



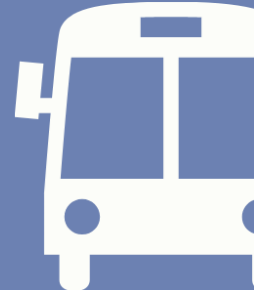
Oaklands

Catholic School and Sixth Form College

Welcome back

Return to school information

September 2020 updates for parents and students



More information can be found at:
www.oaklandscatholicschool.org



Contents

Page	Content
3	Introduction
4	Measures Taken
6	September Opening Return Dates, Timings and Plans
8	Arrival and Departure from School Journey to School Arrival at School Departure from School Social Distancing Face Masks
11	Year Group Timings
12	Lunch and breaktimes Uniform Expectations Year Badges Student Equipment Lockers Mobile Phones
15	Conduct and Expectations around School Sanitiser Stations
16	Teaching and Learning Expectations for Students in the Classroom
17	Attendance What to do if your Child is Ill
19	Visitor Guidelines
20	Communication between Home and School

Introduction

Firstly, we would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic. I have attempted to keep you informed of developments over the summer break. In line with Government advice, we are able to open to all students this September. We are very much looking forward to welcoming our students (old and new) back to Oaklands this September.

It has been a long time for children to be away from school and we are keen to get our community back together, albeit in different ways, and to feel safe, secure and supported as soon as possible.

As a school, we have been working hard to ensure that we follow the Government advice, but we are very mindful that many students and families have some anxieties about returning to school.

Like all of you, I have been listening to the scientific evidence and watching developments in other countries where young people have gone back to school. There is overwhelming evidence that students missing school will result in long term consequences. It would be disingenuous of me not to acknowledge that returning to school is without risk. However, much of this is a result of the indirect consequences of schools reopening, for example by parents meeting at school gates, or mixing with others as a result of being able to return to work. The balance of risk is strongly in favour of children returning to school.

The Government advice provides all schools with a minimum set of four expectations. The work we have taken moved the school beyond this position:

- 1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school*
- 2. clean hands thoroughly more often than usual*
- 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- 4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach*

There are two further conditions that the school must consider:

- 5. minimise contact between individuals and maintain social distancing wherever possible*
- 6. where necessary, wear appropriate personal protective equipment (PPE) (referring to staff in certain circumstances)*

We hope that the information within this handbook will reassure you that we have taken all the necessary precautions in preparing to welcome all students back to school. Despite everything that we are doing in school to reduce risk, we cannot say that this will be removed completely.

I hope this information will allay any fears that you may have. Please read it very carefully and discuss this with your child.

Electronic copies of this document will be made available to students in school along with powerpoint and video presentations.

For general information about COVID-19 please read the following link:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

With your help, we can all work together to keep everyone safe and support our students to move forward with their learning

Mr M Quinn
August 2020

Measures Taken

Considerable measures have been taken in school to follow Government guidelines and to keep students and staff as safe as possible.

The following is a list of some of the main measures introduced:

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

- Clear communication with parents about attendance and how to manage a child if COVID is suspected.
- Clear protocol in line with Government guidance to manage students who may become ill in school.

Minimise contact between individuals and maintain social distancing wherever possible

- Each year group will become a 'bubble'. They will be kept separate as far as possible.
- The school has been divided into zones for each year group bubble for break and lunchtime to minimize contact.
- Students should use the toilets closest to their lockers first thing in the morning. For break and lunch times Years 9, 10 and 11 are to use N block and Years 7 and 8 are to use K block toilets, so hands can be washed more frequently
- At Key Stage 3, the majority of lessons will take place within a form group.
- Muster points have been organised outside buildings where students will be collected by their teacher before entering their classrooms to reduce traffic in corridors.
- The majority of worship and assemblies will be virtual when we return. Where these are essential, they will be in half cohorts and distanced in the main hall.
- Whole school liturgies and Mass will not be possible in the short term at least.
- One-way systems have been set up as necessary around the site to ensure social distancing.
- Classes will mainly take place in normal teaching rooms with their normal subject teacher. There will be no expected distancing for students in classrooms, but all tables have been turned to face the front.
- Teachers will be at the front of the class within a 2-metre area.

Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

- Cleaning kits have been provided for each classroom so that if required, staff can direct a child to use cleaning spray and paper toweling. Desks and chairs will be cleaned before or after school.
- Desks and chairs will be cleaned at the end of Period 3.
- Additional cleaning of high touch equipment, for example ICT, PE and technology will occur every lesson.
- The cleaning regime at the school will allow for continuous cleaning throughout the day in addition to the cleaning before and after school hours. High touch points (door handles, rails on stairs, taps, toilet flushes etc) will receive greater cleaning throughout the school day.
- Students will be given their own green pen for self-assessment . They must have their own pencil case equipment, this should mean that they do not need to borrow stationery equipment. Students must not share stationary equipment. This removes the need to touch equipment not belonging to them.



Clean hands thoroughly, more often than usual and ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- Numerous hand sanitiser stations have been set up around the school.
- Students will be collected from break areas and muster zones and taken to toilets of sanitiser stations to clean their hands.
- Toilets will be checked regularly to ensure sufficient supplies of soap.
- Students encouraged to bring their own sanitisers and tissues.
- Tissues provided in classrooms.
- Education program on respiratory hygiene.
- Wearing of face masks actively encouraged in circulation areas including corridors, outside and the canteen

Further details can be found by clicking the following link:

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

All factors will be constantly under review to ensure student and staff safety.

Risk Assessments: Should parents want to look in more detail at our plans for managing risk, these are available on our website.

September Opening

Return Dates, Timings and Plans

Staff return to school on Tuesday 1st September and much of this INSET day will be spent looking at the processes and procedures required to keep the community safe.

Student return will be staggered to ensure a safe and calm start to the term. Students will be kept in year group bubbles as far as possible, and often in form groups, with specific muster points at the beginning of the school day.

The end to the school day, as well as breaks, will also be staggered to keep students in their 'bubbles' and avoid large numbers of students moving and mixing at any one time. Social areas will be cleaned between each break.

On their first day back, staff will welcome students at the gates and direct them to their muster zones. In their form period, form tutors will explain more about the safety procedures, how students should move about the buildings / site and go through our expectations to minimise risk and keep everyone safe.

Other important information will also be given out in the form time such as timetables and planners. In addition, students will be made familiar with emergency evacuation routes and procedures.

Please note that the temporary changes to the release time at the end of the day will help relieve congestion on the drive and improve distancing of students who walk or cycle. The bus timings have not changed.

The school gates will not open until the buses have departed.

Please see the following table for a brief outline of dates, times and plans for each year group.

Yr	Return date	First day back plan	Start of day time (to allow for movement to location for 9am start)	End of day time	Morning muster zone (first day only)
7	Wednesday 2 nd September	Induction activities and taster lessons	8.50am	3.25pm	Cohort 1 students will be directed to the area outside the Hall Cohort 2 students will be directed to the Top Playground
8	Friday 4 th September	Lessons 1, 2 and 3 induction activities Lessons 4 and 5 as per Week 1 timetable	8.50am	3.25pm	All Year 8 students will be directed to the MUGA area
9	Friday 4 th September	Lessons 1, 2 and 3 induction activities Lessons 4 and 5 as per Week 1 timetable	8.50am	3.25pm	Cohort 1 students will be directed to the area outside the Hall Cohort 2 students will be directed to the White House picnic area (in front of T block)
10	Friday 4 th September	Lessons 1, 2 and 3 induction activities Lessons 4 and 5 as per Week 1 timetable	8.50am	3.30pm	All Year 10 students will be directed to the lower playground
11	Thursday 3 rd September	Lessons 1 and 2 induction activities Lessons 3, 4 and 5 as per Week 1 timetable	8.50am	3.30pm	Cohort 1 students will be directed to the area outside the Hall Cohort 2 students will be directed to the sunken lawn / marquees
12	Thursday 3 rd September	Lessons 1 and 2 induction activities Lessons 3, 4 and 5 as per Week 1 timetable	8.50am	3.30pm	Sixth Form College
13	Thursday 3 rd September	Lessons 1 and 2 induction activities Lessons 3, 4 and 5 as per Week 1 timetable	8.50am	3.30pm	Sixth Form College

Arrival and Departure from School

The Journey to School

We can only take responsibility from the time that pupils arrive at school so please ensure that journeys to and from school are taken in a safe manner respecting social distancing measures.

Students are to arrive on site no earlier than 8.30am. This is to ensure that we have the appropriate levels of supervision to ensure student safety on site.

The guidance asks schools to encourage as many students as possible to walk or cycle to school and to avoid public transport, although this is not possible for many youngsters.



On the journey to school, students should remain 2 metres away from anyone who they do not live with, families should avoid car sharing.

If cycling, students should dismount before reaching the school site, cycling is not permitted on the school grounds. Bicycles should be secured in the areas provided at the back of the Sixth Form College building.

All students should avoid the use of public transport where possible (particularly at peak times) to limit possibilities for contamination. Families using public transport should refer to the government guidance at the following link <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport> or individual bus company websites. Please keep an eye on our website for more details regarding safe travel.

Face masks are essential on school and public transport.

If students have arrived by public transport, there are designated bins for them to place disposable face masks. If they have a re-usable mask, they must bring a plastic bag into school, remove their mask, fold it inward, put it inside the plastic bag and place it inside their school bag until it is needed for the home journey.

We also remind parents that dropping off children in the morning that they are not to alight from their cars and they are to drop off at the bus stop side of the drive only. Parents are reminded that they should not use the drives to the White House or Sixth Form College.

The school is not responsible for providing face masks, students travelling on public transport must have a face mask for both journey to and from school.

As far as possible, journeys should be timed so that students arrive at school between 8.30am and 8.50am.

If collecting by car at the end of the day, please note the gates will not open until the buses have departed. This is usually no earlier than 3.50pm. Students will be directed, as usual, to wait on the field. Parents are asked to drive round to the designated pick up points.

No student is permitted to cross the school drive; they must use the designated crossings near the roundabout.

Parents are reminded to abide by the 5mph speed limit when driving on site. Please do not park on double yellow lines or on the roundabout.

Arrival at School

To adhere to social distancing guidelines, each year group will be directed to a muster zone.

Should students require access to the canteen to get breakfast, they are to use the external door at the back of the canteen **only** to enter and will exit by the door closest to the tills. They will not be permitted to eat in the canteen. Students are to move to their muster area as soon as they have purchased food.



On their first day back, staff will welcome students at the main gates. Students will be directed to their muster point and will be greeted by members of the senior team and their Head of Year.

On the first day back students will be provided with a year and form badge. All Oaklands staff must be able to identify which year group a child is in by the badge colour to ensure they are in the correct areas of the school at all times. This badge must therefore be worn at all times.

Students will be met by their form tutors in their muster areas each morning and escorted to their tutor bases to ensure that hand sanitisation takes place.

From Monday 7th September, Good Morning club will run each morning from 8.30am in J14.

Monday	Year 7 and Year 8 (using two rooms so no mixed year groups)
Tuesday	Year 11
Wednesday	Year 9
Thursday	Year 10
Friday	Year 7 and Year 8 (using two rooms so no mixed year groups)

Departure from School

At the end of the day, the dismissal of Key Stages will be staggered (please see the previous page for dismissal times). Students will be escorted down the drive by their class teachers.

Students will need to leave the school site as soon as their day ends in order to clear the building and ensure that year groups are kept separate. Students should go straight home following social distancing measures.

Key Stage 3 students will be permitted to board buses as soon as they arrive, in the event of bad weather students will be held in marquees.

From Monday 7th September, Homework Club will run with two year groups in two separate rooms in J14/J15

Monday	Year 9 and Year 10
Tuesday	Year 10 and Year 11
Thursday	Year 7 and Year 8

Students should remember to wash their hands immediately when they have returned home and dispose of or wash face masks, as appropriate.

Social Distancing

Minimising contacts and mixing between people reduces transmission of coronavirus. The guidance recognises that schools have to take a sensible approach to ensure that all children can return to school and receive a balanced curriculum. The guidance recognises that students in a secondary setting will have to mix with each other, for example when accessing specialist subjects.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate. Measures in this booklet describe how this is achieved for example separate break times, zoning children at the start of the day, and a phased release at the end of the day.

The guidance recognises it is not possible to socially distance students in the classroom. Other measures mitigate against this, for example all students facing the front and increased ventilation.

Face Masks

The guidance on face coverings has very recently changed. At the time of writing, these are not compulsory unless schools are in a designated high risk area. The Government has left it to schools in other parts of England to make their own decisions

At this stage we will not be making face coverings compulsory, **however from the start of the autumn term students are strongly encouraged to wear face masks in corridors and circulation areas**, this includes outside and in the canteen.

Face masks are currently not required in lessons. We will continue to review this position and if the advice and guidance changes over the next few weeks, we will respond accordingly.

The responsibility to provide face coverings for children remains with parents.

If students choose to wear a face mask they must bring a re-sealable plastic bag for the safe and hygienic storage of the covering when not in use.

Year Group Timings

Breaks are staggered to keep our students in their separate 'bubbles'. Only two year groups will be on any particular break at any one time and they will be supervised in separate areas of the school.

The canteen will be split into two sections with a year group only using one serving point each - the same hot and cold food choices will be available at both serving points. Food will be of the 'grab and go' variety.

Use of the outdoor spaces will be limited so in the first instance ball games will not be permitted. This is also in keeping with the current guidance on contact sports.

Students should ensure that they use the toilet and **wash hands during their breaks** as, unless it is an emergency or they have an up-to-date medical pass, students are not allowed out of class during lesson time.

The shape of the day

The shape of the day has changed from last year. This to ensure that year groups do not mix during break times. The orange boxes explain the differences.

Bells will ring for all lesson changeovers, but not the individual break/lunch sessions

	Briefing 8:50 - 9:00	9:00 - 9:15 (15)	9:15-10:15 Lesson 1 (60 minutes)	10:15-11:25 Lesson 2 (70 minutes, but with a 20 minute + 5 minute buffer break built in for 4 year groups)	11:25-12:25 Lesson 3 (60 minutes)	12:25-14:20 Lesson 4 (115 minutes, but with 35 minutes lunch + 5 minute 'buffer' for changeover)	14:20-15:30 (but 15:25 for Y7,8 & 9 Lesson 5 (65/70 minutes)			
Year 7	Reg	L1-60	Break	L2-45	L3-60	Break	L4-75	L5-65/70		
Year 8	Reg	L1-60	L2-25	Break	L2-20	L3-60	L4-40	Break	L4-35	L5-65/70
Year 9	Reg	L1-60	Break	L2-45	L3-60	Break	L4-75	L5-65/70		
Year 10	Reg	L1-60	L2-25	Break	L2-20	L3-60	L4-40	Break	L4-35	L5-65/70
Year 11	Reg	L1-60	L2-50	Break	L3-60	L4-80	Break	L5-65/70		
Sixth Form	Reg	L1-60	L2-50	Break	L3-60	L4-80	Break	L5-65/70		

Tutor time is 5 minutes shorter than last year

The red slots immediately after the break/lunch is to provide a buffer during changeover

There is no break between periods 2 and 3 – you now have a break built in to period 2

There is no lunch break between period 4 and 5. Lunch is now built in to lesson 4

The school day finishes earlier than last year. Years 10, 11 and Sixth Form will be released at 3:30 – 5 minutes after Years 7-9. This staggering of release times avoids congestion on the drive

Lunchtime and Breaktimes

Year groups have been paired up for their breaks and lunchtimes:

- Year 7 and 9
- Year 8 and 10
- Year 11 and Sixth Form

Year	Break 1 (morning)	Break (lunch)
Year 7	10:15 - 10:35	12:25 - 13:00
Year 8	10:40 - 11:00	13:05-13:40
Year 9	10:15 - 10:35	12:25 - 13:00
Year 10	10:40 - 11:00	13:05-13:40
Year 11	11:05 - 11:25	13:45 - 14:20
Sixth Form	11:05 - 11:25	13:45 - 14:20

Students will not be able to use cash at the point of sale. We have introduced an additional 're-val' machine into the pit stop area to help reduce congestion in the canteen

Uniform Expectations

We thank you for your support in maintaining the high standard we have in school regarding uniform.

Students are expected to be in full uniform in September and, as usual, no 'outside wear' is allowed to be worn inside the school building. We will follow guidelines on additional ventilation so a school jumper is advisable. Equally, your child will be spending more time outside (muster areas in the morning, lining up outside buildings) so will need weather appropriate coats etc. as there is no alternative to this arrangement.

The Government guidance document supports correct uniform for all students:

"We would ... encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.

Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal."

Full school uniform is as detailed on the school website:

<https://www.oaklandscatholicschool.org/about-us/uniform/>

Students are likely to spend more time outside mustering for lessons and at break and lunch, therefore they must have an appropriate coat.

Year Badges

Year badges are an essential part of our school uniform. They identify year groups and help create a sense of identity, it is essential that they are worn. Badges will help staff identify year groups so bubbles can be maintained

Year 7	White
Year 8	Red
Year 9	Blue
Year 10	Green

Badges will not be introduced into Year 11

If your child mislays their badge, a new one can be purchased from the Finance Office.

Student Equipment

Students should provide and use their own equipment as far as possible to avoid sharing e.g. a pencil case with pens, pencils, a ruler, eraser, pencil sharpener and a scientific calculator, protractor and compass where required. Pupils can take library books and other shared resources home, although unnecessary sharing should be avoided.

If extra equipment is required for any purpose then it will be supervised by the teacher and cleaned thoroughly after every use.

In addition, students in September should also bring:

- A full water bottle. Students will be permitted to fill up water bottles at taps and water fountains. Students must not drink directly from water fountain.
- Personal hand sanitiser or sanitising wipes;
- Tissues / handkerchief (to catch it, bin it, kill it).
- A pair of inexpensive headphones for use in music.
- A face mask (optional to be worn in corridors and circulation areas)



Lockers

We advise that pupils have what they need with them for the day in their school bag. Students will still have a locker but we would advise to hand sanitise each time a locker is accessed. Many of our lockers are in high touch areas.

Students will need a sensible school bag which they must keep on their person at all times.



Mobile phones

A reminder that mobile phones will not be permitted anywhere on school site during the school day.

If you are seen with your mobile phone during the school day it will no longer be confiscated as this could cross contaminate but it will be logged as a behaviour point on SIMS. If you have two behaviour points in any one week for this then you will be asked to take your phone to the inclusions room every morning where it will be kept in the safe until the end of the day for a week and your parents will be informed.

Conduct and Expectations Around School

We are implementing social distancing measures throughout the school and it is important that pupils follow all the instructions given at all times.

Students must:

- Respect social distancing at all times from the teachers.
- Follow all instructions immediately and without question.
- Stay in their allocated outside zones / muster points unless directed otherwise.
- Muster in the required areas before lessons
- Follow the one way systems set up around the school.

Clear instructions and expectations will be shared with all students on their return and it is vital that students respect and follow the additional expectations so that we can keep students and staff safe. All other rules relating to conduct around school must also be adhered to in line with our Behaviour Policy.

We understand that some students may find it hard to adjust after an elongated absence from school so warnings will be given. However, if any of the above expectations, or normal school rules, are broken then students risk being withdrawn from lessons and placed in isolation until parents can collect them. Further sanctions in line with our policies may apply for persistent concerns. We will be holding year group detention sessions when necessary.

The COVID-19 addendum to the Behaviour Policy and Home School Agreement can on the school website and on the link in the summer letter.

We are really looking forward to having all students back in school and ask that you reinforce the expectations that we have with your child so we can keep all of our community safe

Sanitiser Stations

We are encouraging students to bring their own sanitizer for personal use. In addition, there are twenty further sanitiser stations positioned around school.

The washing of hands, using soap and water, or using sanitizer is one of the key measures of defence against the COVID-19 virus.

The correct use of these facilities is expected by all students.

Tampering with inappropriate use of any facilities which are designed to protect staff and students will not be tolerated.



Teaching and Learning

We know that our students had many different experiences with online learning while the school was closed. Some students may have enjoyed working independently at home, others will have found it really tough. Whatever the experience was, from September the aim for all of us is to make sure each lesson genuinely counts towards helping all students succeed. The government guidance encourages schools to continue to maintain a broad and balanced curriculum.

The guidelines below set out the practical preparations and expectations that students will need to follow in the classroom. However, the most important point for every student is the first one: if you come ready to give each lesson your best effort, we can strengthen what you know already, deepen your knowledge and build on it.

We are all looking forward to getting back to learning together.

Expectations for Students in the Classroom

- Give each lesson your best effort;
- Respect social distancing with staff;
- Behave appropriately and safely around other students;
- Hand sanitise before entering classrooms, and follow health and safety guidance at all times;
- Enter and leave the classroom as instructed, without waiting for friends;
- Immediately enter the classroom and sit in your allocated seat (as identified on the seating plan);
- Remain seated unless instructed otherwise by their teacher - in practical lessons, it may be necessary for students to be out of their seat, but students should always remain within their allotted area and respect social distancing, at all times;
- Minimise contact with other students and behave appropriately around others. Do not encroach into their personal space during lesson time or free time.
- Come prepared with all necessary equipment and not share any equipment or resources with others;
- Do not share food or drink with other students;
- Act on feedback given by their teacher – this may be verbal, online or on paper;
- Remain in lessons;
- Follow all instructions immediately and without question.

Attendance

What to do if your Child is Ill

The Department for Education's guidance document 'Guidance for full opening: schools' makes it clear that all children are expected back to school in September. This is what the guidance says:

"In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct"*



As a school we need to track attendance in line with Government guidelines. At such a difficult and unprecedented time, it is even more vital that the school and parents work together to ensure that we are aware of students' absences and the expected length and reasons behind these. Your child will be expected in school every day.

There is no longer any shielding for those with critical illness or those living with others with critical illness so unless your child's consultant or GP writes confirming the reason why your child cannot attend school, absences for these reasons can no longer be authorized. Any letters / communication related to this matter must be addressed to Mrs Oldroyd.

If your child is ill or cannot attend for any reason, you must ring in to Attendance Line in the usual manner on 02392 248053 and leave a message which clearly states your child's name, year group and the reason for absence, specifying in particular if your child is displaying any symptoms of COVID-19 and any arrangements or timescales for testing.

If your child **has been attending** but then is;

- Ill with COVID-19
- Isolating due to family members being ill with COVID-19

then you **must** contact the school and not send your child in.

If a student shows symptoms, the student must stay at home and isolate in line with Government advice [stay at home guidance](#) . If a student **develops** COVID-19 symptoms whilst at school they must be sent home and advised to follow the [stay at home guidance](#). If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with appropriate adult supervision if required.

The student needs to be collected by parents/carers at soon as possible.

Please ensure that your contact details held by the school are up to date so that you can be contacted in such an eventuality.

If there are confirmed cases of COVID-19 at school you will be informed in line with Government guidance.

Due to uncertainty regarding bus services, we will be mindful of how we log lateness to school.

This information will be shared with students on their first day back.

What to do if there are bus issues and you are going to be late

- If your bus is late / you are unable to get on it because it is full and you are going to arrive after 9.00am please let your parents know
- Then, contact the Attendance Officer by phoning **02392 248053**. Leave a message with your name, year group and where you are /bus number.
- **PLEASE ENTER THIS NUMBER NOW INTO YOUR MOBILE PHONE & TAKE A PHOTO OF THIS SLIDE**
- Get on the next available bus
- When you arrive in school, please go straight to the Attendance window in Student Services to sign in.
- The Attendance Officer will notify your parents once you arrive in school

Visitor Guidance

The school continues to take guidance from Public Health England and the Local Authority. Taking this into account, we are limiting access to the site to essential visitors and by appointment only.

Parents will need to schedule any visit to the school in advance please and where possible meetings will be hosted via telephone or online.

If your visit to the school is an essential one and by appointment, we would nevertheless ask that you refrain from visiting if:

- You have developed a fever (above 37.8C) or a new, continuous cough or other COVID-19 related symptoms within the last seven days.
- Anyone in your household is required to self-isolate in accordance with Government guidelines.

All visitors to the school must wear a face covering, regardless of the purpose of their visit or the length of time they are on site.

Along with members of Oaklands community, any visitors to the site should wash their hands with soap and water before leaving home and use the hand sanitiser on arrival and throughout the visit.

Please observe our social distancing measures in place and the one-way signage and instructions. If you begin to fall unwell whilst in school, please inform the school immediately.

If there are any further concerns, then please contact the member of staff that you are planning to visit.

For the avoidance of potential embarrassment, we would also like to advise you that the school is currently operating a 'no handshake' policy for all members of its community.

In previous years where students have left something at home, parents have been permitted to drop items at Reception. Whilst the COVID-19 arrangements are in place this will not be permitted.

We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our students and staff.

Communication between Home and School

Reducing the number of pieces of paper that travel between home and school will reduce the potential chances of transmission in addition to that it is good for the environment.

If you wish to communicate with your child's form tutor email addresses can be found by following [this link](#)

Form tutors will endeavour to respond within two working days.

Students also have an Oaklands email address they are encouraged to check this regularly.

Students also have access to Microsoft teams, information is posted through this environment. Teams is available on many platforms including mobile phones.

