

St Louis Grammar School



COVID-19
Sixth Form Handbook
September 2020

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Please be mindful that the information provided in this handbook is subject to amendments in line with changing guidance and information received from the PHA, Local Government and the Department of Education.

A message from Mrs McGreevy

It is with great pleasure that I welcome you to our Sixth form in St Louis Grammar School. We are simply delighted that all our students can return to school.

This handbook has been produced to inform our Sixth form students and their parents about precautions undertaken by the school to help mitigate risks associated with Covid-19 and ensure that our staff and students are offered maximum protection.

It is vital that every student in Sixth form and their parents/guardians read this handbook carefully to understand the various safety controls we have implemented across the school.

Furthermore, it is fundamental that no-one attends school if they are displaying any coronavirus symptoms. The symptoms are:

- A high temperature: this means you feel hot to the touch on your chest or back (you do not need to measure your temperature);
- A new, continuous cough: this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
- A loss or change of your sense of taste or smell: this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

Students / members of staff must contact the school if anyone in their household has any of these symptoms. Anyone with symptoms must consult Public Health guidance and self-isolate for the recommended period. Guidance states that if you have symptoms of coronavirus or a positive test, you must stay at home for at least 10 days. If you live with someone who has symptoms of or a positive test, you are required to stay at home for 14 days from the day the first person started showing symptoms. Provision will be made for any students if they are self-isolating because of Covid-19.

Thank you for taking the time to read this guide. If you have any further questions, please do not hesitate to contact the school via email at mail@stlouisgrammar.com.

Yours Faithfully,

B. McGreevy

'Protective Bubbles'

In order to minimise the risks associated with Covid-19, some temporary changes have been made in regard to how we work. The biggest change we will be making is splitting the school into protective "bubbles".

Students will be assigned to one of the following bubbles:

- Year 8 bubble
- Year 9 bubble
- Year 10 bubble
- Year 11 bubble
- Sixth Form bubble

As a member of our Sixth form, we trust that you will remain within your bubble as far as practicable. Whilst other bubbles have designated classrooms, where students will remain for lessons (and teachers will come to them), Sixth form students may move around the building more freely. This enables Sixth form students to access a wider range of specialist teaching rooms, suited to their subject choices.

The school day

School will be open to students from 8.30am.

There is a natural stagger of students' arrival times in the morning due to the different arrival times of buses. This will be monitored by senior teachers.

When students arrive at school, they should go straight to their designated zone outside. The designated zone for Sixth form students is at the back of the Sixth form area. New picnic tables have been added to this area to provide you with the opportunity to catch up with friends while enjoying some fresh air. If it is raining/wet, Sixth form students are welcome to come into the school building but they must go straight to the room for which they are timetabled period 1. To enter the school building, Sixth form pupils should use the Sixth form entrance. Sixth form students are asked to avoid congregating on corridors / in communal areas. Teachers will be present on corridors to ensure that students are not congregating.

One significant change for Sixth Form students is at the start of the day, where you will no longer have Registration but will go straight to Period 1.

Transport to School

Where possible, Sixth form students are encouraged to walk to school. It is important that students avoid gathering in large groups at the beginning/end of the school day. By maintaining social distancing from other year groups, the chances of contracting/ spreading Covid-19 are reduced.

If travelling by car, students should not share a car with someone from another household. We would ask that Sixth form students do not offer/accept any offers to travel with their peers. If you are driving to school as a Sixth form student, the only other people travelling in the car with you should be members of your household.

If travelling by bus, students are required to wear a face covering, as per government guidance. Students are advised to remain in their household/class/year group bubble and avoid mixing with other bubbles if possible, on their bus journey.

Arrival to school

Sixth Form students will enter using the Sixth form entrance only. Students are required to sanitise their hands at this point using the stations / dispensers provided.

Any student who is timetabled to be in the Convent / Creative Arts building period 1 should go straight to those buildings, unless they need to visit their locker.

Hand Washing & Hygiene Practice

In accordance with guidance issued from the Department of Education, the school will provide hand washing facilities, disposable towels, and hand sanitisers around the school building, in classrooms and at entrances/exits. It is important that students sanitise their hands upon entry and exit from classrooms and other areas such as the canteen.

In addition, we would encourage all Sixth form students to bring a small bottle of hand sanitiser with them and take personal responsibility for cleaning their hands as much as possible throughout the school day. By developing good habits and taking responsibility for their own hand hygiene, the opportunity to deliver outstanding learning and teaching can be maximised within lessons.

Students should ensure that they always have tissues. Students must use tissues to cover coughs / sneezes. Tissues should be disposed of straight away. Red bins have been placed in classrooms and throughout the school for the disposal of such waste - tissues, face masks and any other related equipment should be placed in these bins. Hands should be sanitised after disposing of such waste. If a student does not have tissues, they should cough/sneeze into their elbow.

Face Masks

Government guidance on face coverings was updated at the end of August and as a school, we have taken the decision to ask all students to wear face coverings in communal areas such as corridors at the change of lessons and in indoor social spaces, such as when queueing for the canteen/using toilet facilities. Students are not required to wear face coverings in lessons or outside areas.

If you have a medical condition that prevents you from wearing a face covering, it is important that the Head of Year is informed.

During induction, students will receive information and demonstrations on how to wear and remove face masks correctly. Students are encouraged to carry a small bag which they can place their face mask into when they are not wearing it. This will reduce the risk of contamination. Students should sanitise their hands when they remove their face mask.

As a school, we reserve the right to ask students to remove face coverings which are deemed as inappropriate / offensive. A disposable face mask will be provided for a student if such case arises.

Moving around the school building

Staff will be present on the corridors throughout the school day to encourage students to maintain social distancing (as far as practicable) and wear their face covering correctly. We are confident that our Sixth form students will behave in a responsible manner, moving quietly within their protective bubble, adhering to protective measures such as wearing their face mask and sanitising hands.

A one-way system will be in operation in some areas of the school where possible (Creative Arts Building and Convent). Students are asked to obey the one-way system in these building at all times in order to promote the safe flow of students / staff. Where a one-way system is not possible to operate, students are always asked to walk on the left-hand side.

When travelling to different areas of the school building, Sixth form students are advised to take shortest route possible, whilst adhering to protective measures such as walking on the left hand side of corridors, wearing a face mask and sanitising hands.

Break time arrangements

To prioritise the safety of our school community, measures have been put in place to avoid pupils congregating in the canteen/other communal areas at break time. Students in Years 8-11 will remain in classrooms over break-time where they will be supervised by a teacher. Sixth form students (and Year 12 students) may use the canteen to purchase their break. Sixth form students should make their way to the Assembly Hall immediately after purchasing their break from the canteen. They are advised to go to their designated zone outside after eating break. If it is wet outside, Sixth form students should remain in the Assembly hall. Senior teachers will carry out supervision duties to ensure that students are adhering to designated zones. Sixth form students must avoid mixing with students in other year groups during break time. This will help mitigate the risks associated with Covid-19.

Lunch time arrangements

Student access to the canteen will be staggered at lunch time, with the main canteen being used by students in Years 8 – 12 and the Assembly Hall being used by Sixth form students.

	Time	Access to canteen
Period 4	12.20	Year 13s who are timetabled to be in study
1st lunch (period 5)	12.35	Remainder of Year 13
Period 5	1.05	Year 14s who are timetabled to be in study
2nd lunch	1.15	Remainder of Year 14

(period 6)		
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It is essential that Sixth form students adhere to their allocated time for accessing the canteen to avoid mixing with other year groups. Supervision duties carried out by senior teachers in the canteen will help ensure that students from different bubbles do not mix and that social distancing is maintained as far as practicable. In addition to hot/food service in the canteen, a pre-order deli food service will be available in the Assembly hall. This will hopefully reduce the number of students queueing to purchase canteen food / the need for cutlery and should speed up dinner service.

Students also have the option of bringing their own packed lunch. Those who decide to bring their own lunch are advised to use packaging which they can dispose of rather than carrying potentially contaminated containers around the school. Sixth form students taking packed lunches should go to the Assembly Hall at the designated time with their peers.

Students are advised to sanitise their hands before entering and when leaving the canteen and face masks should be worn whilst queueing.

Once students have eaten their lunch, they should make their way to their designated outdoor zone – Sixth form students should go to the back of the Sixth form area / 4G Pitches. If it is a wet day, Sixth form students remain in the Assembly Hall.

Classroom routines

Sixth form students will move from class to class, according to their subject choices. Teachers have been advised to devise seating plans for their classes – students therefore will be allocated a seat in each classroom, in which they must sit in every day. This is for track and trace purposes.

On arrival to a classroom, students are advised to avoid queueing outside the classroom - instead, they should enter the room straight away. Every student is required to sanitise their hands when they arrive and when leaving.

Where possible, desks will be forward facing, side by side in classrooms across the school. Teachers are encouraged to maintain a distance of 2 metres away from students in their class and will minimise any contact that is less than 2 metres. A protective screen has been provided for teachers' desks. Learning Support Assistants have also been advised to minimise any close contact with students whom they are supporting. When it is unavoidable to work closely with students, both the LSA and the pupil are advised to wear a face covering and sanitise hands.

To support ventilation, windows and doors will be open in all classrooms when possible.

All classrooms will have hand sanitiser, blue roll and anti-bacterial wipes/spray available. Surfaces/work spaces in each classroom should be wiped down at the end of each lesson/when a bubble are leaving the room and students may be asked to assist with this process. Red bins are available for the disposal of used tissues, anti-bacterial wipes, or gloves.

If undertaking group work/discussion in a lesson, students are required to wear face coverings. If a student is unable to wear a face covering, a protective screen should be used.

IT Rooms

Students must only access the ICT rooms when they are timetabled to do so. Seating plans must be adhered to and students will be asked to wipe down their keyboards, mouse and desk area using anti-bacterial wipes at the end of their lesson.

Toilet facilities

Students are encouraged to use toilet facilities at break and lunch time. Designated toilet zones have been assigned for each of the Key stages. Sixth form female students are required to use the toilets beside Reprographics, while Sixth form male students are located in the canteen corridor.

If students need to use the toilet during a lesson, their teacher will record the visit to the toilet on Sims. This is for the purpose of Track and Trace.

Dismissal from school

The dismissal of students at the end of the school day will be staggered, with Sixth form students being released at 3.30pm. Students are advised to leave the school building at their nearest exit.

If waiting at The State for the bus, students are advised to try to keep within their year group bubble and maintain social distancing. Face Coverings must be worn on public transport.

Extra-curricular activities

After school activities, including sports are postponed until further notice.

Practical subjects

Practical subjects will operate however there will be some changes – in Science for example, pupils will be assigned the same partner whom they must work with in Biology, Chemistry and Physics; in Home Economics cookery demonstrations will be provided via the webcam.

Physical Education

Some amendments to PE Changing facilities have been made to ensure that adequate social distancing is maintained by students whilst they are getting changed. Extra facilities have also been made available. The changing facilities will be cleaned periodically throughout the school day and sanitising spray and blue roll is available. Students may be asked to assist with the sanitising of changing facilities after usage. Contact sports will not take place and equipment will not be shared without cleaning. Students will be supervised whilst using changing facilities.

Books and equipment

Students are advised to use their stationery and resources in school – they should not share resources with any of their peers/teachers. If a student forgets to bring their books/stationery, they should inform the

teacher who will get them a replacement. Students can expect to have their work marked by teachers. In some cases, teachers will ask students to submit their work electronically through MS Teams/Google classroom. The distribution/collection of handouts, worksheets, pupil work and books by teachers is permitted. Teachers have been advised to sanitise their hands before and after handling pupil work.

Equipment in practical subjects (e.g. cookery equipment in Home Economics) may be used by students but sharing will be avoided where possible. Equipment will be cleaned before and after student usage.

Water bottles

Students are asked to bring their own water into school in a water bottle – Jugs of water / disposable cups will not be available. Bottled water can be purchased from the school canteen / vending machine.

Student behaviour expectations

High standards of student behaviour are required more than ever to promote the health and safety of the whole school community. Sixth form students are expected to conduct themselves in a safe, sensible manner. There is a zero tolerance approach to any student who behaves in a way that deliberately puts the safety of others at risk and the Pupil Behaviour Policy has been amended to include sanctions for the abuse/disregard for Covid-19 precautions.

Part Time Jobs

If a student has a part time job and there is a positive case of Covid-19 reported at this place of employment, please inform the school immediately.

Fire drill arrangements

The normal procedure for a fire drill remains in place. In the event of a fire, the priority is for students and staff to vacate the building in a calm, controlled manner via the nearest fire exit. However, students are asked to maintain social distancing where possible.

Students receiving medication

Sixth form students receiving medication in school can still do so - medication will be administered by the School Nurse in the Medical room. Some amendments have been made to the medical room to facilitate social distancing and ensure that direct contact between the school nurse and students is kept to a minimum.

First aid

If the case arises whereby a student requires First Aid, the First Aider will wear PPE if required.

School Visitors

Visitors (including parents) are not be permitted to enter the school building without a pre-arranged appointment. To arrange an appointment, parents are asked to contact the school via telephone / email (contact details are found on the school website).

Visitors are expected to adhere to protective measures which have been put in place: they must wear a face covering, sanitise hands on arrival/when leaving and report to reception. Visitors should not enter the building if they have any symptoms of Covid-19.

Pastoral support

As a school we are aware that some students have been negatively affected by the pandemic and pastoral support will be offered to any students who are in this position. Form teachers and the Heads of Sixth form have identified students who may require some additional pastoral support through keep in touch phone calls that were conducted over lockdown as well as any concerns expressed by students through the 'Worry box' (an online facility which enabled students to contact their Head of Year regarding any fears/anxieties they felt during lockdown). If a Sixth form student/ parent has any concerns, they are asked to contact Mrs McGreevy, Head of Sixth form by contacting the sixth form office.

Peripatetic music lessons

Peripatetic music lessons have been postponed until the end of September – pending details from the Education Authority.

Special Education Needs (SEN) Support

Support offered to students who are on the SEN register will continue.

Assemblies

Formal Sixth form assemblies will not be held in school until further notice. Instead, there will be a Sixth form Year Group team (on MS Teams) for the purpose of announcements / sharing of relevant information.

Library

The library is closed until further notice. It will be used as an overflow Study centre for Sixth form students if required.

Study Rooms

Sixth form students are expected to be in their designated study room when they are not in class. In the study, students are expected to maintain social distancing as far as practicable. They may be required to wear face coverings if there is a large number of students in the study at any one time. Students are required to sanitise their hands on entry and when leaving the study room. Blue roll and anti-bacterial spray is available for students to use – they are asked to sanitise their work area before leaving the study.

Student lockers

Student lockers are available for students. They will be cleaned intermittently throughout the school day.

School trips

Schools trips, including sports fixtures have been suspended until further notice.

Communication with Sixth Form Students

As there will be no registration until further notice, it is important that students check the plasma screen in the Sixth Form area for notices and announcements.

Enhanced cleaning routines

Communal areas including the studies and frequently touched surfaces e.g. door handles and stair railings will be sanitised frequently throughout the school day. Classrooms will be cleaned thoroughly at the end of each day and during the day as required.

Procedure to be undertaken when a student develops Covid-19 symptoms when they are in school

The steps listed below will be followed in the event that a student develops Covid-19 symptoms during the school day:

1. Student will be moved to an area where they are situated away from other students (they may be asked to wait outside the classroom). The student will be told to wear their face covering.
2. Teacher will inform office staff immediately.
3. Office staff will notify the school nurse and will ring the student's parents.
4. Parents will be asked to collect their son/daughter. They will be told that their son/daughter has developed Covid-19 symptoms and will be asked to arrange a test.
5. The school nurse will bring the student to an isolation room.
6. The rest of the class will be brought to another classroom so a deep clean can be undertaken in the original classroom.
7. Whilst waiting on the test, the students and any members of their household should self-isolate.
8. Once the student obtains their test result, parents are required to notify the school.
9. If the test is negative, the school will follow government guidance which states "Where an individual has had a negative test result, it is still important to apply caution. If everyone with symptoms who was tested in their household receive a negative result, the pupil or staff member can return to work providing they are well enough and have not had a fever for 48 hours". If the test is positive they must follow the guidance given by the Public Health Agency. The student will be contacted by the Contact Tracing Service and will need to share information about their recent interactions. This will include anyone who has been within 2m of the student for more than 15 minutes.

Parents/students are asked to avoid sharing information regarding known or suspected cases on social media as this can cause unnecessary alarm.

All parents should familiarise themselves with the documents in the link below:

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Educating students who are self-isolating due to Covid-19

If a pupil is self-isolating due to Covid-19 and unable to attend school, plans are in place to ensure that they can continue to receive a high standard of education. Work will be made available to students who are absent either online or through the post. The Head of Year will discuss what is most appropriate with individual parents/carers when such a situation arises.

Test and Trace

All members of the school community are expected to engage fully with the NHS Test and Trace programme. This means that anyone presenting with Covid-19 symptoms will:

- Book a test
- If result is positive, provide details to NHS Test and Trace of anyone they have been in close contact with and follow advice issued by the Public Health Authority
- Self-isolate
- Parents are required to inform the school immediately of the results of a test.

In the case of a positive test result, any individuals who have had close contact with the infected individual will be sent home by the school, should the Health Protection team advise this. Close contact is defined as having:

- Any face-to-face contact within 1 metre
- Contact for more than 15 minutes at a distance of between 1 and 2 metres
- Been in a small vehicle with the infected individual

Any individual who has had close contact with an infected individual should follow Public Health guidance, which advises them to self-isolate for 14 days.

Individuals living in the same household as the person who is self-isolating do not need to self-isolate unless the person sent home develops symptoms.

Procedure to be undertaken in the event of a local lockdown/ outbreak of Covid-19

As a school, we have a contingency plan ready which we can implement immediately in the event of a local lockdown or an outbreak of Covid-19. In the event of a local lockdown / outbreak of Covid-19, the school may decide to remain partially open to students in some year groups or close completely. In the event of any partial or full closure, we will aim to provide high quality learning and teaching using online tools such as MS Teams and Google Classroom.

Parents will be informed immediately if the school takes the decision to partially or fully close by text message/school app and website.

Covid-19 Absence Summary Guide

What to do if	Action
My son/daughter has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school office to inform school about absence/reasons for absence • Self-isolate • Organise test • Inform school immediately about test result • Follow PHA Guidance
My son/daughter tests positive for Covid-19	<ul style="list-style-type: none"> • Do not come to school • Contact school office to inform school about absence/reasons for absence • Follow PHA guidance given - Self-isolate for at least 10 days • Inform school immediately about test result
A member in my household has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school office to inform school about absence/reasons for absence • Self-isolate • Household member should organise test • Inform school immediately about test result. • If household member obtains a negative test result, your son/daughter may return to school
A member of my household has tested positive for Covid-19	<ul style="list-style-type: none"> • Do not come to school • Contact school office to inform school about absence/reasons for absence • Follow PHA guidance – self isolate for 14 days
NHS test and trace have identified my child as a ‘close contact’ of someone with symptoms or confirmed Covid 19	<ul style="list-style-type: none"> • Do not come to school • Contact school office to inform school about absence/reasons for absence • Follow PHA guidance – self isolate for 14 days
We have received medical advice that my son/daughter must resume shielding	<ul style="list-style-type: none"> • Do not come to school • Contact school office to inform school about absence/reasons for absence • Shield until you informed otherwise by your GP
We / my son/daughter has to self-isolate due to quarantine rules	<ul style="list-style-type: none"> • Do not come to school • Contact school office to inform school about absence/reasons for absence • Follow quarantine rules - Self isolate for 14 days

	Note that students should not take unauthorised leave during term time. Parents are strongly encouraged to consider quarantine requirements when making any travel plans
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