



3 March 2021

Dear Parents,

We are looking forward to welcoming our pupils back from Monday 8 March 2021. The last few months have been challenging for everyone and I am sure that our pupils are really looking forward to spending time with their friends.

Health and safety of our entire College community remains of the highest priority to us all at this time. Our risk assessments have all been reviewed and we are following the Department for Education (DfE) guidance.

I would be grateful if you would review the information below with your child.

PHASED RE-OPENING

MONDAY 8 MARCH	TUESDAY 9 MARCH	WEDNESDAY 10 MARCH
Upper Sixth	Lower Fifth	Lower Fourth
Lower Sixth	Upper Fourth	Upper Third
Upper Fifth		

Monday 8 March: Pupils in the **Lower Fifth, Upper Fourth, Lower Fourth and Upper Third** will continue with remote learning. As we are re-opening, some of the lessons may have been uploaded, but work will be set for all classes on TEAMS following pupils’ usual timetable.

Tuesday 9 March: Pupils in **Upper Third and Lower Fourth** will continue to work remotely and the same procedure will be in place as for Monday.

A letter will be sent from your child’s Head of Year stating what time your child to arrive on their first day during the phased re-opening.

Children of Critical Workers: Children of Critical Workers who are registered to attend should continue to attend as usual from Monday 8 March.

Attendance

School attendance will be mandatory for all pupils from 8 March. The usual rules on school attendance apply, including:

- parents’ duty to secure their child’s regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct

If your child has been informed they are clinically vulnerable and needs to shield, please contact your child's Head of Year.

Mrs Vyce (Head of Upper Third/Year 7):	avyce@stbedescollege.co.uk
Mr Mitchell (Head of Lower Fourth/Year 8):	lmitchell@stbedescollege.co.uk
Mr Parker (Head of Upper Fourth/Year 9):	mparker@stbedescollege.co.uk
Mr Hughes (Head of Lower Fifth/Year 10):	ahughes@stbedescollege.co.uk
Mr Sanders (Head of Upper Fifth/Year 11):	tsanders@stbedescollege.co.uk
Mrs Gallagher (Head of Sixth Form):	magallagher@stbedescollege.co.uk

COVID-19 Health and Safety

Working together we can ensure that everyone is safe. We expect the following from all members of our community:

- **Wash hands** on arrival to school and wash hands on a regular basis throughout the day
- **Face Masks** must be worn on corridors and communal areas, and in the class room
- **Social distancing** – please ensure pupils go to the designated area for wet play

Buses

Due to the phased return and limited number of pupils, there will be no bus service on the morning of Monday 8 March. However, the bus service will resume for the end of school day journey on Monday 8 March. Our aim is to ensure that all senior pupils receive a 'negative' lateral flow test result where possible before travelling on the school bus. This is to reduce the possibility of infection. Please refer to the table below for guidance of when your child will be able to start using the school bus service.

	MONDAY 8 MARCH	TUESDAY 9 MARCH	WEDNESDAY 10 MARCH
AM	NO BUS SERVICE	PREP Upper Sixth Lower Sixth Upper Fifth	PREP Upper Sixth Lower Sixth Upper Fifth Lower Fifth Upper Fourth
PM	PREP Upper Sixth Lower Sixth Upper Fifth	PREP Upper Sixth Lower Sixth Upper Fifth Lower Fifth Upper Fourth	WHOLE SCHOOL

Please remember that face masks must be worn when travelling on the school bus. Journeys can be pre-booked using the Kura app.

Lunch

The dining areas are open and students will eat in their respective Year Group 'bubble'. If the weather is good, pupils will be encouraged to eat outside using the 'grab and go' service.

DAILY ROUTINE AND TIMETABLING

We are committed to maintaining and encouraging social distancing for all children and adults throughout the school day, and the following procedures will be followed.

PROCEDURE	RATIONALE
No parents / carers / childminders etc. will be allowed onto the College grounds. One parent only to drop off / collect the child(ren) at their designated gate. PLEASE WEAR A FACE MASK AND SOCIAL DISTANCE.	In order to attempt to maintain social distancing.
We will be operating six separate drop-off and collection points as follows: Sixth Form – Regis front main entrance. Upper Fifth – Regis front main entrance Upper Fourth & Lower Fifth – Mayfield Road gates Lower Fourth – gate entrance at The Lodge Upper Third – Vaughan front main entrance	In order to attempt to maintain social distancing.

The pupils will work in their 'bubbles':

YEAR GROUP BUBBLES	
Upper Third	Beck Building
Lower Fourth	Joseph Building
Upper Fourth	Henshaw Building
Lower Fifth	Henshaw Building
Upper Fifth	Regis Building
Upper Sixth	Regis Building

Maher Library

The Maher Library will be open until 5.00pm on a daily basis. Pupils will work in 'bubbles'. If your child needs to use the Maher Library because of your work commitments, please reserve a place with your child's Head of Year.

PERSONAL HYGIENE/ REDUCTION OF CROSS CONTAMINATION

PROCEDURE	RATIONALE
As soon as entering school, pupils should wash their hands. On entering buildings, pupils should wash their hands.	To minimise the risk of cross-contamination.
Children will also be sent to wash their hands regularly throughout the day and before going home.	To minimise the risk of cross-contamination.
Some children will be in a different classroom to their own.	In order to keep the groups as small as possible and thus reduce the risk of cross-contamination, pupils must be spread out across school.
Asymptomatic testing: Pupils will be tested on site from 8 March. After three tests pupils will be given Lateral Flow kits to self-swab at home. The testing is voluntary.	To minimise the risk of cross-contamination.
Pupils should limit the amount of equipment they bring into school each day, including essentials such as: Lunch boxes Hats and coats Books Stationery Mobile phones Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	To minimise the risk of cross-contamination.
Whilst in the classroom, pupils will be expected to remain at their specific individual desks throughout lesson time except when going to the toilet.	In order to attempt to maintain social distancing and keep everyone safe.
If you need to cough or sneeze - Catch it, Bin it, Kill it – pupils will be reminded of hygiene. Pupils are asked to bring in their own tissues and if possible hand sanitiser. There will be hand sanitiser available at entry points to buildings.	DfE guidance states that pupils should clean their hands regularly and good respiratory hygiene should also be promoted.

<p>If any member of the College community displays any symptoms of COVID-19 during the school day, they will be escorted to the Parent Café (isolation room). Staff will wear PPE equipment (mask, apron, gloves) to care for them. Parents will be contacted and the person will be expected to be collected from school immediately. If a member of the College community tests 'positive', the remainder of pupils and staff members for the particular 'bubble' to which the child / adult belongs will also be sent home and will be expected to self-isolate until the person is tested negative for COVID-19 or, in the case of a positive result, for 10 days.</p>	<p>Following Government guidance and to minimise the risk of cross-contamination.</p>
<p>Specific sets of toilets will be allocated for particular 'bubbles' of pupils, although more than one bubble will be using each set of toilets.</p>	<p>To minimise the risk of cross-contamination.</p>
<p>The buildings will be cleaned thoroughly each evening and there will be regular cleaning throughout the school day of work areas, toilets and specific 'touch points' throughout the College, e.g. door handles, light switches etc.</p>	<p>To maintain high standards of cleanliness and minimise the risk of cross-contamination.</p>

Thank you for all of your support during the last few months and weeks. It is fantastic to see how much work has been completed remotely and how everyone has learnt to be more flexible with their daily life.

Our co-curricular provision will start again next week as our pupils return and our College calendar for the rest of the term will be shared shortly. Let's hope we will be soon cheering our pupils at the playing fields on a Saturday morning, as well as singing and performing at productions and musical events.

Yours sincerely



Sandra Pike
Headteacher

Headteacher: Mrs Sandra Pike BSc (Hons), DipEd, M.Ed

Alexandra Park
Manchester
M16 8HX
Tel: 0161 226 3323
Fax: 0161 226 3813

www.sbcm.co.uk
enquiries@stbedescollege.co.uk
twitter: @stbedescollege
St Bede's College Charity: 700808
 St Bede's College