



# All Hallows Catholic School

Weybourne Road  
Farnham  
Surrey  
GU9 9HF

Acting Headteacher : Mr Mark Baines

24<sup>th</sup> August 2020

Dear Parent / Guardian

Thank you for your patience as we finalise our plans for re-opening. At this stage we are putting the finishing touches to prepare the school for all the students to return in September. We hope that all member of the All Hallows Family have had a great summer and we are excited to see all the students back in school, enjoying their learning.

We want to share with you the key points about how we are going to keep your child safe within school. A Risk Assessment created by the Leadership Team, in consultation and agreement with the Governors is available on our school website, [in the Policies section](#).

## School Site

The school site has been divided into six separate zones and each year group have been given a separate outdoor and indoor space in line with the government guidance. These zones will minimise interaction between year groups.

However we can never be able to eliminate every possible interaction between students. To provide a broad and balanced curriculum for all students and due to the layout of the site, there will be occasions when students may briefly pass each other in corridors or in communal areas. Further, in the unlikely event of an emergency situation, the students immediate safety remains our priority.

	Outside Zone
Year 7	Music Playground
Year 8	Madden's
Year 9	Upper Playground
Year 10	Lower Playground
Year 11	Middle Playground
Year 12 and 13	Sixth Form Centre

The only lessons that students will have outside these zones are practical based subjects in order for the students to access the full curriculum during this period. These areas will be cleaned frequently during the day.

Further measures to minimise risk include:

- At the beginning and end of all lessons students are to sanitise their hands as part of our safety protocol.
- The Guidance also asks us to ensure that toilets are cleaned regularly during the day which of course we will be doing. We have gone even further by allocating toilets to one or two year groups.
- Visitors should not come onto the school site unless they have a prearranged meeting.

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## School Day

We are not staggering arrival time as so many of our students arrive by bus and we understand that for many families with children in different year groups or drop offs elsewhere this would not be possible or practical.

We are asking that students make their way directly to their zone on arrival at school:

- Years 7 and 8 should enter the site by the sliding doors by Science
- All other years will entry via the main gate by the Canteen.

Students should be on site anytime **between 8.30 am and when the bell rings at 8.50 am.**

To further reduce movement around the site we have altered the structure of the school day:

- There will now be three periods in the day, each lasting 100 minutes.
- We will be operating a two week timetable to ensure that all subjects have their fair allocation of time.

Students will return to school in week A, the week beginning 7<sup>th</sup> September is therefore week B.

	08.50-10.30	10.30-10.50	10.50-12.30	12.30-12.50	12.50-13.10	13.10-13.30	13.30 to End of Day
Years 8, 9, 12	Period 1	Break	Period 2	Tutor	Lunch		Period 3
Years 7,10,11, 13				Lunch		Tutor	

As you can see, we have moved tutor time to the middle of the day which allows us to stagger lunchtime and ensure all year groups can access food and playground spaces.

The end of the day will be staggered, to allow for an orderly and safe exit from the site. Year 7 and 9 will leave school at 3.05pm, year 10, 12 and 13 will leave at 3.10pm and years 8 and 11 at 3.15pm.

Students who are getting buses home will go to the upper playground by the Chapel where they will be escorted by staff to their buses. At this point in time, Stagecoach have confirmed that all bus routes to and from All Hallows will be running in September.

Stagecoach have asked us to remind you that students are required to wear masks for their journeys to and from school and they are running an exact fare scheme so no change will be given on the coach. We will be asking them to put on their masks whilst they are waiting for their bus but are not required for the rest of the school day. [We will be showing the students a video clip on how to put on and remove a face mask.](#)

Stagecoach are urging students to use either contactless, the app or online ticket purchasing for smart cards, monthly's, term riders and yearly tickets. Please see below for a quick overview of the exact fare guidance: <https://www.youtube.com/watch?v=Z8-luR5VBNY&feature=youtu.be>

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## Attendance

We are expecting all staff and students to be in school every day. However should you display symptoms of COVID 19 please follow the Government guidelines, remain at home and be tested.

## Food

Breakfast club will be a take away service and will be open from 8.30am. To avoid year groups coming into contact with each other, there will be no food service at break times. Students are encouraged to bring in a snack to see them through to lunchtime.

Lunch will also be a take away service to avoid students from different year groups sitting together in the canteen. There will be a main meal and other options but with less variety than we have previously offered. Students will purchase their food and take it to their year group zones to eat.

The water fountains will not be in use so students are advised to bring water in a reusable bottle for the day.

## Equipment

We will be unable to lend equipment to students. Students need to ensure that they have the following items with them every day; pen and spare pen (blue and black ink), scientific calculator, ruler (15cm or 30cm), rubber, sharpener, colouring pencils, highlighter, whiteboard pen (we have put mini whiteboards in the school journal), glue stick, scissors, compasses and a protractor. They must also have their scientific calculators.

We will be still be giving resources to students such as exercise books and worksheets in the lessons.

## Uniform

Students are required to be in full uniform from September. This is only supplied by Edgar Jerome in Aldershot and to ensure that all parents know that the uniform is correct and meets our standards.

Students will be allowed to bring in their mobile phone, but it must remain in their bag on 'silent' at all times. This is so that when the 'track and trace' app goes live, students can download this app and it can be used as intended by the Government.

## PE lessons

PE lessons will be conducted under the sport specific guidance. Changing rooms will be used by students and will be cleaned as appropriate during the day. Students need to have PE kit with them on the days where they are timetabled.



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## Extracurricular activities

At present we plan to deliver an extracurricular timetable, where guidance allows, within year group zones. We hope to add to this when Government guidance allows us to do so. As normal we will send out the timetable at the beginning of term.

Peripatetic lessons will continue where possible and will be advertised by the Music department.

## Learning in lessons

In addition, we are working to ensure that students continue to make excellent progress in their learning. We have scheduled into the school calendar early parents' evenings for year groups who did not have a parents evening last school year. Initially these will be virtual and when it is safe to do so we will return to our normal procedures. You can find the dates on the school website, [in the calendar section](#).

We have timetabled assessment weeks for Years 11 and 13 in September to allow us to identify gaps in students' knowledge to inform future teaching. With all year groups, departments have identified the key areas of content that need to be revised and have scheduled this into their yearly plan.

## Behaviour

More than ever, every minute of learning time matters. To ensure that time is well spent in school our students need to adhere to our behaviour code which from September will centre around five core values;

- Respect
- Courage
- Responsibility
- Consideration
- Intellectual curiosity

More information on these values can be found in the student journal. We will be holding students to really high standards of behaviour and will be asking for your support with this in adhering to our Behaviour Policy.

## Homework

From September there will be a two week homework timetable which will be sent out at the beginning of the term.

AS students now have three lessons a day, students will receive one or two pieces a night. The expectation is for each task to take longer than previously.



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All homework tasks will be recorded both in the student's journal and on Microsoft Teams with more detailed instructions. We hope that this will make it easier for you to support your child with their homework.

As usual if homework is not given in by the deadline or not to the correct standard, students will be given an afterschool homework detention until 4.15pm on the following day. These detentions will take place within their year group zones.

## First Day

The first day for Year 7 and 12 is **Thursday 3<sup>rd</sup> September**:

- Mr March and Mrs Fanshawe will be at the front of the school to direct Year 7 to their playground
- Year 12 students should make their way to the Sixth Form Centre.

The first day for all remaining years is **Friday 4<sup>th</sup> September**:

- Students should enter the site as detailed above and Heads of Year will welcome the students in their zones.
- Period 1 will be an extended time with the tutor as part of our programme to ensure that all student are ready for the term ahead. Normal timetabled lessons will take place Period 2 and 3 as we believe the best thing for the students is to return to a semblance of normality as quickly as possible.
- Students need to have PE kit with them on this Friday.

Please look out for clips from Heads of Year for further information which show students where to go on the first day. These will be posted on our Twitter account ([@allhallows](https://twitter.com/allhallows)) before term starts.

Please be assured that the safety of your child and their learning is at the centre of all that we do. Our procedures will be reviewed constantly in line with Government guidance and we will make changes accordingly.

We are looking forward to welcoming students back in September.

Yours faithfully

M A Baines  
Acting Headteacher

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