

St Martin-in-the-Fields High School for Girls

A Church of England Academy
Service Compassion Justice Perseverance



HANDBOOK FOR FAMILIES

GUIDANCE FOR FULL SCHOOL OPENING SEPTEMBER 2020



Handbook for Families - Full Reopening of School

September

Contents

1. The purpose of this handbook	2
2. Useful contacts	2
3. Opening the school to all students	3-4
- risk assessment	
4. Protecting clinically vulnerable individuals	5
5. Attendance	5
6. Social distancing/Bubbles	5-7
- bubble organisation	
- start and finish times	
- movement around the school	
7. Infection control	7-8
- personal protective equipment (updated 26 August 2020)	
- bringing items into school	
8. Procedure if a student is unwell	8-9
9. Access to testing	10
10. Uniform	10
11. Catering arrangements	10-11
12. Transport	11
13. The curriculum	11-12
14. Remote learning	12-13
15. Behaviour expectations	13
16. Safeguarding	13
17. SEND support	13-14
18. Wellbeing	14
19. Visitors on site	14
20. Before and after school provision	14
21. School trips and visits	15
22. Important documents	15
23. What you can do to help	15
24. St Martin's commitment	16
APPENDICES	
Appendix 1: Flow chart responding to suspected COVID-19 cases	17
Appendix 2: Bubble information	18
Appendix 3: Year group lanyards	19
Welcome back bubble images	20

1. The purpose of this handbook

Please read this handbook in conjunction with our [School Risk Assessment](#)

We would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic. We are now in a position where we are able to open the school to all of our students, in line with government advice. [Guidance for opening schools](#).

This handbook has been created to provide you with details of the measures that have been put in place to ensure the safety of our school community as we fully open. The handbook aims to answer your questions and provide information on the various changes that have been implemented. We hope that the information within this handbook will reassure you that St Martin's has taken all the necessary precautions in preparing to welcome all students back to school in September.

2. Useful contacts

Name	Role	Contact number
Mrs Stanislaus	Headteacher	Headteacher@smartins.academy
Mrs Wilson	Deputy Headteacher/DSL	swilson@smartins.academy
Mrs Fontaine	Attendance Officer	lfontaine@smartins.academy
Mrs Moorey	School Chaplain	emoorey@smartins.academy
Mrs Tercsi-Dajka	SENDCO	idajka@smartins.academy
Ms Mckoy	Examinations Officer	cmkoy@smartins.academy
Ms Hammoudi	Year 7 Progress Leader	lhammoudi@smartins.academy
Ms Grant	Year 8 Progress Leader	cgrant@smartins.academy
Ms Ryan	Year 9 Progress Leader	aryan@smartins.academy
Mr Sauvajon	Year 10 Progress Leader	gsauvajon@smartins.academy
Ms Beckford	Year 11 Progress Leader	cbeckford@smartins.academy
Ms Kenison	Deputy Director Post 16	jkenison@smartins.academy

We welcome any questions and will do our best to address any of your concerns. All members of staff, including those listed above can be reached via our school office phone number. Our school office is open from **7:30am** until **4:00pm** and can be contacted on **0208 674 5594** or by email smartins@smartins.academy. **Please do not attend the school office in person unless absolutely necessary.**

3. Opening the school to all students

St Martin-in the-Fields High School For Girls is following government and public health guidelines to put in place control systems so that when we open in September, every measure is taken to ensure the safety of all staff and students as far as we are able to do so. [Guidance for opening schools](#).

In line with the government guidance for reopening and in relation to secondary schools, year groups will be placed in 'Bubbles' and remain in a class base room for the entirety of their school day. Staff will move around to teach lessons so that students will continue to receive a full curriculum.

Excerpt from Guidance

The government guidance sets out the public health advice schools must follow to minimise the risks of coronavirus (COVID-19) transmission. It also includes the process that should be followed if anyone develops coronavirus (COVID-19) symptoms while at school.

The public health advice in this guidance makes up a Public Health England (PHE) endorsed system of controls. The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Following a robust risk assessment process, we will welcome students back from **3 September 2020** as Year Groups for a bespoke induction programme. Full school will begin on **Monday 7 September**.

The government relaxed its shielding guidelines from **1 August**. If your child is classed as clinically extremely vulnerable, and has previously been advised to shield, you can now allow them to return to school. However, it is advisable to check with your GP or the specialist. You will be required to provide evidence to the school should your child remain absent. Please contact the school office as soon as possible if you have any queries regarding your child's attendance.

Further information on shielding and protecting **clinically extremely vulnerable** individuals is in **section 4** of this handbook.

Risk assessment

The government guidance states:

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

The school has carried out a risk assessment to mitigate the risks of opening fully during the coronavirus pandemic. The school risk assessment fully adheres to the government system of controls as below:

Prevention:

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
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

The school risk assessment is a live document and will be updated as required. You can view the risk assessment on our website or access it [here](#). We have also produced visual guidance which you can access [here](#).

4. Protecting clinically vulnerable individuals



If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or lives with somebody who was shielding, they are now able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school. [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, please contact the headteacher by phone or by email to discuss these arrangements. Headteacher@stmartins.academy

5. Attendance

The government has announced attendance is mandatory. The usual rules on school attendance will apply and penalties for non-attendance will resume, but the school will only implement these as a last resort. We understand that you may be concerned about your child returning to school at this time, but please be assured that the school will do its utmost to keep your child safe. Please feel free to contact the school to discuss attendance and the safety measures in place.

If, at any time, your child cannot attend school due to the necessity to self-isolate, whether this is because they are ill themselves or have been in close contact with someone who is, please let the school know as soon as possible on **0208 674 5594**. You will not be penalised if your child cannot attend due to following clinical or public health advice to stay at home. The school will continue to notify social workers where children with a social worker do not attend school when they are expected to.

If your child does not attend when they are expected to and the school has not been notified, you will be contacted to find out why, in line with the school's safeguarding procedures. We are contacting parents to confirm that the emergency contact details we have on record are correct and to ask for any additional emergency contact numbers where they are available.

6. Social distancing/Bubbles

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect students to follow these rules. Staff will work with all students to ensure their safety and positively reinforce good social distancing behaviour. We have amended our Behaviour Policy to reflect this, with the consequences, should a student persistently ignore social distancing rules, putting others at risk. Students must keep their distance, not hug or touch others.

Bubble organisation

To adhere to the current government guidelines for staff and students, whilst also providing a return to structured learning and teaching, students will be arranged as tutor groups and in a year group as normal. The year groups will be organised into Key Stage Bubbles. This model is designed so that:

- students remain in a classroom base for all their lessons

- staff will move to teach students in their base classroom and will maintain social distance between students and other adults
- mixing and social interaction between students in different year groups and movement around the school is limited to prevent transmission of the virus
- sharing or re-using equipment and resources between large numbers of students is prevented
- students have access to a full curriculum and specialist teaching

Where possible and necessary, particularly for GCSE, A level and Vocational courses, some students will have access to teaching in specialist rooms. Rooms, and any shared equipment will be thoroughly cleaned and sanitised between use. The school has engaged a daily cleaner who will be in school all day cleaning and sanitising classrooms and high touch areas.

Students will participate in non contact PE lessons. The changing rooms will be closed, students will be required to arrive in their PE kit.

Lockers will be out of use for the first half term. Students should only bring what they need.

Each bubble will have their own toilet/washroom facilities for use only by students from the allocated bubbles. Students should not have to use the toilets during lessons unless they have a medical condition.

Classrooms will be rearranged so that desks are in row facing the front, where feasible with some distance between. Each classroom will have a **Hygiene Box** containing a range of sanitising products.

All students will be expected to wear a colour coded lanyard to identify their year group. See page 19 for details. The Lanyard will also securely hold students' contactless lunch cards.

Start and finish times

Start and finish times will be staggered in order for us to adhere to social distancing guidelines as much as possible. We recommend that students do not arrive more than 15 minutes prior to the time they are due to be in school. There will be a meet and greet in a designated area. Our bubble system will mean that students in different bubbles will not be able to mix.

Movement around the school

Movement around the school will be restricted in most circumstances, to minimise the risk of bubbles mixing or coming into contact with one another. When moving around the school, students will be expected to remain within their bubbles and to stay within their dedicated zones.

The outdoor and indoor space has been reconfigured with demarcation for social distancing. There is signage throughout the school which gives clear guidance for the school community to adhere.

To ensure all students have access to **Quality First Teaching** and learning and the appropriate provision for their needs, the school has created a number of '**Bridges**' which may involve **mixed group teaching**/support. So far there is a **SEND Bridge** and **EAL Bridge** and a **SILWOOD Bridge**. Where students are learning or being supported in a Bridge method, staff will ensure strict social distancing to ensure the integrity of the bubble to which students belong.

Bubble	Year	Arrival	Meet and Greet	Teaching base	Lunch Time	Finish
Bubble 1	7	8:30 student entrance	Top Court	English and Drama Studio	11:40-12:30 Plaza Dining	2:30
	8	8:30 student entrance	Top Court	English and Drama Studio	11:40-12:30 Plaza Dining	2:30
Bubble 2	9	8:50 drive entrance	Lower Court	Chapel Corridor C1, C2, C3	12:30-1:15 Lower Gym	2:45
	10	8:50 drive entrance	Lower Court	Blue Corridor B3, B5, B6	12:30-1:15 Plaza Dining	3:00
	11	8:50 drive entrance	Dining Plaza	Green Corridor G2, G3, G5, G6	12:30-1:15 Plaza Dining	3:00
Bubble 3	12	8:30 student entrance	6th Form Centre	6th Form Centre and Science Labs L3, L4, L5, L6	12:30 -1:15 6th form centre	3:00
	13	8:30 student entrance	6th Form Centre	6th Form Centre and Science Labs L3, L4, L5, L6	12:30 -1:15 6th form centre	3:00

7. Infection control

Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and students safe and healthy in school. This means that we will be enforcing the rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect students to follow these rules from arrival to school. Staff will work with all students to ensure their safety and positively reinforce good infection control behaviour where necessary. Staff will also be required to follow stringent infection control measures.

We will strictly adhere to the government system of controls: Prevention and Response as outlined on page 4 of this handbook, and further details can be found in [guidance for opening schools](#).

We are also carrying out additional cleaning. Classrooms and learning areas will be cleaned during break times and at the end of each day, and frequently touched surfaces will be cleaned and

disinfected regularly throughout the day. Communal areas, such as dining areas, will be cleaned between uses by different bubbles.

Personal protective equipment (PPE)

The government has recommended that staff and students **do not need** to use PPE in school, however, staff will use PPE if a student shows symptoms of coronavirus and a distance of two metres cannot be maintained. Staff will wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury.

On Tuesday 25 August 2020, the government amended its policy on face coverings in line with a new statement made by [World Health Organisation](#) (WHO) on 21 August advising that *“children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.”*

Nationwide, while the government is not recommending face coverings are necessary, schools will have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances.

As movement in school will be extremely limited, there will be no requirement for students to wear face coverings. However, we will keep this under review. [Face Coverings in Education](#) website.

Bringing items into school

To minimise the risk of potentially transmitting infections between students’ households and the school, we ask that students do not bring non-essential items from home into school with them. Students are able to take items from school, such as books, home with them to aid their education, provided that these items are properly cleaned before and after being in their homes. The following equipment can be brought in a school bag

- essential medication and medical equipment
- coats and other essential outdoor wear
- spectacles and spectacle cases
- a healthy snack and a bottle of water as we will not have break time catering for the first few weeks at least
- packed lunches in disposable containers
- stationery and books
- their own instrument for peripatetic lessons
- mobile phones at own risk (switched off and kept on person or handed in for safe keeping. The school **will not** take any responsibility for lost or stolen phones) Please refer to our policy

If your child needs to bring an item to school that is not listed above, please contact us as soon as possible to discuss alternative arrangements.

8. Procedure if a student is unwell



What happens if a child is unwell at home or becomes unwell at school?

It is extremely important that all parents and students remain vigilant with regard to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you **DO NOT send your child to school** if they display any of the following symptoms: **continuous cough or a high temperature over 37.8 degrees, or has a loss of, or change in, their normal sense of taste or smell (anosmia). Anyone displaying these symptoms should self isolate for 10 days and take a test. Household contacts should also self isolate for 14 days from when they first developed symptoms.**

If a child or staff member develops symptoms of coronavirus, they will be isolated immediately and sent home. The school will follow the government guidance to safeguard the rest of the school. Read the excerpt from the guidance and click on the links to read all of the guidance relating to the statutory expectations for all schools to take swift action when they become aware that someone who has attended the school has tested positive for coronavirus (COVID-19) [Coronavirus \(COVID-19\): guidance on isolation for residential educational settings](#)

Excerpt from DfE Guidance

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

Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Please notify the school office immediately if your child, or somebody in your household, is showing symptoms of coronavirus, your child **cannot** come into school. You may be advised to get your child tested for coronavirus and to notify the school of the result. See below for information on accessing a test. [Get a free NHS test today to check if you have coronavirus \(COVID-19\)](#)

If your child becomes unwell at school and shows symptoms of coronavirus you will be contacted and they will be sent home. If an individual in your child's class tests positive for coronavirus, **the school will send the individual's close contacts home** to self-isolate for 14 days. Close contacts include:

- direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact, or being coughed on.
- proximity contacts – anyone in extended close contact with an infected individual, within 1 to 2 metres for over 15 minutes.
- travelling in a small vehicle, e.g. a car, with an infected individual
- the health protection team will provide definitive advice on who must be sent home

9. Access to testing

There is information about how you can access a test on the NHS website: [Testing and tracing for coronavirus \(COVID-19\)](#). The government announced “*by the start of the autumn term, we will provide all schools and colleges with a small number of home testing kits*. Where possible, we will provide a home testing kit for you to ensure that your child and other members of your household can easily access a test.

All students, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. **If your child is displaying symptoms then they would have to be tested before they were allowed to return to school.**



If a student has COVID-19 symptoms they would have to be tested before they are allowed to return to school.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period. We ask that you inform the school immediately of test results.

You will also need to engage with the NHS Test and Trace programme, meaning that you need to be ready and willing to:

- book a test if your child or another member of your household displays symptoms.
- provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace
- allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive

The local Public Health Protection team will work closely with the school to guide on actions that need to be taken. Based on the advice we are given, we may have to close areas of the school or the entire school.

10. Uniform

The government has encouraged that schools return to their usual uniform policy in September. The garments that are worn do not need to be cleaned more than usual.

We expect students to attend school in full uniform in the Autumn term. We will be upholding our school uniform policy as normal. Our expectations on hair colour, jewellery, acrylic nails, nose studs and other body adornment will be strictly enforced. Visit our school website for the dress code.

11. Catering arrangements

Unfortunately, until further notice, we are unable to provide a breakfast and snack service. Please ensure your child has breakfast before they arrive at school and bring a healthy snack with them and a bottle of water.

We know how important a meal is and have worked closely with our caterers to ensure that we can provide a hot meal at lunchtime for all students who want one. We have avoided the mixing of Key Stage Bubbles by staggering lunch breaks and having sufficient time to clean and sanitise the dining plaza for more than one bubble to use the space.

Although we will have fewer options, there will be a set main meal, a meat or vegetarian option and a dessert or sandwiches and paninis. Meals will be served in disposable containers with disposable cutlery. Harrison's staff will wear a mask and visor as they will be less than 2 metres distance. Students can continue to bring in a packed lunch but this should be in a disposable container.

We have changed our finger pin system to a contactless card system. Your child will be issued with this card in September. You will be able to top up as normal on parent pay. Please ensure your child's account is topped up ready for the new term.

The school will continue to provide free school meals (FSM) for eligible students. If you require any further information about the provision of FSM, please contact the school office as soon as possible.

12. Transport

Students should walk or cycle to school or be dropped off by a member of their household where possible. Public transport should be avoided; however, if your child needs to use [public transport](#) to get to school, they should follow guidelines on social distancing and wear a face covering. Students should, as far as possible remain in their bubbles as they travel on public transport and not mix with students from other schools. Visit the TFL website for more information and find out how you can access [free cycle training from a qualified instructor](#)

We want to discourage students from visiting the shops on their way home and congregating with others. However, as a reminder, students are required to wear a face covering in confined spaces and that includes shops.

13. The curriculum

We acknowledge that the students will have had different experiences during the pandemic and lockdown. However, the common thread running through all is the loss of structure, routine, friendship, opportunity and freedom. These losses can trigger anxiety and as a school we want to be prepared to support all students' health and wellbeing and to help them transition back into school life successfully.

The 'Lever Model' produced by Professor Barry Carpenter links closely to our school values and our ethos. The Lever model, as is St Martin's, is all about building secure and positive relationships and will consider aspects of this in our planning and interactions with the students. Our approach will be to re-energise our students in the love of learning as they return to school recovering from emotions such as loss, trauma, anxiety and grief. Read section 18 on Wellbeing, page 14.

The wellbeing curriculum has been rewritten to focus on recovery to lever students back into school. We will revisit some aspects of the curriculum to ensure students have a secure understanding of the content that was covered through remote learning during the lockdown period.

PE lessons will continue to ensure students get the exercise they need. However, activities within these lessons will be strictly non-contact and students will remain in consistent groups with other

students from their bubble throughout the term. For the time being, changing facilities will not be available, when students have PE on their timetable, they will have to come to school wearing their kit and remain in their kit throughout the day.

LEVER MODEL RECOVERY CURRICULUM
Barry Carpenter, CBE, Professor of Mental Health in Education,
Oxford Brookes University

Recovery Curriculum	Lever 1 Relationships	Lever 2 Community
Built on the 5 Levers , as a systematic, relationships-based approach to reignite the love of learning in each child. This aligns to our school motto Caritate et Disciplina, With Love and Learning and our and our school values, Service, Compassion, Justice, Perseverance.	We can't expect our students to return joyfully, and many of the relationships that were thriving, may need to be invested in and restored. We need to plan for this to happen, not assume that it will. Reach out to greet them, use the relationships we build to cushion the discomfort of returning.	We must recognise that curriculum will have been based in the community for a long period of time. We need to listen to what has happened in this time, understand the needs of our community and engage them in the transitioning of learning back into school.
Lever 3 Transparent Curriculum	Lever 4 Metacognition	Lever 5 Space
All of our students will feel like they have lost time in learning and we must show them how we are addressing these gaps, consulting and co-constructing with our students to heal this sense of loss.	In different environments, students will have been learning in different ways. It is vital that we make the skills for learning in a school environment explicit to our students to reskill and rebuild their confidence as learners.	To be, to rediscover self, and to find their voice on learning in this issue. It is only natural that we all work at an incredible pace to make sure this group of learners are not disadvantaged against their peers, providing opportunity and exploration alongside the intensity of our expectations.

14. Remote learning

Although all students can now return to school, we must make sure we are prepared to deliver education in any eventuality, including local lockdowns. We also need to have provision in place for students to learn remotely if they are sent home to self-isolate. For these reasons, we have created a contingency plan for remote education, should it be required. We understand that each family's

circumstances and ability to access learning material for their children differs, which is why we are committed to doing all we can to help students who are learning at home.

The school will continue to provide students with access to learning materials remotely via an online learning portal google classrooms and post messages to your child's classroom detailing information about the learning task and when tasks are to be completed.

These remote learning arrangements are in place to ensure that all students have access to high-quality education while they are at home. These arrangements will help all students to learn alongside their peers and prevent them struggling with lesson content when they return to school.

We advise all parents/carers to make every effort to ensure that their child has access to and completes the learning materials provided. We understand that this in itself poses its own unique challenges and, therefore, encourage you to contact your child's teacher, Head of Department or Progress Leader via email, if you are experiencing any problems.

15. Behaviour expectations

To ensure the school remains a safe place, we have enforced additional rules with regards to social distancing and infection control. Students are expected to follow these rules. Students will be briefed on the safety procedures during their induction on the first day back at school.

Students who purposefully disregard these measures and put others at risk will be disciplined in line with our Behaviour Policy. Escalations will be made (to include exclusions where applicable) for repeated disregard for the procedures. We always work with our students to help them make the right choices and these are explicit in our **'EXPECTATIONS CODE' I am ready to learn; I treat everyone with respect; I am proud of my school; I will choose to do the right thing.**

Our aim, as always, is to reward and celebrate positive behaviour and will do this through our schools reward system, modified to take into account the current pandemic situation.

We pride ourselves on our partnership with families and ask that families fully support the school's behaviour policy and ensure that their child meets the expectations and adheres to the home school agreement. Visit our school [website](#) to view the behaviour policy and home school agreement.

16. Safeguarding

Our Child Protection and Safeguarding Policy was updated at the beginning of the lockdown period to account for a change in provision while the school was partially closed. This policy has been updated again to reflect that we are opening to all students. A copy of this policy is available on the school [website](#).

We will need to know if your child has experienced any changes regarding their welfare, health and wellbeing that we need to be aware of as they return to school. We need to know this information so we can put the appropriate support in place for your family. The **Designated Safeguarding Lead (DSL) Mrs Wilson**, and the **Deputy Designated Safeguarding Lead (DDSL) Denise Barid**, will speak to concerned parents. If you need to report any changes, please contact them directly. Their email addresses are swilson@stmartins.academy or dbaird@stmartins.academy

17. SEND support

The SENCO, along with other key members of staff and external agencies, will continue to coordinate support for students with SEND. Support for students with SEND who are at home will continue to be delivered as it was during the lockdown period. The SENCO will work with parents/carers to identify support needs for students with SEND that are now returning to school.

If your child has an EHC plan, we will strive to deliver the provision set out in the plan; however, there may be cases where we need to adapt the provision. If we need to do this, we will speak to you directly.

If you have any questions about the support your child is receiving, please get in touch with our SENCO Mrs Tercsi-Dajka at jdajka@stmartins.academy

18. Wellbeing

One of our key priorities as we fully open the school is ensuring students are given the wellbeing support they need. On return to school, each Year Group will have a bespoke Induction programme. Wellbeing support will continue throughout the curriculum during timetabled wellbeing lessons. This is an important part of our curriculum and now becomes even more important in a recovery curriculum, ensuring that students' physical, mental, social and spiritual health is positive which in turn will give students the strategies to support them and help them to focus on their academic learning. Read about how we will support students' wellbeing using the Level Model on page 12.

Students will be able to speak to their Form Tutor, Progress Leader, the school Chaplain, or any other trusted adult face-to-face to discuss how they are feeling. These staff members will be on hand to support students themselves or to direct them to external support that may be required. We will also be distributing student surveys to assess how they feel about returning to the school site.

If you are concerned about your child's wellbeing or wish to discuss the support available in school or externally, please contact the school.

19. Visitors on site

Visitors will only be allowed into any school buildings where it is absolutely necessary, e.g. for essential building works or to provide essential support to a student – this also applies to parents/carers.

Parents/carers that want to meet with a member of staff are asked to do this by telephone or through a virtual meeting. If it is essential that the meeting takes place in person, an appointment will need to be made so that an appropriately socially distanced meeting can be planned. Please help to keep our school safe by adhering to these guidelines.

20. Before and after school provision

The government has said that schools are not required to restart before and after school provision at this time and should only run such provision if they are able to do so safely.

We have determined that it is not appropriate or realistic to restart this provision at this time. We will review this decision on a regular basis and any changes will be clearly communicated to you.

21. School trips and visits

The government has advised that school trips abroad do not go ahead until further notice – this may mean that school trips are delayed or cancelled. Overnight trips also cannot go ahead at this time. We do not have any trips abroad planned at present. Once it is safe to do so we will communicate this to you.

The guidance states that non-overnight domestic trips can take place, provided that adequate safety measures can be followed. The school is not currently planning or arranging any new school trips at this time. We know how much educational visits enhance and enrich the curriculum and we place a great deal of value on the opportunities it gives to students. When the time is right we will start to plan for trips again and will communicate this to you.

We have reviewed our trips and visits policy and our risk assessments. The Deputy Headteacher, who is the Educational Visits Coordinator has had additional training. We plan to be fully prepared for when we begin to include trips and visits as part of our curriculum.

22. Important documents

A number of school policies and procedures have been created and updated to reflect the provision that are in place during the coronavirus pandemic, including the following:

- Risk Assessment for Full Opening in September
- Visual Guidance: Staying Safe Onsite
- Behaviour Policy (COVID-19 Addendum)
- Safeguarding Policy (COVID-19 Addendum)
- SEND Policy (COVID-19 Addendum)
- Attendance Policy (COVID-19 Addendum)
- Evacuation Policy (COVID-19 Addendum)
- Bereavement Policy

All these documents, as well as a full suite of policies can be found on our school [website](#) .

23. What you can do to help

Working in partnership with our families is paramount and we thank you for your continued support and understanding as we work together to ensure a safe and happy learning environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

- keep your child at home if they are unwell and display any covid symptoms
- read the information that the school shares with you so that you are always up to date
- communicate with school staff by email, phone or virtually instead of in person
- remain vigilant and keep your child at home if they develop symptoms of coronavirus
- ensure your child adheres to the school code of conduct and expectations in relation to uniform, behaviour, social distancing and hygiene practices
- ensure your child has the right equipment for school and only brings what is necessary
- support us to support your child to be the best that they can be; to be responsible, confident, spiritual and successful

24. St Martin's Commitment

We know that school will be very different for students compared to what they had previously, this will not stop us from ensuring a positive experience for all our students but in a different way!

As a committed staff we will work hard. Even under the restrictions of bubbles and reduced interactions, not being able to celebrate and come together as a whole school, we are determined to ensure our students are inspired to learn and are ambitious for the future.

We come together as St Martin's family in faith, love and hope. Our christian ethos informs all that we do. Through our values of service, compassion, justice and perseverance and our motto with love and learning we strive for equality of opportunity for every member of our school community. We are determined that the St Martin's experience will be joyful, safe, happy and as enriching as possible to enable academic excellence for all. As Ofsted so rightly stated...

"the motto of the school is driven by all staff in a common endeavour to improve the life chances of all students." Ofsted May 2018

Our school bible verse from St Paul's first letter to the Corinthians speaks of our commitment through Christ Jesus. Amen.

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails. 1 Corinthians 13:4-8

Appendix 1

RESPONDING TO SUSPECTED COVID-19 CASE

Student display Symptoms	Member of Staff display Symptoms
<p>Teacher to send the student to the medical room and to tell the student to keep 2 metres away from anyone they pass and not to touch anything</p> <p>Teacher to inform Main Office/Headteacher so that arrangements can be made for the student to be collected and for the supervision of the student until then</p> <p style="text-align: center;">↓</p>	<p>Staff member to inform Headteacher before leaving the school premises, avoiding contact with others</p> <p>If teaching, the staff member to wait until supervision has arrived for their class before leaving</p> <p style="text-align: center;">↓</p>
<p>Symptomatic student/staff member will be told by the Headteacher:</p> <ul style="list-style-type: none"> to self-isolate for 10 days to take a coronavirus test (if a home testing kit is available in school, this can be given to them to take home, if doing so would increase the likelihood of them getting tested) Coronavirus (COVID-19) that members of their household should self-isolate for 14 days <p style="text-align: center;">↓</p>	
<p>Areas that the symptomatic individual has come into contact with will be closed, so these can all be deep cleaned. If the individual is part of a class group, the rest of their group will be moved into an alternative location</p> <p>Symptomatic student (via their parents or carer)/staff member to inform the school (via the main office to inform the Headteacher) of the coronavirus test result immediately</p> <p style="text-align: center;">↓</p>	
If the Test is Negative	If the Test is Positive
<p>The student/staff member can return to school if they feel well and no longer have symptoms, and members of their household can stop self-isolating. Other students/staff in their class group can continue to stay in school, unless they display symptoms</p>	<p>Local Health Protection Team will be contacted to carry out a rapid risk assessment. They will ensure that any students or staff who had close contact with the person when they were infectious are asked to self-isolate for 14 days since they were last in close contact. Individuals will be contacted by NHS Test and Trace</p> <p style="text-align: center;">↓</p>
	<p>If students or staff who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the full 14 days</p> <p>If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the local health protection team will be contacted again to decide next steps</p>

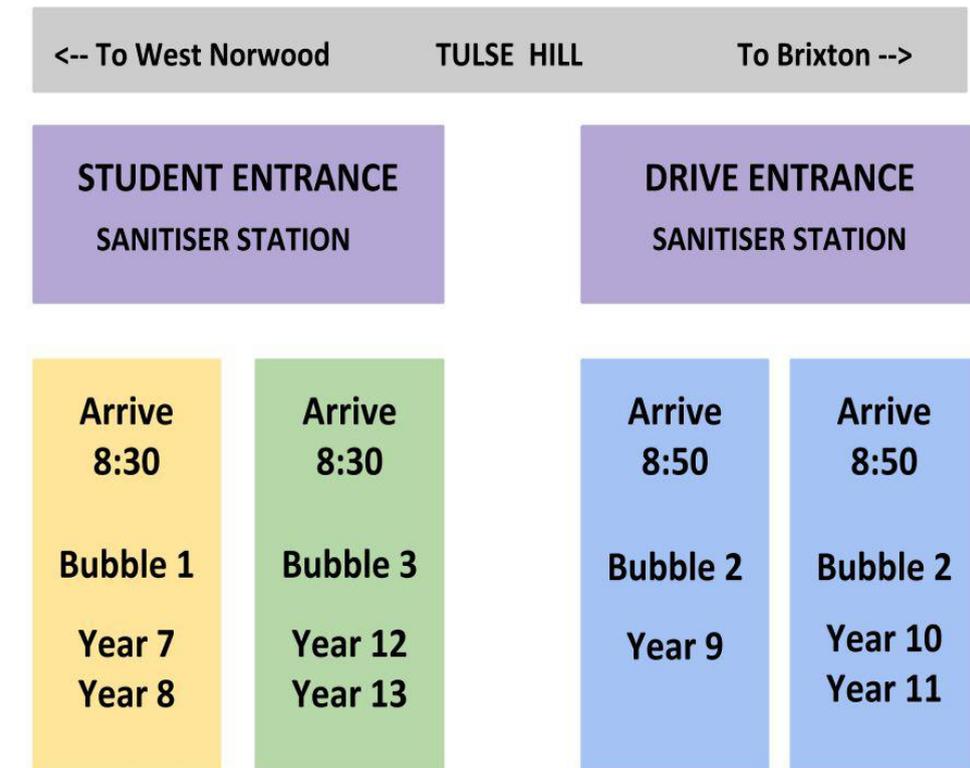


STAY AT HOME

DO NOT SEND YOUR CHILD TO SCHOOL IF THEY ARE DISPLAYING COVID SYMPTOMS

Appendix 2

BUBBLE ARRIVAL AND DISMISSAL TIMES SEPTEMBER 2020



BUBBLE CLASSROOM AND EVACUATION LOCATION



Appendix 3

YEAR GROUP LANYARDS

Students are expected to wear their Lanyard every day

Year 7



Year 8



Year 9



Year 10



Year 11



Years 12 and 13



TO ALL STUDENTS IN YEARS 7, 8, 9, 10, 11, 12 AND 13

WELCOME BACK

FROM ALL THE STAFF AT ST MARTIN'S

Bubble images courtesy of Sarah (Year 11)

