

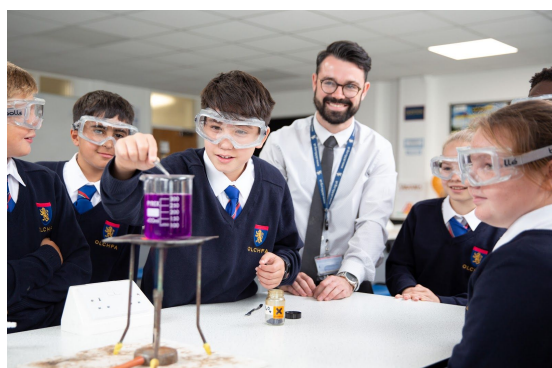


OLCHFPA

Return to School

Information for Pupils and their Families

March 2021



Introduction

We are delighted that pupils will begin returning to school from Monday 15th March, as part of a phased approach to re-opening the school for on-site learning.

The schedule for pupils returning is given below:

from Monday 15th March	Years 11 and 13 return to full time onsite learning, following the normal school timetable. This will be Week A <i>Online learning from home continues for Years 7-10 and 12</i>
from Thursday 18th March	In addition to Years 11 and 13, all pupils in Years 10 and 12 will return to school <i>Online learning from home continues for Years 7-9</i>
Wednesday 24th March	Years 10 - 13 will continue to be in school Year 9 will join for today only (Week B) <i>Online learning from home continues for Years 7 & 8</i>
Thursday 25th March	Years 10 - 13 will continue to be in school Year 8 will join for today only (Week B) <i>Online learning from home continues for Years 7 & 9</i>
Friday 26th March (Last day of Spring Term)	Years 10 - 13 will continue to be in school Year 7 will join for today only (Week B) <i>Online learning from home continues for Years 8 & 9</i>
Easter Holiday	
Monday 12th April	First day of Summer Term This will be a preparation day - no pupils on site and no online learning
Tuesday 13th April	All pupils return to school (Week A)

Any staff member or pupil who has possible symptoms of COVID-19 must not attend the school setting but must remain home and self-isolate, arrange a COVID-19 test and notify the school of this. Additionally, if any family/household member of any member of staff or pupil displays possible symptoms of COVID-19 then the staff member or pupil must not attend the school setting, but must remain at home and commence a period of household isolation. Again, the school should be notified of this and a test arranged. Should a pupil become unwell, displaying symptoms of COVID-19 such as a fever, a cough or loss of taste or smell, arrangements will be made to collect and escort the pupil to the isolation area. Whilst awaiting collection by parents/carers, symptomatic pupils will be supervised at a distance of 2m in a separate and well-ventilated room. Please ensure that you have arrangements in place for your children to be collected should they become unwell.

Preparing to Return

Uniform

Pupils will be expected to return to school wearing the correct school uniform. On days when pupils have a timetabled PE or Games lesson, they should wear their PE kit to school as no changing facilities will be available.

As usual, pupils are allowed to wear school branded polo shirts after the Easter holiday or may continue to wear a white shirt and school tie.

Face Coverings

The guidance on the use of face coverings in schools has changed significantly. As a result, all pupils and staff will now need to bring face coverings to school and these face coverings will need to be worn **at all times when inside the school buildings and social distancing is not possible. This includes the wearing of face coverings during lessons.**

Pupils may only remove their face coverings when they are outdoors. However, even outdoors, face coverings must be worn when social distancing is not possible (e.g. whilst queuing for lunch). The face covering must be worn to cover the mouth and nose. Face coverings must not be transferred between individuals and face coverings should be stored in a plastic bag when not in use. All face coverings should be taken home at the end of the day to be washed or disposed of safely.

On their return to school, pupils will be provided with three Government-approved re-usable facemasks. Pupils will need to wear their own to school on the first day, but will then be given this supply on the first morning. These can be washed at home, so that pupils always have a clean one for school each day.

Equipment

All pupils will need to bring personal equipment such as pens, pencils, calculator, ruler etc. for their own personal use. Pupils will not be able to share or borrow resources. We ask that pupils bring only essential equipment to school. On days when pupils are timetabled for a practical PE lesson they should attend school in PE kit.

Visits to school

We want to continue to foster strong links with parents and carers to help us support our learners effectively. However, under the current circumstances we are not able to accommodate visits from parents /carers, other than in exceptional circumstances and, in such case, by prior appointment. Please contact the school by phone or email in the first instance so that we can deal with your enquiry and make any necessary arrangements. In most cases, queries can be resolved through telephone or video calls. We are happy to arrange to meet with parents via Teams or Google Meet for virtual meetings. As always, the first point of contact should be the pupil's Learning Leader. As you can appreciate, the start and end of school are very busy times. We need to minimise traffic so parents and carers will not be permitted to enter the site to drop off or collect pupils at the start or end of the day.

Learning Zones

Pupils will now be familiar with the organisation of the school into six "learning zones". Each year group is timetabled into one zone each day, to minimise contact with other year groups.

Organisation of the School Day

Arrival and departure times

Arrival and departure times will be staggered to enable us to keep year groups apart but they will remain the same each day regardless of the zone allocated to a year group. Pupils will be expected to arrive at the specified time, as detailed below, entering (and departing) through the appropriate gate for their timetabled Learning Zone for that day. (see table p5). Again this is a key measure to keep everyone safe. Pupils will only be allowed to enter the site through the correct entrance. We are unable to make any exceptions to this to accommodate individual preferences as this would compromise the need to keep pupils within year group bubbles.

Year Group	Arrival Time	Dismissal Time
Year 7	8.30am	2.40pm
Year 8	8.30am	2.40pm
Year 9	8.30am	2.40pm
Year 10	8.45am	2.50pm

Year 11	8.45am	2.50pm
Year 12/13	8.45am	2.50pm

Entering / Leaving the School Site

Pupils will need to use different entrances to the school site, depending on what zone they are timetabled into each day. These remain the same as they have been since September.

Week A

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	Aneurin Way	Main Gates	Main Gates	Aneurin Way	Aneurin Way
Year 8	Parkway	Parkway	Aneurin Way	Main Gates	Parkway
Year 9	Main Gates	Aneurin Way	Parkway	Parkway	Main Gates
Year 10	Main Gates	Aneurin Way	Main Gates	Aneurin Way	Parkway
Year 11	Aneurin Way	Main Gates	Parkway	Main Gates	Aneurin Way
Year 12/13	Parkway	Parkway	Aneurin Way	Parkway	Main Gates

Week B

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	Parkway	Parkway	Parkway	Aneurin Way	Main Gates
Year 8	Main Gates	Aneurin Way	Aneurin Way	Main Gates	Parkway
Year 9	Aneurin Way	Main Gates	Aneurin Way	Parkway	Aneurin Way
Year 10	Aneurin Way	Aneurin Way	Main Gates	Parkway	Parkway
Year 11	Main Gates	Main Gates	Aneurin Way	Aneurin Way	Main Gates
Year 12/13	Parkway	Parkway	Parkway	Main Gates	Aneurin Way

Lesson Times

Lesson	Start	End	Details
Lesson 1	9.10am	10.00am	
Lesson 2	10.00am	11.05am	Includes 15min break*
Lesson 3	11.05am	11.55am	
Lesson 4	11.55am	1.40pm	Includes 35-minute lunch break
Lesson 5	1.40pm	3.00pm	Includes time for staggered and escorted dismissal

*Note: Morning break will take place during Lesson 2. There will be no catering facilities available during this break. Key stage 3 pupils (Year 7,8,9) will have their break from (10:05am-10:20am). Key stage 4/5 (Year 10,11,12) pupils from (10:45am-11:00am). Pupils will be restricted to the outside space specifically allocated to their Learning Zone.

Please note that, for logistical reasons, online learning sessions from home will need to follow the times of the school day given above. Teachers will provide information to pupils via Google Classroom about the start times of live online sessions. The start times may be delayed due to teachers needing to move around the school site to an appropriate work space before being able to log in to live sessions.

Pupils who are learning at home should still continue to join the daily check-in session with their Form Tutor:

Years 7, 8 & 9 8.30am - 8.45am

Years 10 - 13 8.50am - 9.05am

Catering Arrangements

The Main Hall will serve hot food, which will be plated and must be consumed in the venue – no food from here can be taken outside.

The Drama Hall will serve predominantly cold food, which can be eaten in the venue, or taken outside.

The 6th Form Café will be open in the normal way for those students to access during the day.

Under normal circumstances, pupils would have the freedom to choose which venue they wanted to visit each day, but under the current restrictions, their lunch venue will be dictated by the zone they are in, so please be sure your son/daughter checks their timetable to plan ahead what lunch provision they will be able to access each day.

Lunchtimes will be staggered with the timetabled slots for each Learning Zone. Students will also be able to access the outside space for their zone during this time. A message has been sent separately to this via School Gateway, our electronic communication tool (<https://login.schoolgateway.com/0/auth/login>), informing you of the need to top-up dinner money online via sQuid (<https://www.squidcard.com/support/parents>), as our machines around school have been turned off.

Behaviour Policy

Short Term adjustments to policy in response to COVID 19 and a return to full time schooling

Our policy and practices will still be underpinned the principles of Ready, Respectful and Safe. However, our application of these principles and the graduated responses we would typically employ, will need to change (for the short term). Our overarching Olchfa expectations will remain the same:

1. Show respect for all members of the school community and school property
 2. Show respect for your teachers and other pupils at all times, by participating in lessons to the best of your ability
 3. Arrive at lessons promptly and ready to learn
 4. Take responsibility for your own safety and the safety of others in all classroom activities
- The nature of the pandemic and the associated health risks will require a firm and categorical response to certain types of behaviours (in particular those that are unsafe or present risk to the health and safety of others).

Temporary changes to policy and practice:

- No pupil call backs. The lack of consistent teacher bases (fixed classrooms) means that call backs will no longer be practical. August 2020 V2.3 9
 - Non-tolerance of non-compliant, risky or overtly confrontational behaviour. If a pupil fails to comply with reasonable requests to do something (linked to health and safety), they run the risk of being removed from the learning environment.
 - Non tolerance of persistent lateness. Lateness, or not being where you should be within appropriate time frames will be deemed unsafe behaviour. This may result in a pupil being sent home and taught remotely.
5. Illness Under no circumstances should learners or staff attend schools/settings if they:
- feel unwell with any of the identified COVID-19 symptoms. They should remain at home and self-isolate and arrange a COVID-19 test.
 - have tested positive for COVID-19.
 - live in a household with someone who has symptoms of, or has tested positive for COVID-19.