



Longton Hall Road, Longton, Stoke-on-Trent. ST3 2NJ

Tel: 01782 882900 | Email: office@stmca.org.uk | www.stmca.org.uk | @StThomasMoreCA

Headteacher: Mr M Rayner BA(Hons) NPQH

28th August 2020

Dear Parent/Carer,

I hope that this letter finds you all well and that you have had a good summer. A Level and GCSE Results days were rather different days to previous years but it was delightful to see our students receive the grades they deserved and move to their next destination.

Staff have been very busy in school over the summer preparing the site for the return of students next week. We will be open full time for all year groups from September although school may feel different to previous years it will still be a fabulous aspirational school where we aspire to be more.

I wanted to share and remind you of the final arrangements that we have put in place for September. I have attached an updated guidance leaflet for students. Please take time to consider this. This will be explained to students in the first week back which will be a "Ready to Learn" week. I have also included information based on the latest government guidance although this is subject to change.

We will be opening for students in the following staggered manner:

Wednesday 2 nd September	Year 7 and Year 11 only
Thursday 3 rd September	Year 7, 10 and 11 only plus Year 12 enrolment
Friday 4 th September	Year 7-11 plus Year 13 enrolment
Monday 7 th September	All Year groups

What is happening on the first day?

Students will receive both an assembly and tutor period to explain the new procedures. They will then begin their Ready to Learn week.

What happens at the start of the day?

Students must not arrive before 8.30am and will go straight to their zones. Each year group has a zone as explained in the Student Guidance.

The school day starts at 9.00am for all students

How will school be organised?

All year groups will be kept in year group zones/bubbles. Students will not move frequently to lessons. If they do move it will be within their year group zone. This will be explained to students in September.

Teachers will predominantly teach from the front – they will be socially distanced from the class with a clear 2 metre gap.





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What will happen in the Canteen?

- There will be three staggered lunchtimes
- Each Year group will have their own area for getting eating lunch, either the dining room or the hall
- A limited selection of hot food will be available
- Each year group will have their outside own space
- Food will not be available for all years at Break time (Bring your own snack)
- We encourage as many students as possible to bring in their own packed lunch and to be self sufficient

What time do students finish school?

- Pupils will need to leave site immediately at the end of the day
- Year 7 students will finish at 3pm
- Year 8 and 9 students will finish at 3.05pm
- Year 10 & 11 students will finish at 3.10pm

Can Parents come on to site?

- From September parents wishing to come into school must book prior to attending so we school can control the volume of visitors at any one time.
- Cars will not be able to be on site for student drop off / pick up.
- Students should not be dropped off on the school carpark.
- Students should enter school via the pedestrian gate only.
- Parents may come on site through the pedestrian gate to collect students following social distancing guidelines but no further than clearly marked area by the bike shed.

What happens in the event of a local lockdown?

- In the very unlikely event that the school is required to close again, we will switch immediately to remote teaching
- Students will all have training on accessing and participating in live and recorded lessons (including safeguarding and behaviour expectations) and how to submit work via Microsoft Teams
- Microsoft Teams will be used for independent learning and homework

What will students need now that no sharing is allowed?

- Hand sanitiser
- Tissues
- All pens and pencils / school bag
- Sharpener and rubber
- Ruler and maths equipment (including a calculator)
- Standard headphones if using online programmes such as Hegarty and Bedrock



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Will the standards stay the same?

- The same high standards and expectations apply
- From September full school uniform will be expected - we have been advised that staff and students are safe to wear blazers and jackets
- Hair style and colour will need to comply with our uniform rules
- Our rewards system will run as normal
- Detentions and the lesson remove system will run as normal with students from different year groups separated and distanced
- In addition to our normal expectations we expect students to follow additional rules including:
 - Complying with the 'bubbles', zones and entry/exit points
 - Never coughing intentionally both in isolation and intentionally around other people or intentionally touching another person with the sole purpose of putting that person at risk
 - Not sharing food and drink bottles
 - Not moving from their desk without permission

All are expected to

- Follow the 'Catch It, Bin It, Kill It' guidance
- Follow good hand hygiene procedures (washing and using hand gel regularly)
- Follow social distancing measures in school when not in their bubble and as they travel to and from school.

If any student does not meet these expectations severe school sanctions will be put in place in order to protect the safety of all our community.

Is attendance mandatory?

School attendance will be mandatory again from the beginning of the autumn term. The only exception is the small number of pupils who:

- are self-isolating and have had symptoms or a positive test result themselves
- are a close contact of someone who has coronavirus

Can students wear face masks?

We will follow government guidance, although the current advice is changing. If a student or parent feels a student needs to wear a mask in communal areas due to medical or other reasons we will need to complete a short risk assessment by phone with our first aider. She will also provide guidance on how to safely remove these. Masks must be:

- Reusable (washable)
- Plain black, blue or red (school colours)
- Stored in a plastic bag when not in use and never passed to another student



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What about enhanced cleaning and safety measures?

- We have cleaners in school during the day to go round the school cleaning rooms and toilets.
- All students in a new room will wipe the desk at the start and end of the lesson and then sanitise their hands
- There are wipes, tissues and bins in all rooms
- The dining room will be cleaned between sittings

How will the school hold assemblies and large-scale events?

- Any assembly will just be for one year group to maintain student bubbles
- Large-scale events will be risk assessed before commencement and will be socially distant events

What happens in the event of a suspected case of C-19?

Information and the latest guidance is found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Anyone who displays symptoms of coronavirus will be sent home to get a test and the household will be advised to self-isolate. Anyone else in the bubble remains in school.

If the test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.

If the test is positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days. Other members of their household should continue self-isolating for the full 14 days.

In the event of a positive test, we will contact the local health protection team straight away. We will then be given the latest advice about anyone who has been in close contact with the individual. Close contact is defined as face to face contact (under 1 metre) for any length of time – including talking to them or coughing on them and/or being within 1 to 2 metres of each other for more than 15 minutes – including travelling in a small vehicle.

Should you have any questions at all please do not hesitate to contact school via email or the main school office.

Yours sincerely

Mr M Rayner
Headteacher

