

July 2020

Dear Parents,

As the end of term draws to a close I wanted to let you know about our plans for August and September.

This is a long email, for which I apologise at this point in the term - please take the time to read it thoroughly as it contains guidance, information and instructions for the coming weeks.

*I think it's important to point out that although this forms the basis of a clear plan for September, as I think we've all found in the last few months, 8 weeks can be a long time. So, this is the plan as we currently stand, and in the current climate - if we have to adapt due to external circumstances, local or national, then we will of course have to do so, and I shall contact you as soon as I am able.*

### **Staff and School Availability**

Firstly, I want to talk about having a break. I, certainly have had a little time to reflect in the past few weeks, and would like to state quite categorically that whatever further announcements that may emanate from central government, whatever further guidance may be offered to schools, from 1pm on Friday 17th July Rugby High School will be taking a sustained period of actual holiday. I have spoken to Peter Reaney, Chair of Governors and he is in complete accord that as leaders of Rugby High School, and for the well-being of all, it is imperative that **everyone** has time away from work.

Since mid-March we have dealt with each new challenge as it has arrived, and there has, at times I am sure felt like a relentless cycle of just about managing to succeed with one challenge, just as another one comes into view. Such an approach is unhealthy if sustained, and I am well aware that September will not be without its challenges - if staff at Rugby High School work through without a break we will simply burn out. So, although the RHSadmin email will be monitored, replies may not be forthcoming until week beginning 10 August when the Senior Team will be preparing for A-Level Results. I have instructed staff that I do not expect anyone, unless it is in line with their working hours to be monitoring email over the summer holiday.

### **Safeguarding over the Summer**

Should you have a safeguarding concern in the meantime, contact the Warwickshire Multi Agency Safeguarding Hub:  
**01926 414144**

Lines are open from:

Monday to Thursday: 8.30am – 5.30pm

Friday: 8.30am – 5pm

Out of hours

If you have an emergency outside of usual office hours, please contact the emergency duty team immediately on: **01926 886922**

### **Returning to School in September**

Our return in September will, inevitably look different, but we are determined to return all students and staff safely to the site so that we can ensure a full, broad and balanced curriculum is offered, at the same time as ensuring the health and safety of students, staff and any visitors to the site.

### **Tuesday 1<sup>st</sup> September 2020**

Teacher Training Day in line with our published Calendar. **No students to attend**

### **Wednesday 2<sup>nd</sup> September 2020**

We look forward to welcoming:

**Years 7, 8 and 10 Only. Other year groups must not attend.**

**Thursday 3rd September 2020**

We look forward to welcoming

**Years 7,8,9 and 10 Only. Other year groups must not attend.**

**Friday 4<sup>th</sup> September 2020**

We look forward to welcoming

**Years 11, 12 and 13 Only. Other year groups must not attend.**

**Monday 7<sup>th</sup> September 2020 onwards**

**All year groups expected in school**

The rationale behind such a staggered start is also to ensure that every one of you can understand the new ways in which we will be conducting the school day, your lessons and break and lunchtime, and to ensure that you all have access to staff and pastoral support for your own well-being.

I am sure, as I have been in contact with other Head Teachers in Rugby, that different schools are taking different approaches to the return of students. We, as Head Teachers have taken the different decisions based on our school sites, the space we have available and the different needs of our students.

I know, given the amount of time away from school all students want to get back in as soon as possible, but we want to be sure that as they return, we are as available as we can be for the different needs of each year group as they start back, or in the case of years 7, 12 and 10 start new courses or join us for the first time. We want to be able to welcome our students back with enough space and time to address any concerns they may have and the approach we have chosen allows us to do this.

Year groups will be taught mainly in year group areas, which will mean staff moving to a year group, rather than having a solid base. These areas will be shared with students on their first day back in school in September.

Year 7 and 12 will have a period of induction, and each tutor group will have a "recovery curriculum" session with their form tutor as part of their first days back in school.

**How and where will students be taught?**

When students return to school, year groups will be taught mainly in year group areas, which will mean staff moving to a year group, rather than having a solid base. These areas will be shared with students on their first day back in school in September.

Year 7 and 12 will have a period of induction, and each tutor group will have a "recovery curriculum" session with their form tutor as part of their first days back in school.

**What equipment should students bring?**

All students are expected to return in full school uniform.

There are some key pieces of equipment that students will want to make sure they have, as we will not be lending any out, for the obvious reason that sharing equipment might be a health and safety risk. Please make sure that your child has:  
pens, pencils, a ruler and a glue stick  
a scientific calculator and the usual mathematical equipment (protractor and a pair of compasses)  
A4 paper

We will be issuing exercise books, but these will be for classwork. Any work students hand in will be completed on lined paper or submitted online. Students should, if possible, make sure they have some A4 paper with them at all times. We will provide a folder in which students can keep their day-to-day paper.

If students are able to bring with them a laptop or tablet into school to access online resources, such as digital textbooks, and to submit work online should this be required, this would be beneficial. It will not always be possible for staff to use printed textbook resources, as teachers will be moving around from class to class.

### Lunch and break time arrangements

There will be three separate serveries and canteen spaces. The canteen staff will be serving a choice of hot meals and sandwiches each day. If you would like your child to eat from the canteen you will be able to order and pay in advance online, and those details and menu options will be shared through parentmail ahead of the start of term. This will enable us to reduce queueing and speed up the service. Students will eat with their year group bubble and there will be two sittings in each canteen space, so that all students have time to eat during our normal lunch break. Students may of course bring a packed lunch if preferred.

Our current Risk Assessments are secure, but will be updated and re-shared before the start of term via the school website.

I do not want a rushed return, which means students feel missed or left out, or where the safety of students or staff is compromised. **I want students to be absolutely clear on our expectations of them and their conduct during lessons, on arrival and departure and around the school site. We will update the school behaviour policy and share this ahead of the start of term, so that all students, staff and parents understand what is expected of them.**

If you have any questions please do email them in to me or any member of the Senior Team, bearing in mind that emails may not be responded to before 10<sup>th</sup> August. We will produce a FAQs sheet before September, to ensure that students and staff are secure in their return to school, and everyone is aware of the expectations for behaviour in and around the school.

Finally, I would like to extend my thanks again to:

All of my colleagues for their incredibly hard work since March; to our students who rose magnificently to the challenge in front of them, and who tried to ensure they remained buoyant, cheerful and motivated and of course; to all the parents who will have had to be part of home and remote learning, who supported and pushed, and tried to keep their tempers as the days and weeks rolled on.

We adapted quickly and effectively, and although we may say that we don't like change, my goodness we certainly dealt with it! I cannot tell you how proud I am of our response to the challenges we have laid in front of us, and I look forward to continuing to work with you all so that every student at Rugby High School continues to have access to as full and broad a curriculum as we are capable of maintaining in the Autumn term.

Best wishes,

Mark Grady  
Head Teacher