



ST CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



BACK TO SCHOOL



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Preparing students to stand shoulder to shoulder with their peers: locally, nationally and globally.

MESSAGE FROM MR BERHANE, MR JEWELL AND MRS THOMAS

We want to begin by sharing our excitement about welcoming our children back to school this September. We are so very proud of the students and what they have achieved during this very difficult period and we are all looking forward to seeing them again very soon.

The following slides show the plans that we have put into place to ensure that our whole community is kept as safe as possible. We understand the concerns that many of you will have about your children returning to school. We want to reassure you that that our plans fully comply with the Government guidance issued to schools and have the health, safety and wellbeing of the children at their heart.

To facilitate social distancing, the students, in their separate year groups, will have different zones allocated to them across the college site. These year group 'bubbles' will be known as 'schools'. We have also put into place a wide variety of other measures to reduce any risk. You will find more information about this later in this document.

We have prioritised providing the students with the full breadth of the curriculum, being taught by their usual specialist teachers. We will also be making use of specialist teaching areas wherever possible.

The following slides aim to provide the students with the information that they need to return to school safely. We do, however, know that you may still have questions and we will share updates with you as soon as we have them. As always, please do not hesitate to contact us if you have any concerns.

[CLICK HERE](#) for the most recent guidance from the Department for Education, which we have used to guide our thinking over recent weeks.

[CLICK HERE](#) for information that has recently been shared by East Sussex County Council.

STARTING BACK IN SEPTEMBER

We published a version of the table below in July and noted that this may be subject to change as a result of the ever-changing landscape. Please note confirmation of the changes shared earlier this week, highlighted in yellow. We apologise for any inconvenience that this may have caused.

DATE	TIME	ACTIVITY
Tuesday 1 September	All day	Staff preparation day
Wednesday 2 September Please note we are returning to school before the published East Sussex County Council term dates.	8.40am to 3.05pm	Year 7 Transition Event We are excited to welcome our new Year 7 students for a day of familiarisation and transition events. Please could other year groups remain at home.
	9.30am to 10.30am	Heads of Year will deliver a 'Welcome Back' message over Teams to all students in Years 8, 9, 10 and 11 . There will be important information shared during this session, including health and safety notices. All students in these year groups will need to join from home via their Teams Calendars.
Thursday 3 September	8.40am to 3.05pm	Year 7 students come into school to continue with familiarisation and transition events. Year 11 return to school. Please could other year groups remain at home.
Friday 4 September	8.40am to 3.05pm	Year 7 and 11 students come into school. Year 8 return to school. Please could other year groups remain at home.
Monday 7 September	8.40am to 3.05pm	We look forward to welcoming all students in school.





TRAVELLING TO AND FROM SCHOOL

Please [CLICK HERE](#) for government guidance regarding transport to and from school.

When travelling by bus, we ask students to:

- Wear a face covering
- Remain seated
- Where possible keep two metres apart

ARRIVAL AT SCHOOL

In order to maintain the integrity of our different year group 'schools', we ask that students enter and exit the site via separate entrances. We also ask that the students remain outside of the building at the start of the day until they are requested to line up by their tutors at 8:40am so that they can be escorted into school and tutor time can commence. All year groups have been provided with a covered area in the event of bad weather.

You will find the different entry and exit points on the next slide.



To facilitate social distancing, all year groups will have their own entry and exit points.
Please be assured that there will plenty of staff on hand to help guide the students.

SCHOOL	ENTRY AND EXIT POINT
Year 7 School	On the first day, students will enter the School via the main site and will be escorted to their meeting point. After this, Year 7s will enter and exit through the Bedewell Priory Road pedestrian gate. In the mornings students should line up on the field and wait until tutors arrive.
Year 8 School	Key Stage 3 playground gate. In the mornings students should line up and remain in the Key Stage 3 playground until tutors arrive.
Year 9 School	Vehicle gate next to Key Stage 3 playground. Use the delivery road to get to the playground on the outside of the MFL department. In the mornings students should line up and wait in this area until tutors arrive.
Year 10 School	Priory Road picnic area gate. In the mornings students should line up and remain in basketball courts until tutors arrive.
Year 11 School	Main entrance in front of reception. Walk through gate to picnic area. In the mornings students should line up and remain in picnic area until tutors arrive.



THE SCHOOL SITE

Students will largely remain in their designated zones, and the teachers will move from classroom to classroom. When the students do need to move classroom between lessons in their zones, we ask that they do this as quickly and as quietly as possible and that they enter their new classroom and sit down. All students will be asked to carry a reading book and/or study guide and it will be the expectation that students sit and read quietly whilst they are waiting for their next teacher to arrive. We will have an increased staff presence around all areas of school at these changeover times to supervise the students. We also ask that the students stand up when their teacher enters at the start of each lesson as a signal that the lesson has started. There will be no requirement for students to do this when teachers drop into classrooms at other times.

We will continue to use specialist classrooms for PE, dance, drama, computer science, music, technology and Key Stage 4 art, as these areas are largely unaffected by the zoning of the School. Motor vehicle is self-contained with its own control measures. So that students can move to these specialist areas as safely as possible they will be collected by their teachers and escorted to their respective classrooms. We ask that all students remain in single file, silent lines when they are moving across the school in this way. This is to keep everyone as safe as possible. We will also be undertaking a programme of enhanced cleaning of these classrooms.



THE SCHOOL SITE

To facilitate social distancing, the College has been split into five different 'schools' which will all have different zones.

SCHOOL	ZONE	OUTDOOR SPACE	FOOD SERVICE	TOILETS
Year 7	Bedewell	Outside of Bedewell and the field	Field marquee	Bedewell
Year 8	Maths/IT area	Key Stage 3 playground	Key Stage 3 playground marquee	Key Stage 3
Year 9	Humanities area	Playground on the outside of the MFL Department	Café (inside)	Key Stage 3
Year 10	MFL/Art area	Café canopy and basketball courts	External café servery by basketball courts	Key Stage 4
Year 11	English area	Picnic area	Picnic area servery	PE





TEACHING AND LEARNING

We will continue to deliver the highest quality of teaching and learning, endeavouring to address any gaps in learning. There are, however, changes that we have had to make to meet government guidelines.

Teachers will remain at the front of the classroom to maintain social distancing where possible, but they will continue to help individual students as needed. Students will be arranged in rows facing the front. Lessons will continue to be recorded on Teams, so that they can be used as a revision resource. We will continue to provide high quality feedback on student work, although this may be done a little differently. For example, some work will continue to be marked via Teams or another electronic format.



EQUIPMENT

Students must ensure that they come to school fully equipped every day. This will help to maintain the safety of everyone, as we will not be able to share equipment. Please note that, as a consequence, there are additional items on this list:

- Pupil diary
- Black, blue and green pens
- Pencils
- Rubber
- Ruler
- Pencil sharpener
- Highlighters
- Protractor
- Pair of compasses
- Drywipe board pen
- Colouring pencils
- Glue stick
- Scientific calculator
- Reading book and /or revision guide
- English dictionary
- Mandarin/French/Spanish dictionary (depending on subject studied)
- Cycle helmet for bicycle users



Although hand sanitiser is widely available around the school site, students do have the option to bring their own hand sanitiser and disinfectant wipes with them, if they wish.



ATTENDANCE AND PUNCTUALITY

The Government has announced that school attendance is compulsory for all students from September. They have stated:

- It is the parents' duty to ensure that their child attends school
- It is the school's responsibility to record attendance and follow up absence

We do encourage all parents to send their children to school. We know that some children will be anxious about coming back after such a prolonged period of absence and we want to reassure you that we have taken many steps to mitigate the risks. We will also have enhanced support available for mental health and wellbeing. If you have any worries or questions about returning to school, then please talk to us as soon as possible so that we can address any concerns that you might have.

Punctuality will be even more important when we return in September. It is vital that all students are in their respective areas and lined up before 8:40 every morning. We ask for your support with punctuality, as managing pupils who are late to school will be difficult during this time of change.

In the event that students are unavoidably late, but arrive before 9:00am, Year 7 should go to the Student Services entrance in Bedewell and the other year groups should report to the member of staff in the Key Stage 3 playground.

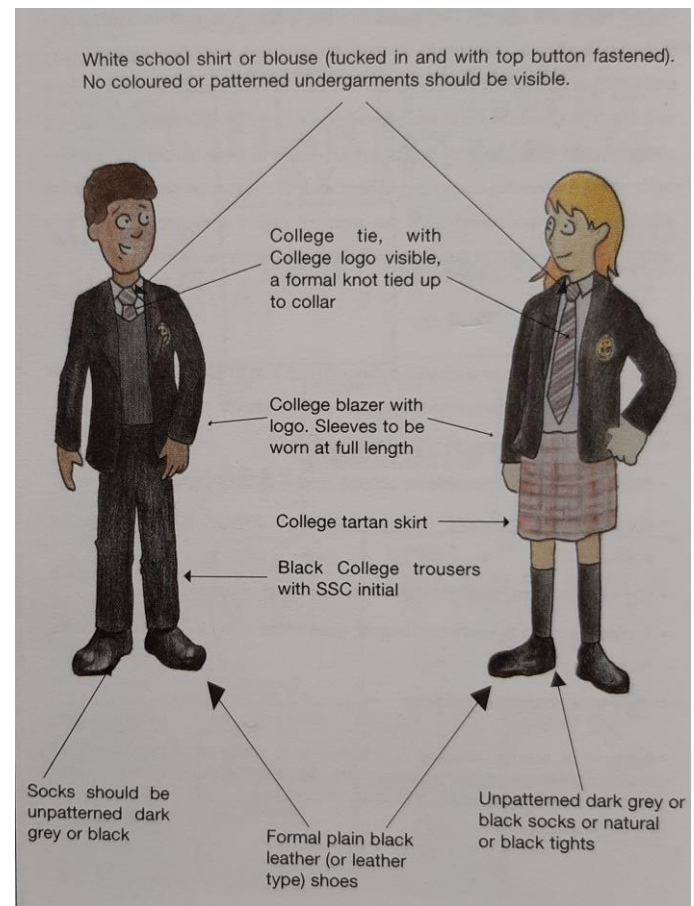
If students arrive later than 9:00am then they should sign in via main reception.

[CLICK HERE](#) to find the government's guidance on attendance.



UNIFORM

Full and correct uniform must be worn at all times. The government guidance states that more regular washing of clothes is no longer required. We ask that all students meet our high expectations of uniform from their first day back. If you have any queries or concerns about uniform, then please don't hesitate to contact us as soon as possible.



EATING AT SCHOOL

We will be serving a reduced menu in September and pupils must pre-order their lunchtime food by 2pm the day before. Pre-orders can be completed at the year group serving points during break and lunchtime the previous day. Breaktime food will not need to be pre-ordered. To view our reduced menu, please visit the catering page on our website [HERE](#).

We will continue to charge your ParentPay account for all items that are purchased. Please ensure that you top up your account before the start of term. If your child is eligible for free school meals, they will continue to receive their daily allowance.

Unfortunately, due to social distancing, we are unable to open the cafe to serve breakfast. However, we will continue to monitor government guidance and hope to reinstate this as soon as possible. We apologise for any inconvenience caused.

If you have any questions regarding the above information, please contact Jo Jo Michaelson (Catering Manager) rmichaelson@stcatherines.college.





SOCIAL DISTANCING

Please maintain social distancing whenever possible and follow current guidelines.



ONE WAY SYSTEM

Please follow the directions indicated when moving around the School.



HAND HYGIENE

Please sanitise your hands frequently – also regularly wash your hands with soap and water.



AVOID TOUCHING SURFACES

Please avoid cross-contamination by not touching surfaces, or your eyes, nose, and mouth.



COUGHS & SNEEZES

Please cough or sneeze into a tissue or your sleeve – 'catch it, bin it, kill it' – and wash your hands.



STAY HOME IF

Please stay away if you have a fever, difficulty breathing, a loss of taste or smell, or a new continuous cough, or if someone in your household has symptoms.

HEALTH AND SAFETY

Please do not send your child to school if they have Covid symptoms. [CLICK HERE](#). If your child feels unwell at school, they should inform a member of staff as soon as possible.

We have a comprehensive risk assessment in place and are continuously updating it to reflect the evolving situation. This risk assessment is very detailed. Below are a few of the many measures we will have in place:

- Year groups zoning
- Routine temperature checks
- Keep left systems in corridors
- Regular hand washing (we have installed additional hand washing stations across the site)
- Use of sanitiser hand gels, available in every room
- Removal of non-essential doors; propping open of other doors
- Limiting shared resources
- Regular cleaning of surfaces





FACE COVERINGS

Current government guidelines have been changing this week and may change again before term starts.

Our current guidance is that students should have their own face mask* (or supply of disposable masks) and a small bag to store it in.

Our advice to students is:

- to wear a face mask where social distancing cannot be guaranteed outside a 'bubble' / 'school'
- to wear a face mask when visiting the toilet
- to wear a face mask in class if they wish

Students can expect to see staff wearing face masks around the school. First Aiders will be required to wear full PPE as a precaution.

*Face masks are not to display any words or images that may be deemed as offensive or inappropriate.



LOCKERS

YEARS 7-10

If you have purchased a locker for your child for the 2020-21 academic year through Secure Locker Rentals, the lockers have been moved into the correct part of the School so that your child can easily access their locker without having to cross over into another year group zone. If you have not yet purchased a locker, you are still able to do so by visiting the website [CLICK HERE](#). The locker locations are as follows:

Year 7 - Bedewell

Year 8 - Maths

Year 9 - History

Year 10 - MFL

Please ensure that you purchase a locker in the correct location otherwise your child will not be able to access their locker.

YEAR 11

Year 11 pupils who purchased a green locker for 5 years will still be able to access their lockers as they have been relocated to the Year 11 zone.





MENTAL HEALTH AND WELLBEING

We are aware that, for some of our community, the past few months have been incredibly difficult. Some may have been personally affected by COVID 19 and others may have lost employment or had financial hardship. We want to make sure that we do our best to support you and your children.

As with a lot of areas in our lives now, changes have been necessary in school. It is anticipated that these changes will be supportive and will help the children to feel safe. If you feel that your child may struggle when he/she returns to school in September, or your family are struggling, please contact Kerry Guppy on 01323 465438.



BEHAVIOUR POLICY

All of our school rules will continue to apply, and we will continue to have the highest of expectations of behaviour. Excellent behaviour from every student will be essential to us keeping our school community safe. When pupils return to school, we will be helping them to learn the new school routines. The main changes are as follows:

- Pupils must use their designated entrance and line up before entry
- To reduce the chance of any spread of infection via droplets in the air, pupils will be expected to move around corridors quietly
- To mark the start of a lesson, pupils will be asked to stand behind their desks in silence when their teacher enters the room
- To avoid shared contact, pupils will be instructed to record information into their diary that previously may have been written in by staff
- All detentions (lunchtime and after-school) will be completed within each year group zone.
- It is important that pupils understand that threatening to infect another person with Covid-19 by coughing or spitting on them is a criminal offence. This behaviour is not acceptable, even in jest. Any behaviour of this nature will be taken extremely seriously and will most likely lead to a school exclusion.



STUDENT SERVICES

Pupils who require help, advice or guidance will be able to talk to their Tutor at the start of the day or visit the Head of Year/Assistant Head of Year office at break, lunchtime or after school. Heads of Year and Assistant Heads of Year have been relocated to base them within their year group zones:

Year 7	Student Services in Bedewell block
Year 8	Maths office
Year 9	The Chapel
Year 10	Assistant Headteacher office next door to the School Hall
Year 11	Drama and Music offices

The Student Services area in the Bedewell block will now only be used by students in Year 7.
If a student needs help with anything during a lesson they should inform their teacher.

If parents wish to speak to someone in the Student Services team, then please telephone the school reception and ask to be forwarded to the Assistant Head of Year of your child's year group.



CONTINGENCY PLAN FOR FURTHER LOCKDOWN

Should we be required to lockdown again as part of either a national or local directive, we will send the students home at either the end of that day or by the date indicated by the Government. We will then revert to live online lessons using Teams. Year 7s will be taught how to use this platform when they arrive. This has been very successful for us to date and we have had very positive feedback from the students about the lessons that we have delivered in this way.



	SEPTEMBER 2020					OCTOBER 2020					NOVEMBER 2020					DECEMBER 2020					
	A	B	A	B	A	A	B	A	B	H	A	B	A	B	A	A	B	A	H	H	
Monday		7	14	21	28			5	12	19	26	2	9	16	23	30		7	14	21	28
Tuesday	1	8	15	22	29			6	13	20	27	3	10	17	24		1	8	15	22	29
Wednesday	2	9	16	23	30			7	14	21	28	4	11	18	25		2	9	16	23	30
Thursday	3	10	17	24				1	8	15	22	5	12	19	26		3	10	17	24	31
Friday	4	11	18	25				2	9	16	23	6	13	20	27		4	11	18	25	
Saturday	5	12	19	26				3	10	17	24	7	14	21	28		5	12	19	26	
Sunday	6	13	20	27				4	11	18	25	1	8	15	22	29		6	13	20	27
	JANUARY 2021					FEBRUARY 2021					MARCH 2021					APRIL 2021					
	B	A	B	A		B	A	H	B		A	B	A	B	A	A	H	H	B	A	
Monday	4	11	18	25		1	8	15	22		1	8	15	22	29		5	12	19	26	
Tuesday	5	12	19	26		2	9	16	23		2	9	16	23	30		6	13	20	27	
Wednesday	6	13	20	27		3	10	17	24		3	10	17	24	31		7	14	21	28	
Thursday	7	14	21	28		4	11	18	25		4	11	18	25		1	8	15	22	29	
Friday	1	8	15	22	29	5	12	19	26		5	12	19	26		2	9	16	23	30	
Saturday	2	9	16	23	30	6	13	20	27		6	13	20	27		3	10	17	24		
Sunday	3	10	17	24	31	7	14	21	28		7	14	21	28		4	11	18	25		
	MAY 2021					JUNE 2021					JULY 2021					AUGUST 2021					
	B	A	B	A	H	H	B	A	B	A	A	B	A	B	H	H	H	H	H	H	
Monday	3	10	17	24	31		7	14	21	28		5	12	19	26		2	9	16	23	30
Tuesday	4	11	18	25		1	8	15	22	29		6	13	20	27		3	10	17	24	31
Wednesday	5	12	19	26		2	9	16	23	30		7	14	21	28		4	11	18	25	
Thursday	6	13	20	27		3	10	17	24		1	8	15	22	29		5	12	19	26	
Friday	7	14	21	28		4	11	18	25		2	9	16	23	30		6	13	20	27	
Saturday	1	8	15	22	29	5	12	19	26		3	10	17	24	31		7	14	21	28	
Sunday	2	9	16	23	30	6	13	20	27		4	11	18	25		1	8	15	22	29	

TERM DATES

KEY	
Staff training day/INSET day	
Start of term for pupils	
Public holidays	
School holidays	
Week A	

Please note that further INSET days are yet to be decided. We will, of course, inform you of these as soon as possible.



WHO SHOULD I CONTACT?

General Enquiries

Email: admin@stcatherines.college

Telephone: (01323) 465400

The Attendance Team (to report absence)

Email: attendance@stcatherines.college

Telephone: (01323) 465439

An Individual teacher (first contact for academic matters)

Your child's tutor (first contact for pastoral matters)

Head of Year/ Assistant Head of Year

Email: please [CLICK HERE](#) to look up individual contact details

Safeguarding and Child Protection (first contact for welfare concerns)

Email: kguppy@stcatherines.college

Telephone: (01323) 465438 or via the switchboard (01323) 465400



Links used within this document:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.eastsussex.gov.uk/educationandlearning/schools/backtoschool/>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations>

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>

<https://www.stcatherines.college/page/?title=Catering&pid=44>

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

<https://www.locker.rentals/>

<http://www.stcatherines.college/page/?title=Staff&pid=49>

