

## Returning to School - September 2020

Dear Students and Parents

We are very much looking forward to welcoming all of our students back to school at the start of September. Following the information sent out at the end of the summer term, I am writing in advance of our re-opening to give some further detail about measures we are putting in place to keep us all safe, and a few reminders. There is a lot of information, please read it all, alongside our updated FAQs.

*Please note that if we have to adapt any of these plans due to external circumstances, local or national, then we will of course do so, please look out for emails and updates on our website.*

### The first week back

As you will already be aware, we have planned a staggered start to term for all year groups so that we can transition back into the school routine and familiarise ourselves with the safety measures in place around the school. Here is a reminder of when you should return:

**Tuesday 1<sup>st</sup> September 2020: Teacher training day, no students in school**

**Wednesday 2<sup>nd</sup> September 2020: Years 7, 8 and 10 ONLY**

**Thursday 3<sup>rd</sup> September 2020 : Years 7, 8, 9 and 10 ONLY**

**Friday 4<sup>th</sup> September 2020: Years 11, 12 and 13 ONLY**

**Monday 7<sup>th</sup> September 2020 onwards: All Year Groups in School**

**The start of the school day:**

When you arrive at school you will be welcomed by staff on duty who will direct you to handwashing stations and then into the school building, you will be expected to follow the one-way system which is clearly marked inside the school building and around the exterior of the site. You will go straight to your form room base where your form tutor will meet you. As usual, on your first day back you will have an extended tutor period with your form tutor, lessons will start after break.

Year 7 and 12 will following a dedicated induction programme.

### Teaching rooms

You will mostly be taught in year group areas, which means that your teachers will come to you, rather than you moving to them. You may move to specialist rooms for drama, music and PE and this will be indicated on your timetable.

Students in KS4 & 5 will move between a suite of rooms dedicated to each year group so that we can deliver your option subjects.

### Timing of the school day

In order to facilitate the movement of staff around the school we have slightly altered the timings of the school day. Please see details sent with this letter which will give you details of the year group areas and timings of the school day and your allocated handwashing stations.

### **What should you bring to school?**

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

We will be issuing exercise books, but these will be for classwork. Any work you hand in will be completed on lined paper. You should, if possible make sure you have some A4 paper with you at all times. We will provide a folder in which you can keep your day-to-day paper.

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

**You are expected to return in full school uniform. You will be asked to come to school in your PE kit on the days you have PE.**

### **Break and lunchtime arrangements**

There will be three separate serveries and canteen spaces; the canteen, the main hall and the old gym. The catering staff will be serving a choice of hot meals and sandwiches each day. If you want to eat from the canteen you will be able to purchase your food as long as your parent mail account is topped up. We will continue to use the biometric fingerprint system for payment and you will be directed to sanitisers after payment and before moving on to eat. You will eat with your year group bubble and there will be two sittings in each space, so that all students have time to eat during our normal lunch break. You may of course bring a packed lunch if you prefer.

### **The end of the school day**

**At the end of the school day you will be directed back to the sinks for handwashing before leaving the site. If you are travelling via school bus, you will wait in the bus bay. Staff will be on duty to support.**

**If you are travelling by car we ask that parents do not wait directly opposite the school as this causes traffic congestion along Longrood Road, please agree a pick up point with your daughter in one of the local side streets, and park respectfully. There will no access to the visitors' car park at the end of the school day, to ensure student safety as they leave the school site.**

**If you are collecting your child by car please ensure that they are collected no later than 4pm.**

### **Health and Safety**

Our updated Risk Assessment will be posted on our website before the start of term. Please also take the time to read our updated First Aid Information Document which accompanies this letter.

In order to ensure student safety, as well as additional sinks and the one-way system in school, we have installed hand sanitiser dispensers around the school building.

We must insist that all students, parents and staff follow this essential guidance relating to COVID-19:

**You must not attend school if you develop coronavirus (COVID-19) symptoms: a new and persistent cough or high temperature, or loss of or change in your normal sense of taste or smell. Guidance states that you should self- isolate for 10 days and arrange to have a test for COVID-19.**

If students develop any of these symptoms while students are in school we will follow the procedure detailed in the First Aid Practice document accompanying this letter and our Risk Assessment. Parents will always be contacted should you develop these symptoms.

Updated guidance now states that any staff and students who have come into contact with a symptomatic person do not need to self-isolate unless they too develop symptoms, in which case you should arrange a test or if the symptomatic person subsequently tests positive, or you have been requested to do so by NHS Test and Trace.

**If you live in an area where there is a confirmed local lockdown, you must let us know so that we can put provision in place for your continued remote learning.**

**Please be aware that it is not compulsory for staff and staff students to wear face coverings while on the school site but please be respectful of those who choose to wear these in school.**

**You will be required to wear a face covering while travelling on your bus and while waiting for your bus in the bus bay.**

#### **Behaviour Policy amendment.**

**It is our intention to add the following statement to our Behaviour Policy.**

*In line with our Behaviour Principles it is essential that, whilst additional measures are in place to safeguard our students and staff during the COVID-19 pandemic, students adhere to all social distancing, handwashing and hygiene guidelines and instructions from staff when on the school site. Students must ensure that they respect staff and student choices regarding the wearing of additional PPE. While a one-way system is in place in school, it is our expectation that all staff and students will respect this. If students do not follow measures in place at this time, this will be considered a serious incident and will be reported immediately to a member of SLT. Parents will be informed.*

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We understand that there is a lot of information to take in here and that you may have further questions. Do take time to read through the FAQ sheet and familiarise yourself with the one-way system which will be published on the school website. If you have any questions please email [rhsadmin@rugbyhighschool.co.uk](mailto:rhsadmin@rugbyhighschool.co.uk) with Return to School in the subject heading. If your question has not been answered by Wednesday 26<sup>th</sup> August, we will make sure that you have a response on 1<sup>st</sup> September.

We look forward to seeing all for the start of our new term.

Best wishes,  
Mark Grady  
Head Teacher