

Plans for return September 2020

Please read the Holy Spirit MAC Risk Assessment previously issued in conjunction with this plan.

Staggered start and finish times

In line with the government guidance the start of the new academic year will be staggered for all year groups as follows: -

Date		Start Time	Finish Time
Monday 31st August	Bank Holiday		
Tuesday 1st and Wednesday 2nd September	St Thomas More Catholic Academy INSET days	9.00am	3.10pm
Thursday 3rd September	Year 7 non MAC feeder students return only	9.00am	3.05pm
	Year 11 return	8:50am	3:10pm
	Year 12 return	8:50am	2:55pm
Friday 4th September	All year 7 return	9.00am	3.05pm
	Year 13 return	8:50am	2:55pm
Monday 7th September	Year 10 return	8:50am	3:10pm
Tuesday 8th September	Year 8 return	9:00am	3:05pm
Wednesday 9th September	Year 9 return	9:00am	3:05pm

Training days in September

- ❖ Tuesday 1st September and Wednesday 2nd September are designated training days.
- ❖ All staff are required to be on site on these two training days and lunch will be provided.
- ❖ Part time staff should attend these training days as part of your designated training days throughout the year.

Start of the academic year for students

- ❖ As indicated in the table above, we are having a staggered start to the year for all year groups
- ❖ On Thursday 3rd September, Year 7 non MAC feeder students will have a whole day off timetable as part of transition. Chris Goodings and Gez Fallon are coordinating this and a plan will follow. This will involve Year 7 Form Tutors. Year 12 and Year 11 will have periods 1-3 with their form tutors. A plan will be shared by Heads of Year 12 and 11. Students will attend normal lessons Periods 4 and 5 on this day.
- ❖ On Friday 4th September, Monday 7th, Tuesday 8th and Wednesday 9th September – Year 7, 8, 9, 10 and 13 will have Period 1 only with their Form Tutor and will attend lessons as normal from period 2 onwards. An agenda for the period will follow from Heads of Year.
- ❖ Welcome back assemblies will take place on a rota basis throughout the start of the term. These will take place in zones per class and not as whole year group assemblies. Plan to follow.
- ❖ Temporary form rooms have been allocated within each zone during the autumn term. This room will also be used for Personal Development on a Tuesday week 1 Period 1. See the table below.

Tutor Group Rooms – Autumn Term 2020

Tutor Group	Room	Tutor Group	Room	Tutor Group	Room	Tutor Group	Room	Tutor Group	Room
7 CT	4	8NY	28	9AM	E3	10GH	19	11BT	13
7DC	7	8JN	3	9AY(NT)	E4	10MH	18	11BU	8A
7EL	5	8NA	29	9CE	E1	10MR	21	11MS	16
7PN	6	8SM	27	9HT(LS)	E5	10SC	17	11OE	T2
7RS	11	8TE	29	9ML	E2	10SH	20	11TAH	9
7SB	12	8WN	2	9ZI (WL)	Room 1				

** Sixth Form form rooms will be shared separately.

Procedures for September 2020

- ❖ We will minimise the contact between students and retain year groups in 'bubbles'.
- ❖ Students should be encouraged to regularly wash their hands throughout the day and to hand sanitize upon arrival to school and at social times.
- ❖ Students will return to a full, broad and balanced curriculum and have been assigned a teaching zone for their year subject/lessons and social times (see below). i.e. students will remain in their designated room and staff will move to the room – only exception is for some option subjects in year 10 and 11.
- ❖ Each bubble has a different start time, finish time and break and lunchtime.
- ❖ There is no morning registration for students during the autumn term.
- ❖ Morning registration will take place Period 1 and will be completed by the classroom teacher. This **must** be completed within 10 minutes of the start of the lesson on SIMS.
- ❖ Afternoon registration will take place P5 and will be completed by the classroom teacher. This must be completed within 10 minutes of the start of the lesson on SIMS.
- ❖ Period 1 should start with a prayer each day. Please refer to the 'Prayers and Reflections booklet produced by Andrew Lomas for the autumn term.
- ❖ The Angelus prayer should be said two minutes before the end of Period 4 each day.
- ❖ There are no bells in the autumn term to signal lessons or social times.
- ❖ Students may go to the toilet during lessons if required. Please refrain from sending more than one student at a time from your class to go to the toilet. Toilets have been assigned to each year group (see grid below).
- ❖ Staff are required to complete a break time duty and end of school duty each week. Dean Sherratt will coordinate the break time/after school duty rota. There is no requirement for staff to complete a duty before school.
- ❖ Lunch times will be split into two parts. **Part 1:** 15 minutes, in classrooms, for students to eat their lunch. **Part 2:** 30 minutes social time. Lunch is **45 minutes** in total in the autumn term,
- ❖ At lunchtimes, staff who are teaching Period 4 will be required to remain with their class for the first 15 minutes whilst students eat their lunch. 'Deli bags' will be delivered to classrooms for students. Students are not permitted to eat their lunch outside. Once students have eaten their lunch and put their litter in the bin, they are free to go outside to their social time allocated zone.
- ❖ Any staff supervising students for the first 15 minutes of their lunch, are entitled to a free deli bag.
- ❖ Students will receive their personalised school timetable on their first day in September.
- ❖ Students will be able to mix within their year groups on the playground at break and lunch time as we think it's important for students to interact with their peers socially and get fresh air.
- ❖ Students are welcome to be on school site before the allocated time for their year group and should go to their assigned zone on the playground before school starts. Alternatively, students can go to their designated teaching room before school starts on that day.
- ❖ There will be no mixed bubble assemblies, year group masses/whole school masses or any events such as parents' evenings during the autumn term. We will look at different ways to offer parents/carers evenings and these may be done remotely.

Year group teaching and social time zones

Year group	Zone (teaching rooms)	Social times zone	Toilets
Year 7	Rooms 4, 5, 6, 7, 11, 12	Playground Zone 1	Girls use toilets at top of science corridor. Boys use Science toilets.
Year 8	Rooms 2, 3, 27, 28, 29, 30	Playground Zone 2	Girls use toilets by LRC. Boys use RE toilets.
Year 9	Room1, E1. E2, E3, E4, E5	Playground Zone 3	Girls use toilets by LRC. Boys use RE toilets.
Year 10	Rooms 17, 18, 19, 20, 21, 22	Playground Zone 4	Both boys and girls use Science toilets
Year 11	Rooms 13, 10, 16, T2, 9, T4	Playground Zone 5	Both boys and girls use Science toilets.
Years 12 and 13	Sixth Form	Sixth Form	Sixth Form

PPA

- ❖ If staff have a PPA Period 1 and there is no briefing, you are encouraged to work at home during this time and arrive in school in time for Period 2.
- ❖ If staff have a PPA Period 5 and there are no meeting commitments on this day, you are encouraged to leave site early and work from home.
- ❖ A free room timetable will be published in September so that when staff are on site, they can work in any of the free rooms.
- ❖ Please adhere to section 2.1 of the Holy Spirit MAC Risk Assessment regarding the use of staff workrooms and offices.

Staff briefings

- ❖ Whole staff briefings take place on Monday morning at 8.35am. Tutor team briefings continue on Tuesday morning, Faculty briefings continue on Thursday morning and HOFs briefings continue with SLT on Wednesday morning at 8.35am.
- ❖ Staff meetings will take place after school on Mondays. Please see the staff calendar for dates and times.
- ❖ CPD takes place on Wednesdays after school. Please see the staff calendar for dates and times.

Student equipment/uniform

- ❖ Students are required to wear school uniform from September 2020. Blazers are optional for students for the first half term **only**.
- ❖ Students are permitted to bring a school bag and a packed lunch/drink as well as stationery equipment.
- ❖ Due to the restrictions imposed by the Government, it is not possible to offer a full canteen service from September for students or staff. Students eligible for free school meals will receive a 'deli bag' if they want one.
- ❖ A hot or cold 'deli bag' can be provided for students. These will need to be ordered in advance via parent mail and will be delivered to classrooms towards the end of period 4.

Marking and classroom resources

- ❖ Exercise books, labels and plastic wallets will be ready for staff to collect from the annex (side room next to main hall) from Tuesday 1st September onwards.
- ❖ Marking and feedback remains an integral part of our teaching and learning process. Government guidelines support the marking and collection of students' work as acceptable practice.
- ❖ Staff are permitted to take books and other shared resources home if they wish.
- ❖ If you are marking students work in class, ask students to hand their book to you for marking at the front of the class to maintain a social distance where possible. Refrain from leaning over students in class.
- ❖ As staff will not have a teaching base in the autumn term, it is necessary to forward plan for the transportation of text books or other resources. Staff may share class room based text books within a bubble.
- ❖ Please read Page 12 of the DFE guidance 'Guidance for full opening of schools' for specific information relating to the sharing of Art, Sports, Technology and Science equipment.
- ❖ Desks in all classrooms must face forward from September.

Behaviour

- ❖ Heads of Year offices and Learning Mentor bases have been temporarily located within or as close as possible to the relevant year group teaching zone.

	Head of Year office	Learning mentor	Base
Year 7 Chris Goodings	Office in the Hub	Steph Miller	Office next to room 29
Year 8 Adam Neale	Office next to room 28	Becky Bloxham	Keeton's old office by music
Year 9 Dino Genders	Office in back of E1	Alvinn Mesam	Office in the back of E1
Year 10 Hannah Daley	Office next to 8A	Keeton Wheeler	Office next to 8A (shared with DA)

Year 11 Richard Williams	Technology HOY office	Laura Glass	Office in the BLU
Years 12 and 13 Matthew Clipsham	Office next to meeting room	Vicki Way	General office

Autumn term start and finish times

Year	Start Times	Finish
Year 7	9:00am	3.05pm
Year 8	9:00am	3.05pm
Year 9	9:00am	3.05pm
Year 10	8:50am	3:10pm (extended period 5)
Year 11	8:50am	3:10pm (extended period 5)
Years 12 and 13	8:50am	2:55pm

School transport

- ❖ School buses will operate as normal from September 2020
- ❖ Warwickshire School Transport Services are aware of the new start and finish times of STM from September.

Parents and visitors on site

- ❖ During the autumn term, we have minimised the number of occasions where parents and carers or any other visitors enter the school.
- ❖ Reception must be informed in advance of any pre-arranged visitors who must be signed in.

Start and finish times of the school day – Autumn Term 2020

Year 12 & 13 Enter via any entrance	Year 11 Enter via lower pedestrian gate (Jubilee end)	Year 10 Enter top pedestrian gate (George Eliot end)	Year 9 Enter via lower pedestrian gate (Jubilee end)	Year 8 Enter via top pedestrian gate (George Eliot end)	Year 7 Enter via top pedestrian gate (George Eliot end)
Sixth Form Building	Rooms 9, 10, 13, 16, T2 & T4 (15, Music & Hall for Options)	Rooms 17, 18, 19, 20, 21, 22 (15, Music, Hall & 26 for options)	Rooms 1, E1, E2, E3, E4 & E5	Rooms 27, 28, 29, 30, 2 & 3	Rooms 4, 5, 6, 7, 11 & 12
Session 1 8:50-9:50	Session 1 8:50-9:50 Carousel of all Subjects	Session 1 8:50-9:50 Carousel of all subjects	Session 1 9:00-10:00 Carousel of all subjects	Session 1 9:00-10:00 Carousel of all subjects	Session 1 9:00-10:00 Carousel of all subjects
Session 2 9:50-10:50	Session 2 9:50-10:50 Carousel of all subjects	Session 2 9:50-10:50 Carousel of all subjects	Session 2 10:00 – 11:00 Carousel of all subjects	Session 2 10:00 – 11:00 Carousel of all subjects	Session 2 10:00-11:00 Carousel of all subjects
Break 10:50 – 11:10	Break 10:50-11:10	Break 10:50 – 11:10	Break 11:00 – 11:20	Break 11:00 – 11:20	Break 11:00-11:20
Session 3 11:10 – 12:10	Session 3 11:10-12:10 Carousel of Core Subjects/ PSHE/Core PE	Session 3 11:10-12:10 Carousel of Core Subjects/ PSHE/Core PE	Session 3 11:20-12:20 Carousel of all subjects	Session 3 11:20-12:20 Carousel of all subjects	Session 3 11:20-12:20 Carousel of all subjects
Session 4 12:10 – 13:10	Session 4 12:10 – 13:10 Carousel of Core Subjects/ PSHE/Core PE	Session 4 12:10-13:10 Carousel of Core Subjects/ PSHE/Core PE	Session 4 12:20-13:20 Carousel of all subjects	Session 4 12:20-13:20 Carousel of all subjects	Session 4 12:20-13:20 Carousel of all subjects
Lunch 13:10 – 13:55	Lunch 13:10-13:25 in class 13:25– 13:55 outside	Lunch 13:10– 13:25 in class 13:25–13:55 outside	Lunch 13:20– 13:35 in class 13:35–14:05 outside	Lunch 13:20– 13:35 in class 13:35–14:05 outside	Lunch 13:20-13:35 in class 13:35-14:05 outside
Session 5 13:55-14:55 Leave via any exit	Session 5 (1hr 15min) 13:55 – 15:10 Leave via lower pedestrian gate (Jubilee end)	Session 5 (1hr 15min) 13:55-15:10 Leave via top pedestrian gate (George Eliot end)	Session 5 14:05-15:05 Carousel of all subjects Leave via lower pedestrian gate	Session 5 14:05-15:05 Carousel of all subjects Leave via top pedestrian gate (George Eliot end)	Session 5 14:05 – 15:05 Carousel of all subjects Leave via top pedestrian gate (George Eliot end)