



Rosebery School

Excellence. Endeavour. Opportunity.

Returning to Rosebery

September 2020

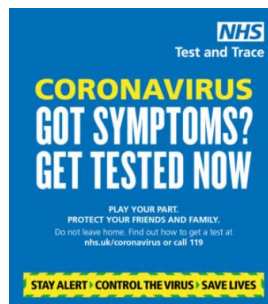
We are very excited to be welcoming all our new and returning students to a full timetable from the first week of September 2020. From our interactions with you, we know that the vast majority of you are very positive about your child returning to school full time from September and that most of our students want to come back too. However, we also know that there remain understandable anxieties about coming back to school after such a long and unprecedented period at home, and that this anxiety is not just linked to the issues around the potential transmission of COVID-19 but to concerns around returning to a routine, catching up on missed learning and supporting students with long standing or more recent mental and physical health problems.

Our primary concern is the safety of all our staff and students and as this guide will explain we have made significant changes to the way in which the school day will work in order to mitigate as much risk of disease transmission as we can. However, we also remain fiercely ambitious for all of our students and therefore we have also sought to safeguard the full curriculum for every student, maintaining specialist teaching and working to ensure that the learning experience will be stimulating, engaging and will take place in a safe and welcoming environment.

The experience of lockdown and of COVID-19 varies enormously between the families of our students and staff. It is vital that we are empathetic, patient and supportive of everyone in our community as we get used to a new way of working.

Keeping our staff and our students safe

All members of our community will follow these key principles:



The DfE has stated that all schools must ensure that:

1. Contact is minimised with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Students and staff clean hands thoroughly more often than usual
3. Good respiratory hygiene is promoted through the 'catch it, bin it, kill it' approach
4. Enhanced cleaning routines are followed, including cleaning frequently touched surfaces often, using standard products such as detergents

Additionally, the DfE has stated that schools should *try* to separate year groups, and to maintain social distancing wherever it is possible to do so.

If a student or staff member develops symptoms of COVID-19:

- Students and staff who develop symptoms of COVID-19, or who live with someone with COVID-19 symptoms, will be directed to stay at home and self-isolate for 10 days, with symptoms, or 14 days if they live with someone who has symptoms
- Any child that develops suspected COVID-19 symptoms during the day will be placed in a supervised isolation room until a parent/carer is able to collect them
- Testing is now widely available, and parents/carers will be asked to ensure that children with symptoms are taken to be tested, along with the rest of the household, and that the test result is reported to us on receipt
- Results are now available within 24 hours and therefore the school and Public Health England can respond rapidly to any positive case to ensure the school continues to be a safe environment

We have improved cleaning routines by:

- Installing hand sanitiser outside and in every classroom and outside every building
- Asking students to bring a bottle of hand sanitiser as part of their school equipment with them
- Asking students and staff to sanitise their hands before entering every building and classroom and at the end of every lesson
- Installing 15 additional sinks outside to facilitate easy access to handwashing
- Building additional toilets to facilitate greater access to hand washing facilities
- Contracting additional cleaners during the school day which means that toilets and other high touch areas will be cleaned on rotation throughout the day
- Contracting our cleaners for additional hours before and after school to ensure that every classroom is cleaned thoroughly before they are used
- Keeping teachers in their own classroom as far as is possible so that they can take ownership over the organisation of cleaning in their room
- Spraying all desks in each classroom with disinfectant between each lesson
- Wiping down computer, musical keyboards and sewing machines with disinfectant between each lesson
- Only sharing equipment between students in the same year group and cleaning that equipment regularly

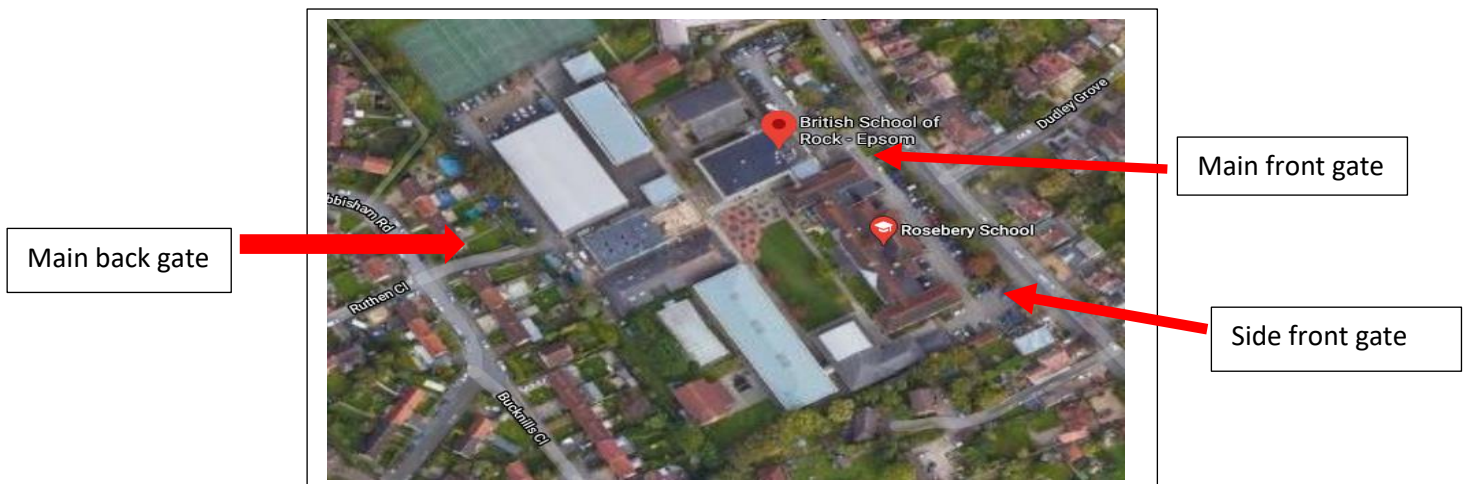


We will keep year groups separate from each other in school by:

a) Managing exit and entry to school by determining specific gates for students to enter and leave the school according to their route to school

- Based on the feedback given to us in the questionnaire sent out last term, there is an even distribution of students who wish to use the back entrance from Ebbisham Road and the Whitehorse Drive gates
- Therefore, we will now ask students to use the gate that is most applicable to their route to school and their tutor room/home base
- This, and the staggered start, will ensure students can maintain social distancing entering and exiting the school

We have three large gates for entry and exit:



- Students coming from the Cabbage Patch (St Joseph's end of WH Drive) should use the Main front gate
- Students coming from the hospital end of WH Drive should use either the Side front gate or the Main front gate
- Students who usually use the back entrance to the school will continue to use the Main back gate

b) Creating a home base for every year group which will be used for each break time and before and after school, if necessary

- Students should aim to arrive at school just before their start time, however we appreciate that siblings in different year groups may arrive together and that therefore some older students will need somewhere to wait before Period 1 and that some younger students may need to wait for an older sibling at the end of the day
- This home base will also be used at both lunch times and will include a canteen station, indoor and outdoor seating and toilets

c) Staggering the start and end time in the school day

- Years 7-9 need to be in their tutor room ready to begin the day at 8.30am and finish at 2.55pm
- Years 10-13 will need to be in their Period 1 classroom begin the day at 8.50am
- Years 10 and 11 will have tutor time at the end of the day and will be dismissed at 3.15pm
- Years 12 and 13 will be dismissed at 3.00pm unless they have an individual tutor appointment

In order for students to get used to this new system, we will integrate the children back in our first week in a very staggered way which will allow time for students to walk the site, get used to their home base and to being back in school.

First week back orientation schedule

Date	Year group	Time	Canteen available
Wednesday 2 September	Year 12	8.30am-12.30 pm	No
Thursday 3 September	Year 7	8.30am-3.00pm	Yes – two breaks
	Year 9	9.00am-2.30pm	Yes – two breaks
	All other year groups not in school		
Friday 4 September	Year 8	8.30am-11.00am	Yes – one break
	Year 10	9.30am-12.00pm	Yes – one break
	Year 11	10.30am-1.00pm	Yes – one break
	Year 13	11.00am-1.30pm	Yes – one break
	Years, 7, 9 & 12 not in school		

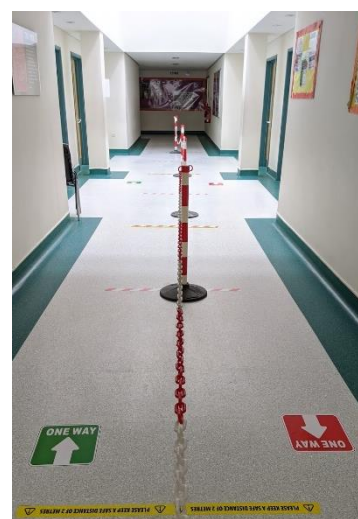
Organisation of the school day from 7 September 2020

Year group	Start of school	End of School	Lunch 1 35 minutes	Lunch 2 35 minutes	Home base for breaks and before and after school if required
Year 7	8.30am	2.55pm	10.50am	1.25pm	Canteen area 1 and outside space 1 behind canteen
Year 8	8.30am	2.55pm	10.50am	1.25pm	Quad area 1/Main Hall
Year 9	8.30am	2.55pm	10.50am	1.25pm	Canteen area 2 and outside space 2 behind canteen
Year 10	8.50am	3.15pm	10.50am	1.25pm	Pond area and pool pavilion
Year 11	8.50am	3.15pm	10.50am	1.25pm	Sports Hall area 2 – internal and external space
Sixth Form	8.50am	3.00pm	10.50am	1.25pm	Common Room/ Study Area/Quad area 2

These are temporary measures and as soon as we can revert to our usual school day timings we will.

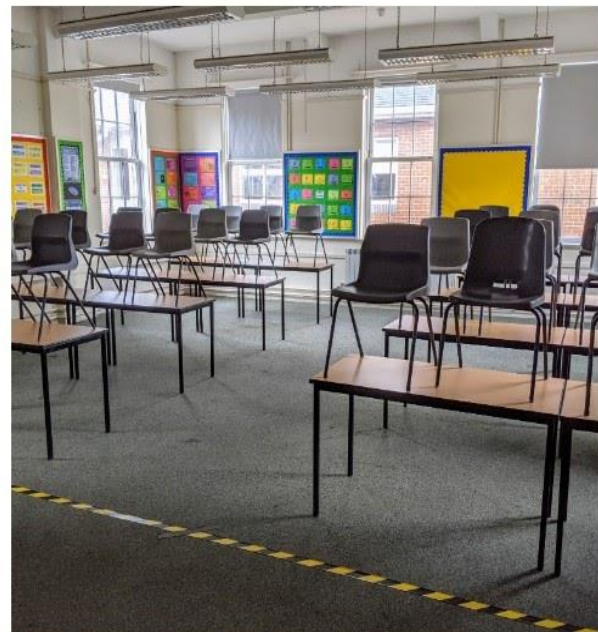
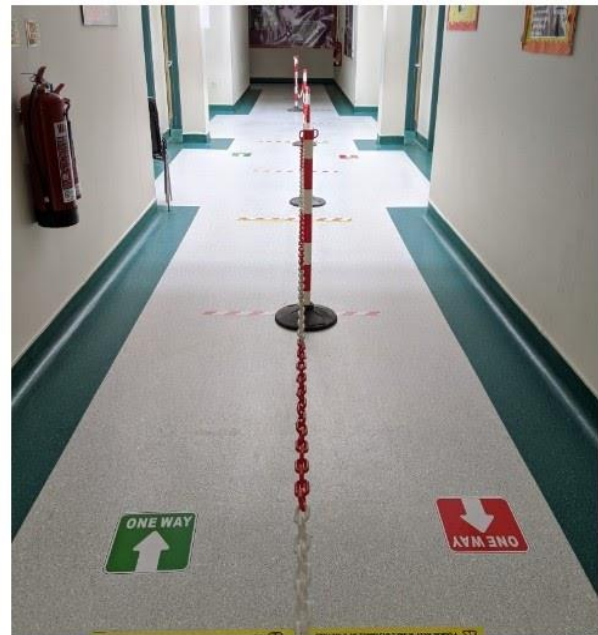
We will also:

- d) Ask all students to wear a coloured lanyard so that each year group is easily identifiable
- e) Stagger the dismissal of students from lessons by year group to minimise congestion in the corridors and introducing a robust one-way system so that students travel around the school in an orderly and safe way



We will maintain distance between our staff and students by:

- Reorganising all classrooms so that there is a clearly marked teacher zone into which no student can enter
- Creating a clear pathway down the middle of each classroom so that teachers and teaching assistants can move up and down safely to monitor and interact with students briefly and safely
- Organising all tables into rows which are forward facing wherever the space facilitates this
- All students will be given their own mini whiteboard so that they are able to show their thinking to their teacher more easily at a distance



Key pastoral contact information

Year group	Head of Year	Deputy Head of Year
Year 7	Mrs Ringer eringer@rosebery.surrey.sch.uk	Miss Canessa mcanessa@rosebery.surrey.sch.uk
Year 8	Miss Hatfield sfhatfield@rosebery.surrey.sch.uk	Miss Nejad vnejad@rosebery.surrey.sch.uk
Year 9	Mr Waight jwaight@rosebery.surrey.sch.uk	Miss Foster nfoster@roseber.surrey.sch.uk
Year 10	Miss Collins jcollins@rosebery.surrey.sch.uk	Miss Devonish gdevonish@rosebery.surrey.sch.uk
Year 11	Mrs Browne lbrowne@rosebery.surrey.sch.uk	Miss Krajniewski akrajniewski@rosebery.surrey.sch.uk
Sixth Form	Mr Phillips sphillips@rosebery.surrey.sch.uk	Miss Allison kallison@rosebery.surrey.sch.uk

Leadership Team pastoral leads

Assistant Headteacher: Head of Lower School	Miss Lowe hlowe@rosebery.surrey.sch.uk
Assistant Headteacher: Head of Upper School	Mr Styles rstyles@rosebery.surrey.sch.uk

Information Evening dates

These will all be held remotely: further details to follow

Year group	Date	Time
Year 7	Wednesday 9 September	5.00pm
Year 8	Tuesday 15 September	5.00pm
Year 9	Wednesday 9 September	6.00pm
<i>please note change of previously advertised date</i>		
Year 10	Tuesday 15 September	6.00pm
Year 11	Thursday 10 September	5.00pm
Year 12	Thursday 10 September	6.00pm
Year 13	Thursday 10 September	6.45pm

Frequently Asked Questions

Do I have to send my child to school?

- The expectation is that all children will return to school full time in September
- We will work with any families who feel that they cannot send their child back to school because of issues related to COVID-19. Otherwise our usual approach to attendance monitoring will be in place. Please contact your child's Head of Year if you do not intend to send your child back to school
- We are going to work very hard with all students to ensure they feel welcomed and safe and our Student Hub team are ready to support any student who needs additional help with mental health issues or anxiety

When should I not send my child to school?

- If your child, or any member of your household, has the recognised symptoms of COVID-19, namely a new and persistent cough, and/or a temperature of over 37.5 and/or has lost their sense of taste and smell, then the person suffering from these symptoms must self-isolate for 10 days, and those in the same household for 14 days. A child in this situation should therefore stay at home and **parents must inform the school** that this is the reason for their absence
- The absence line number is **01372 845469** and you should call the school before 9.00am if there is any reason why your child is going to be absent that day
- It is vital that anyone experiencing symptoms is tested and tests and the results are available rapidly. Again, it is vital that test results are conveyed to the school
- We would much prefer parents/carers to be cautious in this situation and to assume that these are COVID-19 symptoms, even though the current infection rate would suggest they are highly likely not to be
- If a child has been to a country to which travel restrictions apply, they must also not come to school until the quarantine period of 14 days is complete

More than one of my children attend Rosebery in different year groups. Where should they go if they have to arrive at school and leave the school at the same time?

- If a student in Years 10 to 13 arrives at the same time as their younger sibling, they should go to their designated home base before moving to get to lesson 1 on time
- If a student in Years 7 to 9 need to wait for an older sibling at the end of the school day, they should go to their home base before moving to the arranged meeting point

How do you plan to help my child catch up after being away from school for so long?

- We have carefully planned the curriculum for the start of the year to ensure that students have the time and space to get used to the routines of school again and so that we can address any anxieties or other issues from the start
- We have consulted with primary schools to ensure that any critical areas that were not covered because of lockdown are now integrated into our curriculum for Year 7

- We know that many students worked well in lockdown and we want to make sure that the start of the year also allows students to learn new material interleaved with a process whereby key skills are revisited and developed so that students can build confidence and so that their experience is as stimulating and engaging as possible
- Exam groups rightly had access to live teaching in school and their timetables have been considered carefully to maximise time with teaching staff going forward

Will students and staff be permitted to wear masks?

You will be aware that there is a great deal of discussion about mask wearing in schools.

- At the time of writing, the current DfE guidance remains that masks do not have to be worn in a school setting
- Students and colleagues who use public transport will have to wear a mask and, if it is a disposable mask, they will need to dispose of it in the clinical waste bins on arrival to school
- If a student or member of staff wishes to wear a mask during the day they are permitted to do so, but they cannot be left lying around and re-usable masks must be stored safely in a ziplock bag when they are removed and disposable masks disposed of in a bin

Why have you dispensed with lockers?

- Lockers take up a great deal of space in our classrooms and corridors; we need to maximise the space for tables and chairs in each classroom
- Students frequently return to the classroom or corridor to collect things from their locker and we need to minimise movement around the school at this time
- Multiple locker blocks which are stationed next to each other are used by multiple year groups; we must do all we can to separate year groups
- As soon as we can restore the offer of a locker to all students safely we will do so

What has happened to the belongings that were in my child's locker before lockdown?

- We have opened all lockers that were not emptied on Friday 20 March and carefully stored all belongings in labelled bags which will be returned to the student on their return to school

What arrangements are you making for PE lessons?

- Almost all PE lessons will take place outside for the first half term
- Students in all year groups will be permitted to come to school in their PE kit on the day that they have PE
- All students who have PE should, therefore, be wearing the Rosebery PE aertex T-shirt and the Rosebery skort/skirt. Students can also add plain, lycra sports leggings in a dark colour for walking to and from school if it is cold and either a Rosebery hoodie, the Rosebery jumper, or a navy or black sweatshirt
- We are aware that there are supply issues currently at Stevensons. Therefore, if a new PE kit has not arrived, students can wear dark leggings and a dark sweatshirt. Please write an explanatory note in your child's planner, if this is the case
- Instead of going to the changing rooms, students will go to the location of their PE lesson – either the Astro turf or the Tennis Courts
- They will be able to store their bags safely in those areas and valuables will be collected and stored safely
- In persistent bad weather alternative indoor arrangements will be made

What arrangements are you making for PE clubs?

- These will run after school
- Changing facilities will be available so students should bring their kit on a day when they wish to attend a club but do not have a PE lesson
- Students will be asked to sign up to indicate that they wish to attend a club so that we can manage numbers safely
- There will be no cross-year clubs or teams at this time

Will any clubs or enrichment activities be possible?

- Clubs will be organised for each year group, but because we now cannot use Sixth Formers to support our younger students, or indeed mix year groups for an activity, our offer will, sadly, be much more limited in the first half term
- We will seek to exploit technology as much as we can to facilitate activities wherever possible
- As soon as we can revert to a fuller programme, we will do so
- Trips and visits have also had to be put on hold for the moment, but this will be reviewed regularly

What will be the arrangements for parents' evenings?

- We are very conscious that those of you with children in Years 8 to 13 have not been able to meet with your child's teachers for some time. We are, therefore, structuring a parents' evening calendar to reflect this. At present the requirement is for these to be carried out remotely and we will be in touch to explain how this will work, when appropriate
- Our Information Evenings at the start of the year are a crucial meeting for all parents/carers and these will take place remotely; please see the schedule in the first section of this guide

How will the canteen offer work?

- All year groups will have access to a canteen offer in their home base area which will only be for that year group
- There will be two lunch breaks at 10.50am and 1.25pm, each of 35 minutes in length
- The offer will, naturally, be more limited than previously, but the same offer will be available at both lunchtime sessions and students can buy food at each lunch break if they wish
- Students will be using biometric/fingerprint purchasing as each till point is only going to be used by one year group and hand sanitiser will be used by each student before they buy
- Students can bring a packed lunch and sit in the home base if they prefer and students are welcome to alternate their use of the canteen with a packed lunch as they wish

What is happening about lessons provided by external teachers?

- Until half term we will be limiting the number of external visitors to the school and, therefore, these lessons will continue to take place remotely rather than in school time and in person. We will continue to review this and as soon as we can we will restore 'live' on site lessons

My child has to quarantine but is feeling well. How will you support her learning from home?

- It is important to remember that every year some students are unfortunate enough to miss more extended periods of school and we work hard to keep in touch with that student and to send learning materials, as appropriate

- All students (except in Year 7) are very familiar with Google Classroom and our work during lockdown has meant that we will now be able to ensure that all homework and most resources are stored in this platform for students to access should they have to be off school for any reason

How prepared are you for a future school closure?

- We have learned a great deal from the last few months and the technical expertise of the staff and students has improved exponentially. We have carefully reviewed what has worked and what hasn't and this analysis will support our approach, if schools were to close again
- Should there be a future school closure we will maintain the integrity of the school timetable to ensure teacher/student contact remains in place and we will deliver far greater live and interactive content to our students
- Should you have concerns about your child's access to technology please do not hesitate to contact their tutor or Head of Year

What is the policy on mobile phones?

- Mobile phones will not be permitted at any time during either lunch break and they will be confiscated and returned at the end of the day
- Mobile phones will not be permitted at any time in a lesson, without the express permission of the teacher and only if directly linked to an activity where a resource would usually be available
- Parents/carers should contact Reception if you wish to convey an important message to their child

Have you modified your uniform policy?

- No! The only change is that PE kit can be worn on the day of a PE lesson
- Students should be in full school uniform from their orientation day onwards
- Please ensure that the skirt is of the appropriate length, that the blazer is ready to be worn, that black shoes have been purchased and that
- All coloured hair should be returned to a natural shade, acrylic nails and hair wraps removed, and
- All jewellery should be removed expect one set of earrings in the earlobe

What should students bring to school with them?

Because students do not have a locker, they will need a bag which comfortably allows them to carry what they need for the day. This should include:

- A pencil case with a range of pens and pencils, a glue stick, a pair of scissors and a highlighter
- A scientific calculator
- A bottle of hand sanitiser
- Students in Years 9 to 13 who study music are encouraged to bring in headphones
- Tissues
- A ziplock bag for re-usable masks, if using on public transport to and from school