



St Robert of Newminster Catholic School and Sixth Form College



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Head Teacher: Mr. D. Juric
Chair of Governors: Mr. G. Moorhouse

3rd March 2020

Dear Parents and Carers

I hope students are looking forward to their return to school next week. As previously stated, we will share with you an updated full risk assessment and re-opening plan in advance of next Wednesday. However, I am taking this opportunity to send you a few practical reminders regarding routines and procedures in a more digestible form. Most routines will be as they were before Christmas, and so students will simply need reminding of them. Where there is something new in the instructions, I have highlighted that section **in bold** in the body of the text.

Communication

Please continue to check any updates from the school sent via text message (ideally through the MyEd app) or posted on the school website. Please continue to use telephone or email to communicate with the school to limit the number of visitors on site.

Transport/Arrival/Departure

If walking or cycling to school represents a feasible and safe choice for your child, we encourage students to take this option. Parents should please remain in their vehicles in the top car park. If you are able to drop your child safely near the school and allow them to walk the final stage, this will ease congestion. Students should remember that the wearing of masks on school buses is compulsory. Students must tender the exact fare. Students board the buses in year groups, but please encourage your child to remain in their section of the bus during the entire journey both to and from school. There will be a slightly staggered end to the day, with Year 7 being dismissed from 3pm, working through the year groups until Sixth Form leave at 3:25pm. Sixth Form students are still able to leave the site after their final taught period of the day, but should not then return until the next day.

Face Coverings

Other than those who are exempt, all members of the school community should wear a face mask when in the school building at all times, including in classrooms, and when lining up. (The DfE will be reviewing this arrangement at Easter.) This includes libraries and common rooms. Students do not have to wear face masks outside at break and lunch. Face masks do not need to be worn for practical PE sessions. Unlike some schools, we have not specified a particular colour or design of mask. However, we request that any design or colour is appropriate for school, and the school reserves the right to make this decision. Students should wear face masks, not visors, scarves, bandanas, snoods, etc. Please continue to ensure your child brings a clean mask to school every day.

Attendance

Attendance of all students in school is mandatory. If a young person has been instructed to shield, their parent/carer should inform the school and provide us with a copy of the shielding letter. In a school year when students have been absent from school for so long, it is even more essential than ever that students attend school every single day, wherever possible. Thank you to all parents and carers who ensure their children attend school every day, and please continue to do so.



Student Appearance and Behaviour

Students are expected to be in full school uniform to the usual high standards every day. This applies as well to hair, jewellery, footwear (school shoes, not trainers), make up, fake tan, etc. The school is very clear with students about what is not acceptable when it comes to appearance. Therefore, please do not allow your child to put the school in a position where we have to challenge or sanction them for totally avoidable reasons.

The majority of our students exhibit exemplary behaviour. We remind all students, however, that the same high expectations as ever around conduct will be in place, and transgressions will be dealt with in the usual ways. We are sure we can depend on students not to let us down in this regard.

In the Building

Students will be in year group bubbles, in the same way as before Christmas. Movement around the building, hand hygiene, set up of classrooms, use of year group toilets, separate lunch time areas, etc. will all be as they were before Christmas, and as laid out in the re-opening plan. Students should continue to limit what they bring into school each day to essentials, such as lunch, coats, books, stationery, etc. Water will be available at lunch from the canteen, but communal dispensers will be switched off and therefore students should bring a bottle of water with them to school.

Canteen

All year groups will be able to access the canteen at some point during the school day. Year 9 will have access to the canteen during their break and there will be hot food available. For those Year 9 students who do not wish to use the canteen at break, the packed lunch delivery service will continue. Students can order food in the morning to be delivered to their tutor room for lunch. Years 7, 8, 10 and 11 can all access the canteen during their lunchtime and hot food will be available. Entry for each group will be staggered and the pupils will remain in their bubbles. The canteen is supervised and is cleaned between sittings. The school is cashless, so please ensure your Parent Pay account is always in credit. If parents and carers have any issues with this, please contact your child's Head of House. Sixth Form will have hot food available in their individual areas. Initially Sixth Form students will not be permitted to leave the site at lunch time, but this will be reviewed as restrictions hopefully lift.

Testing and Isolation

You should not attend school if:

- you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you have tested positive for coronavirus
- you live with someone who has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- [you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)
- you arrive in the UK from a country with a high coronavirus risk

To inform the school that your child is having to self-isolate, please report it to the Attendance Team, in the same way you would for any other absence. However, to report your child has tested positive, please ring the Main School Office on 0191 7161700, or if this is not possible email school@str.bwcet.com. Please do so as soon as possible.

If a student exhibits symptoms of coronavirus in school, their parent/carer will be contacted and the student must be collected as soon as possible. If we become aware of a positive case in school, we will trace any close contacts and contact parents/carers for them to be collected from school to isolate for 10 days from the last day of contact with the positive case. A negative test will not negate the requirement to isolate.

In school testing is in place and details of home testing will follow. However, please remember that you should book a test as soon as possible if you have any symptoms of coronavirus.

Please follow the two links below for further details on when to self-isolate and how long to self-isolate for:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

If you do require a test, please follow the link below for information about when and how to get one:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

The further link below tells you what to do after your test and explains what the possible outcomes mean:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

(Remote) Learning

We very much hope that remote learning will not be required by significant numbers of students from March onwards. However, it will continue to be in place for any students who have to isolate due to Covid. A separate communication will be sent out about this.

Students should return to school with their exercise books, even if the exercise book is full. Students should bring in all exercise books and any additional books or booklets that may have been posted out. If students have any work completed on paper or in a different book, please also bring this into school. Teachers will work with students to ensure that their work is correctly archived. There is no requirement to print any work that has been completed on Teams. All students must return with their planners. KS3 students must also have their reading book.

Thank you for your cooperation with the arrangements above. We very much look forward to welcoming students back to school.

Yours faithfully



Mr D Juric
Head Teacher