



Saint Felix School

Headmaster: Mr James Harrison BA (Hons)

25th August 2020

Dear Parents and Guardians,

I do hope that you are all having a wonderful and safe summer. We are looking forward to welcoming back the pupils into the Senior Department on Monday 7th September and the return of face to face lessons.

I am writing to share with you the measures that will be in place to minimise the risk of Covid-19 transmission and ensure that educational opportunities are fully maximised. We will be reviewing these procedures regularly, but I have every confidence that our pupils will embrace the changes to ensure a successful and safe return for all.

Senior Department Practices and Procedures will be as follows:

1. Pupils will be in year group and key stage bubbles for lessons, activities and socialising.
2. Each form will have a classroom base, with a designated, labelled desk. The classroom will be set up with individual desks facing forward. Lockers in their area will be available.
3. Pupils will need to ensure that they have the necessary equipment for their learning.
4. Teachers will move to teach their class, unless a specialist subject or option, or set. In which case pupils will move, following designated routes.
5. The school day will be as normal 8.35am to 4.50pm, but year group bubbles will have designated entrance/exit points, staircases, outside spaces for socialising and toilets.
6. The corridors will operate a Keep Left policy and routes to specialist classrooms will, where possible, be via outside routes.
7. Hand sanitising will take place on entering and exiting classrooms and regular cleaning of the site will be in operation throughout the day.
8. Pupils will be encouraged to maintain, where possible, social distance and to avoid using the stair banisters.
9. All snacks and packed lunches will be provided by the school. The pupils will eat them in their designated areas. If you would prefer your child to opt out of school packed lunches and have a home prepared packed lunch for the term, please can you contact your child's Head of Year, Year 7 and Year 8 Mrs Mel Westlake on mwestlake@stfelix.co.uk and Year 9, Year 10 and Year 11 Mrs Chantelle Gallagher on cgallagher@stfelix.co.uk as this will help with catering numbers. Please could I remind you we are nut-aware school and encourage healthy eating.

10. Pupils will need to bring their own water bottle and will be able to refill these at break and lunch time.
11. Assemblies and Chapel will either be via zoom or in year group bubbles.
12. There will be no house meetings during the Autumn term. Instead, Wednesday mornings will be an extra tutor period.
13. On the days that pupils have PE or Games they should attend school in their PE kit.
14. Swimming lessons for Year 7, Year 8 and Year 9 will take place. All changing rooms will be in operation and marked out. At the end of each lesson the changing rooms, poolside, toilets and equipment will be cleaned.
15. The school transport will be available and operational procedures sent out to those using this facility.

More generally, we wanted to inform you that during the Summer holidays the school has had a deep clean. All desks, tables, banisters and other such surfaces will, similarly, and on an ongoing basis, be regularly and appropriately cleaned.

All staff will be in school from Tuesday September 1st until Friday 4th September for training purposes and preparing for the pupils' safe return. We also look forward to welcoming the Year 7 and all our new pupils on Friday 4th September.

I would like to thank all the parents and pupil for their support last term and for their resilience and persistent in making such a success of remote learning. I am confident that as a community we will have a safe and successful return.

Please enjoy the last few weeks of the holiday and we look forward to the start of a new term on Monday 7th September at 8.35am.

Yours sincerely



Ms Annie Hardcastle
Deputy Head