



St Katherine's School



14 July 2020

Dear Parents/Carers

I hope this letter finds you and your families well.

We are delighted that we have been able to plan over the last week how we can safely and effectively achieve a full school return in September, in line with the government guidance. We have outlined below the broad arrangements the school will be putting in place over the summer break to ensure the school is safe and ready to welcome all our students back to St Katherine's. This is intended as an overview for parents/carers to help you understand the overarching structure we are planning with our staff to ensure a smooth and safe return. **There are still many elements to be organised in our preparations for September and we will look to update all parents/carers during the summer holiday period.**

Our plans take into account the latest Department for Education (DfE) guidance released on Thursday 2 July. **Our plans are subject to further changes from the DfE before September.** Underpinning our planning is a full risk assessment which will be approved by the senior leadership team, governors, executive principal and trustees and will be available on our website. As previously mentioned, our school will look very different in September and we will endeavour to ensure that students and staff are well supported in these fundamental changes.

The first week in September is outlined below and full [term dates](#) for next year are available on our website.

Tuesday 1 September	INSET DAY (closed to all students)
Wednesday 2 September	INSET DAY (closed to all students)
Thursday 3 September	Year 7 and Year 12
Friday 4 September	Year 7, Year 11, Year 12 and Year 13
Monday 7 September	All year groups

Specific arrangements for these days will be circulated to parents/carers of these year groups before the end of term.

Summary of key points for parents/carers:

- **Bubbles:** we will be operating in bubbles throughout the school day with each year group assigned to a specific block. Each year group will have a designated teaching area, toilet and washing facilities and outdoor space.
- **Hand hygiene and safety:** this will be an essential part of our daily routine - students will be expected to wash their hands on arrival in their designated block and regularly throughout the day. There are hand sanitising stations on the entry and exit of each block. We encourage all students to have their own hand sanitising gel (at least 60% alcohol) for their own personal use in classrooms.
- **Social distancing:** whilst pupils may be in closer proximity with peers within their bubbles, we will be expecting them to observe social distancing from all others, including staff. Our posters clearly state 2 metres as a reminder to us all and it is imperative all students understand this. It is important all members of our community feel safe so we can continue delivering our curriculum effectively to all students.
- **One way system:** there is a site wide one way system in place both inside and outside, for all staff and students to follow throughout the school day. This will ensure smooth and consistent flows of movement around the site at all times.

- **Attendance:** The government has outlined clearly in their guidance that attendance from September is compulsory. We will support families and students who may be anxious about returning. If you or your child have anxieties about returning to school in September that you would like to discuss, please contact your Head of House / Head of Sixth Form.
- **Transport:** we are actively working with our transport operators and local authorities to ensure a full bus service for September, including those who travel on First Bus. We will write to confirm the arrangements during the summer break. We will be looking to minimise contact on the buses and will run a deliberate boarding system both to and from school. Face coverings are required at all times on public transport (for children over the age of 11). **All students traveling on any of the bus services will be required to wear a face covering as part of our risk assessment.** We encourage students to walk or cycle where possible and appreciate this is not an option for many of our students.
- **Face coverings:** Public Health England does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. We note guidance which states schools should also have a process for removing face coverings when pupils and staff who use them arrive at school. We will share clear guidance on this before September instructing students not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. We are aware of the government update today regarding the compulsory use of face coverings in shops and we will continue to review this and will update our expectations during the summer break.
- **Arrival on school site:** the start of the school day will remain with students arriving between 8:15 - 8:45. All students will arrive at the top of school and follow the one way system to their designated block where they will wash their hands. Students are expected to follow social distancing when arriving on site.
- **Visiting the school site:** visits to the site for all parents/carers will be strictly by appointment only. Please see our [useful contacts list](#) should you need to make an appointment.
- **Departing the school site:** we will dismiss students by year group:
 - Year 7 - 3:10
 - Year 8 - 3:13
 - Year 9 - 3:16
 - Year 10 - 3:18
 - Year 11 - 3:20
- **Uniform:** based on the government advice, students are expected to wear full uniform from September. We will, however, be asking students to wear their St Katherine's PE kit on the days they have PE on their timetable to avoid unnecessary changing. Our uniform supplier is Scholars and you can buy online or via mail order: www.scholars-uk.com; email: info@scholars-uk.com; or visit their shop - Scholars Schoolwear, 4 Terrace Walk, Bath, BA1 1LN; Tel 01225 462206. Our PE kit is available from The Sports Shop, 39 High Street, Portishead, BS20 6AA; Tel 01275 842573.
- **Our curriculum:** we have protected the delivery of our full curriculum for all students. While adjustments have been made in subjects such as PE, music, food and technology, our specialist rooms and labs are available for all year groups and will be thoroughly cleaned after use. For example, in science, experiments will take place at the front of the classroom with students observing and taking part in a Q&A before returning to their 'base' classroom within their designated block.



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- **Structure of the day:** we have modified our school day to support a smooth start to the day and transition between lessons. The school day starts at 8:55 and lessons are 55 minutes. Break and lunchtime are earlier during the day.
 - **8:55 - 9:25** **Tutor Time and DEAR**
 - **9:25 - 9:30** **Transition**
 - **9:30 - 10:25** **Period 1**
 - **10:25 - 10:45** **Break**
 - **10:45 - 11:40** **Period 2**
 - **11:40 - 11:45** **Transition**
 - **11:45 - 12:40** **Period 3**
 - **12:40 - 13:15** **Lunch**
 - **13:15 - 14:10** **Period 4**
 - **14:10 - 14:15** **Transition**
 - **14:15 - 15:10** **Period 5**
- **Supporting mental health and wellbeing:** All staff at St Katherine's have already begun training about how we will support our students' mental health and wellbeing. Staff are aware that everyone's experience during lockdown will have been different. The ethos of our shared approach to supporting children is building their resilience and self efficacy and listening with empathy. We want the children to know **we are here, we are listening and we will get through this together**. All students will have additional support in tutor time that will promote ways that students can support their own mental health and wellbeing. We will provide opportunities for children to talk about their experiences and examine what has happened. There will be additional pastoral support and counselling for anyone who needs additional support and we will quickly identify those children that need targeted support to help them settle back into school.
- **Lunch:** students will be unable to top up their account in school. ParentPay balances will need to be topped up regularly.
- **Year 7-8 enrichment:** our enrichment will continue and we are carefully considering a suitable way for our choir to operate in smaller groups as per the guidelines. Further information will be shared in September. Students in Year 7/Year 8 will enjoy the following:
 - **Year 7 - Choir, Chess, Debating, Sports & Robotics**
 - **Year 8 - Dance, Latin, Sports, Sculpture & Outdoor Education**
- **Our Houses:** although students will spend their school day with others in the same year group, our Heads of House will continue to guide their students and create a sense of belonging to their House. The House Championship will begin anew and staff and students will once again compete to give their best for their House. Early in term 1, students will be elected into leadership positions in each tutor group to lead their House over the forthcoming year. Assemblies will continue to be delivered each week but will be streamed into tutor time and Fun Fix Friday competitions will continue to take place, albeit in a different format that allows everyone to enjoy competitive fun safely.
- **SEND:** we appreciate returning to school in September with additional learning needs will be challenging. Mrs Slater will be contacting all families with an Education, Health and Care Plan to discuss their return in September. Parents/carers of children with SEN are encouraged to contact Mrs Slater for a supportive discussion around their child's individual needs.
- **Shielding students:** we note the change in guidance from August for members of the community shielding. We ask all parents/carers to inform Mrs Crocker or Mr Davies now if their child will not be able to attend school in September due to medical reasons so that we can plan their provision for September.

- **Equipment:** all students should arrive at school properly equipped and ready to learn. This will be particularly important in September as restrictions around COVID-19 mean we will be unable to lend equipment or allow pupils to lend to one another. Please ensure that your child has the following equipment with them on all days:
 - Black pens
 - Green pens
 - Pencils
 - Highlighters
 - Coloured pencils
 - Ruler (30 cm)
 - Protractor
 - Glue stick
 - Pencil case
 - Planner (supplied through school)
 - Reading book
 - Scientific calculator (the [Aurora Dot Matrix scientific calculator](#) is the best value that we are aware of and is available online).
 - Hand sanitiser (optional but highly recommended)
 - Water bottle

We trust this information is useful and clarifies some of the questions you may have. Inevitably there will be further questions and we ask you to share those with us using this [form](#). We will answer your questions in future correspondence during the summer break. We will keep our guidance under review and will communicate any changes to you clearly.

There is a significant amount of work taking place to prepare for September to ensure we can welcome our whole community back safely. Thank you to parents/carers for your ongoing patience and support during this closure period.

We wish all our families a safe and happy restful break and look forward to bringing our whole community back together again in September.

Kind regards



Justin Humphreys
Headteacher