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Date: 5 August 2020



Education and Families

Kenneth Ross
Head Teacher
Cardinal Newman High School
Main Street
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www.northlanarkshire.gov.uk

Dear Parent / Carer

Return to School – Wednesday 12 August 2020

I have attached the latest letter from North Lanarkshire Council regarding the return to full time education on Wednesday 12 August.

Wednesday 12 August

- First Year, Second Year and Third Year pupils should attend. School begins at 8.55am and finishes at 2.55pm.

Thursday 13 August

- First Year, Fourth Year, Fifth Year, and Sixth Year pupils should attend. School begins at 8.55am and finishes at 3.45pm.

Friday 14 August

- All pupils should attend. School begins at 8.55am and finishes at 2.55pm.

Week beginning Monday 17 August

- All pupils back in school following normal timetable.

Arriving in School on the First Day

- S1 should report to the school playground on their first day. They should report there each morning until Tuesday 18 August.
- S2, S3 and S4 should report to the fire assembly area on their first morning only. Thereafter they can go straight to their timetabled classes.
- S5 and S6 should report to the MUGA on their first morning. Thereafter they can report directly to their timetabled classes.
- Teachers will be at the school gates and in the playground to direct pupils to their assembly areas and to escort them to their first class.



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- We will keep a close eye on the weather forecast – if the weather is really bad we might change these arrangements so the children can assemble indoors. Teachers will direct the children to the appropriate area.

School Day

We will follow the normal school day pattern as much as possible.

- School start and finish times as per normal timetable.
- Staggered interval and lunch times to minimise contact between year groups at these times. This will result in a longer interval and lunch time for S1-S3 pupils (by approx. 10 minutes); S4-6 no change to interval and lunch time.

First Days Back at School

- Our focus in the first few days will be to ensure all young people are back safely, are aware of the safety measures in place and how they can contribute effectively to a safer environment for everyone.
- We will also be focusing on health and wellbeing, ensuring young people are not overwhelmed by the return full time to school, and allowing young people to reconnect with school life – and teaching and learning.
- There will be a particular focus on supporting our new first year pupils and making sure they feel safe and confident in their first days back.
- We have been preparing specific health and wellbeing materials and activities for young people to use.

Health and Safety Risk Assessments

- We have prepared a Cardinal Newman High School risk assessment to comply with Scottish Government guidance and to address our own local COVID-19 risks. This document will be developed over the days and weeks ahead following further input from teachers, young people, parents and other partners. We will continue to develop any individual risk assessments as necessary.
- There is extensive signage across the whole school building and in the external areas to support our health and safety plans. We will be operating a keep left policy in all areas of the school.
- **In brief:**
 - (i) Young people do not require face coverings in school but may wear if they wish.
 - (ii) Young people do not require face coverings or to socially distance on school transport – school transport is considered part of the school building for COVID-19 planning purposes.
 - (iii) Young people do not require to socially distance in school but we will encourage this as far as possible.
 - (iv) We will encourage young people to remain in their groups as far as possible.
 - (v) We will have more facilities for frequent hand washing around the school and in classrooms.
 - (vi) Additional cleaning will take place in school throughout the day.

SQA Results

- SQA results arrived yesterday (4 August) and my congratulations go to all our young people who performed very well in difficult circumstances. Some young people and their families have contacted the school to raise issues around particular subject grades and possible next steps. We are currently contacting all of those families and we will do everything we can to make sure all of our young people receive the awards they deserve.

Subject Choice Options

- We will arrange individual interviews with any young person who has to change their subject options as a result of SQA awards.
- We hope to provide our normal programme of vocational and college and NLC consortium arrangements for senior pupils next session. We await further information about this. In the meantime we will meet all young people potentially affected to agree an alternative subject choice in case the programme cannot go ahead.

School Canteen

- The school canteen will be offering a pre-ordered food service on our return to school.
- An app will be available for young people to download to their phones to order their preferred choices. They will then collect their prepared order at interval and lunchtime.
- The canteen will be cashless as far as possible – although we know that we will have to be flexible in the first days of the scheme to ensure that every child who wants to purchase, or is entitled to food, is able to use the system.
- North Lanarkshire Council will send you more information on how this scheme will work by the end of this week.
- We will distribute Young Scot cards to new S1 pupils on their first day.
- The canteens will still be available for young people to sit and eat their lunch – again we will be encouraging them to be as careful and safe as possible.

School Uniform

- Blazer
- White Shirt
- School Tie (S5/6 have their own tie design)
- Plain black tailored trousers or skirt
(No jeans, track-suit, jogging pants, leggings or other leg-hugging trousers)
- Plain, black V-necked jumper (optional)
- No other sweatshirts, cardigans, jumpers etc.
- No football colours at any time – including for PE lessons
- No outdoor clothing other than the blazer is allowed within the school building
- Black shoes or plain black trainers

We will be expecting [where possible for this year] that all pupils maintain the good standard of school uniform we have built up over the years with your help and support. I know parents support the uniform policy and we will do everything we can to help you maintain our agreed dress code for your child.

We have ordered ties and will have plenty in stock when the pupils return in August. We can distribute these when pupils return if they do not have them before they come back. If we can help you with school uniform let us know. Contact us here: <mailto:cnwebteam@cardinalnewman.n-lanark.sch.uk> or <mailto:ht@cardinalnewman.n-lanark.sch.uk>. These links can also be found in the tab "Our School" on the school website.

What you can do to help us

- Please do not enter the school premises including the staff car park. All pupils should be dropped-off at the bottom car park next to the bus bay.
- Parents [and any other adult visitor] can only enter the building with a prior appointment and even then only if is absolutely necessary. If you need to speak to us for any reason please telephone first – we will still be glad to hear from you. We can make arrangements to meet in person if necessary.
- We will contact you as normal if we need to – attendance, reporting etc.
- Please discourage your child from bringing belongings to school which are not necessary for teaching and learning – school materials only.
- Where possible pupils should bring their own pencils, pens, rulers etc. and keep them for their own use.
- As you know we have social areas for each year group. Some young people go there to socialise with their friends at morning interval and at lunch time. (Some young people never use them). As the ventilation in these areas is not sufficient to meet the standards required in our Health and Safety Risk Assessment, the social areas will not be in use till further notice. Young people will have to go outside into the playground at interval and lunchtime. They should dress accordingly. If the weather is bad we will identify an area for young people to go for that particular day.
- Water will be available from the canteen at interval and lunch time. If young people want to have an additional bottle of water in their school bag they will need to bring it with them to school. The communal water dispenser will not be available till further notice.

I know this is quite a long document but I wanted to provide you with as much information as possible at this time. If you need to contact us for whatever reason please do not hesitate.

We are all really looking forward to having your children back with us next week and to making sure that we can all get back to normal as soon as we can.

With every best wish



Robert Smith
Depute Head Teacher