

26th August 2020

Dear Parents/Carers

There are a number of (hopefully) temporary adjustments to the routines in place before lockdown in March. We would request that pupils travel to school either on foot, bicycle (helmets compulsory) or if travelling by car pupils would need to be dropped off outside the school site. If your child must travel by bus, they may be delayed as they will not be filled to normal capacity. Pupils should be in full school uniform, and I would urge parents to book appointments with school outfitters.

Upon arrival pupils will use sanitiser gel to clean their hands, with this being repeated throughout the day. As far as possible we will keep students apart from other year groups e.g. use of one-way system, staggered start and finish times, staggered break time, staggered lunchtime and clearly marked playground zones for each year group. Pupils may fill their water bottles from the increased number of outdoor drinking taps; they must not drink directly from the taps.

If possible pupils should bring a packed lunch, to avoid crowding in the cafeteria. We have purchased scores of new picnic benches, and we plan to install large canopies to cover the picnic areas before the poor weather arrives. In particularly poor weather students will be allowed inside at break/lunchtimes; we will avoid this whenever possible.

Face coverings (masks) can be worn where it does not interfere with teaching and learning. These must be plain coloured. Particular consideration should be given to wearing a mask in the cafeteria, stairways, and corridors where social distancing cannot be maintained at all times. *Masks worn in school must be separate to the one that was worn travelling to school. Upon arrival to school, the travel mask should be placed into a sealable plastic bag or disposed into a covered bin. All single use masks should be disposed of in this way after use.*

A number of other features will be different to normal:

Key Points

- All children are expected back full-time at school in September – any family with serious concerns around their child returning to school should contact a member of the safeguarding team before 4th September
- Attendance at school is statutory
- We will be operating staggered start and finish times and therefore punctuality will be essential for this to run smoothly
- Children will be placed in Year group bubbles, and we will minimise contact with other bubbles wherever possible
- The school will use two points of entry to welcome students in the morning in order to minimise contact between bubbles
- Children will return in full school uniform as normal

Transition and Pastoral Care

- High priority placed on pastoral care and transition time in the first few weeks of school
- Well-being interviews will be conducted with Year 8, 9 & 10 during the first two days of term (return to school interviews have already taken place for Year's 11 & 13)
- Any family concerned about the mental health/well-being of their child should contact their Head of Year before 4th September
- Year 7 will have an exclusive induction day on Friday 4th September

Recovery Curriculum

- We will continue to offer a broad and ambitious curriculum and all students will continue to be taught the usual wide range of subjects for their year group
- In September, there will be a full review of the students' learning during the lockdown period. All teaching and learning strategies have been carefully planned and adapted to address and close any gaps in individual student's knowledge or skills.

Attendance and Punctuality

- Start and finish times will continue to be staggered (see table at the end of this document)

Attendance at school will be statutory from September, except for those students who are in receipt of medical documentation from a clinical specialist directing them to shield – for more information on shielding please click here: [Shielding-guidance](#)

- If your child is unwell during term time, you must inform the school via the school absence line on the morning of the absence, making clear if symptoms are COVID-19 related or not
- Punctuality is essential to make the staggered system work safely, but students should avoid arriving to school significantly earlier than their start time
- Regular attendance to school is crucial. Leave of absence will only be granted in exceptional circumstances. Please ensure that appointments for your child are arranged during out of school hours

Parental Responsibilities

The staff at Cardinal Wiseman Catholic School will do all we can to keep our students safe and happy. However, we cannot control external factors, therefore many key responsibilities remain with parents and students to minimise the chances of the virus entering school. Parents should:

- Agree to the government's Track and Trace system
- Encourage your child to adhere to all social distancing and safety guidelines when travelling to and from school and while on the school site

- Encourage your child to travel straight home after school and not arrange to meet friends
- Ensure that your child attends school every day
- Ensure that all homework is completed on time
- Do not, under any circumstances, send your child to school if they display any symptoms of COVID-19
- If you are called to collect your child due to illness, you must come to school as soon as possible. The school's decision on whether a child should be sent home will be final
- Ensure you provide the school with up to date contact details and notify them of any changes immediately
- Read all policies and communication updates to stay abreast of latest COVID-19 guidance

Practical Considerations

Year Group Bubbles

- Children will be arranged in forward-facing rows in the classroom
- Children will have staggered start, break and finish times
- Each year group will have a designated social area
- There will be a staggered dismissal from lessons and break times to minimise the contact with other bubbles when moving to lessons
- Initially we will not have full year group assemblies, but all students will access the assembly through Microsoft Teams
- Visitors into school will be strictly limited and by appointment only - most scheduled meetings are likely to be held via Microsoft Teams or telephone
- We will adhere to the Health and Safety measures in the government and Local Authority guidance (an updated risk assessment will be published on the school website shortly)

Around lessons

- Pupils must bring their own personal equipment to school, including: pens (including green pen), coloured pencils, ruler, calculator, maths equipment (geometry set), whiteboard pens, a glue stick
- Pupils should bring in personal headphones that are compatible with school PC's
- In lessons where equipment is shared, this will be cleaned with antiseptic wipes after use
- There will be no contact sports in PE during the Autumn Term.
- At the end of all lessons desks, chairs and keyboards will be cleaned with antibacterial wipes
- The number of students in the Library will be strictly limited. All books will be quarantined for 48 hours when returned
- There will be no peripatetic music lessons in the Autumn Term

Suspected COVID-19 in school

- Children showing symptoms will be sent home immediately and parents should arrange a test using NHS guidance (please see flow chart on the website)
- Decision of the school is final and non-negotiable
- Remote learning will be provided during self-isolation

Confirmed COVID-19 in school

- From September, if your child tests positive at the weekend or during a school holiday, notify school as soon as possible by emailing info@wiseman.ealing.sch.uk so we can take appropriate steps to close bubbles and prevent spread
- If we have more than two confirmed cases within two weeks, Public Health may consider this an outbreak. School will follow their instructions which may include closing bubbles, year groups or the entire school

Local Lockdown Arrangements

- In case of a Local Lockdown, it is likely all children other than those of critical workers and priority groups will return to accessing remote learning from home
- School will follow advice of Public Health England (PHE) and the Local Authority

Remote Education

- If the school is forced to close, we will be using Microsoft Teams to deliver live-streamed or recorded lessons
- Remote education will be provided for all children self-isolating or in the case of local lockdowns/ whole-school closure

We believe the measures above should allow your child to return to school with confidence. However, as children move around the school there will be times, in all schools, when social distancing cannot be fully ensured.

Finally, as we approach the start of the Autumn Term we are acutely aware that the majority of pupils have been out of full time education for over six months. I can re-assure parents that all of our work will be directed at ensuring that your children are able to consolidate learning from the past six months and then move forward to where they would have been had there been no lockdown.

Yours Faithfully

Michael Kiely