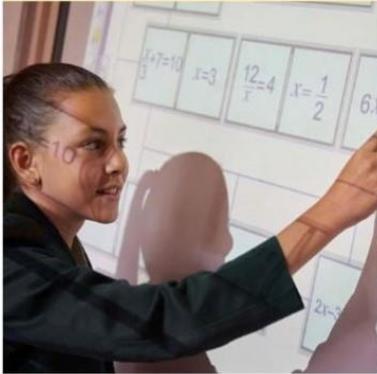


**for
Parents and
Students**

St. Crispin's
Excellence for all





Welcoming back our students

Returning to school after such an extended period of absence is an exciting prospect but may also present challenges to some students or parents and so I hope this booklet will ease some anxieties regarding how we are making St Crispin's as safe and supportive as possible for all to return.

The wellbeing of students continues to be a key priority for us. We are aware of the potential impact that Lockdown has had and your child will be encouraged to speak openly about their experiences and to access help and support if they require it.

St Crispin's School Covid Secure Simple Rules are:

Covid Secure Simple Rules

-  **Never** come into school if you are ill
-  **Wash your hands** before every lesson
-  **Use a tissue** to catch sneeze or cough and bin it
-  **Keep separate** by staying:
 - **In your year group bubble** during the staggered day and in separate zones
 - **No physical contact** with each other and **2m distance from adults**



This means it is important that students do not attend school if they show any symptom of Covid 19 (fever, cough, loss of smell or taste.)

Our overarching principle is to minimise contacts with people to reduce the transmission of the virus. Social distancing in schools requires Staff to stay 2m away from one another and students. The social distancing rules we have become so used to in our everyday lives are different for students when they are in school. All students are, as set out in DfE advice, "encouraged to keep their distance" and to avoid close contact which we have distilled into the simple and clear instruction of no physical contact.

To minimise the mixing of students whilst on site we have changed the pattern of the school day to stagger arrivals, departures, and movement around the site and have constrained break times to minimise the risk.

In Preparation for the start of term

Do students need to wear uniform?

Full uniform is required for September. Advice from the DfE has been refreshed and now says that uniforms do not need to be cleaned any more frequently or with a different method than usual.

As normal students bring their PE kit into school on PE days, our changing rooms are large enough to safely accommodate social distancing.





Do students need to bring in lunch?

All students may either bring in a packed lunch or purchase lunch from our caterers. All food preparation and purchasing follows, as you would expect, very strict Covid Secure Rules.

As normal, students will buy food with their school card and this of course is contactless. Each year group will eat separately in specific zoned areas of the school. All year groups have access to our catering provision via different outlets. The quality of food at St Crispin's remains a highlight of the day!

For obvious reasons the school can no longer handle cash and so any money needs to be transferred via our usual online system.



What equipment do students need to bring in?

Students should bring in their own pencil cases. Restrictions on the sharing of resources mean that we won't be able to lend pens or other equipment, so it is important that students are properly equipped. This includes a calculator.

In line with our Covid Secure Simple Rules, students will need to have with them tissues so that in the event of a cough or sneeze they might use the tissue to "catch" it and bin it.

Water fountains must be turned off, so it is important that students bring in a full water bottle for their day.

Students in years 7 – 9 must always carry a personal reading book.

Personal hand sanitisers are not required but are permissible – there is plenty of provision of sinks and additional hand wash facilities but your son or daughter may prefer the convenience and ease of their own sanitiser.



Is there school transport?

To reduce the risk of community transmission students, where possible, are to avoid the use of public transport and walk or cycle to school.

From September Parents/Carers are asked **not to drive directly onto the school site**. Instead please drop your son or daughter in a neighbouring road where it is safe to do so. The school bus will operate as normal and will depart the school at 3pm.

Students in KS4 who travel by the bus will report to the library for silent reading until lesson 1 and students in KS3 will report to the library for silent reading at the end of their lesson 5 until it is time for the bus to depart.

As with current rules, it is strictly the case that Sixth Form drivers must not park on the site. Regrettably the heady mix of young and inexperienced drivers alongside the unpredictability of other teenagers on foot is too likely to result in an accident. So again I would ask that Year 12 or 13 students park away from the school site in a place that is both legal and considerate to our local neighbours.

Should my son or daughter wear a face mask or covering?



The Department of Education has set out that school settings do not require the use of face mask or covering outside of the time that a member of staff or student becomes symptomatic whilst on the site. If this were to be the case, the person whether they be a staff member or student would be asked to wait in our “isolation room.” This is simply a well ventilated room put aside to keep separate anyone with symptoms until arrangements are made for their removal from the site.

We are at ease that if students (or indeed staff) wish to wear masks or face coverings, that it is perfectly fine for them to do so. As with all dress whilst at school any such covering should be plain with no logo or embellishment. Naturally if a student were to abuse the use of mask with a deliberate intent to be impolite and disruptive we would speak to you directly.

Arrival at school



What time should students arrive at school and where should they enter?

Key Stage 3 which is Years 7, 8 and 9

8.25am arrive, lessons begin at 8.30am – 2.40pm

Year 7 Enter and depart the school via the Black Corridor

Year 8 Enter and depart the school via the Tower Entrance

Year 9 Enter and depart the school via the Green Gates

KS4/Sixth Form

8.55am arrive, lessons begin at 9am – 2.50pm

Year 10 Enter and depart the school via the Tower Entrance

Year 11 Enter and depart the school via the Green Gates

Sixth Form Enter and depart the school via the Police Gate

Members of the Senior Leadership Team (SLT) will be based at the front of school to meet and greet and remind students of these arrangements in the initial weeks and beyond if necessary.

During the day

Handwashing



The core part of our Covid Secure Simple Rules remains handwashing. This is for the protection of all students and staff onsite.

Therefore students will, as part of a strong routine, wash their hands on arrival and at the beginning of every lesson. This does not mean handwashing is limited to this time. In fact everyone is encouraged to wash their hands as often as possible including:

- Before leaving home
- On arrival at school
- After physical contact with another person or their belongings
- After using the toilet
- After touching shared surfaces (e.g. door handles, printers, keyboards, mice, resources, etc.)
- Before eating
- On arrival at home

On arrival to the site all students, supervised by Teachers, will wash their hands by using a gel wash during their first lesson of the day. Teachers will end each lesson with the instruction to go and wash hands. We will be proactive on this point. Teachers or other adults will not follow students into toilet to check handwashing, since this would be a loss of dignity for the child and of course not appropriate for adults.

Additional handwashing basins are set up around the school and the new timetables accommodate 10 min minimum between lessons to accommodate this process.

It is entirely permissible but not required that students carry with them and use their own personal hand sanitisers.

Is there a one way system around the school?

There are clear systems of entry and exit for different buildings.

The main building has an anti-clockwise one way system. The Tower remains as it is now with specific up and down staircases.

If in doubt students will be able to follow the signs we have put up – the basic premise is that in most buildings is that students enter via the main doors of buildings but exit out of classroom via the back doors.

What will lessons be like?

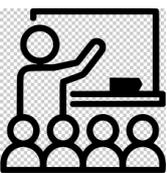
Within each classroom students will ideally sit in rows, side by side, facing the front.

Windows and doors should be open and classrooms as well ventilated as possible. We recognise as you will do that this is rather easier at the beginning of term and brings some practical tension as winter comes!

Each room has a taped 2m demarcation area which students must not enter and is a sanctuary space for teachers to stand to meet and dismiss classes.

Although strictly speaking students are not under the same social distancing requirements from one another, whilst at school where it is possible they should do so. Consequently, lesson activities need to be crafted to support as much social distancing as possible. Certainly things will feel different than traditional lessons with students sadly not having the freedom to move around the classroom or approach their teachers as they would have previously done.

Group activities may take place but with the activity shaped so that it maintains as much physical separation as possible and very close face to face work entirely avoided.



Every lesson will end with the direction for students to go and wash their hands.



How can we use resources?

Washing hands is always our primary Covid secure action and on that basis resources can be used by students. As a general principle however if students don't have to share resources they won't and if it is possible to keep resources for specific groups we will.

Any equipment that does not need to be used has been tidied away.

In planning lessons Teachers will plan the distribution of resources and if possible have resources already out on desks.

How will Teachers and Learning Support Assistants support students?

As with all adults it is important to keep socially distanced from students. This is not to say that either Teachers or Learning Support colleagues cannot get alongside a young person to support, direct or correct their learning. The main advice is that it is not very close contact, face to face or for long periods of time. Therefore adults will

- not address students in close contact face to face at the same level
- not linger in close contact with students in classroom
- where possible stand behind and or above the student

Some staff may wear face shields during lessons.

Some of our classrooms are more constricted than others. Where a student is finding it difficult to learn, the Learning Support Assistant will work with them in a corridor outside the classroom or a close empty classroom if that is possible.

Learning Support Assistants will take advice from the SENCO about supporting the needs of specific young people. It will be important for example for a student who is ASD that there is careful explanation in advance about how they are going to be supported.

Students with special educational needs, when appropriate, will be provided with social stories to explain how their support will be delivered in Covid Secure ways. This will be especially important for our new students in year 7 and our students with ASD where they may have a fixed mind set and will be likely disturbed by the change.

What about behaviour management?

As ever our standards do not change. Nor do our normal systems of reward (merits etc) and sanctions (detentions etc). I think this especially important after such a long period away from school. We expect a positive calm learning environment and our reaction to rewarding good behaviour and challenging unwanted behaviour is key to this.

Obviously, infringement of our Covid Secure Simple rules is most serious. Students who deliberately choose to put others at risk will be reprimanded accordingly and of course you informed as parents.

Maintain Safe Distance





What about Pastoral Care?

To learn well students need to be happy and feel safe and so our pastoral care remains a priority. The need to stagger the school day means that it is not possible to include tutor time as in normal times so we will deliver our pastoral care for students in Years 10 and 11 in a different way.

For Years' 10 and 11 there will be a rotation time of assemblies and PSHE during the school day. This means there will be dedicated hours for some very meaningful PSHE work e.g. revision skills, and will be the time where these year groups will be gathered for their assemblies. Covid is certainly meaning we are forced (and even want) to do things in new innovative ways that may bring something positive that we could not have foreseen!

Your son or daughter's Tutor and their Head of Year remains your key point of contact.



Will there still be assemblies?

Yes. Happily because our pastoral care system is not arranged vertically our assembly practice remains the same and keeps our year group bubbles. Assemblies remain fundamental to the ethos and standard setting of the school.



Will reception be open?

Yes. The reception and the school switch board will be open from 8.30am – 3.30pm.

Parents are requested not to physically visit the school but instead call or email should they need. At all times we seek to keep the number of people on the school site as low as possible and this extends to any visitors on the site.



What if a student or member of staff requires first aid or is feeling unwell?

If a student requires first aid or is feeling unwell the teacher will call the first aider. Students will be asked to administer their own first aid, wherever possible, under supervision.

If students feel unwell parents will of course be contacted immediately. Your son or daughter will be escorted to the front of school for collection on your arrival.



Are students allowed to use the toilets?

You'll be pleased to know of course yes!

Clearly displayed signs in toilets will stress the need for handwashing for at least 20 seconds and enough soap and hot water will of course be available for this to happen.



What will happen at break time?

To keep students separate breaks are staggered so that only one year group is in a specific zone at any one time. Breaks are limited to 20/25 min. Beginning and end of breaks have to be strictly adhered to by students to ensure the year groups (bubbles) remain separate.

In essence Students will need during break or lunchtime to:

- Stay strictly in the boundaries of their year group’s break/lunch zone
- Only purchase food and eat in their year group’s break/lunch zone
- Maintain social distancing where they are able but the simple rule is clear – no physical contact.
- Stay 2m distance from adults
- No access to the library
- Until we have all of the Covid Secure routines embedded no ball games are permitted during break times as the risk is too high that contact between students will occur and we fear that the joy of a kick around will mean that required time to wash hands and footballs will not be sufficiently adhered to.



What are the year group break zones?

All students are required to stay in their year group bubble and to be separate during break times.

Years 7 and 11	Restaurant, canopy area, mound and MUGA
Years 9 and 10	Street kitchen, Science tables and basketball courts
Year 8	Trolley service in Hall, side playground and Astro
Sixth Form	Atrium, use of Street Kitchen any time, and Restaurant when not in use by Year 7

When the field is in use there will be coned areas for the separate year groups.



What happens if year groups’ bubbles meet?

The truth is that daily and regularly they will cross. It is simply the fact of a constrained site and 1000+ people.

Brief, short periods of crossing of bubbles is fine and the chance of spreading the virus quite minimal.

The organisation of the day is primarily to avoid long periods of times of students of different ages mixing for a sustained time.



If there are different start times for lessons and breaks will the bells be turned off?

Yes the bells will be turned off.

The staggered times of breaks and lessons are to avoid mixing of student groups. Consequently, your son or daughter will need to be especially alert to the times of the school day where once upon a time they relied on the sound of the bells. Watches I am told in the authority of a year 8 are now archaic! So students are encouraged to use their phones or devices if they have them to note the pattern of the day – exact time keeping is very much part of the simple Covid Secure rules.



What if there is a fire bell?

Students will be informed of their fire drill positions by their teacher. If the fire alarm sounds students must leave the classroom observing social distancing and line up in their normal drill



What about the use of the library?

Initially the library will be highly restricted.

The library will be open to students travelling in the buses who arrive earlier or can't leave until the bus departs who will base themselves in the library. These students should sit as separate as possible and conduct independent work or reading.

The library will be open after school for students to complete their private study – again students will gel wash their hands on arrival and sit 2m distanced.

Library borrowing and exchange of books will take place during English lessons and be timetabled in agreement between the Head of English and the Librarian. No other lesson or other group work should take place in the library



How will we ensure the school is clean?

St Crispin's will adhere to the DfE and Public Health England advice and guidance in respect of regular cleaning. High traffic areas such as doors will be kept open where possible and cleaned regularly during the day.

Leaving school

How will students leave school?

Each group of students will be dismissed separately to encourage social distancing.

All students are to leave the site directly to go home.

Students, to prevent the spread of the virus to the community, ought to not wait for friends in different bubbles and especially not congregate at the Co-op, Skate Park or other local public spaces

General FAQs



Will the school be close again in the future?

Truthfully no one knows.

It is certainly the case that the new academic year may still face disruption. Disruption may be minimal or very serious. It is hard to predict outside of it being entirely predictable that disruption will occur! Disruption may come from national or localised outbreaks of the virus and/or the impact of the national Test and Trace instructions for staff to self-isolate for 14 days.

To mitigate future disruption we have over staffed and increased our capacity so lessons can continue even with significant staff absence.

What are the plans for Remote learning should it be required?

If the school were to face another period of whole school closure we are confident in our refreshed remote learning plans. We would automatically move to a remote learning timetable and Teachers will teach “live” via Microsoft Teams to their own classes with lessons starting at:

Period 1	9am
Period 2	10 am
Period 3	11am
Period 4	1pm
Period 5	2pm

Teachers are now very comfortable with this new technically rich pedagogical approach. The start of the school year will involve an induction to Microsoft TEAMS for all students and we will use this platform from now on to set all personal study (homework) so that students use the system weekly and their skills remain fresh.

The far more complex issue is the provision of remote learning when the disruption is more individualised. This would be when some students are at home but the majority remain in school and therefore there is the strain of teachers’ literal time and capacity which is necessarily committed to the in-school timetable. When this is the case it will for obvious reasons not be possible to run “live” remote lessons and we will default to setting work via TEAMS and utilising pre-recorded materials and sign posting to high quality online learning sites.

Will there be extracurricular provision?

Yes! We want very much to enrich the school experience for students. Any extracurricular clubs will be limited by Covid Secure arrangements. This includes for example strict adherence to our year

group separate bubbles. This will regretfully mean that our normal provision and choice will be necessarily constrained.



Will there be school trips and visits?

Much as with extracurricular, our trips and visits are part of the DNA of our school. Once again Covid 19 will bring some constraints but it is our intention to reinstate school trips this academic year albeit that this will not extend to residential or overseas travel.

Don't Worry!

Finally, your son or daughter must not worry that they need to remember all this information. Our start of term has been carefully planned so that there is a very supportive student induction for all these new routines.

We look forward to the return to school for all!

Ginny Rhodes

Headteacher