



# St. John Fisher

CATHOLIC COMPREHENSIVE SCHOOL

**"Deo Reddite Dei"**

"Give back to God what belongs to God"

Dear Parent / Carer,

We are delighted to announce that we are fully reopening St. John Fisher Catholic Comprehensive School in September. I speak for all of our staff when I say we are looking forward to welcoming back every one of our students and greeting all the students new to the school.

We have spent the summer reviewing the DfE guidance for reopening the school in September and have produced a plan that we are sharing with you in this letter. This plan is intended to cover the period between reopening and October half term and will be reviewed in light of updated guidance from the Government. It is underpinned by a rigorous risk assessment which will be available on our school website by 28<sup>th</sup> August.

It is our intention to reopen the school from Tuesday 1<sup>st</sup> September with a phased return of year group 'bubbles'. Whilst there will be many logistical changes to the way the school runs, we are committed to maintaining our broad and balanced curriculum for all our students. Each year group bubble has a designated set of rooms, social and dining area, and toilets. In so far as it is possible, specialist teachers will move to students' rooms and students will stay in the same place. We also have organised cleaners to be onsite throughout the whole day so that areas are sanitised regularly and thoroughly.

The measures that we have put in place and that must be adhered to are shared later in this letter, it is extremely important that you read this document carefully so that you and your child are well prepared for the September return.

In addition to this, we would like to emphasise the following actions that we require you to take to ensure a safe and successful return to school:

- Up to date contact details must be provided for all pupils attending SJF. If you have any concerns that your details may not be up to date you should email [c.shaw@stjohnfisher.school](mailto:c.shaw@stjohnfisher.school) with the revised details. You must be very clear on the name and year group of the child whose contact details you are updating.
- At least one parent or carer must be available to receive telephone calls from the school during the school day, and be available to collect their child from school should the need arise.
- We have changed our uniform requirements in light of our risk assessment, please refer to the attached plan for detail of these changes.
- There are arrangements for individual year groups on the table below with specific arrival and departure times.

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- From Thursday 3<sup>rd</sup> September, all school gates will open at 8:15 and no students are allowed on site before this time.

The arrangements for the first week back are as follows:

## Year 7

Monday 31 <sup>st</sup> August	Bank Holiday – School Closed
Tuesday 1 <sup>st</sup> September	Students to arrive at lower site via Scotteswood Avenue entrance between 12.45pm and 1pm. Students will leave the site through the same entrance at 3pm.
Wednesday 2 <sup>nd</sup> September	Not required in school
Thursday 3 <sup>rd</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.
Friday 4 <sup>th</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.

## Year 8

Monday 31 <sup>st</sup> August	Bank Holiday – School Closed
Tuesday 1 <sup>st</sup> September	Not required in school
Wednesday 2 <sup>nd</sup> September	Students to arrive at lower site via Maidstone Road student entrance between 9.15am and 9.30am. Students will leave the site through the same entrance at 11.00am

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Thursday 3 <sup>rd</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.
Friday 4 <sup>th</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.

## Year 9

Monday 31 <sup>st</sup> August	Bank Holiday – School Closed
Tuesday 1 <sup>st</sup> September	Not required in school
Wednesday 2 <sup>nd</sup> September	Students to arrive at Upper School Site via the 'normal' student entrance on Perry Street between 9.15am and 9.30am. Students will leave the site through the same entrance at 11.00am
Thursday 3 <sup>rd</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.
Friday 4 <sup>th</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.

## Year 10

Monday 31 <sup>st</sup> August	Bank Holiday – School Closed
Tuesday 1 <sup>st</sup> September	Not required in school
Wednesday 2 <sup>nd</sup> September	Students to arrive at Upper School Site via Charles Street pedestrian entrance between 9.45 and 10am. Students will leave the site through the same entrance at 11.30am
Thursday 3 <sup>rd</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.

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Friday 4 <sup>th</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.
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## Year 11

Monday 31 <sup>st</sup> August	Bank Holiday – School Closed
Tuesday 1 <sup>st</sup> September	Students to arrive at Upper School Site via lower car park on Charles St between 12.45pm and 1pm. Students will leave the site through the same entrance at 2.30pm
Wednesday 2 <sup>nd</sup> September	Not required in school
Thursday 3 <sup>rd</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.
Friday 4 <sup>th</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.

## Year 12

Monday 31 <sup>st</sup> August	Bank Holiday – School Closed
Tuesday 1 <sup>st</sup> September	Students to arrive at Upper School Site via upper reception carpark on Ordnance Street between 12.45pm and 1pm. Students will leave the site through the same entrance at 2.30pm
Wednesday 2 <sup>nd</sup> September	Not required in school
Thursday 3 <sup>rd</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.
Friday 4 <sup>th</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.

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## Year 13

Monday 31 <sup>st</sup> August	Bank Holiday – School Closed
Tuesday 1 <sup>st</sup> September	Not required in school
Wednesday 2 <sup>nd</sup> September	Students to arrive at Upper School Site via upper reception carpark on Ordnance Street between 9.45 and 10am. Students will leave the site through the same entrance at 11.30am
Thursday 3 <sup>rd</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.
Friday 4 <sup>th</sup> September	All students on site from 8.15am for an 8.35 start arriving through their designated entrance. Students will leave site at the normal time of 3:05pm through their designated entrance.

## Key Principles

- The safety and wellbeing of all our school community continues to be paramount in all our planning
- This plan is for the first half-term, and will be subject to change after this point
- Getting back to clear routines as quickly and as safely as possible
- Excellent communication
- Expectation that students get back to school and back to work from the 1<sup>st</sup> of September
- We will make the site and the processes as safe as possible
- Students will receive a broad and balanced curriculum
- In the event of local lock downs etc. be able to transition seamlessly between in school learning and out of school learning
- Students will be arranged in year group bubbles with dedicated teaching spaces, social spaces and toilets
- If any student behaves in a way that puts others at risk, we reserve the right to remove them from the school site.
- The school risk assessment will be kept under review and amended periodically
- There will be no provision for food or drink to be purchased at breaktime
- All classrooms will be arranged in rows with desks facing forwards.
- Initially, there will be no large group gatherings e.g. assemblies, either for staff or students
- Cleaning will take place throughout the day on both sites

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Part of Day/Activity/Issue	Students
Uniform	<p><b>Amended uniform:</b></p> <ul style="list-style-type: none"><li>• School trousers/skirt</li><li>• School shirts</li><li>• School shoes or trainers</li><li>• do not require blazer, tie or school jumper, but these may be worn, if students wish.</li><li>• Coat as per normal school policy if desired.</li><li>• Appropriate sized bag</li></ul> <p><b>For 6<sup>th</sup> Formers:</b></p> <p>Professional dress – with the following exceptions:</p>

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	<ul style="list-style-type: none"> <li>• No tie required</li> <li>• No jacket required.</li> <li>• You may wear trainers, shoes or boots</li> <li>• Clothes choice underpinned by the phrase</li> <li>• "If you are questioning it, it is not right"</li> </ul> <p>PE uniform: This is listed on our website and on the days when students have PE, they must wear their PE kit to school. This is to avoid the use of the changing rooms. Students can wear their school jumper and/or blazer over their uniform, if they wish.</p>
<p>Illness on arrival or during school day.</p>	<p>Children must <u>not</u> come to school if they or any of their household have any of the recognised COVID symptoms (persistent cough, fever, anosmia).</p> <p>Parents must contact the absence line by dialling the main school number and following the appropriate prompts.</p> <p>We expect parents to book a test using the online portal and for the child and household to self-isolate until the test results are received.</p> <p>Once test results are received, the school expects to be informed immediately (and <u>before</u> your child returns to school) using the same procedure detailed above.</p>

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	<p>If your child become ill during the day (with COVID symptoms) they must immediately inform their teacher (or supervising member of staff). Students will then be directed to reception to the designated waiting room. A member of first aid staff, who will be wearing PPE, will ensure your child is supported and you will be immediately contacted to collect your child.</p> <p><b>It is imperative that we have at least two sets of contact details for family members who are available during the day to potentially collect your child immediately from school.</b></p> <p>You are expected to fully engage with the NHS test and trace service.</p>
Stationery	<p>Students should bring all required stationery to school in a bag.</p> <p>This must include:</p> <ul style="list-style-type: none"><li>• At least one pen</li><li>• At least one pencil</li><li>• Ruler</li><li>• Eraser</li><li>• Pencil Sharpener</li><li>• Calculator</li><li>• Geometry set</li></ul> <p>Due to restrictions caused by COVID we cannot provide students with any additional equipment.</p>

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Swipe cards	6 <sup>th</sup> Formers will not be issued with swipe cards or lanyards.
Arriving to school	<ul style="list-style-type: none"><li>• All students to arrive at 8:35 and no earlier than 8:15.</li><li>• In line with government guidance, on arrival, students must remove and store any PPE safely in their bag or dispose of it in bins provided and sanitise hands.</li><li>• Students may put on 'fresh' PPE once they have entered if they wish.</li><li>• If students wish to wear PPE this should be changed regularly in accordance with best PPE practice. E.g. masks should be replaced if they become moist.</li><li>• All year groups will have an allocated base room for each form</li></ul> <p>Year 7: Scotteswood Avenue entrance – proceeding to SB rooms</p> <p>Year 8: Maidstone road pupil entrance – proceeding to SA rooms</p> <p>Year 9: 'normal' student gate entrance on Perry Street – proceeding to F&amp;G classrooms.</p> <p>Year 10: 'Quiet area' gate as entrance – proceed to D corridor</p> <p>Year 11: Lower car park/staff entrance – proceed to B and C areas.</p>

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	6 <sup>th</sup> Form: Entrance from upper car park steps into canteen – 6 <sup>th</sup> form area
Lateness	<p>All upper site late students will enter through the PCL office, being met by their PCL and introduced directly to lessons in a socially distanced way.</p> <p>All lower site late students will enter through main reception, being met by their PCL and introduced directly to lessons in a socially distanced way.</p> <p>Absence procedures continue as normal.</p>
Pastoral care	<p>Other than late students, no students are to attend the PCL office at any time – PCLs will go to the student (if necessary) rather than the other way around.</p> <p>On lower site the PCL office will be closed at lunch times, at upper site it will only be accessible for use of toilets.</p>
Teaching areas and arrangements	<p>Students will attend classes in the areas described above (arriving at school)</p> <p>All lessons including option groups will be timetabled into these rooms</p> <p>Students will move between classrooms as their groups change but will stay in their 'base' area unless a specialist teaching room is required.</p>

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	<p>Students will be organised in rows and these rows will not be changed.</p> <p>Students must sanitise their hands each and every time they change location</p>
Specialist/practical Subjects	<p>Students will attend specialist/practical subjects in the 'normal' classrooms in their base area.</p> <p>Changes of location to specialist rooms should only take place if absolutely necessary.</p>
Break time	<p>No food or drink will be available at break time. Students must bring their own drinks (and if they wish snacks).</p> <p>Break time will take place in the following locations:</p> <p>Year 7: "Quiet area" and the playground by Maidstone road entrance</p> <p>Year 8: Playground adjacent to dining hall and use of sports field (surface permitting)</p> <p>Year 9: Upper Playground</p> <p>Year 10: Main Playground</p> <p>Year 11: Quiet area and banking down towards car park and covered seating area.</p>

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	<p>Year 12/13: 6<sup>th</sup> form area</p> <p>Students MUST sanitise their hands on leaving the class prior to break and entering the class after break</p>
Lunch time	<p>Existing Lunch times will be used.</p> <p>All lunch areas will be thoroughly cleaned between lunch periods (1pm – 1.30pm)</p> <p><b>Lunch A</b></p> <p>Year 9 to proceed straight up main stairs to HALL</p> <p>Year 11 to proceed through quiet area to CANTEEN</p> <p>Year 7 to proceed to canteen from their teaching areas</p> <p>Each year group will also have access to their respective social space</p> <p><b>Lunch B</b></p>

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	<p>Year 8s to proceed to canteen from their teaching areas</p> <p>Year 10s to proceed from D corridor to CANTEEN.</p> <p>6<sup>th</sup> Form to proceed from 6<sup>th</sup> form area to HALL</p> <p>Each year group will have access to their respective social space.</p> <p>6<sup>th</sup> formers will continue to be allowed off site at lunch as per existing arrangements</p> <p>6<sup>th</sup> Formers who do not have a timetabled lesson after lunch will be allowed to leave school at lunch</p> <p>Students MUST sanitise their hands on leaving the class prior to lunch and entering the class after lunch</p>
Toilets	<p>Individual year group bubbles will be assigned individual toilet blocks as per below:</p> <p>Year 7: Existing toilet block</p> <p>Year 8: Additional toilet block</p> <p>Year 9: Additional toilet block in F&amp;G area</p>

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	<p>Year 10: D corridor toilets</p> <p>Year 11: 'Normal' toilet block</p> <p>6<sup>th</sup> form: 6<sup>th</sup> form toilets</p> <p>Hands must be thoroughly washed prior to exiting toilets</p>
End of school day	<p>Students will exit at normal time (2pm on a Wednesday, 3.05pm on all other days) using the same arrangements by which they entered.</p> <p>There will be clear plans in place as to how students exit onto busy roads.</p>
Cleaning & Sanitisation	<p>Sanitisation stations will be present at every school entrance and in every used classroom.</p> <p>Students must sanitise their hands, on entry to the building, on every change in classroom, and before and after eating.</p> <p>Toilets and high touch areas will be regularly cleaned and sanitised.</p> <p>Classrooms will be cleaned and sanitised every day.</p>
PPE	<ul style="list-style-type: none"> <li>In line with government guidance, on arrival, students must remove and store any PPE safely in their bag or dispose of it in bins provided and sanitise hands.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Students may put on 'fresh' PPE once they have entered if they wish.</li> <li>• If students wish to wear PPE this should be changed regularly in accordance with best PPE practice. E.g. masks should be replaced if they become moist.</li> <li>• If the school considers that the student's use of PPE is posing a H&amp;S risk they may be stopped from wearing it during the school day.</li> </ul>
Behaviour – inc. IEU and Detentions	<p>IEU will continue on both sites but will be socially distanced.</p> <p>Any poor behaviour in IEU will result in the parent/carer being contacted and the student being sent home.</p> <p>Students are expected to respect the school environment.</p> <p>Detentions will not take place for at least the first few weeks of term</p> <p>If any student behaves in a way that puts others at risk, we reserve the right to remove them from the school site.</p>
Trips	No trips will take place in the first half term
Parents evenings and parental contact.	<p>For at least the first term, there will be no parents' evenings.</p> <p>Parents are asked to not attend the school site without prior agreement and to communicate with staff through email and telephone.</p>

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To all the parents and carers who were part of our community last year: thank you for all you have done in working with us to support your child's learning over the past few difficult months. To all the parents and carers whose children are joining us in September: we look forward to welcoming you into our school family.

We encourage you to share this plan with your children and to support us by reinforcing the expectations that we have set out. We look forward to students being ready to work with us to keep our community safe.

God bless,

Mrs D. Lennon

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