

Letter from Matthew Bartlett, Head Master

Monday 3rd August 2020

Dear Parent/Carer

ST ALOYSIUS' COLLEGE: Senior School reopening

I am delighted to be able to confirm that following the First Minister's announcement on Thursday, St Aloysius' College will be open fully to all pupils from the start of the Autumn Term 2020. We will solely be using our Hill Street campus and therefore Millerston will only be used for games provision and we will provide the usual transport for this. We are hugely looking forward to welcoming your children back to the College.

The Scottish Government is very clear however that with the return to school in August, we must all remain vigilant and continue to manage the risks of COVID-19. The health and safety of all our community is of primary importance. Therefore, it is very important that you read all aspects of the detailed guidance and information that follows. I am very aware that this is a very lengthy letter but it is very important and will ensure a successful and sustained reopening. **Please also share this with your child/ren and keep it for reference.**

The buildings have been reordered, deep cleaned, all statutory testing and servicing of services and facilities has taken place and everything de-cluttered to ensure the safest possible environment for all our community to return.

In line with the very latest guidance, we have ensured that we have in place pragmatic and proportionate control measures which reduce risk to the lowest reasonably practical level. These are being reviewed on a continuous basis and therefore please do keep updated by reading all emails sent out. All our letters to parents can also be found on the covid19 section of our website. There is a separate letter for the parents of Junior School pupils and Mrs Brown has written separately to Kindergarten parents.

There are a few areas (not least Sport) where we are still awaiting further guidance which will be shared with you as soon as we have clarity.

Details of Senior School Year Groups returning on Thursday 13th August

S1 will have already been welcomed on Wednesday 12th August and therefore they will go to their first lesson on Thursday which will have been explained to them on the induction day.

In order to ensure a staggered return without large numbers of pupils arriving on site at the same time, we will have a staggered start on Thursday 13th August and year groups should arrive for the following times:

- S5 9am
- S6 10am
- S4 11am
- S3 12 noon

S2 are not in school on Thursday 13th August and will return on Friday 14th August**Friday 14th August**

- S2 9am

All other year groups attend at the new daily start times outlined below.

Each year group will start with a whole year assembly. To reduce large gatherings one half of each year group will be in the Sports Hall and the other half in the old Gym Hall. Both areas are set out for Social Distancing. Mr Ferrie will communicate the arrangements for this at the start of the week beginning 10th August. We recognise the importance of properly welcoming back our young people, ensuring we acknowledge the difficulties everyone has

faced with lockdown and that this will have affected each person differently. After assembly they will go to the remainder of that period and then so on.

Daily Start Times

There will be no period bells

S1-S3 should arrive on site and go to the first lesson of the day at 8.55am where their teacher for that period will welcome them and take the register. Pupils should aim to arrive not earlier than 8.55am but if they arrive between 8.30am and 8.55am should go to the following areas:

S1: Clavius Forum

S2: Clavius Balcony

S3: Old Gym Hall

This allows us to keep year groups in 'bubbles' and reduce risk of infection

S4-S6 should arrive for 9.10am and go straight to their first lesson where the teacher will be present. They will be registered in class and lessons will begin at 9.10am. S4-S6 pupils should not be in school before 8.55am and there will be no access to Common Room Facilities.

Break times

Morning Break

11am - all pupils stay in class. ELT in corridors to supervise toilet break.

Afternoon Break

12.35 - 1.30pm – S6 will be allowed to go down into town and there will be an allotted number of spaces in the Common Room and study rooms

S5 will also be allowed to go into town and there will be access to the College Hall for an allotted number of spaces. There will be participation in the pitch rota

12.40 - 1.30pm - S1 will be allocated a pitch each day and be able to use the Clavius Forum

S2 will be allocated a pitch each day and be able to use a designated part of the Refectory

12.45 - 1.30pm - S3 will be allocated the area outside the Sports Hall, be part of the pitch rotation and be able to use part of the Refectory

S4 will be part of the pitch rotation and there will be an allocated number of spaces in part of the Refectory

On games days, buses will depart for Millerston with lunch being eaten there (no eating or drinking allowed on any buses)

Signs of covid19 and not attending school

If your child is feeling unwell they must not attend school. Please do not bring them to school and risk spreading any infection. If they have a temperature in excess of 37.8 degrees they absolutely must not attend school.

It is crucial to follow NHS Scotland advice that anyone with the following symptoms are advised to self-isolate for at least 10 days and seek COVID-19 testing (details of how to access testing are available on NHS Inform):

- New continuous cough or
- Fever or
- Loss of/ change in sense of smell or taste

For most people and particularly young people, the symptoms of COVID-19 will be mild. COVID-19 is more likely to cause severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

As part of the 'Test and Protect' approach, everyone with symptoms is encouraged to get tested. You can book a test through NHS Inform. Household members of those with symptoms should follow the guidance for households with possible COVID-19 infection on NHS Inform.

If you child feels ill during the school day

We will have two nurses on duty working out of the Sports Hall medical base. There will be an isolation area for anyone showing the symptoms of covid19. Our First Aiders will deal with minor injuries to ensure heightened provision is available for prevention and control. We will at all times be guided by the advice of Public Health Scotland if there is a confirmed case of covid19. If your child displays symptoms we will contact you and ask that they are picked up immediately and tested. The nurses will advise on the actions to be taken and test and trace will be informed as a matter of course. We have very clear protocols covering our health provision and we are assisted by a Governor who is a GP.

Young people who are clinically extremely vulnerable (shielding)

Shielding was paused from 1st August. We expect that pupils who are shielding will be able to return to school in August, unless given advice from a GP or healthcare provider not to, and can follow the same guidance as the rest of Scotland.

A safe environment

The scientific advice is that physical distancing between young people in **secondary schools** is not required to ensure a safe return to schools. However as a precautionary approach everyone is advised to encourage distancing where possible between young people particularly in the senior phase. The government is clear that distancing should be implemented in a proportionate way and that schools should ensure that the specific approaches adopted do not introduce capacity constraints and/or prevent a return to full-time learning in school.

However it is essential that we protect teachers and other adults in school as well as ensuring pupils' education and that we mitigate risk as far as possible. Therefore we have implemented the following:

- Teachers will have a clearly marked out workspace which should not be breached. This allows for 2m distancing at all times and will make teaching somewhat less personal but keep everyone safe
- Teachers do not have to wear a mask or visor but may choose to do so for their own wellbeing or health. They are likely to wear a mask/visor if in closer contact for specific reasons
- There are no mixed age group activities taking place
- Currently there will be no gatherings of over 50 young people and we will work within year groups if such gatherings are needed
- We have adjusted start times to separate S1-3 and S4-6 pupils
- Corridors are marked out to allow for 1m social distancing and there is a strict one way system in place to avoid cross over in corridors
- Breaks and lunchtimes have been reordered to prevent all pupils being released from class together



- No lockers or locker areas are in use; please do not carry excess books but use an iPad and only bring any bag or books that are strictly necessary. We are issuing 'show me white boards' to every pupil to reduce need for paper and contact
- We have spaced out our classrooms as far as possible with 2m distance between the teacher and pupils and aiming for 1m if possible between pupils. Where not possible we have ensured pupils are sitting side by side and facing forwards as opposed to opposite each other
- With options subjects we have created smaller groups where possible and ensured they are as equal in numbers as possible. At times this may restrict some late options choices

Very significant time has been spent risk assessing all aspects of our environment and operating procedures. We have put in place as many mitigating precautions as possible.

- Our cleaning team are working continuously from 7am-7pm with larger numbers of cleaning staff on duty at key points in the day. They are clearly identifiable through their new purple jackets with the 'Cleaning Team' lettering on the back. They will wear PPE for all appropriate tasks
- New cleaning regimes focus on regular cleaning of all touch points as well as enhanced cleaning of all classrooms and washrooms
- There are sanitiser points at all main entrances to the school. It is essential that these are used
- All pupils and staff will be issued with a small bottle of sanitiser for their own personal use during the day. They will be able to request a further bottle when this is exhausted.
- Sanitiser is available in all classrooms as are sanitising wipes and tissues. Pupils are expected to clean down their desk and chair after use. Tissue waste must be safely disposed of

Changes and details for the new normal

Travel to school

For pupils travelling by public transport, reduced capacity means it is crucial to plan the journey in advance and leave additional time where possible.

Drop off

No children should be on site before 8.30am. Drop off should be as swift as possible and there will be no parking or access to the playground areas with the exception of kindergarten parents who may use the top car park. Please see details above about daily start times.

Pick up

This poses the biggest risk of transmitting infection and it is crucial that we can get this right and keep everyone safe. For pupils in the Senior School **there should be no parental cars waiting on Hill Street at all** (the only exception would be picking up a young person with a physical disability). Please park away from the College and encourage your child to walk to you.

Lunches

Due to the confined spaces in the servery and the kitchen areas there will be no food provided in the initial period of return to school. All pupils should bring a packed lunch and their own water bottle which should be clearly labelled.

Pupils in S5 and S6 may choose to go offsite for lunch. However, they should follow the rules in place for wider society, for example wearing a face covering when entering a shop. Any reckless behaviour or breaches of mandatory guidance whilst offsite for lunch will result in a strict sanction. Pupils are expected to be mindful of others anxieties and respectful at all times. They should not move in large groups outwith the school campus.

After School

Currently we are not able to run after school activities given limitations on travel, sport and group gatherings. The Library will not be open after school and therefore **pupils should leave the building at the normal end of school and will not be able to stay behind after school.**

Saturday Sport

We are looking to provide sporting provision for Senior School on alternate Saturdays. We await guidance from the government and from sporting bodies as to what this can look like. I will be writing separately to you about this once the school level sporting bodies have reached agreement as to how they will be proceeding. We have not yet received updates about the operation of Glasgow Green. Likewise, there will be restrictions on parents accessing Millerston. There will be no indoor space available for parents or café facilities.

Uniform

Over the last few months our pupils' normal routines have been disrupted. Wearing school uniform is an important part of school routine. It serves to ensure a level of uniformity and a sense of belonging. Pupils wearing their uniform well in August will only help build that feeling of community. We want to maintain our high standards of uniform and appearance as we believe it has a positive impact on behaviour and learning. All uniform and appearance expectations can be found on the College website. However, until further notice blazers and ties are optional to wear. There is no national guidance that says blazers and ties cannot be worn and it is likely that the majority of our pupils will choose to retain their normal uniform.

On games day or a day when they have PE, pupils should arrive wearing their tracksuit with kit underneath. There will be no access to changing facilities.

Girls may also choose to wear a shirt with a reverse collar. We do not know as yet when we will be able to begin the hockey and rugby season. Therefore, to avoid buying items that may not fit at a later date, we are advising parents and carers not to buy games kit at this time. When we know a start date, we will notify you as soon as possible and provide a kit list for rugby and hockey. We ask for your support, as always, in ensuring that your child adheres to the uniform rules.

Face Covering

Face coverings are not required for most children and young people (those clinically advised to wear a covering are an exception). However, pupils must wear face coverings if travelling on public transport and the school will apply the same rule on its buses to Millerston. They should provide their own face covering which should be carefully stored to avoid transmission of any infection (a small plastic bag would be best).

Any pupil wishing to wear a face covering in school can do so. Evidence suggests that face coverings do not provide significant protection for the wearer, rather they primarily reduce the risk of transmission and help suppress the virus. As the wearing of face coverings/masks becomes more commonplace in Scotland, it is possible that more people may choose to wear a face covering in the school setting, particularly on the initial return to school.

One-way system

There is now a marked one-way system around the campus to ensure social distancing and to avoid a build-up of pupils in any communal area. This will be explained to all pupils on their first day. A quick summary which is clearer when you are *in situ*:

With all buildings, follow the arrows. You may need to walk outside, it may not be possible to go by the nearest route to a room on the same floor if it involves going against the one way system.

Main Building

Main entrance at 45 Hill Street: **In and Up only via main stairs** access to first and second floor departments as follows: RE (first floor), Geography and History (2nd Floor), offices in main building on first and second floor. No access to any other areas

Sixth Form Common Room Door: **In only.** But access **only** to English department via first set of stairs in red corridor **or access to hall** from red corridor

English corridor one way: up via first set of stairs in red corridor and down stairs at end, out onto Hill Street by wooden locker room

Scott Street Door: **In only** and up nearest stairs with access to Modern Languages, Classics and Business only

Exit from first and second floor of the classrooms in the main building is by the Middle staircase only and out onto Hill Street past the wooden locker room

Exit from the Hall is into the Blue Corridor, turn right and onto Hill Street

Exit from offices in the Main Building is down the servants' stairs and out the refectory door

Clavius Building: route has been reversed

In at Hill Street past Computer Rooms and up far stairs

All corridors then one way towards the down stairs (Lift end of the building) into Scott Street

Mount Building

In at Scott Street (front door) for all rooms (except S4 Common Room)

Down concrete fire exit stairs at rear of building and straight out

Rooms on ground floor use first exit on left before the stairs as exit only

Aftercare: usual entrance and exit

Drama: line up at marked point, usual entrance and exit

S4 Common Room: line up where marked at rear of building, wait to be asked to enter by a teacher. Do not cross the route of other pupils

Convent Building

In at front door for all areas

Out via spiral staircase if using Convent Chapel

Out via back door if using Staff Room

Out via fire exit door and concrete stairs at end of all other corridors for other rooms

Sports Hall

In via pupil entrance off the pound for users of ground floor corridor and medical room

In via rear entrance for Viewing Gallery and users of the main Sports Hall

Out via main stairs and front door for all users

S6 Common Room/Free periods

The Common Room will be set up for free periods with a maximum number of pupils allowed to ensure social distancing. The S6 study rooms will also be available. Students can leave the site if they do not have lessons but this is not obligatory.

Visitors, Events and Travel

To reduce the risk of infection, the school is not open for visitors. Please note that this also includes parents of all year groups. Please use phone or email and all enquiries will be dealt with timeously.

We have not cancelled events as yet, but will respond to the latest safety guidelines as to what events can take place at any given time. The Sports Hall and Gym Hall will allow us to have an assembly of up to 50 from the same year group with social distancing in place.

Some events are still postponed and may be able to run for the new academic year

Schola and Music Lessons

Current guidelines mean that the Schola will not be operating until further notice. Likewise, in order to protect staff from excessive movement about campus, to facilitate social distancing and of course to allow students to focus on their core learning which has been disrupted for some time, music lessons will not be taking place initially.

Please note that current national guidance does not allow for provision of wind instrument or choral lessons.

You may wish to arrange virtual lessons outwith school time ensuring at all times that young people are kept safe.

Fitness Suite

In line with national guidelines, there will be no access to the school's fitness suite until further notice.

School Transport

School transport will operate normally from the Southside (Doigs Buses).

Dedicated school transport is regarded as an extension of the school estate and it is not necessary to maintain distance between children and young people of all ages.

We have liaised with Doigs can reassure parents that they have implemented strict protocols in line with government guidance. They will run larger buses to ensure some distancing is possible.

No pupil must board dedicated school or public transport if they, or a member of their household, have symptoms of COVID-19.

Pupils must wear a face covering for all school transport and safely store it away when off the bus.

Everyone using the school transport should sanitise their hands prior to boarding.

Transport to Millerston

The school will provide dedicated transport to Millerston for games which will depart from West Graham Street to provide extra space in Hill Street. Details of pick up arrangements from Millerston will be sent on to parents in the week beginning 10th August.

Library

Library books may be borrowed but the library will not be available as a drop-in facility. All books will be quarantined for 72 hours upon return to the library. The amount of infectious

virus on any contaminated surface is likely to have decreased significantly after this time. Please follow the guidance from Miss Lapping about this.

Keeping everyone safe

I have been asked what oversight will be provided by Government to keep young people safe. This is known as the 'Enhanced surveillance programme' There will also be specific surveillance in respect of schools and children/young people. This will draw on COVID-19 related information from a range of sources and will cover all school ages and the ELC phase. The government is also developing an additional surveillance programme within a sample of schools (we are not included within this). This would involve working over a period of time with substantial numbers of children and workers at a representative sample of schools throughout Scotland, using repeated PCR/serology testing and survey data to establish symptoms and infections in the school population to inform the ongoing development of guidance.

The College is a member of SCIS, HMC and ISBA and I am member of SLS. This ensures we are constantly updated as to best practice and we follow all guidance or where possible exceed such guidance for the good of our community.

We have very clear guidelines to follow were there to be an incidence of covid19 in our community and our actions would be dictated by the Health Protection Team.

Return to School and Pupil Wellbeing

We appreciate that the past few months have been a very challenging time. Many of our pupils will be excited by the prospect of returning to school. However, there may be others who, initially, will be a little anxious about coming back in August. This is completely understandable as our young people will have had varied experiences and responses to lockdown. For some, it may have been mostly an enjoyable experience spending more time with their families. However, we know for others it may have been challenging or indeed traumatic. Your child's wellbeing and mental health will continue to be our priority when we return to school in August. The pastoral team are experienced in supporting young people through difficult times. We will provide any pastoral support needed and signpost you to other services if required. These unprecedented changes that the lockdown has imposed are likely to have left many of our pupils feeling uncertain about the future. On return to school we will provide opportunities for pupils to speak to peers and staff about any concerns they have. Please get in touch with your child's Head of Year, Mr Ferrie RFerrie@stalloysius.org or Mrs Erskine IErskine@stalloysius.org if you or your child have any concerns about the transition back to school. We will work with you to create, if needed, a support plan for your child's return.

And finally

Thank you for taking the time to read and note the large amount of detail here. All this is designed to keep everyone safe and so that we can return to school and remain safely without needing to interrupt education. Updates will be issued to reflect changing advice and any developing situations.

Kindest regards



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GREAT THINGS HAPPEN IN THE GREEN BLAZER