

14 August 2020

Dear Parents and Carers

Full return to school for all year groups in September

I hope that you and your families are well. Let me begin by apologising for the length of this letter and the links included within it. The sum total is much longer than my usual correspondence with you. This is because there is an awful lot to cover. We would appreciate it if you took the time to read it and sit down with your son or daughter to talk about it when you have done so.

The plans for reopening have been based on government guidance. The parents' version of this can be found here: [gov.uk/what-parents-and-carers-need-to-know](https://www.gov.uk/what-parents-and-carers-need-to-know)

Our plans to open fully are based on several guiding principles:

- a. The safety of the staff and students by adhering to a rigorous risk assessment, which follows all national guidelines, but also takes into account the unique setting of Roundwood Park School.
- b. Having clear procedures in place to keep everyone as safe as is reasonably possible in an education setting.
- c. Ensuring that hard-to-reach learners attend school and that the pandemic does not become a further barrier to learning.
- d. Making sure that the delivery of lessons in school is meaningful and of high educational value.

Contingency Plan

In conjunction with this plan, we will also be publishing a contingency plan by the end of September. This plan will ensure that high quality learning will continue should a local lockdown occur or should multiple positive tests be confirmed at the school causing Public Health England to advise us to close the school.

Curriculum

The plan is to ensure that, provided that our risk assessment shows that it is safe to do so, students will return to school on the following basis:

All students in all year groups will receive lessons as written in our original timetable.

Years 7 and 8 will be taught in a delegated form room (with the exception of Year 8 maths, which will be taught in sets). Regrettably, this means that they will not have access to specialist classrooms in the first term.

Year 9 will have nearly all their lessons in a form base but will have maths in sets and will have more access to specialist classrooms.

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Years 10, 11, 12 and 13 will have a timetable in specialist rooms but will be kept in “year group bubbles” as outlined by the guidance.

The plan features staggered start and finish times, as well as staggered breaks and lunches. School will start slightly earlier than normal for certain year groups and finish slightly earlier for others in order to facilitate staggered start and finish times. Families who have children in more than one year group will be able to arrive at the earliest start time.

Apart from Years 7 and 12, all students will return to school on Friday 4 September when these start times will come into effect. Years 7 and 12 will begin on Thursday 3 September with an induction day. Their Heads of Year will write to them separately with further details.

The new timings of the school day can be found [here](#):

Afternoon registration will take place at the start of Period 5.

When students come into school they will report directly to their form base via the entrance specified on the above document. When students arrive they will be asked to sanitise their hands upon entry into the classroom and also at regular intervals throughout the day. Hand sanitiser will be provided in each classroom and the entry to each teaching block, as well as the toilet areas.

A list of form bases and form tutors can be found [here](#): As you will see, we are temporarily suspending Houses being placed in certain blocks in order to keep students as much as possible with their own year group. Please ensure that your child knows which room they are going to on the first day of term. This excludes Years 7 and 12 who will be given this information on Thursday 3 September. The side gate is located down the footpath to the right of the main school entrance.

School uniform and equipment

Students will be asked to wear full winter uniform except on days when they have PE. On these days they will come into school wearing their PE kit. This is covered in the update to our Behaviour Policy which can be found [here](#):

To minimise risk to students and staff we are asking you to be certain that your child has all the necessary equipment when they come to school each day. This eliminates the need to lend/share equipment, which will not be possible. Items your child will definitely need:

- Clear pencil case
- Pens, black, red and green
- Pencils
- 30cm ruler
- Eraser
- Glue stick
- Pencil sharpener
- Pencil compass
- Protractor
- Set square
- Scientific calculator
- Round end scissors
- Pocket English dictionary
- Highlighters

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We would ask that students bring in enough water in bottles to last them for the day. Nearly all water fountains will be unavailable.

Parents accessing the school site

I must ask you not to come onto the school site without a prior arrangement. If you need to contact a member of staff, please email or phone our receptionists who will pass on the message. If necessary we will meet with you by invitation.

I must also ask you not to drop off forgotten books and equipment. Please check that your child has everything they need for their day in school before they leave the house. If they forget their lunch we will provide food and charge you accordingly.

Health and Safety

The safety of staff, students and families is paramount in our planning as to whether it is reasonable to reopen the school. The Headteacher has had several meetings with the two Deputy Headteachers and the Director of Operations, walking the site, talking through scenarios adhering to government guidance and taking into consideration points from a national professional organisation (ASCL) and school unions' safety information, which have all been used to help structure the body of this plan.

Staff will be provided with visors and masks in order to ensure protection and we are asking that they wear one or other of these two things if they cannot observe the two metre rule, for example in a corridor or classroom. They must try wherever possible to observe the "one metre plus rule" for social distancing in addition to this. If they are handing out documents, handouts or equipment they must wear gloves which will be provided. As per the guidance, it will not be compulsory or necessary under our risk assessment for students to wear PPE; however we are keeping the current thinking on wearing masks and visors under regular and close review. It will also not be mandatory for students to maintain a distance more than a metre away from each other, although they should try to do so wherever possible.

If your child, or anyone in your household, has symptoms of Coronavirus (Covid-19) they should not attend school. Please see pages 2 and 3 of the Risk Assessment for further information. Please also keep your child at home if they are unwell with any other illnesses or symptoms.

Wherever possible, students should not use school buses or public transport, but those who have no alternative but to travel this way will need to wear masks whilst on the buses. They will need to remove their mask safely when they arrive at school.

Plan for re-opening

The full plan and risk assessment which underpin this letter can be found [here](#):

If you have any concerns about your child's return to school please contact their Head of Year in the first instance.

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We will of course keep our plan under review and should we need to make changes we will. All of this notwithstanding, our attitude to September will be to try to make the learning experience feel as normal as we can, although of course some things will feel different and quite rightly so. Our teachers have worked very hard on their planning to ensure that students will be well prepared for what lies ahead for them. We are adopting a 'keep calm and carry on' attitude and it would help us if you could do the same when talking to your child about their return in September. Naturally all of us will suffer a small amount of anxiety at the beginning of term but our experience of the return of Years 10 and 12 last term was that once the students crossed the threshold, most of their concerns disappeared and they were just so happy to be back in school again.

Finally, I would like to thank all of you once again for the support you have given your children and the school during the lockdown.

I hope that you enjoy the rest of the summer and we look forward to seeing your children in September.

Yours sincerely

A handwritten signature in black ink that reads "A Henshall". The signature is written in a cursive style with a large, stylized 'H'.

Alan Henshall
Headteacher