



Oaklands

Catholic School and Sixth Form College

Welcome back

September 2021 Return to school information

Important updates for parents and students



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

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Introduction

Firstly, I would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic. Whilst significant progress has been made as a country, you will be aware that the number of confirmed coronavirus cases remains high, and sadly over the last few weeks the number of fatalities continues to cause concern. I have attempted to keep you informed of developments since the start of the pandemic, this will continue at appropriate intervals during the Autumn term. The school will continue to follow Government advice over the coming weeks and months. This will commence with the Lateral Flow Tests in school which start on 31st August. We are very much looking forward to welcoming our students back into school this September, although I appreciate that being greeted with a Lateral Flow Test is not the start we would want.

Many of our students have not experienced 'normal' Oaklands routines so it is important that many of these are re-established; we are keen to get our community back together to experience some of the traditions that have served us well over the years.

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, particularly as the 11-15 age group are largely unvaccinated. There is overwhelming evidence that students missing school will result in long term consequences.

Moving forward, the Government has advised schools to take the following minimum measures:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

These measures form the basis of our new risk assessment.

We hope that the information within this handbook will provide you with the necessary information about the precautions we continue to take. I have also addresses some of the practicalities associated with the first few days.

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 a PowerPoint presentation

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
September 2021

Control Measures Taken

Old Measures	New/Continuing Measures
Maintaining class/Year Group bubbles.	Students will be able to mix across Year Groups. Whole school liturgies and singing will be reintroduced.
Lateral Flow Tests. (LFTs)	The Government has said these will remain in place until the end of September.
Mustering students out in the open at the start of the day.	This measure is continuing.
Continuing to advise on regular washing of hands and good hygiene.	This measure is continuing, parents also have a part to play here to ensure that students wash their hands thoroughly before leaving home.
Provision of hand sanitiser stations.	These will remain in place in critical areas, for example in the canteen, Reception and Student Services. Students are also encouraged to bring their own sanitizer to school.
Enhanced ventilation in classrooms.	This measure will continue. Schools will be issued with CO2 sensors to monitor classroom air quality.
Staggered end to the day.	This measure will continue, not only does it help distance students, but it improves safety on Stakes Hill Road.
Staggered break and lunchtimes.	We will continue with a staggered break time as this is the time of most congestion in canteen areas.
Additional cleaning.	This will continue.
Parents being permitted on the school site.	Where possible we will continue with online events, for example Parents' Evenings. However, it will not be possible for all parent events to be online.
Face Coverings.	Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

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:

- Clear communication with parents about attendance and how to manage a child if COVID-19 is suspected.
- Clear protocol in line with Government guidance to manage students who may become ill in school.

What will happen if there is a COVID-19 case in school?

- If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.
- It is no longer a requirement for schools to notify parents if there is a suspected or confirmed case in school.
- Identification of close contacts now passes to NHS Test and Trace.
- As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. In exceptional cases the school may be contacted to help with identifying close contacts.
- Whole or part classes will no longer be asked to self-isolate if someone in the class tests positive for COVID-19.
- There will be no requirement for you or your child to self-isolate unless you are contacted by NHS Test and Trace, who will advise you of the action to take.

What will happen if my child was in close contact with a COVID-19 case out of school?

- Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
 - ❖ they are fully vaccinated
 - ❖ they are below the age of 18 years and 6 months
 - ❖ they have taken part in or are currently part of an approved COVID-19 vaccine trial
 - ❖ they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so.

Regular Testing

- Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.
- As students will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive two on-site Lateral Flow Device Tests, 3 to 5 days apart, on their return in the Autumn term. The information related to this was included in my letter dated and can be found on the school website.
- All students should then continue to test twice weekly at home until the end of September, when this will be reviewed by the Government.

Arrival and departure from school on the 31st August, 2nd and 3rd September

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.

Please see our [website](#) for the arrival for LFT testing on the 31st August, 2nd and 3rd September. The first test is crucial to allow access back into school from Monday 6th September.



LFT testing – arrangements for first tests

- 31st August (Y7, 11, Sixth Form)
- 2nd September (Y8, 9, 10)

On arrival, you will be met by a member of staff near the roundabout. They will direct you to park in one of the three parking areas (blue, orange or yellow on this map). Parents should stay in the car; students should walk along the red arrow to the Drama studio.

You will register with a member of staff in the Drama studio. When ready, you will be sent up to the Gym, which is where the LFT test will take place.

Once finished, you will leave the Gym and return the same way and go back to meet your parent (or walk off site). Please leave promptly.

For the second test, you will just be dropping off your child, so you can drop them off on the main drive.

Arrival and departure from school on 3rd September (Year 7 and Sixth Form only)

Year 7 will be the only year group in school on 3rd September for the whole day. **They are expected to arrive in full uniform** and staff will meet them outside the White House to direct them to where they need to go. The school day will finish at 3.20pm. The bus services will commence on 3rd September.

After students have been tested, our Sixth Form is open for enquiries and course choice discussions. You do not need to make an appointment. If you are a student who is new to Oaklands, please come and have a tour of the Sixth Form buildings to help you orientate before your first day.

Arrival at school from Monday 6th September

To maintain good order on the return to school students will continue to muster in their zones. All students must go to their muster zones on arrival

Year 7 - second Induction Day (normal school hours)

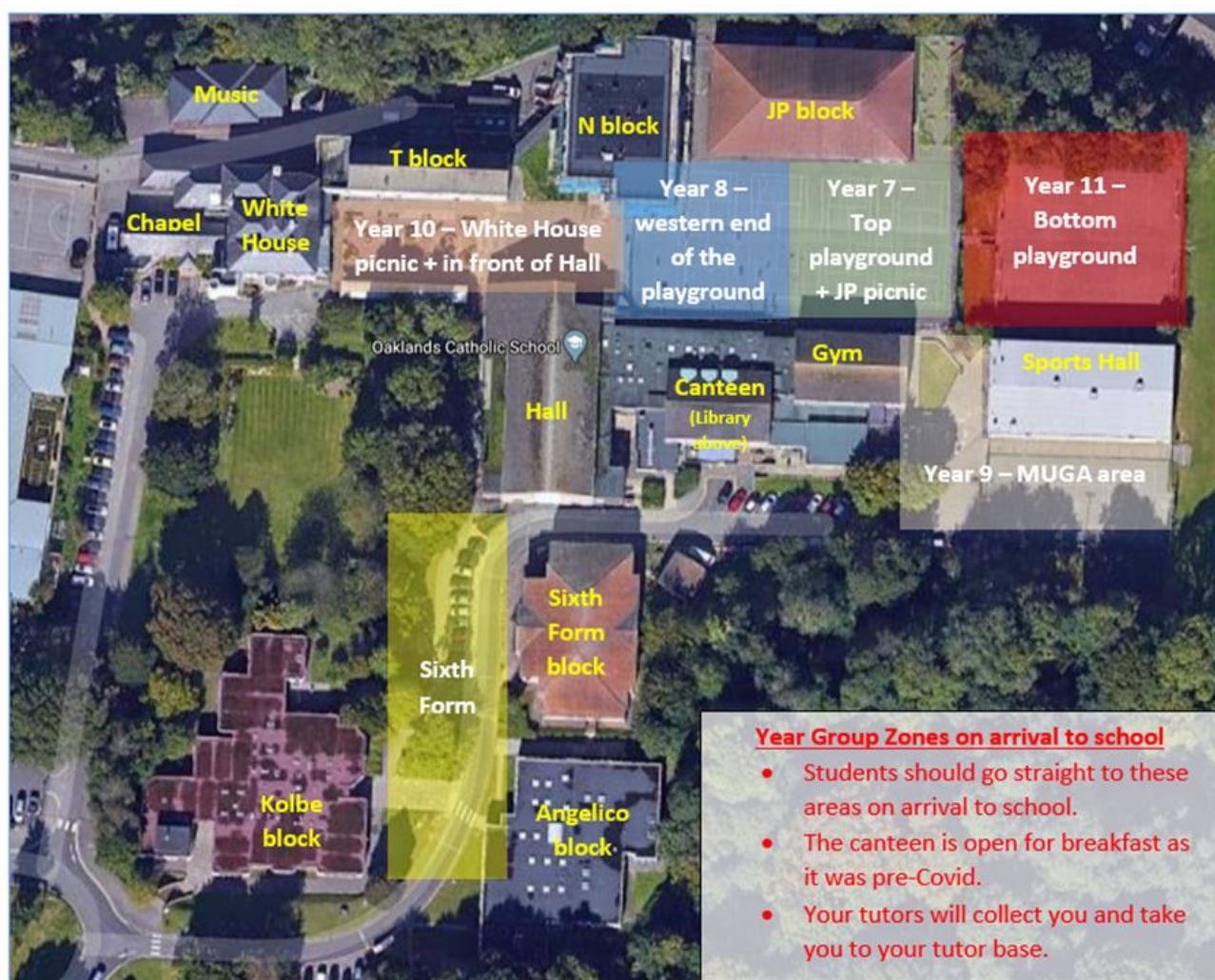
Year 8 - test then stay in school for Induction Day (all to arrive at 8.50am)

Year 9 - test then stay in school for Induction Day (all to arrive at 11.00am)

Year 10 - test then stay in school for Induction Day (**all to arrive at 1.00pm please ensure you have eaten before you arrive**)

Year 11 – Induction Day (normal school hours)

Sixth Form - Induction Day (normal school hours)



Please note: on Monday 6th September there will be no breakfast service.

Arrival at school from Tuesday 7th September

Should students require access to the canteen from Tuesday 7th September to get breakfast, they are to use the external door at the back of the Canteen **only**. They will be permitted to eat in the Canteen sitting at table. Students are to move to their muster area by 8.50am.

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.

We would still encourage as many students as possible to walk or cycle to school. 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.

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

Departure from school

At the end of the day, the dismissal of Key Stages will be staggered (KS3 at 3.20pm, KS4 & 5 at 3.30pm). 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. Students should go straight home.

Key Stage 3 students will be permitted to board buses as soon as they arrive. In the event of bad weather and a known delay to buses, students will be given the option of waiting in the Hall.

The school gates will not open until 3.50pm, as the buses need to vacate the drive. Please do not try to park in front of the school gate before 3.50pm as you could obstruct buses that are trying to enter the site.

Homework Club will commence in September, the details of this will be published shortly.

Students should remember to wash their hands immediately when they have returned home.

Year Group timings for break and lunchtime

Breaks will continue to be staggered across the Key Stages.

Students should ensure that they use the toilet and **wash their 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. Hand sanitisers will be available in the Canteen areas.

		9:00-9:20 (20)	9:20-10:20 Lesson 1 (60 minutes)	10:20-11:40 Lesson 2, but with break time built in (20 minutes)	11:40-12:40 Lesson 3 (60 minutes)	12:40-13:40 Lesson 4 (60 minutes)	13:40- 14:25 Lunch (all years)	14:25-15:30 (but 15:20 for Y7,8 & 9 Lesson 5) (55/65 minutes)	
Year 7	Reg		L1-60	L2-30 Break L2-30	L3-60	L4-60	Lunch	L5-55	
Year 8	Reg		L1-60	L2-30 Break L2-30	L3-60	L4-60	Lunch	L5-55	
Year 9	Reg		L1-60	L2-30 Break L2-30	L3-60	L4-60	Lunch	L5-55	
Year 10	Reg		L1-60	L2-60 Break	L3-60	L4-60	Lunch	L5-65	
Year 11	Reg		L1-60	L2-60 Break	L3-60	L4-60	Lunch	L5-65	
Sixth Form	Reg		L1-60	L2-60 Break	L3-60	L4-60	Lunch	L5-65	

Y7	10:50-11:10
Y8	10:50-11:10
Y9	10:50-11:10
Y10	11:20-11:40
Y11	11:20-11:40
Sixth Form	11:20-11:40

A full lunch time service will be available from Friday 3rd of September. Students will be encouraged into the Canteen to eat their lunch.

Uniform Expectations

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

Our students represent our school, and therefore we encourage them to wear their Oaklands school uniform with pride. Throughout COVID-19 we were aware that there were some supply issues and therefore we took a more relaxed approach to uniform infractions.

Now that all the shops are open, this is the perfect time to focus on ensuring all students attend Oaklands in full and correct uniform. Students who consistently 'get it right' and wear the correct uniform will be given positive behaviour logs on **Class Charts** to help them achieve their milestone awards.

Students who do not come to school in the correct uniform will now work in isolation away from their peers. For example, if a student comes in wearing trainers (even if they are made of leather), false nails, or nose piercings they will be out of circulation until they address the issue. This is to ensure that all students are treated in a consistent manner.

To avoid your child having to work in isolation please read the school [uniform policy](#) and ensure that your child has the appropriate uniform when they start with us in September. If you have any issues with uniform, please contact your child's form tutor in the first instance.

We will also be asking staff to log on to **Class Charts** if a student is not wearing their uniform correctly, for example rolling up skirts, untucking shirts. If there are five logs for this in a school week, then a Head of Year Detention will be set for the following Wednesday.

We are aware that some students may have grown out of their school uniform and so if there is an issue in sourcing new before the students return please contact your child's form tutor in the first instance.

Full school uniform is as detailed on the school website:
<https://www.oaklandscatholicschool.org/about-us/uniform/>

Despite changes as a result of Stage 4 lockdown measures, 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	Purple (issued on the first day back)
Year 8	White
Year 9	Red
Year 10	Blue
Year 11	Green

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 eg. 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.

In addition, students 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.



Lockers



We advise that students have what they need with them for the day in their school bag. Most students will still have a locker to deposit belongings

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 (unless your child is in Years 10-13 and can use the BYOD facility, when a teacher allows it in lessons).

If your Year 7-Year 11 child is seen with their mobile phone during the school day it will be confiscated by the member of staff and taken to the Inclusions Room where it can be collected at the end of the school day. This will also be logged on Class Charts; if there are three or more logs in a week then it will result in a Head of Year detention.

Conduct and expectations around school

Whilst we are no longer implementing social distancing measures, it is important that students are aware of 'personal' space. Some teachers and students are still anxious about close contact.

Students must:

- Follow all instructions immediately and without question.
- Stay in their allocated outside zones / muster points at the start of the day
- Muster in the required areas before lessons (this is now only limited to Science)
- 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 these 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 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 still encouraging students to bring their own sanitiser for personal use. In addition, there are sanitiser stations positioned in a number of key locations for example, entrance to the Canteen.

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 or 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 have had many different experiences over the last 18 months be that in secondary or primary school.

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 other students and staff
- Behave appropriately and safely around other students
- Wash or hand sanitise regularly, 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 the 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
- 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 makes it clear that attendance at school is mandatory from the start of the September term except where statutory exemptions apply.

- *It is parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at the school and they are of compulsory school age;*
- *It is the school's responsibility to record attendance and follow up absence;*
- *The school has the availability to issue sanctions, including fixed penalty notices in line with local authority's code of conduct.*



As a school we need to track attendance in line with Government guidelines. It is vital that the school and parents work together to ensure that the school is aware of students' absences and the expected length and reasons behind these. Your child will be expected in school every day.

There is no shielding for those who have underlying health conditions 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 Bonnington.

If your child is ill or cannot attend for any reason, you must ring into the 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 shows symptoms of COVID-19, they must stay at home and isolate in line with Government advice

If a student **develops** COVID-19 symptoms whilst at school, we will contact you to arrange for your child to go home at the earliest opportunity, where they must then follow Government 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 as 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 your child goes for a COVID-19 PCR test and/or receives a positive test result, we need to know that as soon as possible.

During school hours, please phone the Attendance number or email absence@oaklandscatholicschool.org and for students in Years 12 and 13, oaklandssixthform@oaklandscatholicschool.org

At evenings and weekends, please email covidtest@oaklandscatholicschool.org

Please do not use any other channels of communication as only these are monitored regularly enough for us to pick the messages up and to begin the track and trace process.

Due to the variability of some 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.

Vaccinations for 16 year olds

All young people aged 16 to 17 in England are to be offered a first dose of a COVID-19 vaccine by Monday 23rd August to give them the vital protection provided by the vaccine before returning to school in September. Your child may already have been contacted by their GP.

Tens of thousands of people in this age group have already been vaccinated at local vaccination sites and walk-in centres across the country. This initiative will affect all students in the Sixth Form and increasingly, as the year progresses, Year 11. We would encourage all 16 year olds to get vaccinated before returning to school. If a student needs to be absent from school to receive a vaccine then the booking evidence needs to be forwarded to the school via email absence@oaklandscatholicschool.org. Please, where possible, arrange vaccinations out of school hours.

Visitor Guidance

The school continues to take guidance from Public Health England and the Local Authority. Taking this into account, parents may now visit the school. If you would like to talk to a member of staff this must be by appointment only. Some staff will continue to offer appointments online.

Parents are politely requested to schedule any visit to the school in advance, and, where possible meetings will continue to be hosted via telephone or online.

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.

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](#) or for Sixth Form students oaklandssixthform@oaklandscatholicschool.org

Form tutors will endeavour to respond within two working days.



Students also have an Oaklands email address which 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.

From September we will also keep in contact with you via the **Class Charts** portal.

Changes in local or national transmission rates

The school has a contingency plan outlining what we would do if there was a significant outbreak of COVID-19 within school or the local community. In this respect any action taken would be on the advice of Public Health and the Local Authority where we would be required to take extra measures to help break chains of transmission

Given the detrimental impact that restrictions on education can have on children and young people, any extra measures would only ever be considered as a last resort, however this could include reintroducing some of the control measures put in place earlier in the year. Central Government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. We would inform you if this was necessary.



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