



Sacred Heart High School

GUIDELINES FOR PUPILS

*A short guide for pupils returning to school
during COVID -19 15th June - 14th July*

**WE WILL
BEAT THIS
TOGETHER**



COVID19

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1 INTRODUCTION

We are currently living through a worldwide pandemic and have had to change our lives in so many ways. As a school we never imagined having to close our building for endless weeks and not see or teach the pupils that we have known and cared for in each year group.

We have missed you, the daily routines and conversations, your laughter, energy and enthusiasm for living and learning. Our school is empty without you and we cannot wait for the day when we come together as a community of faith and learning ready to face the opportunities and challenges that will shape your future as young adults.

As we take the tentative steps to reopen for a limited number of pupils in years 10 and 12 identified pupils in KS3 we have had to change some of the daily routines that we have all become used to and taken for granted.

This short guide takes you through the changes to normal routines and the expectations we now have of all pupils who attend Sacred Heart over the next few weeks before the end of the summer term.

2 COMING IN TO SCHOOL

2.1 What to wear

The same clothes cannot be worn on two consecutive days. At the end of each day you should place your clothes in a pillowcase or washable bag and leave in a safe place for them to be washed. If you can, wash them straight away.

- Pupils are not to wear school uniform.
- Dress must be suitable for school, e.g. leggings/trousers/ jeans that are not ripped and torn/ T shirt, loose cardigan or jumper and trainers/shoes. Bring a light jacket in the event of rain.
- If wearing skirts or dresses these must be a suitable length, no skimpy or strappy tops/bare midriffs allowed.
- Shorts are not to be worn

3 WHAT YOU MUST BRING TO SCHOOL

- Pencil case containing pens, pencils, erasers etc.
- Notebook/Paper
- Water bottle
- Tissues
- Face covering must be used on public transport
- Own hand sanitising gel (this will also be provided in classrooms and at points around the school site)
- Packed lunch only for those in school morning and afternoon
- Mobile phone

A special concession is being given during this time of heightened anxiety to allow all pupils attending school to bring their mobile phone. At the start of every day and afternoon teaching sessions the class teacher will require all pupils to switch their phones off and place them out of sight. Pupils who do not follow these guidelines will have their phone taken from them.

4 ARRIVAL AT SCHOOL

It is important that arrival at school is calm, creating an orderly start to the day. It will also be an opportunity to let pupils know about the new routines and expectations and remind them of these daily.

The following will be in place:

- Arrival at school will be managed by the senior leadership team
- Pupils will arrive at staggered times in small groups
- Pupils will use the school entrance in Bute Gardens.
- Pupils will use the sanitisers on entry to the school
- Pupils at KS3 and 4 will be in designated 'Bubbles'
- Staff will direct pupils into their area in the playground where they will line up.
- The school playground will have clear markings to ensure pupils are lined up 2m apart.
- A register will be taken daily
- Designated staff will support the staggered entry into the building for the different groups arriving.

5 CLASSROOM EXPECTATIONS

Pupils will not be required to line up outside the classroom

Staff will welcome pupils into the classroom from a socially distanced position and maintain a physical presence close to the front of the classroom

Pupils in Y10 and KS3 pupils will have a designated desk, the seating plan is non-negotiable.

Pupils must not share their equipment with others.

Pupils must not leave their desk without permission from the teacher.

6 MOVEMENT AROUND THE SCHOOL

Non-essential movement around the school will be avoided. Where required one-way systems will be in place for occasions when restrictions on movement around the school cannot be avoided and to ensure safe social distancing.

7 BREAK AND LUNCHTIMES

For pupils who are in school morning and afternoon break and lunchtimes will be staggered to reduce risk and maintain social distancing measures.

Pupils will be outside for break and lunch, weather permitting, (or in the cloisters if the weather is poor) and will remain with their 'bubble' group.

At break and lunch times, go outside (weather permitting) or remain in the cloisters (if the weather is poor). Always maintain a safe distance from others maintain a safe distance from others.

Pupils will be socially distanced whilst outside

Pupils will be supervised by staff

8 LEAVING THE CLASSROOM WHEN LESSONS ARE OVER

- Staff will provide a positive end to the teaching session/end of the day

- There will a staggered exit from school.
- Pupils will exit in their 'bubbles'
- Pupils will be asked to stand behind their chairs as they would normally do.
- Pupils will be dismissed one by one leaving a short space between departures.
- They will be required to use the sanitisers when exiting the building to cleanse their hands before travelling home.

Pupils must go home immediately. They must not to wait for their friends in the playground, outside the gate in Bute Gardens, in Hammersmith Broadway or in any of the nearby roads.

If parents are collecting their child they must not congregate around the school gate and stand on the pavement on the opposite side of the road or wait in their car.

9 PUPILS CODE OF CONDUCT DURING COVID 19

The whole school policy Learning and Living in a Sacred Heart community remains in place. Our mission statement reminds us that we are a community of faith and of learning, based on the gospel of Jesus Christ, his values and teachings. Our aim is to develop a personal relationship with God and the attitudes of the heart of Jesus, expressed in respect, compassion, forgiveness, justice and generosity; and to express concern for others in our attitudes and in the very highest standards of behaviour.

Our expectations of pupils:

- 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.
- Wash hands (or use sanitiser) upon entering and leaving school day. Wash hands regularly with soap and water during the day if needed
- There must be 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.
- 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 cloisters (if the weather is poor). Always maintain a safe distance from others.
- 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
- In computer rooms, 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.

REMEMBER TOGETHER WE WILL BEAT THIS