



**Our Ref:** DJA|NMO|474

14<sup>th</sup> July 2020

Dear Parents / Carers

As you are aware, all students are expected to return to full time education from September. As a school we are excited about this prospect and the opportunity to welcome everyone back, but we are also acutely aware that we must follow government guidelines at all times to prioritise the health and safety of our whole community. Consequently, we have researched the best ways to preserve student and staff well-being in order to protect the wider community whilst ensuring students have access to a high quality education.

This letter details the adjustments which we are making to the normal routines; please note them and discuss them with your children. These measures will be used initially for one term only (September to October). During that time we will review their effectiveness educationally, using in school information as well as the national picture. We will take note of expectations upon schools to judge whether these measures need to be extended or adapted. It is vital that all students are aware of what the arrangements are as well as what is expected of them. A comprehensive risk assessment will be published on the website demonstrating the risks and how we have attempted to reduce them.

Below is a summary of the key temporary adjustments that we are making for this time. It covers the basic alterations which we are making to keep in line with current guidance. However we are aware that as the national picture changes the guidance too continues to evolve therefore we intend to be in touch with you at key points throughout the summer holidays, to expand on this information and - if required - alter it. Please take time to go through the main points with your children and do not hesitate to let us know if you need anything clarifying or further information. We will produce a list of FAQs in line with your comments. In these unprecedented times we recognise the importance of working collaboratively with you and therefore ask you to get in touch on our designated email address of [reopening.enquiries@rednockschool.org.uk](mailto:reopening.enquiries@rednockschool.org.uk).

## 1. The Start of Term

There will be a staggered start in September to support students adjusting both to the major changes in expectations as well as reintegrating them back into formal education. We are using our experience this current term which tells us that we must prioritise their well-being. In order to do this, we know we need to give the students space and time to get used to the changes.

Students will return as set out below:

- First day for Year 7 & Year 12: Wednesday 2nd September, **Year 7: 9am – 12pm only / Year 12: 10am – 1pm**
- First day for Year 11 & Year 13: Thursday 3rd September; (+ Year 7 & Year 12 also on site)
- First day for Year 8 & Year 9: Friday 4th September; (+Year 7, Year 11, Year 12 & Year 13 also on site)
- First day for Year 10: Monday 7th September; (whole school on site).
- All students expected to be in from Monday 7th September.

## 2. Structure of the school for September

In line with government guidelines we are splitting the school into 'bubbles' in order to reduce the chances of cross contamination.

Head Teacher - David Alexander BA (Hons); MSc

Students will be 'zoned' across the school, have specific entrances and exits to the school building and be in designated areas for their lessons. They will be taught by specialist teachers who will come to their classrooms instead of the students, themselves, moving around the corridors. Year groups will also have staggered break times and designated areas in which to spend these. Where possible students will have access to specialist practical classroom environments. However these are prioritised for students in Key Stage 4 and 5 first. There will be a strict risk assessment for the use of these rooms.

The restrictions of this separation and staggering mean that we will be temporarily adjusting the students' timetables. For term one (until the review in October) students will be taught in three extended blocks each day; these will be broken down by the teacher for optimum learning. This change is to reduce movement and allow for breaks to be staggered. To achieve it we will transform the timetable into one which has the same lessons as normal but now over four weeks at a time rather than two. In real terms, students will have access to exactly the same amount of curriculum time, it is simply that we have broken it down in a different way to help meet the requirements.

To support a timely, distanced and smooth start to the day, we are asking all students to access school via a specific entrance for their year group (please see below).

**It is crucial that students only access via the entrance designated to them regardless of them arriving with siblings or peers from other years.**

Duty staff will be on hand every day to support this change. The start and finish times for the day remain the same: 8.35am – 3.00pm.

- Year 7: To enter school via the Main Reception
- Year 8: To enter school via the Rednock Drive back entrance entering through the dining hall entrance
- Year 9: To enter school via Music using the first set of stairs by DT( entrance on the right)
- Year 10: To enter school via Music using the second set of stairs by room 130 (entrance on the right)
- Year 11: To enter school via Music using the usual student entrance
- 6<sup>th</sup> Form: To enter school via Rednock Drive and then through the Community centre entrance

### 3. Travel to and from the School

Whilst we have been advised that school buses will be running as normal, we will keep parents / carers notified of any changes to transport arrangements should they occur between now and September. If you are bringing your child to school via car please consider the most appropriate place to drop them off and make them aware of the fact there could be increased traffic congestion during this time. Please consider whether you can drop your children off slightly further away from school to avoid congestion so that they walk part of the way. Do talk to your children about sensible behaviour during this term on their journey to and from school, whatever their mode of transport.

### 4. Parent and Carer Appointments

Due to the strict nature of the guidelines and risk assessments which we are following, we cannot admit parents/carers into the school building without a prior agreed appointment. Please **do not** come into reception, unless you have pre booked an agreed appointment time. This is to observe social distancing and avoid cross contamination.

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## 5. Student Uniform

We expect all students to be in full school uniform and complying with the dress code on their return in September, in accordance with our uniform policy. After a prolonged period of time away from school students should pay close attention to and remind themselves of our rules regarding jewellery, hair and makeup. Please see the attached information found on our website here:

<https://www.rednockschool.org.uk/uniform-information/>

Bateman's the uniform supplier is now fully open for both walk-in appointments and online orders. It is crucial, even more so in these times of uncertainty, that we help our students return to the normal expectations of school that can still be implemented.

## 6. Tutor Groups

During this period, due to the restrictions of student bubbles, students will be registered each morning and afternoon within a register base in their Year Group Zone. They will remain in their original community and be in a tutor group that is made up of students in their year group from the same community. They will have a consistent daily tutor, who will be from their community, and will act as the first point of contact. Details surrounding these temporary tutors will be communicated as soon as they are finalised in the summer holiday period. It is our aspiration to return to vertical tutoring as soon as it is safe to do so as we feel that it lies at the heart of excellent pastoral care for your children. Whilst we would prefer not to have to move away from this, we are keeping some consistency of link for your children with their community team.

## 7. Behavioural expectations

As always, we expect a high level of behaviour, engagement and communication from our students. During this period this is even more important that students meet school expectations. The uncertainty of the time mixed with the high need for health and safety compliance means that students need to follow our expectations so everyone can feel in control of their environment. Due to the temporary restrictions and alterations to the normal running of the school we will be making some amendments to the behaviour policy which will be communicated to students and yourselves at the start of term. These will surround health and safety expectations as well as arrangements around detentions. Students will still be encouraged in all that they do by a high level of positivity and rewards.

## 8. Personal Health and Safety Measures

Facemasks may be worn to school but under government rules must be taken off at the entrance to school. **Face masks are not permitted in school.** There will be access to sanitisers for students and staff in each room and hand washing will be encouraged throughout the day. There will be a detailed risk assessment communicated to you prior to opening detailing the further steps taken to ensure the Health and Safety of all. Please contact us if you think we need to be made aware of specific risks for your child.

## 9. Attendance

Attendance at school from September is a legal requirement for all students. Please contact us if you have any specific concerns for your child and we will do all that we can to accommodate your needs.

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Do not send your child in if they, or any member of their household are displaying any of the signs of Covid-19. They must also not attend if a member of their household is awaiting test results for Covid-19. Please collect your child immediately if they show any symptoms of illness on site. Please collect your child immediately or agree that we can send them home if they misbehave in a way that puts themselves or others at risk and refuse to follow staff intervention to stop this.

#### 10. Equipment in School and Lockers

Students will not be able to access their lockers due to health and safety arrangements. This means that the students must bring their equipment with them and be prepared to carry that equipment around. They will not need to bring their PE kits during the initial few days, we will give them further instructions about these one arrival.

#### 11. Dining facilities

Students will still have access to the dining room facilities and the processes around this are a key aspect of our risk assessment. Where possible please encourage your child to buy lunch at school OR bring a packed lunch. This will significantly help the process of getting the entire school through a staggered break and lunchtime routine. Where students buy their lunch please can we encourage you to preload the money onto their account electronically, from home: this will reduce the need for students to queue twice during this period of time. Where at all possible, only year 7 students should need to bring money into school for food. We hope to get the biometrics set up as early as possible in order to limit this to a few weeks.

Finally, thank you for your significant support during this period of time. It really has been part of the success of our community response.

I look forward to seeing all of your children in September. We will continue to set work on Show My HomeWork, up until the 17th July but after that students should rest. We know that students and families have all had different experiences during this time; we will support students who have gaps in their knowledge. Teachers will work to boost students' knowledge and understanding on their return.

**Please do not let them worry over the holiday period about missing assignments. We will support them to progress with a fresh start in September.**

Have a great summer and remember to email any questions to: [reopening.enquiries@rednockschool.org.uk](mailto:reopening.enquiries@rednockschool.org.uk).

Yours sincerely



**David Alexander**  
Head Teacher

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