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**Rosebery School**

Excellence. Endeavour. Opportunity.

17 July 2020

Dear Parent/Carer

We are writing to inform you about the plans that that we intend to implement for the reopening of the school in September 2020. We need to be very clear that these are subject to change as the government are issuing new guidance for schools on 11 August 2020 and, as we have seen over the last few months, things change very quickly indeed and any increase in the COVID-19 infection rate could also lead to further changes in how we can open in September. **We will therefore be issuing a full guide to our reopening in the last week of August because at that point we hope to be able to confirm the fine detail of our plans with you.** Please ensure that you look out for this in your email inbox.

We are very much looking forward to the return of all our students in September and, as we have done since the start of lockdown with our Key Worker group, and prior to the return of our Year 10 and Year 12 students for live teaching, we have prioritised the health and safety of all our students and staff.

Additionally, we are committed to being as ambitious as possible for our students' learning and, therefore, we have also worked hard to safeguard the full curriculum for every child, albeit with adaptations to some subjects' practical elements to conform to DfE guidance; we have ensured that all students have access to specialist teachers and as a result, we are confident that the learning experience for all students when they return, will be meaningful and stimulating and will take place in a safe and welcoming environment.

We understand that some of you may have concerns about your child returning to school and we are very aware that the experience of lockdown has been different for every family. Students will need support in returning to a regular routine of school attendance and this is also the case for staff; we will all need to be patient with each other as we navigate this new way of working.

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**

**Headteacher: Ms R Allen MA NPQH**

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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.**

We would like to outline for you how we are working to ensure that these guidelines are adhered to at Rosebery.

**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**

- 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 7 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

**2. Students and staff clean hands thoroughly more often than usual**

- We have installed hand sanitiser outside and in every classroom and outside every building
- All students will also be asked to bring a bottle of hand sanitiser as part of their school equipment with them
- Students will be asked to sanitise their hands before entering every building and classroom and at the end of every lesson
- We have installed 15 additional sinks outside to facilitate easy access to handwashing
- We have converted our water bottle stations to foot operated machines
- Doors will be propped open wherever it is safe to do so to reduce high touch zones
- Additional toilets have been built and will be provided, again to facilitate greater access to hand washing facilities

**3. Good respiratory hygiene is promoted through the 'catch it, bin it, kill it' approach**

- Our COVID-19 behaviour charter will reference the importance of sneezing and coughing into the elbow
- Every classroom and entrance has additional lidded bins for the disposal of medical waste

**4. Enhanced cleaning routines are followed, including cleaning frequently touched surfaces often, using standard products such as detergents**

- We have contracted our cleaners for additional hours before and after school to ensure that every classroom is cleaned thoroughly before they are used
- We have contracted additional cleaners for during the school day which means that toilets and other high touch areas will be cleaned on rotation throughout the day
- The desks in each classroom will be sprayed with disinfectant between each lesson
- Computer and musical keyboards will be wiped with disinfectant between each lesson
- Equipment will only be shared within a year group, and never between different year groups, unless it is thoroughly cleaned first. Any shared equipment used within a year group will also be regularly wiped down and cleaned

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## Schools should try to separate year groups, and to maintain social distancing wherever it is possible to do so

### Entry and exit to school

- We encourage students to walk or cycle to school, wherever is possible
- If students use public transport, they will need to wear a mask. At present the guidance is clear that masks should not be worn in school, but in the light of recent changes to the wearing of face coverings in shops we anticipate that this guidance might change over the summer
- If you decide to drive your child to school, **please do not use Whitehorse Drive** as this becomes extremely congested and dangerous as it is also used by the families of children attending St Joseph's School
- We have five entrances to school and we will be allocating your child an entrance and exit gate, based on your feedback. Your child must use this entrance and exit gate every day because this will help reduce the risk of congestion significantly at any entrance or exit
- We will be asking Years 7, 8 & 9 to arrive at 8.25am so that they are seated in their tutor room ready to start the day at 8.30am
- Years 10, 11, 12 & 13 will be asked to arrive on the site at 8.50am so that they are sat in their classroom for their first lesson at 8.55am
- As a temporary measure, Years 7-9 will leave the site at 2.55pm and Years 10 and 11 will conclude the day with a tutor period and then leave the site at 3.15pm
- Again, as a temporary measure, Year 12 and 13 will not have a formal tutor time at the beginning of the day; instead 1:1 meeting appointments, will be made with each student either in the 8.30am-8.50am or 3.00pm-3.15pm tutor slot. Collective Sixth Form sessions will be able to be held during the school day, because of the nature of the timetable for these two year groups
- Collectively these measures will provide us with a small but meaningful stagger which will ensure that there is little congestion at the start or the end of the day

### Break and lunchtime

- Each year group will be separated at break and lunchtime, through the creation of clearly defined zones which will be attached to their tutor rooms. This area will therefore be their 'homebase' which is where they will spend all their break and lunchtimes
- Each student will be asked to wear a coloured lanyard which will help staff to identify which zone they should be in at this unstructured time
- Each zone will have access to a limited canteen offer, to toilets and to an inside and outside area
- In August we will write to you with further details of the Cucina canteen offer and with information about how students can order food in advance via an App which will speed up service in the various canteen areas significantly

### Organisation of lessons

- We have given this a great deal of thought. We have carried out due diligence on a range of options for organising the timetable, we have sought expert advice, have consulted with many other schools and members of our governing body, and have had our risk assessments thoroughly scrutinised by the GLF Trust Board
- Rosebery is very different to other schools and therefore we have created a plan which takes account of these differences, whilst at the same time adhering to the principle of separating our year groups from each other as much as possible
- Unlike a primary school, our students do need to move around the site in order to access the specialist teaching and resources, facilities and equipment which supports that specialist teaching

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- We have therefore introduced a robust one-way system which will ensure that students are not passing each other in the corridor. The DfE are clear that movement in the corridor is a low risk activity for students and staff
- Students will be dismissed from lessons on a staggered schedule to reduce congestion in the corridors and to minimise mixing of year groups
- Teachers will not move, meaning that they will always be present when the students arrive. This is critical because it will ensure that corridors are policed effectively, so that there is no gathering of students, it will ensure students can enter the room quickly, that seating plans can be adhered to easily, and it will ensure that robust hand hygiene routines can be enforced at the start and end of every lesson. At no time will students be unsupervised in a classroom, which other models in which the students are static, necessitate
- At the end of every lesson, because the teacher is staying in the room, and because of the staggered end to the lesson, they will be able to ensure that cleaning routines are put in place for the classroom between each lesson
- Within almost all classrooms, tables are facing the front and in specialist areas where this is more difficult, such as a computer room, arrangements have been made to ensure that students are not facing each other but can still access instructions from the teacher
- In all classrooms there will be a teacher zone and whilst teachers and TAs can now leave that zone to offer brief support – as long as it is not face to face- they will remain at least 2 metres from their students for the majority of the lesson
- This approach ensures that students and staff are safe, that as much lesson time is preserved, and that the specialist curriculum can be delivered to a high standard

### Mobile Phones

Our policy at present is that students should not use mobile phones at any time on the school premises. However, because of the need to limit the sharing of equipment we will, temporarily, allow students to use phones in lessons, only with the express permission of a teacher, and only if directly linked to an activity where a resource would usually be available – for example to look up a word or phrase as a dictionary in French or Spanish. Phones will not be allowed out at break and lunchtime and parents/carers should always contact Reception if they have an important message for their child, and not expect their child to check their phone during the day.

### Organisation of enrichment activities and parents' evenings

One of Rosebery's greatest strengths is our range of enrichment activities and the way that year groups interact to play sport, music, create theatrical spectacles or to debate important issues of the day. Many of our older students run activities for our younger students as well as providing mentoring, peer support and tutoring. We are committed to maintaining as many activities as we can, however we will have to run all activities on a year group basis, which will obviously limit the number of opportunities we can offer in the short term. Sadly, trips and visits will be curtailed for the moment. We will also have to be creative and use remote learning platforms to facilitate some of these activities, and technology will also be central to delivering our Information Evenings at the start of the year and any parents' evenings in the first term, as unfortunately, we will not be able to host parents on our school site.

### The first week of term: orientation

As we have outlined, our school routines have changed significantly since the majority of students were last in the building. In order to allow them to get used to the new arrangements we will be using the first week of September as an orientation week with a staggered start, allowing students the time and space to get used to be back at school.

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## Our schedule for the first week will be:

Date	Year group	Time
Wednesday 2 September	Year 12	8.30-12.30pm
Thursday 3 September	Year 7	8.30am-3.00pm
	Year 9	9.00am-2.30pm
	All other year groups not in school	
Friday 4 September	Year 8	8.30am-11.00am
	Year 10	9.30am-12 noon
	Year 11	10.30am-1.00pm
	Year 13	11.00am-1.30pm
	Years, 7, 9 & 12 not in school	

We will then ask students to return to school for a full week of teaching from **Monday 7 September** when the timings will be:

Year group	Start of school	End of School
Years 7, 8 & 9	8.30am	2.55pm
Years 10, 11, 12 & 13	8.50am	3.15 pm

## What should students bring with them?

Because we are trying to reduce movement around the school it will not be possible for students to have a locker at this time. We are working to make this possible as soon as we can. Students will therefore need to have a bag which is comfortable for them to carry for the day and which will fit everything they need in it. In order to minimise the sharing of equipment, it would be very helpful if this could include:

- a pencil case with a range of pens, pencils, glue, scissors, highlighters
- a scientific calculator
- a bottle of hand sanitiser
- student's personal headphones are encouraged for those who study Music in Years 9-13;
- a ziplock bag for reusable facemasks if public transport is used to travel to and from school
- tissues

## School uniform and PE lessons

**Students will be in full school uniform from the start of the year**, however, in order to minimise contact in areas which are often very congested, we will ask that for the first half term, students in Years 7-9 come to school in their school PE kit on the days when they have PE, so that they do not have to use the changing rooms. Year 10 and 11 will continue to be able to use the changing rooms for their PE sessions.

## Conduct and behaviour

The vast majority of our students behave brilliantly every day. It has never been more important for all of our students to follow instructions from all members of staff, to follow the hand hygiene and respiratory hygiene polices and the one-way system at all times, to go directly to their homebase, breaktime zone, or to move to their next lesson as

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quickly and calmly as possible, and to be kind and supportive to every member of the community. Your support in going through these expectations is greatly appreciated.

The government has outlined their expectations that every child will return to school from September. We hope that this letter provides you with the information you need to confidently support the return of your child to Rosebery School then. We will constantly review our processes and procedures and will actively seek feedback from students, staff and parents/carers as we move forward. In order to assist us in our planning it would be very helpful if you could complete the questionnaire which you will find [here](#) by Wednesday 12 August.

It is also important to state again that a great deal could change between now and the start of the school year. We expect the summer to be extremely busy as we work to finalise and to implement our plans for reopening, and we are sure that the government guidance planned for 11 August may influence our thinking further. We will, therefore, not respond to queries or concerns raised in the questionnaire until after this date and our plan is to respond to collective questions in the guide to our return that we will send you in late August.

Thank you for your continuing support.

Yours sincerely



Ros Allen  
Headteacher



David Lach  
Deputy Headteacher

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