 -12:00	Lesson 4 12:00 – 13:00	Lunch 13:00 - 13:30	Lesson 5 13:30 – 14:30	PM Registration 14:30 – 14:40 Dismissal 14:40	
8 Bute Gardens	8.15 - 8.35	Barat Building, first floor corridor	AM Reg. 8.35 - 8.45	Lesson 1 8.45 – 9.45	Lesson 2 9:45 – 10:45	Lesson 3 (60 min) with break in between L:20 B:15 L:40		Lesson 4 12:00 – 13:00	Lesson 5 13:00 - 14:00	Lunch 14:00 - 14:30	PM Registration 14:30 – 14:50 Dismissal: 14:50	
9 Blue Gate	8.00 - 8:15	Barat Building, second floor corridor	Tutor/ Activities 8:15 - 8:45	Lesson 1 8.45 – 9.45	Lesson 2 9:45 – 10:45	Break 10:45 - 11:00	Lesson 3 11:00 - 12:00	Lesson 4 12:00 - 13:00	Lunch 13:00 - 13:30	Lesson 5 + Reg 13:30 – 14:30	Dismissal 14:30	
10 Blue Gate	8.15 - 8.25	Russel Building	Tutor/ Activities 8:25 - 8:45	Lesson 1 8.45 – 9.45	Lesson 2 9:45 – 10:45	Lesson 3 (60 min) with break in between L:20 B-15 L:40		Lesson 4 12:00 - 13:00	Lesson 5 13:00 - 14:00	Lunch 14:00 -14:30	Tutor/ Intervention 14:30 15:00	Dismissal 15:00
11 Bute Gardens	8.00 - 8:15	Calder Building	Tutor/ Activities 8:15 - 8:45	Lesson 1 8.45 – 9.45	Lesson 2 9:45 – 10:45	Break 10:45 - 11:00	Lesson 3 11:00 -12:00	Lesson 4 12:00 - 13:00	Lunch 13:00 - 13:30	Lesson 5 13:30 – 14:30	Tutor/ Intervention 14:30- 15:10	Dismissal 15:10
12 Reception	8:25	W4, W5, W6, W7, W8, 3 Art rooms, M5, M6, G7	Tutor 8.30 - 8.45	Lesson 1 8:45 – 9:45	Lesson 2 9:45 – 10:45	Break 10:45 11:00	Lesson 3 11:00 -12:00	Lesson 4 12:00 - 13:00	Lunch 13:00 - 13:30	Lesson 5 13:30 – 14:30	PM Reg. 14:30 -14:40	Lesson 6 14:40- 15:40
13 Reception			Tutor 8.30 - 8.45	Lesson 1 8:45 – 9:45	Lesson 2 9:45 – 10:45	10:45 -11:45 Lesson 3	Break 11:45 -12:00	Lesson 4 12:00 - 13:00	Lunch 13:00 - 13:30	Lesson 5 13:30 – 14:30	PM Reg. 14:30 -14:40	Lesson 6 14:50 -15:40

9 BUBBLE LOCATIONS

All pupils go straight to their form rooms on arrival.

9.1 Year 7

Year 7 remain in their form room for all their lessons other than PE, break and lunch.

Year 7 in Digby

ROOMS	E1	E2	E5	E4	E3	E7	E6
Form	H	E	A	R	T	S	J
Teaching Grp	7a1	7a2	7a3	7b1	7b2	7b3	7C3
Toilets	Digby Building only						
Break & Lunch	Green lawn in front of school (but in form rooms during inclement weather).						

9.2 Years 8 and 9

After registration in their form rooms and then move to their allocated teaching room within the same bubble location. They will remain in this teaching room for all their lessons other than PE, break and lunch. They return to their form room at the end of the day.

Year 8 on first floor Barat

ROOMS	F1	F2	F5	F10	F11	F6	F8
Form	H	E	A	R	T	S	
Teaching Grp	8a1	8a2	8a3	8b1	8b2	8b3	8c3
Toilets	Digby Building only						
Break & Lunch	Green lawn in front of school (but in form rooms during inclement weather).						

Year 9 mostly on second floor Barat

ROOMS	F12	S8	S10	S15	S14	S7	S13
Form	H	E	A	R	T	S	
Teaching Grp	9a1	9c3	9b2	9b1	9a2	9b3	9a3
Toilets	At foot of white stairs						
Break & Lunch	Garth (but in form rooms during inclement weather).						

9.3 Key Stage 4

Pupils in Years 10 and 11 will initially meet in form rooms but will then move to join their teaching group (within their bubble location) for English, Maths, Science and RE. Pupils will re-room to accommodate their option groups and specialist teaching rooms will be available for all examination classes. All specialist teaching rooms will have been risked assessed to ensure all health and safety measures are in place to prevent the spread of coronavirus.

Year 10 – Russell

ROOMS	R5	R6	R7	R8	R10	R11	R12
Form	H	E	A	R	T	S	
Teaching Grp	10a1	10a2	10a3	10b1	10b2	10b3	10c3
Toilets	At foot of white stairs						
Break & Lunch	Garth (but in form rooms during inclement weather).						

Year 11 - Calder

ROOMS	C6	C8	C9	C10	C13	C15	C17
Form	H	E	A	R	T	S	
Teaching Grp	11a1	11a2	11a3	11b1	11b2	11b3	11C3
Toilets	In Calder Building only						
Break & Lunch	Netball courts and area in front of Calder Building away from green lawn (but in form rooms during inclement weather).						

9.4 Key Stage 5

Y12 & Y13 will form one bubble and will move within their bubble group location for their lessons in the Stuart Building, Art dept. and mezzanine. They will move to departments for specialist teaching such as Music, Art, Drama and Computer Science.

Sixth formers will not be allowed out of school at break or lunchtime.

Year 12

FORM ROOMS	W4	W5	W6	W7	W8
Form Rooms	H	E	A	R	T
Teaching Rooms	W4, W5, W6, W7, W8, 3 Art rooms, M3, M4, M5, M6, G7				
Toilets	Outside F1b, within Art dept, on Digby upper ground and Stuart lower ground				
Break & Lunch	Form Rooms.				

Year 13

FORM ROOMS	Art 1	Art 2	M5	M6	Art 3
Form Rooms	H	E	A	R	T
Teaching Rooms	W4, W5, W6, W7, W8, 3 Art rooms, M3, M4, M5, M6, G7				
Toilets	Outside F1b, within Art dept, on Digby upper ground and Stuart lower ground				
Break & Lunch	Form Rooms.				

9.5 Collection of Pre-Ordered Hot Food and Cold Food

The kitchen is open for take-away hot and cold meals for pupils and staff.

Hot food will be pre-packed and handed out with cutlery at the main servery point.

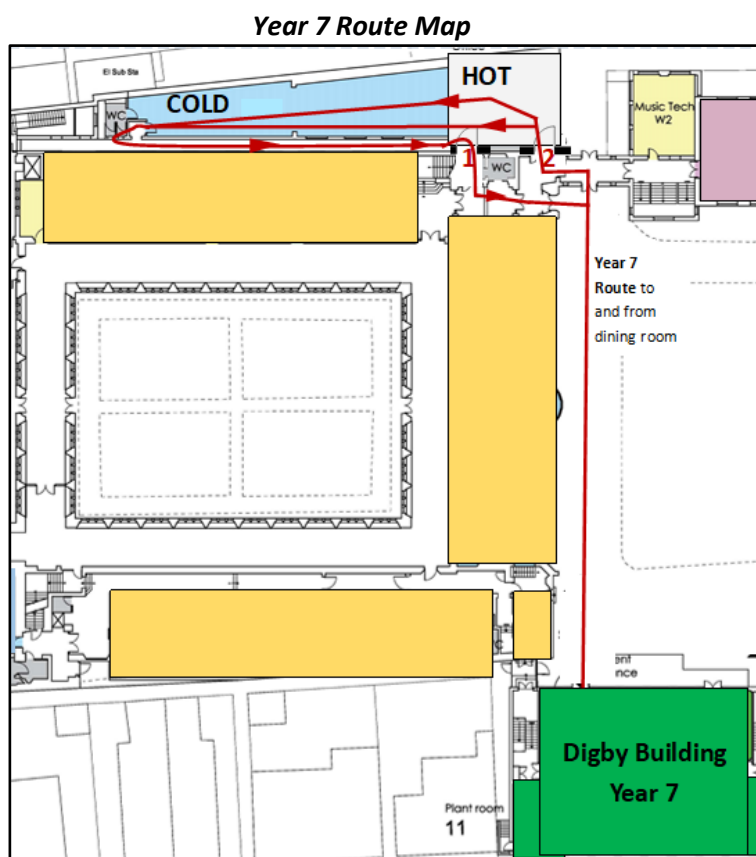
Those collecting cold food will do so further down the dining room at the far end.

Students will not eat in the dining room and the collection system has been designed to ensure speedy delivery and reduced (if not eradicated) queuing.

Year 7 –Collecting from Dining Room at 1.00pm

From Digby outside, re-entering school through the Year 12 Stuart entrance and turning left to enter the kitchen at Door 2.

Pupils exit at the far end of the kitchen but do not enter the Russell Building. They double back along the outside corridor to re-enter the dining room, exiting at Door 1 and returning outside through the Barat Doors (not back through Stuart)



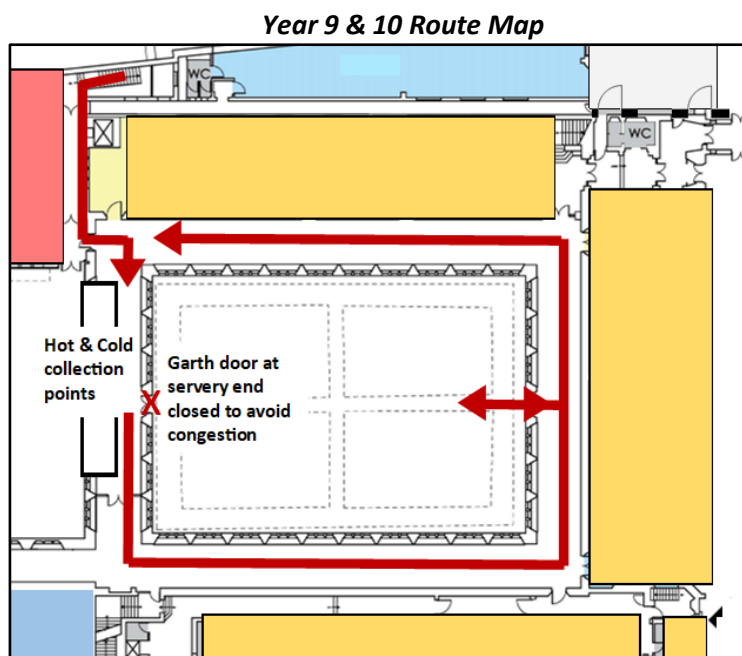
Year 8 - Collecting from Dining Room at 2.00pm

Year 8 come down the Blue Stairs, enter the dining room through Door 2, collect their hot or cold food, exit from the far end of the dining room and double back (just like Year 7 shown above) along the outside corridor, exiting the dining room through Door 1 before proceeding outside to the grass and back upstairs during inclement weather.

**Year 9 Collecting food at 1pm,
Year 10 collecting food at 2pm
Both from the cloisters**

Year 9 and 10 come down the Russell main stairs at their different lunch times, past the lift and into the cloisters, turning right to collect their food and then continuing around the cloisters to enter the Garth and exit the Garth through the entrance between the Reception Room and Music Room.

Care needs to be taken at lunchtime to at least 'try' to avoid toilet trips to the Stuart building until after lunch has been served for Year 7, perhaps 1.15pm.



Year 11

Hot and cold food for Year 11 will be brought to the Calder building at break time. This will give Year 11's the option of eating a hot meal early or getting a cold meal to eat later at lunchtime. We recognise that this is not ideal but is the only option that maintains the integrity of their bubble.

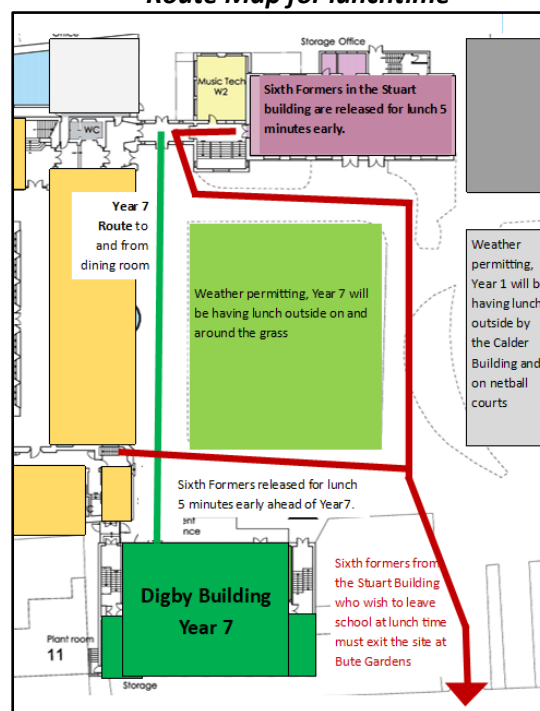
Sixth Form – 1.00pm

Sixth form students are allowed outside school for lunch and would otherwise remain in their form rooms

Sixth formers in the Art rooms and the M corridor must exit school without walking through the cloisters. They could use the Mezzanine stairs near the school office turning immediately left towards the Reception exit.

Sixth formers in the Stuart Building will be released for lunch 5 minutes early and must travel **immediately** either off site (using Bute Gardens exit) or to form rooms in Mezz or Art using the stairs by the headteacher's office. The cloisters must be avoided.

Sixth Formers from Stuart Building Route Map for lunchtime



10 DEPARTMENT PROTOCOLS

The government has issued specific guidance for music, dance, drama and PE as well as advice about the handling of equipment and resources in school. This guidance will be followed carefully and practical departments such as those referred to above (as well as science) will all prepare their own risk assessments following government and professional institute advice.

11 EMERGENCY EVACUATION (FIRE, ETC)

On hearing the fire alarm immediate evacuation of the buildings is required ignoring social distancing norms until outside and it is safe when physical distancing measures can return.

Pupils must leave their bags and coats and the teacher will guide them to the nearest fire exit. Staff will remind pupils to remain quiet and move quickly outside to the netball courts which will be marked up with tape to ensure that social distancing is adhered to.

12 EXPECTATIONS IN THE CLASSROOM

Staff and pupils will sanitise their hands on entering their classroom. Sanitiser will be provided but pupils and staff are also encouraged to bring their own.

All classrooms in use will have fixed seating arrangements, with all desks facing the front of the classroom. KS3 pupils will have a fixed classroom and a designated desk which they must sit in at all times after registration. Desks and chairs must not be moved from their location

To maximise social distancing, teaching staff will remain at the front of the class and not move around the room.

Where possible, windows will be left open during lessons to ensure ventilation of the room and where possible doors (other than fire doors) will also be left open for cross ventilation

No group activities will be allowed.

Pupils should bring their own frequently used equipment such as pens and should not share them.

Department will do their own risk assessments regarding the sharing of equipment which must adhere to the schools overall risk assessment and to professional subject guidelines. For example the use of resources that are shared between classes or bubbles will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Staff have been encouraged to use digital resources where possible but government guidelines do allow for the use of hard text books.

Rubbish is to be disposed of in the new pedal bins provided.

13 BEHAVIOUR

The high expectations the school has in place about the behaviour of pupils remain in place and these expectations will now incorporate the changes made to school life due to COVID 19. Details of the new behaviour norms have been set out in the Living & Learning (behaviour) Policy Addendum.

This includes:

- Arrive to school and leave to go home at the designated time using the designated entrance/exit route. Do not wait around for friends and do not congregate. Speak to a member of staff if your parent or carer normally collects you and is not on time.
- Late arrival to school will incur a penalty which may mean missing the first lesson of the day and being supervised during lunch and break
- Wash hands (or use sanitiser) upon entering and leaving school day. Wash hands regularly with soap and water during the day if needed
- No physical contact of any type at any time. This includes horseplay, hugging, handshakes etc.
- Ensure that you 'catch it, bin it, kill it' when you cough or sneeze and avoid touching your mouth, nose and eyes.
- There must be no coughing or spitting at or towards any other person. Any such behaviour will be regarded as a serious risk to the health and safety of others and will be dealt with accordingly
- The seating plan in the classroom is non-negotiable and is in place for the safety of each pupil. Stick to the seating plan. Do not move tables or chairs and do not leave your seat without speaking to the teacher.
- Maintain a safe distance from others when entering and exiting the building and when walking along corridors between and during lessons.
- At break and lunch times, go outside (weather permitting) or remain in the classroom (if the weather is poor). Always maintain a safe distance from others.
- Do not enter the designated area of any other year group at any time during the day or at lunch or break time.
- Do not share belongings (food, stationery, books, etc.) with others and do not handle other people's belongings.
- Use the toilet designated to your bubble. Only enter the toilets if there is a free cubicle. On exiting the toilet, wash hands thoroughly for 20 seconds or more following the guidelines
- When using computers, wipe the keyboard and mouse at the start of your lesson as instructed by the teacher.
- You must tell an adult if you feel that you are suffering from a high temperature, a new continuous cough or loss or change to your sense of smell or taste.

The highest standards of behaviour are expected at all times and if a pupil does not adhere to the guidelines they will be removed from their lesson and supervised in another area of the school. Pupils who refuse to follow the new guidelines will be spoken to and if there is a recurrence they will be asked to remain at home. As they are legally back in school this will in effect be a fixed term exclusion.

14 HYGIENE AND CLEANSING

14.1 Sanitising

Government guidance states that 'Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.'

All those on site will be required to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating and after coughing or sneezing, after removing their masks and every 1.5 hours if feasible. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Sanitiser will be available in school but we also encourage pupils to bring their own.

14.2 Coughs and Sneezes - Catch it, Bin it, Kill it

Both pupils and staff will be regularly reminded of the 'Catch it, Bin it, Kill it' advice. This means that whenever possible a cough or a sneeze should be caught in a tissue and the tissue then disposed of in a lidded bin and the hands then sanitised.

Tissues will be available in classrooms but pupils and staff will also be encouraged to bring their own.

If a sneeze or cough occurs unexpectedly when a tissue is not immediately at hand, then this should be done into the elbow to reduce transmission of particles in the air.

14.3 Pupil Toilets

Arrangements have been made for toilet blocks to be allocated to separate Year Groups but we do not have sufficient to avoid some block being used by two year groups. These year groups will have separate break and lunch times and the toilet block will be cleaned in between.

Pupils are not allowed to leave class in the middle of a lesson to go to the toilet other than if absolutely necessary. They will be able to use the toilets as normal on arrival, at break, lunch or at the end of the school day.

All toilets will be supervised to limit the numbers entering and to maintain social distancing outside. The toilets will also be cleaned more frequently.

All toilet blocks will include clear signage regarding the importance of social distancing and hand washing instructions

Hand driers have been disabled and paper towels will be available.

14.4 Cleaning

The school will undergo a deep clean every day. No staff will remain in school after 4pm to enable this to happen in all areas of the building

Toilets will be cleaned more frequently and particularly between use of the different year group 'bubbles'.

Cleaners will wipe down surfaces in rooms including desks, chairs, etc.

Door handles, stair railings and bannisters will also be wiped down at the end of each day and cleaners will wear the recommended PPE.

Cleaning materials will additionally be provided for staff to wipe desks, where the room is used by mixed groups of pupils across Key Stages 4 & 5, to clean surfaces in kitchens, photocopiers, computer keyboards, etc., before and after use. These will also be available for pupil use too.

14.5 Ventilation

The school will ensure a comfortable learning environment for pupils while also ensuring that the school is well ventilated. At break and lunch time when not raining, pupils will be required to go outside so that the air in classrooms can be refreshed.

15 PUPIL WELL-BEING

Sacred Heart High School is committed to the holistic development of all its pupils, therefore mental health and emotional well-being (MHEW) is an integral part of our education system. Primarily through creating a safe and structured learning environment with attentive adults, pupils are given the best opportunities to thrive.

We have developed a multi-layered and co-ordinated pastoral system through which Year Tutors, Year Team Leaders, Senior Leaders, Pastoral Support Managers, School Counsellors, the School Chaplain and our SENCO are constantly in dialogue to ensure the best interventions and outcomes for our pupil MHEW. Within the curriculum, pupils learn about effective MHEW primarily through their PSHE lessons.

We have developed a Well-Being Hub, led by KS5 Well-Being ambassadors to create a peer-to-peer support network. We also believe by extending the possibility for wider social interactions and enriched learning we can enhance our students MHEW. We also work with external agencies like MIND, Place 2Be, Anna Freud National Centre for Children and Adults and the Family Support Organisation to enhance our capacity to understand and respond effectively to our pupil MHEW.

16 WHAT HAPPENS IF A PUPIL BECOMES ILL IN SCHOOL

16.1 Handling in school

As winter approaches we all know that some pupils may catch a cold or even a chest infection or the flu. Not every illness will be coronavirus and the symptoms of corona virus are not the same as a basic cold.

Coronavirus symptoms include (although not all need to be present) a high fever, a new continuous cough, a loss of taste and smell, diarrhea etc.

If a pupil develops coronavirus-like symptoms in school, then the pupil will be removed from the class and if possible and appropriate, would be isolated in one of the small meeting rooms near reception ready to be collected. The pupil would be cared for sensitively and the parent/carer would be called to collect them.

16.2 Getting a Test

The protocols set out in the next section should then be followed. This includes the need to book a corona virus test.

17 ENGAGING IN NHS TEST AND TRACE

Senior staff at the school understand the NHS Test and Trace process and how to contact our local Public Health England health protection team.

Pupils (and staff) must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school. Symptoms could include a high temperature, a new and continuous cough or a loss or change in your sense of taste or smell, see chart following page 21

We anticipate that the school and parents will be in agreement about not sending a child into school if they have symptoms of possible coronavirus in order to protect others from the risk of infection. The school nevertheless reserves the right in line with government guidance to refuse the pupil child if in our reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would be carefully considered in light of all the circumstances and the current public health advice.

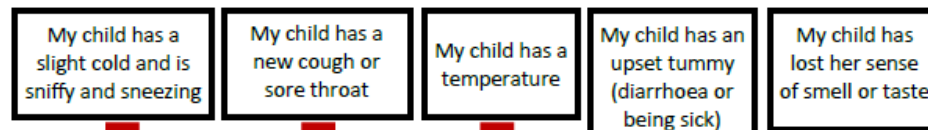
If a pupil or staff member displays COVID 19 symptoms the following protocols are to be followed.

Parents/carers and pupils need to be ready and willing to:

- [book a test](#) if you or your daughter is displaying symptoms.
- provide details of anyone your daughter has been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. The school will do this for contacts in school.
- [self-isolate](#) if you or your daughter has have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in your household develops symptoms of coronavirus (COVID-19). Please note that if while self- isolating you develop symptoms but subsequently test negative this does not override the requirement to self-isolate for 14 days because the virus can appear at any time across the 14 days.

Sacred Heart Attendance Procedures relating to Coronavirus

What to do if my child is unwell?



Your child must **remain at home to isolate** and **symptoms should be monitored**. Please notify the school and seek medical advice.

Covid symptoms are different for different people. For example not everyone with Covid has a cough. Some have few (if any) symptoms.

Covid symptoms **could** include a new continuous cough and or a high temperature, a loss of sense of taste or smell, diarrhoea etc.

Anyone who displays Covid-like symptoms should arrange to be tested and should NOT return to school until cleared by the test.

HOW TO BOOK A TEST

Online

[NHS testing and tracing for coronavirus website](#)

By phone: NHS 119

Notify the school of the test result

IF NEGATIVE

If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

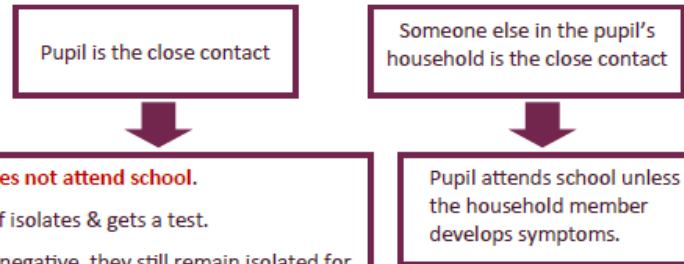
IF POSITIVE

Follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.

Continue to self-isolate for at least 10 days from onset of symptoms and then return to school only if no symptoms **other than** cough or loss of sense of smell/taste (which can last for several weeks once the infection has gone).

10-day period starts from the day when first became ill. If still have high temperature, keep self-isolating until temperature returns to normal. **Other members of household should continue self-isolating for the full 14 days.**

What if identified by Test & Trace as a 'close contact' of someone tested positive?



Pupil does not attend school.

Pupil self isolates & gets a test.

If test is negative, they still remain isolated for the full 14 days in case symptoms appear later.

If positive, inform the school. Pupil remains isolated for at least 10 days from onset of symptoms and household for 14 days.

Pupil attends school unless the household member develops symptoms.

17.1 Booking a Test

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

The school will be kept informed of the quickest and easiest way is to get a test.

17.2 Test Results

Parents and carers should inform the Attendance Officer (Mrs Cahill) immediately of the results of a test.

dcahil@sacredh.lbhf.sch.uk [or is there an attendance email?]

0208 748 7600 x 217

If someone with symptoms tests negative

They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will still need to self-isolate for 14 days from the date of that contact irrespective of any intervening negative result.

If someone tests positive

They should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

17.3 Being identified as a 'close contact'

Your involvement in Test and Trace, may not be as a positive case, but could be as the close contact of a positive case. If you are identified as a close contact you must notify our Attendance officer, Mrs Cahill, and follow the protocols set out below:

'Close contact' means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

- **if the test delivers a negative result**, you must still remain in isolation for the remainder of the 14-day isolation period. This is because you could still develop the coronavirus (COVID-19) within the remaining days.
- **if the test result is positive**, you should inform the school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Your household should self-isolate for at least 14 days from when you first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

17.4 Implications for your education

If pupils are self-isolating at home but otherwise well, the school will contact **them** regarding the provision of remote education. Pupils would be expected to fully engage in such provision.

18 WHAT HAPPENS IF THERE IS AN OUTBREAK?

18.1 School response if someone tests positive

On becoming aware that someone who has attended school has tested positive for coronavirus (COVID-19) the school, we will promptly call the specified DfE/NHE helpline and local authority. A rapid risk assessment would be undertaken to confirm who has been in close contact with the person during the period that they were infectious.

Based on the advice from the DfE/health protection team and local authority, the school will send home those people who have been in close contact 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. Details regarding the meaning of ‘close contact’ and the implications for other household members of those sent home have been included above but parents would be sent the standard DfE advice letter and texts would be sent to all affected families.

The school will maintain a proportionate record for this purpose of pupils and staff in each group, and any close contact that takes place between children and staff in different groups

The schools are not permitted to share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

In accordance with government instruction, the school will not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation.

The following guidance will be followed [testing and tracing for coronavirus \(COVID-19\)](#)

18.2 Containing an outbreak

If there are two or more confirmed cases amongst the school community within 14 days, or a rise in sickness absence where Covid is suspected, this may be considered as an ‘outbreak’ requiring an enhanced response to prevent further infection.

The Local Authority may also require enhanced measures following any local spike in infection rates, even if not identified within the school.

The school will continue to work with its local health protection team and will take whatever additional action is required. This could include a requirement to send a larger number of other pupils home to self-isolate as a precautionary measure, for example a whole year group.

Whole school closure based on cases within the school cannot be considered except on the advice of health protection teams.

Further measures recommended could include a mobile testing unit dispatched to school to test others (in the class, year group or even whole school if necessary) who may have been in contact with the person who has tested positive.

We are required to provide immediate remote education for all pupils unable to attend school under such circumstances.

19 ADHERING TO SCHOOL PROTOCOLS

Guidance from the government changes on a fairly regular basis and this is likely to continue, dependent on changing assessments by government of local and national risk levels. The school has put in place systems for very regular review of its risk assessment and parents and carers may make suggestions at any time regarding possible changes to school protocols. Indeed it is expected that once on site, new issues may emerge which need attention and we will endeavor to address these without delay and communicate changes as necessary to all affected.

Having said that, it is important that everyone does not take it upon themselves to relax our protocols, simply because they have heard new advice from the government. Any new government advice that relates to relaxation of safeguards, will not be operational at Sacred Heart until communicated to staff by the headteacher. We would endeavor to do so promptly where appropriate but not before the matter has been properly considered as part of our very regular risk assessment reviews.

Safety above all else is our priority and not following our new behaviour rules relating to safe practice in school will lead to serious consequences, including exclusion.

20 COMMUNICATION

For all this to work we will provide training for all staff and pupils in the new routines and we hope these guidelines will be useful as a reminder.

We will provide daily morning messages to everyone to reinforce key messages.

There will be a refreshed display, with signs around the school as reminders of rules, roles, and responsibilities.

We will issue regular reminders and letter to parents/carers about how they can support school during this time.

Our COVID review Group referred to in Section 2 above will provide a forum for parents to raise any concerns and also to celebrate what's going well. Do please liaise with Mrs Alex Dijkhuis.

If you have concerns regarding the schools plans for reopening as set out in this handbook and in the risk assessment then please forward these to Alex Dijkhuis (PA to the headteacher) and any comments received will be reviewed by the Covid Review Group. adijkhuis@sacredh.lbhf.sch.uk

