

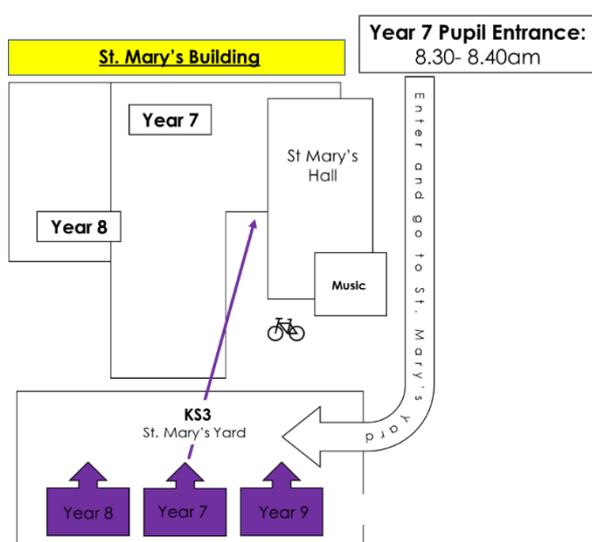


Start of the school day

At the start of the day, pupils must arrive at school at the designated start time. Pupils must be on time and not arrive too early or too late.

Year Group	Arrival Time	Entrance via
Year 7	8:30 - 8:40am	The green gates

Please be aware the site entrance will be closed to cars from 8:15 am – 9:00 am. This is to make the site safer, allow more space on-site as pupils arrive, help with social distancing and help keep everyone safe. We are very grateful for the support of Sainsbury's and Stockton Sixth Form who have both agreed to support us in this decision by allowing pupils to be dropped off on their sites between the hours of 8:00 am and 9:00 am.



As pupils enter school, they should sanitise their hands using the antibacterial gel provided.

There will be lots of staff there to meet Year 7 at the green gates and direct them to St. Mary's Yard.

What to do when on St Mary's Yard

Once on the yard, pupils should stay in the Year 7 zone (identified on the map below). They must avoid congregating in large groups when on the yard.



At 8:40 am, a whistle will sound and pupils will be asked to line up in silence on their form group line, which will be clearly marked. Staff will be there to help.

Pupils will then go to their tutor group classroom in the St. Mary's building with their new form class. They must follow their form teacher into the building in silence.



Pupils will spend lesson 1 with their form tutor, followed by break.

At the end of break, a whistle will sound and they will be asked to line up in silence on their form group line. Year 7 pupils will then enter St Mary's Hall with their new tutor group. All pupils must follow their form teacher into the building in silence.

Entering St Mary's Hall

Pupils should enter the hall in silence and sit in their form group, continuing to be silent. Here the Headteacher and Senior Leadership Team will be waiting to meet Year 7 and will present an assembly, welcoming pupils to the school.

After the assembly, pupils will go back on to St Mary's Yard and have their break time. At the end of break time, they must line up on their form group line on the yard, where they will be escorted to their form class with their form tutor.

Year 7 will stay with their form class and form teacher for the rest of the morning. At 12:25 pm form teachers will escort pupils onto the yard, where pupils will line up before being called to lunch in St Mary's dining hall. After lunch they may go back onto the yard, staying in the Year 7 zone at all times. If pupils need the toilet, they can use the toilets in the Year 7 zone.

Arrangements for the day

Pupils will take part in a series of sessions with their form teacher to support their transition journey. The sessions are designed to help the pupils get to know each other, their form tutor, and the school. Throughout the day there will also be lateral flow testing for Year 7.

	Period 1	Breaktime 10:05pm - 10:25am	Period 2	Period 3	Lunchtime 12:25pm - 1:20pm	Period 4	Period 5
7 St Bede	Assembly	St Mary's Yard	Form Session 1	Form Session 2	St Mary's Yard and St Mary's Dining Room	Form Session 3	Form Session 4
7 St Cuthbert	Assembly		Form Session 1	Form Session 2		Form Session 3	Form Session 4
7 English Martyrs	Assembly		Form Session 1	Form Session 2		Form Session 3	Form Session 4
7 St Josephs	Assembly		Form Session 1	Form Session 3		Form Session 2	Form Session 4
7 St Mary	Assembly		Form Session 1	Form Session 3		Form Session 2	Form Session 4
7 St Patrick	Assembly		Form Session 1	Form Session 3		Form Session 2	Form Session 4
7 St Peter & Paul	Assembly		Form Session 1	Form Session 3		Form Session 4	Form Session 2
7 St Theresa	Assembly		Form Session 1	Form Session 3		Form Session 4	Form Session 2



Assembly	Assembly - meet the Senior Leadership Team and your form tutors
Form Session 1	Introduction to form teacher, icebreakers and getting to know each other. Reflection on primary school and lockdown experience. Reference to Transition Booklet – make sure this is brought in on the first day.
Form Session 2	Resilience session led by Mrs Wilson, Pope Francis Centre Manager and working with your form teacher.
Form Session 3	Getting your timetable, school planner and organisation.
Form Session 4	Learning about your form class saint. An introduction from our School Chaplain.

End of the school day

For the first week, pupils will be dismissed by their form teacher at 3.10 pm through the green gates. Pupils can get picked up, but not from the school site as this will be closed at 3.00 pm. Pupils can get picked up from the same drop off points at Sainsbury's and Stockton Sixth Form. Please be aware that this is a very busy time of the day. Allow enough time for traffic and congestion. Please help the flow of traffic in and out of these sites by not prolonging the pick-up, and by entering and exiting sites safely at all times.

Other things to note:

Pupils are expected to have a bag, but it is still recommended that pupils limit the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books, and stationery. No footballs or other non-essential items should be brought into school. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils bring their own equipment into school and that these items are not shared. Therefore, pupils **must have:**

- 2 pencils
- 2 pens
- 1 green pen
- 1 highlighter
- 1 ruler
- 1 rubber
- 1 pencil sharpener
- 1 glue stick
- 1 calculator
- NO SCISSORS ALLOWED

Uniform

Our uniform is the strongest visual representation we have of our standards. Make-up must be kept to a minimum and therefore worn very discreetly. Nail varnish, acrylic nail extensions and false eyelashes are not permitted. Jewellery, of any kind, is also not to be worn. Hair must be no shorter than a number 2 blade and there should be no patterns, lines or symbols shaved into the hair. No non-natural hair colours are allowed for any pupil.



ScoPay

For the first week pupils will be allowed to bring money in an envelope, After this, parents/carers must add money onto a pupil's account via the ScoPay app or website: <https://www.scopay.com/landing.html>. Pupils will not be able to pay for lunch using money in school, they must have money on the ScoPay app.

Use of toilets

Pupils have allocated toilets in each zone. Pupils will be able to access the toilets at break and lunchtime but not during lesson times unless they have a medical card. This is to keep staff and pupils safe, protecting the bubble and allowing the cleaning team to clean toilets during lesson time.

MyEd School App

We are asking all parents/carers who have not already downloaded the MyEd school app to do so as this is one of the main lines of communication we use as a school. The MyEd school app allows pupils to view information and keep up-to-date with what is going on in school. It is where we share a variety of information including key dates, news, and events.



Information on Lateral Flow Device (LFD) Tests

Consent form link: <https://forms.office.com/r/uHDtdNK7kU>

How the tests work

Pupils taking the test will be supervised by trained staff. The lateral flow device tests are quick and easy to undertake, using a swab of the nose and throat. Results (which take around half an hour from testing) will be shared with the pupil via text/email. Where pupils are under 16, parents or carers will also be informed.

What if I have not given consent?

If you have not provided consent to be tested you will not receive a test. You will go with your class to the test site but will not take part in the testing. If you want to give consent you must complete the form.

What if someone tests positive?

If someone tests positive on a lateral flow device test, they will be informed immediately by a member of staff and will need to take a further 'PCR test' to confirm the result. We will also inform parents or carers of the result. This should be on the same day or as soon as possible afterwards. Our Lady and St Bede will be able to provide these PCR test kits to perform at home. During this time while they wait for the PCR result (via text/email) they will need to self-isolate. If the PCR test returns a positive result they will have to continue to self-isolate and follow the guidance from NHS Test and Trace.

What happens if the test is negative?

While a small number of pupils may need to repeat the test if the first test was invalid or void for some reason, pupils who test negative will be able to stay in the academy and resume their lessons as normal. Pupils will be informed of negative test result via text/email. Where pupils are under 16, parents or carers will also be informed.

What if staff or pupils have been in close contact with someone in the academy who tests positive?

The staff member or pupil will be notified that they are a close contact by Our Lady and St Bede and they will need to self-isolate as per the national guidelines.

What if they develop symptoms?

This testing programme (lateral flow testing) is for people with no symptoms. If anyone develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.



Symptomatic testing

The LFD tests only work for people without symptoms. Asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.

NHS Test and Trace process

Staff members, parents and carers will need to:

- **Book a test if they or their child has symptoms - the main symptoms are:**
 - a high temperature
 - a new continuous cough
 - a loss or change to your sense of smell or taste

- **Self-isolate immediately and not come to school if:**
 - they develop symptoms
 - they have been in close contact with someone who tests positive for coronavirus (COVID-19)
 - anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
 - they are required to do so having recently travelled from certain other countries
 - they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation

- **Provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.**

Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.

They should get a test, and if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.

If the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection