



BROUGHTON HALL CATHOLIC HIGH SCHOOL

Yew Tree Lane, West Derby, Liverpool L12 9HJ

Telephone: 0151-541 9440 Fax: 0151-259-8448

E-mail: admin@broughtonhall.com

Internet: <http://www.broughtonhall.com>

Headteacher: Ms. S. A. Clarke B.Ed (Hons), M.Ed, NPQH

26 August 2020

Dear Parent / Carer,

Start of Term Arrangements

As the start of the new term approaches, I would like to draw your attention to some essential information in preparation for the start of the new academic year in September.

Pastoral Support

We appreciate the difficulties many of our school community have faced during the last few months and the impact Covid 19 has had on our families. If there are any issues you feel you need to share with school, please do not hesitate to contact your daughter's Progress Manager or Student Support Manager.

Please reassure your daughter that we are here to support her and try to alleviate any anxieties or concerns she may have on returning to school. Further information on what to expect when pupils return to school is available on the school website.

Below are the dates of return to school. There will be a focus on ensuring your daughter feels safe and happy in school as we put her well being as the main priority upon her return.

In order to support social distancing and pupils' safe arrival at school, particularly those using public transport, there are minor changes to the start and end of the school day.

Years 7, 8, 9 and 12 need to be on site and in form for 8:40am. They will finish school at the slightly earlier time of 2:45pm. Years 7, 8 and 9 are to enter the school site via the green gate (on cinder path) and glass corridor.

Years 10, 11 & 13 need to be on site and in their first lesson at the slightly later time of 9:00am. They will finish at the slightly later time of 3:00pm. Years 10 and 11 are to enter the school site via the black gate. Year 10 are to go to the B corridor via the entrance by pupil reception. Year 11 are to go to their form base in either the Design or C Block.

Year 12 and 13 will enter the school site via the sixth form entrance.

Pupils should not arrive on site before 8.15am.

These times will be revised should the government guidance change during the school year. In the first week, we have focused on specific year groups as they return to school in order to ensure they can be inducted safely and allow them the opportunity to understand the safe practices that have been established. Tuesday

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1st September is an INSET day for staff only. Pupils will return for the start of the new school year as detailed below and will spend time with their Progress Tutor in the morning and attend lessons after break time.

Year Group	Date	
7	Wednesday 2 nd September & Thursday 3 rd September (finish time 2.45pm)	From 8.15am go to F Hub Registration at 8:40am
8	Friday 4 th September (finish time 2.45pm)	From 8.15am go to E Hub Registration at 8:40am
9	Thursday 3 rd September (finish time 2.45pm)	From 8.15am go to D Hub Registration at 8:40am
10	Thursday 3 rd September (finish time 12.15pm) & Friday 4 th September (finish time 3.00pm)	From 8.35am go to B Corridor Registration at 9:00am
11	Thursday 3 rd September (finish time 12.15pm) & Friday 4 th September (finish time 3.00pm)	From 8.35am go to Design / C Block Registration at 9:00am
12	Friday 4 th September (finish time 2.45pm)	From 8.15am go to Sixth Form Centre Registration at 8:40am
13	Thursday 3 rd September & Friday 4 th September (finish time 3.00pm)	From 8.35am go to Sixth Form Centre
All year groups	Monday 7 th September	As above

During the first week of term there will be no provision for breakfast. It is anticipated that breakfast will be available to all year groups, together with an extended offer at break time, once the social distancing and one way system has been established.

Safety Measures

When your daughter returns to school, the following protective measures will be in place in order to keep everyone in our school community safe:

- Pupils travelling to school by public transport must use face coverings
- As pupils arrive at school, they must ensure they wash their hands and / or use hand sanitiser on entering the building
- Staff maintaining safe distance from students and other staff as much as possible

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- Minimising contact between bubbles.
- All classrooms, where physically possible, will have desks arranged in forward facing rows.
- Each year group bubble will have its own designated areas for break & lunch and these are to be adhered to at all times. The dining areas will be cleaned between change-overs.
- School dinners must be paid for through Parent Pay to minimise the risk of infection.
- Increased hygiene measures will be in place. There are hand sanitiser stations at every entrance and located at the entrance of each classroom and toilet area. Pupils will be required to wash their hands and sanitise throughout the school day
- Staff will enforce the “catch it, bin it, kill it” message and this will be signposted across the site
- Due to the risk of infection, chewing gum is not permitted on site and will be confiscated.
- In order to control the flow of students around school, we have initiated a one way system
- In line with the new advice from The Department for Education (DfE) the use of face coverings in schools is encouraged in communal areas. At Broughton Hall pupils will be asked to wear their covering in communal areas such as corridors. The face coverings will not be used in class room settings reflecting the changes we have already made and the balance for good communication to support high quality teaching and learning. The advice and guidance from the Department for Education (DfE) has only just been released and therefore this will be kept under review.
- To support the wearing of face coverings students should have a cloth face covering enclosed in a plastic bag and in their blazer for use on public transport so they can be used in communal spaces.
- All pupils must bring their own equipment to school as detailed below:

Essential	Desirable
<p>Broughton Hall school bag (<i>£3.00 from school, money to be brought in in an envelope with child's name and form on the front</i>)</p> <p>Casio Scientific Calculator</p> <p>Black / blue pen</p> <p>Fineliner</p> <p>Green pen</p> <p>Coloured pencils</p> <p>Pencil</p> <p>Rubber</p> <p>Ruler</p> <p>Glue stick</p> <p>Face Covering in a small plastic bag.</p>	<p>Pencil sharpener</p> <p>Sellotape</p> <p>Small notebook</p>

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- On days when your daughter has PE, she will wear her PE kit to school until further notice.
- Pupils will not be permitted to use lockers, therefore all items including outdoor coats, must be placed in their Broughton Hall school bag
- There will be no admittance to the school site for parents or carers. If you wish to speak to a member of staff please contact your daughter's Progress Manager or Student Support Manager
- Pupils will be kept safe in accordance with government guidance and will be placed in year bubbles
- School will be cleaned regularly throughout the school day, with extra cleaning measures in place
- All pupils will be expected to adhere to these safety measures around the school building and the school site

Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate. They should not attend school and should follow the steps below:

- Parent / Carer should notify the school of their daughter's absence by phone stating the reason for absence, date of onset of symptoms and what the symptoms are.
- Pupils who develop symptoms **must stay at home**. The person with symptoms should isolate for 7 days starting from the first day of their symptoms and the rest of their household for 14 days.
- It is advised your daughter is tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms.
- If a member of the school community tests positive for Covid-19, the school will contact parents of all pupils and teaching staff in affected bubbles.

Attendance and Punctuality

Due to the commitment of our pupils and parents, our school attendance continues to be in line with national averages of all secondary schools. Regular attendance is essential for your daughter to make expected progress. Although we would like every pupil to have 100% attendance we appreciate that there may be some rare occasions when she is too ill to attend school. The minimum attendance target for all pupils is 97% which means that your daughter can not have more than 5 school days absence in the academic year if she is to achieve this target.

Punctuality to school and lessons is also essential. If your daughter was to arrive just 5 minutes late each day that would mean she has missed a whole 3 days of learning over the academic year. Your support in ensuring your daughter arrives to school on time and attends every day is very much appreciated. It is also worth noting at this stage that holidays taken during term time will not be Authorised and that the government

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classifies pupils who have more than 15.5 days absent in a year as persistent absentees and parents can be fined by the LA and prosecuted.

Please note, should your daughter be absent from school and the absence is related to Covid 19, the DFE guidance for managing attendance will be adhered to. Further information concerning self isolation is attached if your daughter is returning from holiday in a country that is not on the travel corridor list.

The school website has details of the term dates for 2020-2021. It gives details of term/holiday dates and key dates throughout the school year. May I please remind you not to book holidays during term time as they will not be authorised and are extremely disruptive to your child's education. If you wish to discuss your daughter's attendance in more detail, please contact our school Welfare and Attendance Officer, Mrs Greenhouse.

Uniform

All pupils are expected to return to school fully equipped and in correct uniform. As you are aware, we have high expectations of uniform at Broughton Hall and regular uniform and equipment checks will take place throughout the school year. Other items of uniform, including bags, coats and shoes, must have no logos, decorative components or coloured trims and must be plain and black. School shoes should be flat, plain and black. Boots, (covering ankles) trainers or sandals are not allowed. Kicker's shoes must have navy blue or black laces. All shoes must have covered toes and backs for Health and Safety reasons. Examples of shoes that meet our requirements are available to view on our school website. Melissa / Vivienne Westwood style shoes are not suitable for school. As in previous years, it is a requirement for all blazers to have ribbon sewn on the top of the upper pocket of the blazer in the year groups' colour. Our retailers have agreed to sew the ribbon onto the blazer, time allowing.

Furthermore, the following **are not** permitted in school: jewellery (except a wrist watch), internet enabled watches (including i-watches), make up, bows on socks, nail varnish, false nails and piercings (other than 1 small stud in each lobe).

Behaviour

Broughton Hall continues to have high expectations of pupil's behaviour. We expect all members of the school community to uphold the school ethos of respect, responsibility, tolerance, courtesy and cooperation. We value your support in reinforcing these expectations. This is as crucial as ever in the current climate when many of our pupils will have experienced anxiety during the last few months as well as loss or bereavement. We expect all members of our school community to demonstrate compassion and the values of Mercy.

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Mobile Phone Policy

Mobile phones are not allowed on school premises. If it is essential your daughter speaks with you she will be allowed access to a landline. Similarly, any message for your daughter, should be directed through the year team. If your daughter is seen with a mobile phone on school premises, it will be confiscated and arrangements for collection will need to be made with 24 hours notice. The full mobile phone policy is available to view on the school website.

Once again, I would like to thank you for your continued support throughout this academic year and would like to assure you that your daughter's health and well being will be our key priority as she returns to school. I look forward to welcoming your daughter back to school in September.

Yours sincerely,

Mr G Preston

Deputy Head Teacher

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