

26th August 2020



Netherton Way, Bootle L30 2NA
Telephone: 0151 521 3088
admin@saviosalesiancollege.com

www.saviosalesiancollege.com

Dear Parents/Carers and students

I hope you are well and that your daughters/sons are excited about the prospect of starting their new school on Tuesday 1st September 2020. We understand that this has been a difficult time for all and you may be anxious about returning to some kind of 'normal' schooling. We are very much looking forward to welcoming you to school and I just want to remind you about some of the key points I made when I wrote to you on 17th July at the start of the summer holidays.

What do I want you to do on Tuesday 1st September?

- Wear your full school uniform and bring a pen, pencil to school (remember that your tie and school bag will be given to you once you arrive in school)
- Arrive at school between 8.15-8.30am. Staff will be on the gate to greet you and direct you where to go.
- There will be no other pupils in school on this day apart from Year 7 and we ask that you listen carefully to the guidance given to you to ensure that everybody stays safe and well.
- If you will be travelling by bus, bring two passport sized photographs and the completed form you have already received unless school already has them. Please note that if the form is brought in on Tuesday then the bus pass will not be issued to your child until Wednesday during the school day so they will require bus fares for both journeys Tuesday and Wednesday morning.
- We ask that you come through the school gate by yourself and leave parents at the gate – this is for your safety.

What will happen on my first day at school?

You will:

- have an assembly and be introduced to your Form Tutor
- have a class photograph taken, you will be the "Class of 2025"
- be given a tour of the school
- be taking part in fun activities to introduce you to new friends
- finish school at 2.45pm and your teachers will escort you back to the main gate where we ask parents to wait
- be shown onto the school buses (if you are getting the bus home)

What happens on Wednesday 2nd September?

The rest of the school will return and once again we ask that you arrive between 8.15-8.30am. You will then be collected from your playground by your Form Tutor and taken to class. Lessons will start on this day.

I would like to emphasise that we have worked hard to ensure that the school is a safe place to learn and to work and myself, Governors and staff have risk assessed all areas of the school to make it as

risk free as possible. I understand that for some of our Year 7 students they will need additional support, care and guidance to restore their confidence, wellbeing and routines and we are here, ready and looking forward to support however we can. The school has a detailed Risk Assessment and Action Plan for the full re-opening and this can be found on our website.

Working Together to Minimise the Risks

Protecting the health and safety of all our school community requires the full support of parents by:

- ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend school – this means if your child, or someone in your household, has symptoms you should not send them to school.
- engaging with the NHS Test and Trace process so that cases can be identified and action taken – this means if your child develops symptoms, you should arrange for him/her to get a test and you should inform school of the results of the test.

The school has a detailed Risk Assessment and Action Plan for full reopening in September which can be found here on our website. This document will provide you with comprehensive arrangements we are putting in place. I am summarising below the key information to help you and your child prepare for the safe return to school.

1. Hygiene
2. Year Group 'Bubbles'
3. The School Day
4. Attendance and Punctuality
5. Behaviour (at school and travelling to/from school)
6. Uniform, Equipment and Lockers
7. Start of Term Arrangements 2020

You may also find the government guidance for parents around the safe reopening of schools helpful.

Hygiene

It is vital that firm routines for hand and respiratory hygiene are maintained at all times by all school users; these will include:

- Ensuring everyone cleans their hands more often than usual, including when they arrive at school, before eating and when they move between classrooms. Cleaning hands can be done with soap and running water or hand sanitiser (which is widely available throughout the campus and will be located at the gate on arrival to school).
- Ensuring good respiratory hygiene, by ensuring the 'catch it, bin it, kill it' approach. To assist with this, all classrooms will be equipped with tissues and covered waste disposal bins.
- Minimising contact and maintaining distance, as far as possible, particularly from adults in school. Students should attempt to maintain 2m distance from their teachers and other adults who work with them. They should also be mindful that some adults and students are more vulnerable and should particularly respect social distancing with these people. Keeping the school site clean is also a major

priority in minimising the risk of infection. Below is a summary of key measures (full details can be found in the Risk Assessment and Action Plan):

- The school has undergone a full 'deep clean' in August in line with government guidelines.
- We have worked with our cleaning contractor to deliver an enhanced, comprehensive daily cleaning schedule when school is open.
- Our Housekeeping team will be on site daily to clean frequently touched surfaces, as well as cleaning areas used by students from different 'bubbles'.
- Staff and students will participate by wiping down their work areas at the end of each lesson using anti-bacterial wipes provided.

In preparation for reopening, we have purchased considerable quantities of hand sanitiser, tissues and antibacterial wipes which will be available in all rooms for all site users. In line with government guidelines, we will not be providing PPE for students. If, however, your child wishes to wear PPE, he/she is welcome to do so. However, government guidelines are consistently being updated and we will keep you informed.

Year Group 'Bubbles'

In line with government guidance, the school has developed plans designed to minimise the risk of transmission within school by reducing the opportunities for students to mix as much as possible. At Savio Salesian College, this will involve students remaining within their year group 'bubbles' for the majority of their time at school. Each 'bubble' will have a designated 'zone' in the building where the vast majority of lessons will take place, with the exception of some practical lessons. Students will remain in their respective 'bubbles' (either indoors or outdoors) during break and will eat lunch in their designated room.

Whilst staff members will need to be mobile across bubbles, they will respect the same hygiene requirements, maintain 2m social distancing with other adults and will 'teach from the front' of the classroom where possible (maintaining distance from students in class).

Times of the School Day

As confirmed in my letter in the summer term, to enable safety measures to be put in place, the times of the school day will be temporarily changed. Tutor periods will move from the start of the day to either before or after the pupil lunch break depending upon year-group. Year groups will also be assigned an entrance / exit gate to use when arriving / departing. The lunch break will be staggered so that Key stage 3 and 4 have their outside play at different times to maximise space and minimise overlap of bubbles on yards and toilet areas. Despite the changes, there will be no lost learning time.

Key stage 3			
	Year 7	Year 8	Year 9
8.30 am	P1	P1	P1
9.30 am	P2	P2	P2
10.00 am	Break 1	Break 1	Break 1
10.15 am	P2	P2	P2
10.30 am	P3	P3	P3
10.45 am	P4	P4	P4
11.45 am	Form	Form	Form
12.45 am	Food	Food	Food
1.00 pm	Play	Play	Play
1.15 pm	Play	Play	Play
1.45pm	P5	P5	P5
2.45pm			

Key stage 4		
	Year 10	Year 11
8.30 am	P1	P1
9.30 am	P2	P2
10.30 am	Break 2	Break 2
10.45 am	P3	P3
11.45 am	P4	P4
12.45 am	Play	Play
1.15 pm	Food	Food
1.30 pm	Form	Form
1.45pm	P5	P5
2.45pm		

Catering

Initially, there will be no catering provision during morning break and **students should bring a snack to school**. In terms of lunch, the organisation and execution of arrangements is one of the most challenging aspects of reopening. Initially there will be no hot food option, pupils will order a cold food option from a menu during form time each day for the following day, the food will then be prepared and delivered to the classroom so that bubbles do not mix in the canteen. Pupils will eat lunch in form-groups and then have time to exercise and play outside. When we have settled back into school and can gauge how well these plans are working we will look to re-introduce a hot meal as we know we can manage the use of the canteen safely.

Given the later lunch break for some students, I would recommend that they eat a good breakfast before school and bring a healthy snack that they can eat a break time.

Attendance and Punctuality

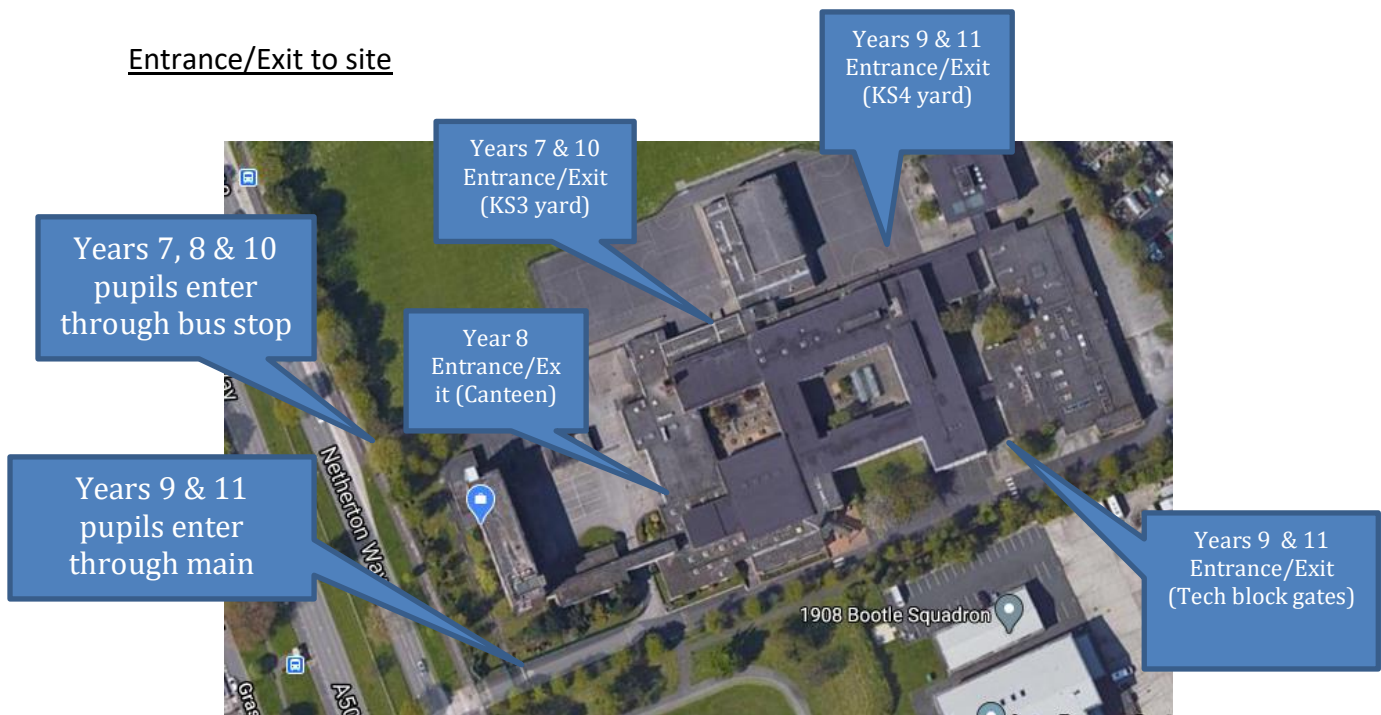
School attendance will again be mandatory from the beginning of the new academic year. Please take the time to read the amended **Attendance and Punctuality Policy which can be found on the school website**. If your child is not able to attend, please contact the student absence line in the usual way. If the absence is COVID-19 related, please ensure the school is provided with the appropriate details. I would like to stress the importance of students arriving punctually at their designated times (above) to ensure we can safely maintain the year group 'bubbles' and minimise the risk of transmission. We strongly advise against any appointments taking place during the school session to further minimise the risk of transmission in/out of school. Where these are unavoidable, they should take place at the beginning or end of the school day to avoid students coming in and out of school. Students must have prior approval for these appointments from their Year-group Progress Leader and sign in/out on arrival/departure.

Behaviour

To maintain the usual good order and safety of all the school community, the school will maintain its high expectations in terms of behaviour from the outset. To enable all students to understand what will be expected of them and how they can contribute to the smooth running of the new arrangements outlined in this letter each year-group will have an assembly on their return to school and expectations will be re-iterated through form tutors and progress leaders.

Travel To and From School

Where at all possible, students should avoid traveling by public transport, ideally walking or cycling to and from school. Where it is necessary to travel by bus or train, students must be prepared to wear a face mask and should ensure they follow the travel provider's social distancing guidelines at all times. The bike sheds will be accessible and will be supervised by a member of staff at the beginning and end of the school day and will follow a one-way system for the depositing and collection of bikes. We are asking all families who choose to drop off or collect their child by car to not enter the school site or park or drop off in the immediate vicinity of the school gates as it creates a hazard for all our community.



Students should arrive in time, but not too early, for the beginning of the school day using the entrances indicated above and report to their year-group zone as below: (between 8.15 and 8.25am)

- Year 7 – English Corridor
- Year 8 – MFL Corridor
- Year 9 – Maths Corridor
- Year 10 – Top floor
- Year 11 – Rosla block

Uniform & Equipment

Students will be expected to attend from September in full school uniform and fully equipped for all classroom-based lessons. They will not be able to share equipment with their peers. Full details of the school uniform and school equipment requirements can be found on the school website.

When students have PE we are asking them to come to school in their PE kit and their school blazer. Track suit bottoms and leggings will also be permitted.

Start of Term Arrangements

Given the significance of the changes that will be implemented in September, we require time for induction and orientation with our new Y7 students who will begin school on Tuesday the 1st of September. Pupils in Y8-11 will join us on Wednesday the 2nd September. Pupils will spend the morning with form tutors and will begin normal lessons after morning break.

Whilst there will be a focus on ensuring students have opportunities to recover any lost learning and 'catch up' during next term, I can assure you that there will be no narrowing of the curriculum. Initially, there will be no extra-curricular activities to enable teachers and students to focus on the adapting to the new arrangements contained in this letter and to minimise contact between students from different year groups. It is hoped, though, that extra-curricular activities will recommence in the not too distant future.

I hope this information is helpful in providing a summary of the arrangements for students returning and the key measures that will be implemented to keep them safe. We look forward to welcoming all students back to school although it will be very different in September for both students and staff, and I ask for your patience and support as everyone takes time to adapt. If you have any concerns regarding your child's return, please feel free to contact school by email at admin@saviosalesiancollege.com.

What matters most is that you come to school next week feeling confident and ready to learn and make new friends. I do not want you to worry about anything other than arriving before 8.30am on Tuesday 1st September where I will be on the gate to greet you all individually and to welcome you to your new school.

Yours faithfully

A handwritten signature in black ink, appearing to read 'T Costello', with a stylized flourish at the end.

Mr T Costello
Headteacher